

CCSDS RID Form – Issue 1.0

This form should work correctly with recent versions of Acrobat Reader.

The following points should be noted when filling in the RID Form:

1. Pressing the “Add New RID” button on this sheet will result in a new blank RID being inserted at the end of the document.
2. Pressing the “Add New RID” button on any RID form will result in a new RID being inserted at the end of the document. The following fields will be copied from the RID where the button was pressed into the new RID;
 - a. Submitting Organization
 - b. Reviewers Name
 - c. Code
 - d. E-Mail Address
 - e. Telephone
 - f. Document Number
 - g. Document Name
 - h. Date Issued
3. Pressing the “Delete RID” button on any RID form will result in that RID being deleted and being replaced by a page stating “RID Deleted.”.
4. Fields highlighted in **Pink** shall be filled in by the RID Submitter
5. Fields highlighted in **Pale Green** can optionally be filled in by the RID Submitter.
6. Fields highlighted in **Light Blue** should be left blank by the RID Submitter as these will only be used during the Review Process.
7. Date format for the Date Issued field is YYYY/MM/DD
8. The names of any attachments relevant to a RID should be entered in the Attachments field. The files actually containing the attachments should be sent separately.

The following points should be noted with respect to reviewing the RID.

1. The following RID dispositions are available
 - a. Action - Closure of the RID is awaiting the outcome of an action or actions. Details of the actions may be recorded in the disposition field.
 - b. Accepted - The RID and solution from the RID submitter are accepted as is and will be implemented.
 - c. Agreed - It is agreed that there is an issue, however the solution adopted is partly or wholly different to that proposed by the RID submitter.
 - d. Rejected - The RID has been rejected.
 - e. TBD - RID Status is To Be Decided (Default value)
 - f. Withdrawn - The RID was withdrawn by the Submitter or by their organisation

NOTE: Do not try to merge files of RIDs together using Adobe Acrobat or similar tools. This will cause duplication of form field names leading to unexpected (and unwanted) effects.

REVIEW ITEM DISPOSITION (RID):

AGENCY RID NUMBER:			
SUBMITTING ORGANIZATION (Agency, Center):			
REVIEWER'S NAME:			
CODE:			
E-MAIL ADDRESS:			
TELEPHONE:			
DOCUMENT NUMBER:			
DOCUMENT NAME:			
DATE ISSUED:			
PAGE NUMBER:		PARAGRAPH NUMBER:	
RID SHORT TITLE:			
DESCRIPTION OF REQUESTED CHANGE: (Use From: "... " To "... " format)			
CATEGORY OF REQUESTED CHANGE:			
Technical Fact ___ Recommended ___ Editorial ___			
NOTES: TECHNICAL FACT: Major technical change of sufficient magnitude as to render the Recommendation inaccurate and unacceptable if not corrected. (Supporting analysis/rationale is essential.) RECOMMENDED: Change of a nature that would, if incorporated, produce a marked improvement in document quality and acceptance. EDITORIAL: Typographical or other factual error needing correction. (This type of change will be made without feedback to submitter.)			
SUPPORTING ANALYSIS:			
ATTACHMENTS:			
DISPOSITION:			