

ATTACHMENT 8

**DRMS FORM 1983
(DTID Restart Form)**

FORM AVAILABLE IN FORM FLOW

INSTRUCTIONS FOR DRMS FORM 1983

- 1. DRMS Form 1983 is available to be printed from the Form Flow Software Program or the Delrina Form Flow Program.**
- 2. Enter the following information on your data entry screen:**
 - a. The Property Location RIC for your DRMO**
 - b. The type of correction**
 - c. The DTID Number and the old/incorrect data in the block provided for "old data".**
 - d. The DTID Number and the new data in the block provided for "new" data**
 - e. The reason for the correction.**
- 3. After the necessary information is recorded, request a screen print from the system. Ensure that the required signatures are recorded on the form and file it in the source document file with the applicable DTID.**

ATTACHMENT 8 (CONT'D)

4. TIME FRAMES FOR COMPLETING DRMS FORM 1983

a. As the originator, document the error and provide the screen print to the reviewer within 3 working days of the discovery. The originator may be any member of the DRMO Staff.

b. The reviewer will verify the accuracy of the information and complete the reviewer's signature block within 5 working days of receipt. The reviewer will then provide the screen print to the approver. The reviewer will normally be the APO or the system monitor.

c. The approver confirms the accuracy of the documentation and completes the approver's signature block within 5 working days of receipt. The approver will be the DRMO Chief or the Chief's designee.