Marshall Space Flight Center

SPECIFICATION CHANGE NOTICE/ DOCUMENT CHANGE NOTICE

SCN/DCN Number: _____

Page _____ of _____

Date:

Spec./Document Number:

ECR Number:	PCN:	Contract Number:
CBD Number/Date:	Page Number(s);	

Effectivity(ies):

Description of Change:

SCN/DCN PREPARATION INSTRUCTIONS

NOTE: Any block may be continued on MSFC Form 3209A, SCN/DCN Continuation Sheet, by completing the first four blocks as directed below and indicating item or block number continued from MSFC Form 3209.

SCN/DCN NUMBER: Enter the SCN/DCN number.

PAGE ____ OF ____: Enter the page number and the total number of pages comprising the SCN/DCN (e.g., "2 of 20", "3 of 10", etc.).

DATE: The calendar date of this submission is automatically entered by the system.

SPECIFICATION/DOCUMENT NUMBER: Enter the identification number (no revision letter) of the specification or document being revised.

*ECR NUMBER: Enter the Engineering Change Request (ERC) number.

*PCN: Enter the Program Control Number (PCN).

CONTRACT NUMBER: Enter the contract number that governs procurement of the end item, or enter "not applicable", N/A when a program or system specification or document is not affected.

*CBD NUMBER/DATE: Enter the number of the CBD and the issuance date of the CBD.

PAGE NUMBER(S): List the specification/document page number(s) affected by this change. Leave blank for specification/document revision.

EFFECTIVITY(IES): Enter effectivity(ies).

DESCRIPTION OF CHANGE: Enter description of change(s) to be made.

* Enter "N/A" (not applicable) if specification/document is not configuration control board (CCB) controlled.