(**On Official Letter Head**)

From: Commanding Officer, **[Command]**

To: Chief of Naval Research

Subj: REQUEST FOR LABORATORY AND/OR TECHNICAL ACTIVITY DESIGNATION

Refs: (a) SECNAVINST 5700.17A of 22 January 2019

 (b) DoD Instruction 5535.08 of 14 May 1999

Encl(s): **[(1) Legal Support Agreement]**

 **[(2) T2 Activity Review Procedures]**

1. **[Command]** requests designation as a Department of the Navy (DON) Laboratory and/or Technical Activity in accordance with reference (a). **[Provide reasoning for requesting designation.]**

2. **[Command]** provides the following information in accordance with the laboratory and/or technical activity designation procedure in enclosure (3) of reference (a).

 a. **[Command]** meets the definition of a Laboratory and/or Technical Activity as described in reference (b) E2.1.3. The primary mission of **[Command]** is to **[Mission]**.

 b. The name and location of the Command is:

 **[List title, mailing address and physical location of the Activity.]**

 c. **[Command]** has sufficient T2 staff, DON Office of General Counsel (OGC) attorneys, security, and public affairs personnel to advise and support the Office of Research Technology Applications (ORTA) in T2 related activities. Personnel have working knowledge of all statutes, orders, directives, and instructions listed in references (a) and (b).

1. **[ORTA Name]** will be designated as the ORTA Representative in a separate Request for Designation Memo.
2. **[DON OGC Attorney Name]** has been assigned to support **[Command]** on intellectual property matters, including T2 matters. Enclosure (1) contains the corresponding legal support agreement.
3. **[Command]** security personnel will review all T2 agreements, such as Cooperative Research and Development Agreements (CRADAs), Educational Partnership Agreements (EPAs), Partnership Intermediary Agreements (PIAs), Patent Licensing Agreements (PLAs), and Software Licensing Agreements (SLAs), prior to agreement execution.

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3. **[Command]** has put in place legal, security, foreign disclosure, and public affairs review procedures for entering into CRADAs, EPAs, PIAs, PLAs, SLAs, and any other T2 related matters. Enclosure (2) contains these required review procedures.

4. **[Command]** understands the requirements for reporting annual metrics on T2 execution, and will establish, develop, and submit the annual T2 business plan in accordance with references.

5. **[Command]** acknowledges that noncompliance with reference (a) could result in revocation of Laboratory and/or Technical Activity designation.

6. My point of contact for this designation is **[POC, including email and contact number.]**

 [Signature]

**[COMMANDING OFFICER NAME]**