

# ANNEX P

## GOVERNMENT ACCEPTANCE LETTER TEMPLATE

ATZH-DTU

*(Insert Date Here)*

MEMORANDUM FOR RECORD

**SUBJECT:** GOVERNMENT ACCEPTANCE OF THE *(INSERT SIMULATOR NAME HERE)*

### 1. REFERENCES:

a. TRADOC Regulation 350-70-10 dated.

b. *(Insert Simulator Name Here)* Group Trials Report dated *(Insert Date of Group Trials Report Here)*. *(If there multiple Group Trials occurred reference their reports as well)*.

**2. PURPOSE:** This Memorandum of Record (MOR) is to certify that all of the *(Insert Simulator Name Here)* lessons have validated IAW TRADOC Regulation 350-70-10. This Simulator is ready for use in training.

**3. BACKGROUND:** The period of performance for the *(Insert Simulator Name Here)* was *(Insert Contract Period of Performance Dates Here)*. This Simulator consisted of a total of *(Insert Total Number of Simulator Lessons Here)* lessons. *(Insert the total number of Group Trials that occurred here)* Group Trials were conducted over a period of one year to validate these Simulator lessons. These Group Trials were conducted utilizing Soldiers from *(State where the Soldiers that participated from the Group Trials came from, for example Hold-Under Soldiers from "X" location or Soldiers enrolled in a certain ongoing SIGCEN resident training class)*.

### 4. Group Trial Results:

a. Group Trial #1 was conducted on *(Insert the date of the Group Trial here)*. *(Insert number of lessons that validated here)* lessons validated, *(Insert the number of lessons that failed here)* lesson failed; *this/these* lesson (s) *was/were* corrected and confirmed by the project Training Developer and Subject Matter Expert.

b. *(If there multiple Group Trials occurred describe their results as well in subsequent paragraphs utilizing the same format as paragraph 4. a. above)*.

**5. Conclusion:** During the course of the Government Acceptance Testing and Final Delivery of the *(Insert Simulator Name Here)*, the project Training Developer and Subject Matter Expert determined that all of the aforementioned lessons that did not validate were corrected and acceptable for use. As such, the *(Insert Simulator Name Here)* lessons are valid and ready for utilization in training.

**6. Point of Contact (POC).** POC for this action is (*Insert Simulator Project Leader Contact Information Here*).

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