

APPENDIX X

100. REPORTING THE ACCOMPLISHMENT OF UPDATING/RETROFIT CHANGES

100.1 Purpose. This appendix applies to system, computer software, and equipment contractors responsible for releasing engineering and affecting ECP accomplishments of approved Class I changes (MIL-STD-480). These data will be used by the contractor to update the configuration status accounting reports that he is producing for the procuring activity.

100.2 Scope. Contractors shall record and report the accomplishment of Class I changes (MIL-STD-480) for system, computer software, equipment, and spares. Figure 9 is a suggested format for use in recording such information. This format shall not be used to report in-production changes. After preparation, the contractor shall forward the original and all copies with retrofit kit or modification instructions to the procuring activity or contractor having custody of the configuration item affected. Integrating contractors shall prepare an original and two copies of the report. In instances where a change to a configuration item must be accomplished concurrently with a change approved for associate contractor configuration item, an original and three copies shall be prepared.

100.3 Applicability. Each contractor to the procuring activity shall be responsible for compliance by his subcontractors, vendors, and suppliers to the extent specified in 1.3 of this standard.

100.3.1 Procuring activity or contractors having custody of the configuration items affected shall complete copies of the report upon accomplishment of the approved change. The completed original will be retained for filing with the equipment records. One copy shall be forwarded to the procuring activity configuration management organization, if required another copy shall be forwarded to the associate contractor's configuration management organization, and the third copy shall be forwarded to the contractor preparing configuration status accounting reports for the procuring activity. Processing of these completed reports shall be accomplished as they occur.

100.4 Preparation instructions. All entries on the report, with the exception of the signature blocks, shall be typewritten whenever possible. If a typewriter is not available, the entries shall be inserted with permanent black, blue, or blue-black ink. Signatures shall be made with permanent black or blue-black ink.

100.4.1 Format and entries.

- a. Block 1 - location - Enter the location where the change shall be accomplished.

Updating/Retrofit Changes Installation Completion Notification		
(1) Location		
(2) Identification of Change ECP No. _____ Data Code No. _____	(3) Config Item Affected Config Item No. _____ Serial No. _____ Part No. _____ Version No. _____	(4) Date
(5) Installation Fully Completed <input type="checkbox"/> Partially Completed <input type="checkbox"/> (If Partially Completed, Explain)		
(6) Problems Encountered During Installation		
(7) Proposed Solution		
Distribution to:		Installation Accomplished by:
Contract CMO <input type="checkbox"/>	Signature Required	
Procuring Activity CMO <input type="checkbox"/>	Name of Contractor Installation Agency	
Contractor/Government <input type="checkbox"/>	Installation Inspected by:	
Record Center Office <input type="checkbox"/>	Signature Required	
	Name of Government Inspection Organization	

Figure 9. (Sample Form) Installation Completion Notice

- b. Block 2 – identification of change – Enter ECP number and Data Code Number, when applicable.
- c. Block 3 – configuration item affected – Enter all applicable numbers
- d. Block 4 – date – Enter date of installation
- e. Block 5 – check appropriate square and explain when necessary (see figure 9)
- f. Block 6 – problems encountered during installation – Make entry when appropriate
- g. Block 7 – proposed solution – Make appropriate entry
- h. Enter "X" in applicable "Distribution To" blocks
- i. Sign and record "Name of Contractor Installation Agency" under "Installation Accomplished By".
- j. Sign and record "Name of Government Inspection Organization" under "Installation Inspected By".

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