

## Requesting a TRADOC Analysis Center Model

The requester must be a government agency. The requesting agency will submit a written request to Director, TRAC, for access to and use of the desired model.

Prior to sending the request, the government POC is encouraged to discuss the situation with the TRAC POC. An advance copy of the request, sent via email, can speed the process. Submission of a formal request does not guarantee TRAC will fulfill that request.

The request shall contain the following information:

- (a) Name of model software requested,
- (b) Description of the intended use of model software requested,
- (c) Company(ies) under contract who will have access to and use of the materials provided and contract number(s) (if applicable) and other government agencies who will also use the model and/or scenarios,
- (d) Timeframe the model is needed, to include window for the start date and expected end date for project for which the model is requested,
- (e) Name of any scenario(s) which are desired; if unknown, a brief description of key components of a scenario that would support the effort,
- (f) Description of technical support such as installation and training required (if applicable),
- (g) Name(s) of point(s) of contact and signature block of the government agency(ies) signing the agreement. We develop a basic MOA that the agency head signs and MOA annexes for each model requested that the directorate/division chief usually sign.

Send your request to:

DIRECTOR, TRADOC Analysis Center  
ATTN: ATRC-TD  
255 Sedgwick Avenue  
Ft. Leavenworth, KS 66027-2345

POC for general model release information, (913)684-7579/5511 (DSN: 552) fax:-6894 trac.admin@trac.army.mil