

1. TYPE OF REVIEW	<input type="checkbox"/> DISCREPANCY NOTICE (DN) <input type="checkbox"/> ENGINEERING CHANGE REQUEST (ECR)	6. CONTROL NO.
2. STS FLIGHT NO.	4. INITIATOR/ORG	7. TEAM CODE/TITLE
3. DATE OF REVIEW	5. MAIL CODE/PHONE/EXT	8. TEAM TRACKING NO.
9. TITLE		
10. DESCRIPTION OF PROBLEM:		
11. RECOMMENDATION:		
12. IMPACT IF RECOMMENDATION NOT IMPLEMENTED:		
13. RESPONSE (CONTRACTOR/PAYLOAD/NASA):		
<div style="display: flex; justify-content: space-between;"> INITIATOR ACKNOWLEDGMENT CONTRACTOR/PAYLOAD/NASA TEAM LEADER </div>		
14. DISPOSITIONED BY: <input type="checkbox"/> NASA TEAM LEADER <input type="checkbox"/> ERB (PREBOARD) <input type="checkbox"/> BOARD		
<input type="checkbox"/> CLOSED <input type="checkbox"/> RESPONSE SATISFACTORY <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> WITHDRAWN		
<input type="checkbox"/> OPEN ACTION REQUIRED <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> PAYLOAD <input type="checkbox"/> NASA		
ACTIONEE: _____ ORG./M.C./EXT: _____ DUE DATE: _____		
DESCRIPTION OF ACTION:		
<div style="display: flex; justify-content: space-between;"> CONTRACTOR/PAYLOAD REPRESENTATIVE DATE NASA REPRESENTATIVE DATE </div>		
15. ACTION CLOSURE:		
<div style="display: flex; justify-content: space-between;"> NASA TEAM LEADER DATE ERB CHAIRMAN DATE </div>		

INSTRUCTIONS FOR PREPARATION/DISPOSITION OF DN/ECR

1. **Type of Review** - Title/abbreviation of specific Shuttle/Payload Integration Review. For example: CIR, etc.
2. **STS Flight No.** - Specific STS flight number.
3. **Date of Review** - Date CIR Board meets.
4. **Initiator/Organization** - Name of initiator and organization title/abbreviation.
5. **Mail Code/Phone/Ext.** - This information is to be provided by the initiator.
6. **Control No.** - Number to be assigned by coordinators only (flt No. - Discipline Team - Sequence No.)
7. **Team Code/Title** - Self-explanatory.
8. **Team Tracking No.** - Any identification system the team leader or initiator chooses for internal record keeping.
9. **Title** - Brief statement that identifies the problem.
10. **Description of Problem** - A narrative description of a single specific problem citing part numbers, document identification, pages, paragraph numbers, and any other information to satisfactorily summarize the problem.
11. **Recommendation** - The specific action that the originator deems necessary to correct the problem.
12. **Impact if Recommendation Not Implemented** - The problem(s) that will result if corrective action is not taken. The ERB System team leader signs in the "ERB TEAM LEADER CONCURRENCE" block to indicate the validity of the impact. The team leader will (if required) forward the item to the project element representative in his group for completion of the "RESPONSE" block.
13. **Response** - This block is to be completed by the appropriate project element representative (contractor/payload/NASA).
14. **Dispositioning** - Appropriate boxes to be checked by team leader or control personnel to indicate board level that dispositioned item.

An item can be dispositioned "CLOSED" (no further action required) or "OPEN" (some further action is required).

If a item is closed, the method of closure should be identified in the appropriate box following the arrow.

Note: An item will not be closed if any required action relevant to that item must be taken. Also, a item will not be closed when an action is transferred to a working group, panel, etc., where there is no authorized action tracking system.

If an item is to remain open, the appropriate box indicating contractor/payload/NASA action should be marked, the actionee should be named, the organization, mail code, ext. and due date should be supplied.

The block "ERB REPRESENTATIVE" is to be signed by the person dispositioning the item (team leader, ERB chairman). This person will also obtain the signature of the appropriate contractor/payload project representative.

15. **Action Closure** - This block is to be completed by the USA Team Leader and ERB Chairman of the review (or designated representative) after their approval of the closeout resolution prepared and submitted, through appropriate channels, by the action assignee.