

INSTALLATION NOTICE CARD (INC)

1. MOD KIT NUMBER (IF APPLICABLE):	2. DATE (MM/DD/YYYY):	3. PCN:
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4. WORK ORDER NUMBER:	5. ECP/ECR NUMBER:
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6. CI PART NUMBER:	7. CI SERIAL NUMBER:	8. NEW CI PART NUMBER (IF APPLICABLE):
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9. PERSON RESPONSIBLE FOR THE INSTALLATION

9a. CONTRACTOR OR ORGANIZATION IDENTIFICATION:	9b. LOCATION OF INSTALLATION/DATE:
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9c. NAME:	9d. ADDRESS:	9e. PHONE NUMBER:
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10. PERSON RESPONSIBLE FOR VERIFICATION

10a. LOCATION OF VERIFICATION:	10b. DATE (MM/DD/YYYY):
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10c. NAME:	10d. ADDRESS:	10e. PHONE NUMBER:
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11. PERSON RESPONSIBLE FOR THE RETESTING

11a. NAME:	11b. ADDRESS:	11c. PHONE NUMBER:
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12. GOVERNMENT INSPECTOR (IF APPLICABLE)

12a. NAME:	12b. ADDRESS:	12c. PHONE NUMBER:
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13. REMARKS (IF REQUIRED):

**INSTALLATION NOTICE CARD (INC)
PREPARATION INSTRUCTIONS, MSFC FORM 2490**

- Block 1 MOD KIT NUMBER: Enter mod kit number (if applicable).
- Block 2 DATE: Enter the date the INC is prepared.
- Block 3 PCN: Enter Program Control Number.
- Block 4 WORK ORDER NUMBER: Enter the work order number, if applicable. If not applicable, enter "None."
- Block 5 ECP/ECR NUMBER: Enter the Engineering Change Proposal and Engineering Change Request Number that approved the change or modification.
- Block 6 CI PART NUMBER: Enter the part number of the Configuration Item (CI) being changed or modified.
- Block 7 CI SERIAL NUMBER: Enter the serial number of the configuration item (CI) being changed or modified.
- Block 8 NEW CI PART NUMBER: Enter the new CI part number if it was changed as a result of change or modification.
- Block 9 PERSON RESPONSIBLE FOR THE INSTALLATION
- Block 9a CONTRACTOR OR ORGANIZATIONAL IDENTIFICATION: Enter the name of the contractor or organization responsible for the installation.
- Block 9b LOCATION OF THE INSTALLATION: Enter the location where the change or modification was accomplished (KSC, JSC, Contractor Site, etc.).
- Block 9c NAME: Enter the name of the person responsible for the installation of the change or modification.
- Block 9d ADDRESS: Enter the address of the person responsible for the installation of the change or modification.
- Block 9e PHONE NUMBER: Enter the phone number of the person responsible for the installation change or modification.
- Block 10 PERSON RESPONSIBLE FOR THE VERIFICATION.
- Block 10a LOCATION OF VERIFICATION: Enter the location where the change or modification installation was verified (KSC, JSC, Contractor Site, etc.).
- Block 10b DATE: Enter the date the verification was completed.
- Block 10c NAME: Enter the name of the person responsible for the verification.
- Block 10d ADDRESS: Enter the address of the person responsible for the verification.
- Block 10e PHONE NUMBER: Enter the phone number of the person responsible for the verification.
- Block 11 PERSON RESPONSIBLE FOR THE RETESTING
- Block 11a NAME: Enter the name of the person responsible for the retesting.
- Block 11b ADDRESS: Enter the address of the person responsible for the retesting.
- Block 11c PHONE NUMBER: Enter the phone number of the person responsible for the retesting.
- Block 12 GOVERNMENT INSPECTOR (IF APPLICABLE).
- Block 12a NAME: Enter the name of the Government Inspector who validated the change or modification installation.
- Block 12b ADDRESS: Enter the address of the Government Inspector who validated the change or modification installation.
- Block 12c PHONE NUMBER: Enter the phone number of the Government Inspector who validated the change or modification installation.
- Block 13 REMARKS: Enter any remarks related to the change or modification that should be brought to the attention of the Project Manager. If additional space is required, an enclosure should be provided to record the information.