

Form 1000: Document Change Request (DCR)

1. Request Originator <i>(Submit to DCC after completing this section)</i>		
Name:	Phone #:	Affiliation <i>(check one)</i> : <input type="checkbox"/> Owner or <input type="checkbox"/> User
Document Number:	Document Title:	
Request Type: <input type="checkbox"/> New Document <input type="checkbox"/> Revision or Change <input type="checkbox"/> Cancellation		
Action Requested: <i>(Identify changes necessary for an existing document, or details for a new document.)</i>		
Rationale for Request: <i>(Include any CAR/PAR numbers being addressed by this request.)</i>		

2. Document Control Custodian (DCC) <i>(Submit to Process Owner after assigning a DCR number and Peer Reviewers if necessary)</i>			
DCR #:	Process Owner:	New Version Letter:	Date Received: / /
Peer Reviewers <i>(optional)</i> : 1.		2.	

3. Process Owner	
<input type="checkbox"/> Accept DCR (as-is or with modifications) <i>(skip to Step 5)</i> <input type="checkbox"/> Accept DCR and forward to Reviewers (as-is or with modifications). Please return reviews by: / / <input type="checkbox"/> Reject DCR <input type="checkbox"/> Rationale provided to Request Originator and DCC	Comments:

4. Peer Reviewer <i>(Submit DCR to the DCC and/or Process Owner along with document containing recommended edits)</i>	
<input type="checkbox"/> No Comments – Acceptable as-is <input type="checkbox"/> Comments Attached, in email, and/or on right <input type="checkbox"/> Recommend Rejection of DCR (specify rationale)	Comments:
Signature	Comments Submitted on / /

5. Process Owner <i>(Submit all signed DCRs and outstanding draft revisions to the Technical Reviewer for compilation)</i>	
<input type="checkbox"/> Incorporated Peer Reviewer Comments As Written <input type="checkbox"/> Incorporated With Modifications <input type="checkbox"/> Not Incorporated <input type="checkbox"/> Rationale provided to Peer Reviewer as to why comments would not result in modifications	Comments:
Signature	Comments Submitted on / /

6. Technical Reviewer <i>(Compile Review draft and document package, notify Records Reviewer, and forward to Approving Official)</i>	
Signature	Comments Submitted on / /

7. Records Reviewer <i>(Return document package to Technical Reviewer)</i>	
Signature	Comments Submitted on / /

8. Approving Official	
<input type="checkbox"/> Final Draft Approved <input type="checkbox"/> Final Draft Approved (with comments) <input type="checkbox"/> Final Draft Not Approved	Comments:
Signature	Comments Submitted on / /