

RFAID: _____ REQUEST FOR AUTOMATION

DATE: _____

SECTION 1 TO BE COMPLETED BY THE CONTACT PERSON

1. EMERGENCY <input type="checkbox"/>	NON-EMERGENCY <input type="checkbox"/>
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2. DESCRIPTION OF NEED OR REQUIREMENT

3. LOAN PROGRAM/MANAGEMENT AREA

4. SYSTEM(S) AFFECTED

5. RURAL DEVELOPMENT RHS RBS RUS

6. SUPPORTING DOCUMENTATION

7. BENEFITS/IMPACT OF IMPLEMENTATION

8. CONTACT POINT (NAME/SIGNATURE)	9. DATE
10. CONTACT POINT'S ORGANIZATION	11. TELEPHONE

12. SPONSOR DIVISION OR STATE DIRECTOR CONCURRENCE

SIGNATURE/TITLE

DATE

SIGNATURE/TITLE

DATE

SIGNATURE/TITLE

DATE

SIGNATURE/TITLE

DATE

13. CATEGORY/BASIS OF REQUEST

LEGISLATIVE/JUDICIAL _____

REGULATORY/POLICY _____

AUDIT _____

INTERNAL SYSTEMS INFRASTRUCTURE _____

SYSTEMS ENHANCEMENT INITIATIVES _____

14. PRIORITY

CRITICAL _____

IMPORTANT _____

DESIRABLE _____

PRIORITY CERTIFIED BY

SIGNATURE/TITLE

DATE

15. REQUIRED IMPLEMENTATION DATE (CRITICAL ONLY)

SECTION 3

RFA APPROVAL INFORMATION (SRB USE ONLY)

16. APPROVED

DISAPPROVED

17. SPONSOR PROJECT MANAGER

18. FUNCTIONAL SPECIFICATIONS REQUIRED

YES

NO

19. SRB CHAIRPERSON SIGNATURE/DATE

SECTION 4

IRM INFORMATION

20. BRANCH/SECTION ASSIGNED

21. IRM ACCEPTANCE

SIGNATURE

DATE

22. USER-ACCEPTANCE SPONSOR PROJECT MANAGER SIGNATURE	23. USER-ACCEPTANCE DATE
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24. LENGTH OF WARRANTY

25. PRODUCTION IMPLEMENTATION DATE

26. WARRANTY EXPIRATION DATE(S)

27. RELEASE NUMBER

28. RELEASED BY IRM

SIGNATURE

DATE
