

REQUEST FOR LABORATORY AND/OR TECHNICAL ACTIVITY DESIGNATION TEMPLATE GUIDANCE

Purpose: Aid the respective DON command and staff in preparing the Request for Laboratory and/or Technical Activity Designation template, in accordance with SECNAVINST 5700.17A and to facilitate this approval through the DON T2 Program Office.

Applicability: This applies for all naval commands as appropriate. This document is intended to be used in conjunction with SECNAVINST 5700.17A while preparing request for laboratory/technical activity designation template provided by DON T2 Program Office, dated August 2021.

Intent of Designation: Technology transfer (T2) laboratory and/or technical activity designation allows DON commands to enter into T2 agreements and conduct partnership activities. The laboratory request for designation must include a reason for requesting designation.

References: Review SECNAVINST 5700.17A and DoDI 5535.08 prior to competing the template.

Format: Use approved naval correspondence format and command letterhead for the request for designation memorandum.

Questions: Address questions pertaining to completing the laboratory and/or technical activity request for designation template to DON T2 Mailbox at navy_tech_transfer.fct@navy.mil.

Guidance by Section:

Each section from the Lab Designation Request Template is identified below. All items within the template that are bracketed and bolded will need to be completed. Definitions and background for each template section are explained below.

Paragraph 1 indicates that the command is preparing a request for laboratory and/or technical activity designation through the DON T2 Program Office.

- **Command:** Insert command name or abbreviation after first use is spelled out.
- **Provide reasoning for requesting designation:** Insert 2-3 sentence justification of requesting designation. This is typically linked to the strategic objectives of the command's mission.

Paragraph 2 indicates a general statement of what the commands intends to provide in accordance with reference.

a. This statement indicates that command meets the definition of a laboratory and or technical activity as outlined in DoDI 5535.08.

- **Mission:** Insert language that briefly and concisely describes the mission and objectives of the command.

b. Provide full name and mailing address of the command, including associated subordinate facilities that fall under this laboratory and/or technical activity designation.

c. This statement indicates that the command currently has sufficient personnel to advise and support the command's T2 efforts. The following subsections identify the personnel.

- **ORTA Name:** List the name of the ORTA representative to be designated. For all new laboratory designation requests a concurrent ORTA representative designation request must be submitted with laboratory designation. Command should coordinate with command's leadership and the DON T2 Program Office to identify an ORTA Representative that will fulfill responsibilities. Refer to ORTA Representative Request for Designation memo template and guidance for further information,
- **DON OGC Attorney Name:** The intent is that the command identifies the DON Office of the General Counsel (OGC) Intellectual Property (IP) attorney(s) that will be responsible for providing legal reviews and support to the laboratory. Insert the name of the DON OGC IP attorney(s). Legal support agreement is required to be included with the designation request memorandum as an enclosure.

Paragraph 3 indicates that the command demonstrates the specific requirements for engaging in DON T2. Specifically, legal, security, foreign disclosure, and public affairs review procedures for entering into the T2 agreements and activities must be enclosed with the Request for Designation.

Paragraph 4 indicates that the command fully understands the requirements for demonstrating and maintaining designation as a T2 laboratory/technical activity. Responsibilities include, but are not limited to:

- Establishing and recording procedures for completing legal, security, foreign disclosure, and public affairs review of all T2 agreements and activities;
- Providing all executed T2 agreements to DON T2 Program Office within 14 days of execution;
- Submitting annual T2 metrics to DON T2 Program Office;
- Developing and preparing an annual business plan in accordance with OSD and DON T2 Program Office requirements;
- Providing annual T2 training to laboratory staff;

- Fostering and promoting the T2 mission by working with ORTA and laboratory leadership to develop and implement such strategies and objectives;
- And other requirements, as outlined in SECNAVINST 5700.17A and DoDI 5535.08.

Paragraph 5 indicates that noncompliance with the SECNAVINST 5700.17A could result in the command forfeiting the ability to operate as a designated DON T2 laboratory and/or technical activity.

Paragraph 6 indicates the point of contact for this memorandum for follow up and further coordination as necessary.