



National Finance Center Customer Notification

Software Change Request (SCR) and Strategic Value Assessment (SVA) Forms

Notification Date: October 21, 2015

Dear Customer:

Attached is the revised Software Change Request (SCR) Form announced during various customer support group meetings. The National Finance Center (NFC) revised the form in order to assist the agencies with providing sufficient information about their request when it is submitted to NFC. By providing as much information up front as possible, it is anticipated that the overall timeline of each project will be reduced. Of course, the form cannot include everything, so NFC targeted the most frequently used items for inclusion.

The key revisions to the form include the following:

1. Additional categories that identify the type of request
2. Additional sections to be completed (depending on type of request)
3. Instructions on what blocks and sections need to be completed

Customers should start using the new form immediately. With the revision of the SCR Form, NFC also discontinued use of the Strategic Value Assessment Form (SVA).

NFC is striving to process each request in a timely manner. As usual, each request submitted will follow a standard business process that includes:

1. Initial project review
2. Creation of a Functional Requirements Document (FRD) and,
3. Creation of an Interagency Agreement (IA)

Once these documents are signed and returned to NFC, an implementation pay period will be assigned. Agencies will be given an opportunity to test the respective changes prior to the implementation of the change. Note: Priority is given to regulatory and mandated changes, along with changes that affect pay.

NFC welcomes your feedback and suggestions on the revised SCR. Please provide them to NFC.GESDREQUEST@usda.gov.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized agency representatives with questions concerning this notification should contact NFC's Contact Center at 1-(855)-632-4468 or via email to NFCcontactcenter@nfc.usda.gov.

Attachment: [AD-3003](#)