Contractor downloads, completes and submits a JDAC Support Request Form by an e-mail to the assigned JDAC Engineer and JDAC Facilitator.

**GOTRS Support**

- JDAC Engineer reviews and updates the JDAC Support Request Form.
- JDAC Engineer submits a completed (hard copy) JDAC Support Request Form to the Track Rights Liaison.
- Track Rights Liaison sends an e-mail to the JDAC Engineer and JDAC Facilitator stating the request was entered in GOTRS.
- Track Rights Liaison will only set-up TRST support. Any other support must be coordinated by JDAC Engineer/JDAC Facilitator.
- JDAC Engineer notifies the ODC about the support arrangements.

**Other Operational Support**

- JDAC Facilitator reviews the JDAC Support Request Form.
- Support must be coordinated by JDAC Facilitator.
- JDAC Facilitator notifies the ODC about the support arrangements.
- Once the support occurs, the contractor is expected to e-mail a completed JDAC Daily Support Tracking Form to the assigned JDAC Engineer and JDAC Facilitator.

*** SSWPs must be approved prior to submitting the support request form when applicable.***