

**ACP Form Instructions: Route up through appropriate chain of leadership. If of regional origin, DIRAUX must be included and then send to appropriate national staff element. All ACPs must be routed thru ANACO-IT to Chairman, RRB. If any endorser identifies a current method/capability that resolves the ACP, then notify the originator, indicate such in endorsement, and continue forwarding. (Version 1, 01 Sep 11)**

Date: \_\_\_\_\_

From: \_\_\_\_\_

To: Chairman, AUXDATA Requirements Review Board (RRB)

Subj: AUXDATA CHANGE PROPOSAL (ACP)

**1. Change Proposal Title:**

\_\_\_\_\_

**2. Change Proposal Objective** (keep this singular – do not roll up multiple changes with multiple objectives):

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\_\_\_\_\_

\_\_\_\_\_

**3. Nature of Need** (e.g., mandatory [Statute / Regulation / DHS / CG policy...**cite mandate**]; discretionary [national/regional Aux program support; yields economy of scale/efficiency/savings; increased alignment with Coast Guard policy]):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Primary Benefit to AUXDATA Users:** (circle the appropriate item on the appropriate line – for example, if a proposal is made to add the capacity to more clearly identify reporting chains among staffs and offices, then circle “organizational set-up & comms” on line b.)

- a. Administrative: information gathering / inputting / reporting
- b. Administrative: organizational set-up & comms / profile information & reporting
- c. Administrative: personnel security / system security
- d. Training / Readiness: monitoring qualifications, competencies, skills
- e. Training / Readiness: monitoring currency & certifications
- f. Operational: surface / air / comms / Trident program-related activity
- g. Operational: RBS program-related activity / special operations program-related activity
- h. Non-operational: Support program-related activity (e.g., AUXCHEF / health services)
- i. Interaction with Other Info System: other system name - \_\_\_\_\_
- j. Other: \_\_\_\_\_

**5. Detailed Description of Change Proposal:**

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**6. Auxiliary National Staff Element(s) That Would Be Affected / Should be Involved:**

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**7. Other Auxiliary Programs That Would Be Affected / Should be Involved:**

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**8. Projected Impact(s) on Other Coast Guard and/or Auxiliary Information Systems / Programs / Policies:**

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**9. Impact(s) of Denial:**

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**10. Desired Implementation Date (month / year) and Rationale:**

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**Endorsements** (include name / title):

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Continue on other sheet as necessary.