

SECTION 1 (TO BE COMPLETED BY REQUESTER)

1. **File Number**

2. **Software Title**

Requester Information

3. **Name (Civil Servant Only)**

4. **Agency/ Organization Name** (Please spell out all acronyms)

5. **Code**

6. **Phone**

7. **E-mail Address**

Official with Signatory Authority

8. **Name**

9. **Title**

10. **Phone**

11. **E-mail Address**

12. **Mailing Address**

Technical Point of Contact Information (i.e., COTR, ATA, TM, if different from requester)

13. **Name**

14. **Agency/ Organization Name**

15. **Code**

16. **Phone**

17. **E-mail Address**

18. Reason or Purpose for Release

19. Target Audience

20. Are there possible/ contemplated uses for the software other than those that drive this release request?

Yes

No

21. If yes, please explain

22. Type of code to be released

Section 1 Completed by

23. Name

24. Title