Dear (U.S. Trade Representative),

I am providing the following information in accordance with Executive Order 12591, which requires consultation with the United States (US) Trade Representative when entering into a Cooperative Research and Development Agreement (CRADA) with a foreign Collaborator. In this particular case, the [Navy Collaborator] wishes to enter into a CRADA for [Title of CRADA effort] with Subsidiary Company XYZ. This company is incorporated in the [insert State or Commonwealth of ABC], but is FOCI by the [insert name of country] company, Parent Company XYZ.

I understand you require the following information:

A. Requesting Navy Laboratory Name: [Navy Collaborator, address]

B. Company: Subsidiary Company XYZ which is incorporated in the **[insert State or Commonwealth of ABC]** but is FOCI by Parent Company XYZ. Subsidiary Company XYZ is a US firm but its parent company, Parent Company XYZ, is a **[insert name of country]** firm.

C. Agreement Type: CRADA

D. The proposed CRADA is entitled “Processing Techniques to Enhance Power Output of Widgets”

E. Purpose of this agreement: The objective of this CRADA [objective of the collaborative effort]

F. Classification: The collaborative efforts contemplated under this Agreement will be at the UNCLASSIFIED level.

G. Other Information: [enter additional information if needed, (i.e., Foreign Company has an executed Special Security Agreement, etc.)]

Please e-mail me documentation indicating whether [Navy Collaborator] may proceed with the proposed CRADA.

If you have any questions or concerns regarding this agreement contact [ORTA Contact information].