

**SEM Change Request Form**

To be completed by Requestor	To be completed by SQ&SE Staff
Name:	Name:
Phone:	Phone:
Location:	Location:
Date:	Date Assigned:
Document Section:	Request Number:
Requested Change and Justification:	Change Classification Data (check one) Class I Change    ___ Class II Change    ___ Class III Change    ___
Check if additional pages are attached ___  Change Impacts Section Number: _____ Pages: _____	Summary of Impact:    Check if additional pages are attached ___  Change Impacts Section Number: _____ Pages: _____

**Working Group Actions**

Approval/Disapproval Reason(s):	Date _____
Additional Comments:	

### SEM Change Request Instructions

Requestor's Section	Instructions
Name: Phone: Location: Date:	Fill in your name, telephone number, location and date.
Document Section:	List the document section where you want to make a change.
Requested Change and Justification:	State the change that you want to incorporate and state your reasons for the change. Attach additional pages as needed.
Change Impacts:	List any section numbers and pages that will be affected by the proposed change.

\*\*Send the completed Change Request Form to the DOE Software Quality & Systems Engineering Manager in the Office of the Departmental CIO, Germantown, Maryland.

Analyst's Section	Instructions
Name: Phone: Location: Date Assigned:	Fill in your name, telephone number, location, and date you received the assignment.
Request Number:	Obtain the sequential number that will be used to track the request from the DOE Software Quality & Systems Engineering Office of the Departmental CIO.
Change Classification Data:	<b>Class I Changes</b> in policy, procedures, required actions, or deliverables are defined by Government units (Congress, Office of Management and Budget), or by DOE policies, procedures, and administrative requirements. These changes must be reviewed and approved by the DOE Software Quality & Systems Engineering Manager and incorporated into the methodology with the next update.
	<b>Class II Changes</b> in technology or development methodology are descriptions of innovations in the way information systems products are developed. These changes require review and concurrence by a working group and must be approved by the DOE Software Quality & Systems Engineering Manager.  Changes in required deliverables may be implemented by the DOE Software Quality & Systems Engineering staff or recommended by a working group. The impact on the remainder of the methodology when such changes are incorporated require review and concurrence by a working group and approval by the DOE Software Quality & Systems Engineering Manager.
	<b>Class III Changes</b> in factual information (security requirements), wording, or corrections of typographical errors will be implemented as soon as possible to keep the methodology accurate and current. Corrections of typographical errors are implemented without review. All other changes require review and approval by the DOE Software Quality & Systems Engineering Manager.
Summary of Impact:	State what effect the proposed change would have on other sections of the document or the methodology.
Change Impacts:	List any section numbers and pages that will be affected by the proposed change.

Working Group	Instructions
Approval/Disapproval Reasons:	State whether the proposed change should be approved or disapproved. Give reasons for the decision. Indicate date of approval/disapproval.