**PDC XXXX**

**Change Title**

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:
   1. **Technical POC:**
   2. **Functional POC:**
2. REASON FOR CHANGE:
   1. Bottom Line Up-Front:
   2. Background:
3. CHANGE IN DETAIL:
   1. **Technical Details:**
   2. **Revised Transaction Flow:**
4. IMPLEMENTATION TARGET:

*Coordination Response Requirement:* *PRC Representatives, include, with your response, an estimated timeline and estimated completion date to implement this change for each impacted system.*

1. TECHNICAL IMPACT:
   1. **Additions or Changes to Data Elements:**
   2. **Automated Information Systems (AIS):**

***Coordination Response Requirement:*** *PRC Representatives, include, with your response, a list of all systems impacted by this change, including the program office point of contact information (name, phone number, email) for each listed system.*

* 1. **Defense Automatic Addressing System (DAAS):**

1. PUBLICATION/POLICY IMPACT:
   1. **Defense Logistics Manual (DLM) 4000.25:**
   2. **Non-DLM 4000.25 Publications:**

***Coordination Response Requirement:*** *PRC Representatives, include, with your response, a list of additional publications that will require revision as a result of this change.*

1. ASSUMPTIONS:
2. FINANCIAL IMPROVEMENT AND AUDIT REMEDIATION (FIAR), MATERIAL WEAKNESS, AND AUDIT-RELATED INFORMATION:

*Coordination Response Requirement: PRC Representative, include, with your response, any applicable NFR identification numbers with a brief synopsis of the NFR and how the change contributes to correcting the finding. Include references to information in the ADVANA NFR database. Include any applicable CAPs related to this change as well as a brief summary.*

* 1. Notices of Findings and Recommendations (NFR):
  2. Corrective Action Plan (CAP) References:
  3. Other FIAR, Material Weakness, and Audit-Related Information:

1. END-TO-END TESTING REQUIREMENTS:
2. REFERENCES: