

## MEMORANDUM FOR RECORD

SUBJECT: Waveform Documentation Request Policy

1. All agencies requesting waveform documentation from the JTRS JPO must submit a formal request in the form of a memo addressed from their appropriate Program Manager or equivalent, to the JPO's Director, Col Steven MacLaird. Correspondence should either be mailed to the address on this letterhead (Attn: Lt Mike Romero) or sent via Email to [doc.request@hqda.army.mil](mailto:doc.request@hqda.army.mil). Due to various rights restrictions on documentation, generally Government Purpose Rights (GPR), the JPO will only release such documents to other government agencies. In turn, the receiving agency will assume all responsibility pertaining to the GPR. The JPO response will include documentation and a cover letter delineating rights restrictions for each document set.
2. Requests must be specific in nature and identify the exact document and Software Product Configuration Item (SPCI) to be delivered. A list of available documentation will be posted on the JTRS website. Additionally, each request must contain a mailing address and a government point of contact. Please allow the JPO at least 2 weeks to process your request.
3. My point of contact on this matter is 1Lt Michael Romero, 703-588-1244.



STEVEN A. MACLAIRD, Col, USAF  
Director, Joint Tactical Radio System  
Joint Program Office