

1. ORIGINATOR (NAME & ADDRESS)

1a. ORIGINATOR PHONE NO.:	1b. ORIGINATOR E-MAIL ADDRESS:
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2. TYPE OF ECP CHECK ALL THAT APPLY. IF YOUR SELECTION IS NOT LISTED, EXPLAIN IN DETAIL YOUR REQUEST IN THE SECTIONS BELOW.

EXERCISE	<input type="checkbox"/> UFL <input type="checkbox"/> RSOI <input type="checkbox"/> FE <input type="checkbox"/> New Permanent Exercise Circuit <input type="checkbox"/> Activate Exercise Circuit	Activate Date:
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HARDWARE	EQUIPMENT RELOCATION: <input type="checkbox"/> Within a room? <input type="checkbox"/> Outside of the room? <input type="checkbox"/> Swap Equipment <input type="checkbox"/> Remove Equipment <input type="checkbox"/> Add Equipment
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IF THIS IS AN EXERCISE ECP, IS THE SAME REQUIREMENT NEEDED IF THIS WAS REAL WORLD CONTINGENCY?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> REAL WORLD
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PROPERTY	PROVIDE INFORMATION FOR EQUIPMENT YOU ARE REQUESTING SERVICE ON: <input type="checkbox"/> CPU <input type="checkbox"/> Monitor <input type="checkbox"/> Printer <input type="checkbox"/> Other (Specify):
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PROVIDE THE BARCODE NUMBER:	IF POSSIBLE, PROVIDE HOSTNAME AND IP: HOSTNAME: _____ IP: _____
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SOFTWARE	<input type="checkbox"/> NEW LOAD <input type="checkbox"/> UPGRADE	NAME OF SOFTWARE REQUESTING: _____
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SECURITY	What is your SCIF ID #? _____ Date of Accreditation _____ Is your SCIF accredited? <input type="checkbox"/> YES <input type="checkbox"/> NO BY WHO? _____
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IN THE NEXT FEW BLOCKS, PROVIDE SPECIFIC DETAILS REGARDING YOUR REQUEST. INCLUDE IMPORTANT DATES AND ATTACHED DIAGRAMS, IF APPLICABLE.

3. DESCRIPTION OF CHANGE

4. NEED FOR CHANGE

5. EFFECT ON ASSOCIATED EQUIPMENT

6. SUBMITTING ACTIVITY AUTHORIZATION	7. TITLE	8. AUTHORIZATION PHONE NO. & E-MAIL
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DO NOT WRITE BELOW

9. IPT/CCB ACTION	APPROVAL		DISAPPROVAL/ CANCELLED	ISSUES REGARDING DISAPPROVAL/CANCELLATION
IPT/CCB	TASKING DATE	COMPLETION DATE	DATE	
PROJECT LEAD				

10. ADMINISTRATIVE CLOSING <input type="checkbox"/> USER CONTACTED REGARDING CLOSURE/CANCELLATION/DISAPPROVAL <input type="checkbox"/> ECP RECORDED IN DATABASE	DATE FILED: _____
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