



NATO Communications and Information Agency
Agence OTAN d'information et de communication

ENGINEERING CHANGE PROPOSAL (ECP)

Submitter's instructions

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OPR: NCI Agency NPC Configuration Management Office

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1. GENERAL INFORMATION

1.1 Purpose

This document aims to provide guidance to submitters of an Engineering Change Proposal (ECP).

When a change is required to an Air C2 system, the ECP form must be used in order to submit the details of the change request. Although an ECP is made of four distinct parts, the submission of a new ECP only concerns the part I. This document focuses on that part of the ECP form.

2. INSTRUCTIONS

2.1 Introduction

As originator, you have to ensure you provide enough information in order for the Support Organisation to make a valid assessment of your request. Once part I of the form has been completed, please attach it to an email sent to NCI Agency NPC Service Desk (servicedesk.glons@ncia.nato.int).

The unique ECP number will be provided by the Supporting Organisation.

2.2 Fields

2.2.1 Field 1: Title

Provide a title which summarizes the content of the change request. Focus on what the request is about and not on affected configuration item (software, equipment...), which is covered in block 3).

Example: "Improve reliability of HV power supply - RSRP", "Close Control for MASE"...

2.2.2 Field 2.a: Originator Reference Nr

It is the reference number of the ECP originating body. The "ORIGINATOR" has to be the Country Identifier (Two/Three-Letter Originator Codes or Three-Letter Country Codes according to the NATO Publication IMSSOP-1 (15th Edition) - Annex H) for RT products (MASE,ISP and ASDE) or the Site ID (Two/Three-Digits Codes) for NRT products (ICC, NIRIS, etc).

The "REFERENCE No." consists of 5 digits, the first two indicating the year and the last three the sequential number starting each first of January. (Examples: ITA 08001 or CA 08005).

2.2.3 Field 2.b: Originating Organization

It should be the national body that has authority to issue ECPs. It may also be an Operational Users Group (OUG) or Implementation Group (IG) for the product lines that have such sponsors.

2.2.4 Fields 2.e-2.h: POC Information fields

These fields will mention the contact person at the submitter site. It will become the contact person to be contacted by the support organization whenever clarification is required, for instance.

2.2.5 Field 3: System Identification

List as accurately as possible in this block the equipment and /or software part(s) affected by the change you are reporting through the ECP. Field 3.a refers to the overall system for which you are reporting an issue. Eg: MASE, ICC, ACCS...

2.2.6 Field 3.b: Software Item

Software Item is the Software Configuration Item name affected by your ECP. When possible, provide as many details as possible. For instance, if you report an issue for ICC and you know that the problem is in the Client part, enter ICC Client.

2.2.7 Field 3.c: Firmware

Any Firmware impacted by the issue you are reporting in the ECP, when applicable.

2.2.8 Fields 3.d-3.g: Hardware

These fields are references to hardware items, and their component parts, referenced by the ECP (these fields are left blank if no hardware is affected by the change).

- NAME: refers to the name of the system, item, or equipment, such as ACCS, MASE...
- VERSION: particularly for software and firmware ECPs, the version number of the system.
- PART No is the specific part or patch number of the item, where applicable.
- NSN: NATO Stock Number, for hardware items when known.

2.2.9 Field 4: Documentation Identification

Identify any documentation that requires change in order to implement this ECP, including any appropriate detail (volume, chapter, paragraph...) which would help the Support Organization.

2.2.10 Field 5: Description of Problem / Deficiency

Provide details of what type and nature the problem and/or deficiency is, how often it occurs and what particular area is affected. The following deficiency types have been defined:

- **Permanent** means the problem is always occurring or the deficiency is always present.
- **Recurrent** means the problem always occurs, or the deficiency is always present, when the user performs a certain specific set of actions (i.e., the problem/deficiency is easily reproducible).
- **Intermittent** means the problem/deficiency seems to occur randomly and is not easily reproducible.

Use the Brief description to facilitate the understanding of the problem.

Propose a priority in accordance with the following definitions:

- **Emergency:** to be used where not taking immediate action could lead to a compromise in security, may result in serious injury or death to personnel or extensive damage to equipment.
- **Urgent:** to be used where not taking prompt action may seriously compromise mission effectiveness or affect life cycle costs to the support organization.
- **Routine:** any change that cannot be classified as being Emergency or Urgent.

2.2.11 Important note about Emergency ECPs

An emergency ECP can be submitted when a problem can cause safety-related adverse effects or unacceptable degradation of operational capability.

Submission of an Emergency ECP will immediately trigger a specific emergency procedure in the Support Organization. As part of this procedure, the emergency will be (or not) confirmed by the subject matter experts and decision bodies. If emergency is not confirmed, the ECP will be downgraded to urgent. So, please, do not submit an emergency ECP with the hope it would be implemented faster and use emergency route when the problem really represents an emergency.

2.2.12 Field 6: Justification for Change

The justification should be appropriate to the problem at hand. If it is a substantial change proposal, more justification is required than if it is an obvious discrepancy in a technical manual. Check any appropriate boxes regarding whether Flight Safety, Personnel Safety, etc. is affected by the problem and /or deficiency.

2.2.13 Field 7: Description of Proposed Solution / Change

Include as much information as available, when known. In the case of a deficiency, there may not be a known solution. In the case of a documentation discrepancy, it is normally obvious what the problem is. For change proposals where prototypes have already been developed on site to show proof of concept, attach any available drawings, diagrams, and other information.

2.2.14 Field 8: Supporting Information (as available)

This block is intended to ensure that attached material from block 7 is listed and referenced to the form.

2.3 **Security Classification and Transmission**

Assign a Security Classification (NATO UNCLASSIFIED by default) in accordance with the content of the completed form, and change the top and bottom markers accordingly. When the form is

finalized and signed by the local authorities, it will be forwarded to the Supporting Organization for further processing. The ECP may be sent by a variety of means (according to security classification). However, usage of electronic form is preferred.

No distinct ECP is required for documentation change processing.