THEATER NETWORK OPERATIONS SECURITY CENTER (TNOSC)
REGIONAL PC PROCUREMENT / REQUEST FOR CHANGE (RFC) FORM INSTRUCTIONS

Please take a moment to review the following instructions as they, if followed, will aid in the processing of your requests in the quickest amount of time possible. Failure to provide the information requested and the required signatures will result in a delay in approval.

This form is to be used when a command or operational duty procures a PC or requires the addition, movement, or modification of any ONE-NET asset, its associated devices, or software. When completing this form, please follow these guidelines:

DATE: This refers to the date and time the form is initiated by the customer.

PC JUSTIFICATION: Select PC Justification to justify the procurement of a PC. Other documentation is required for PC procurement. Please contact your regional change coordinator for more details.

MOVE, ADD, CHANGE: If you are submitting a Request for Change (RFC) select Move, Add, Change of any ONE-NET asset, its associated devices, or software.

CONTACT INFORMATION: This refers to the individual submitting the request. If you are submitting this request for another individual, please specify the point of contact in the description of change area on the form.

TITLE OF REQUEST: Include a title that briefly describes the requirement.

SCOPE OF REQUEST: Will the work be completed on NIPR-Net or SIPR-Net? Please select all that apply.

MISSION / COMMAND SUPPORTED: Organization affected by the request.

DESCRIPTION OF CHANGE: Please use this area to provide details regarding the scope and nature of the requirements request. If the change is required by a specific date, please provide that information here. State the need in functional terms. Tell what capabilities are needed; do not just state what specific equipment is required. If specific equipment is recommended, state why. The focus of the requirement should describe the capabilities you need. Identify any security handling requirements and indicate when a secure capability is required. When necessary, include special requirements, such as accommodations for handicapped users, special operating conditions, manpower, training, and maintenance. Please be as specific as possible, as failure to provide enough detail regarding your request will result in a delay in approval.

JUSTIFICATION: Use this space to provide information concerning the justification of this request. Why is this change needed and what impact/risk would there be if the change was not implemented? Please be as specific as possible, because the justification may help prioritize resource allocation and project implementation.

SERVICE TAG NUMBER: The Service Tag Number is a unique five - to - seven digit alphanumeric (letter and number) code, which is found on a label affixed to your computer or peripheral. Only required if the information is accessible.

PORT/DROP NUMBER: A port/drop is the specialized outlet on a piece of equipment to which a plug or cable connects to the network. The number should be located on the outlet. Only required if the information is accessible.

AUTHORIZATION WITH SIGNATURE: **Signatures are required for approval.**