

**REQUEST FOR OFFICE OF RESEARCH AND TECHNOLOGY APPLICATIONS
(ORTA) REPRESENTATIVE DESIGNATION
TEMPLATE GUIDANCE**

Purpose: Aid the respective DON command and ORTA representative in preparing the ORTA representative Request for Designation template in accordance with SECNAVINST 5700.17A and to facilitate 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 ORTA representative designation request template provided by DON T2 Program Office, dated August 2021.

Intent of Designation: Technology transfer (T2) ORTA representative designation allows DON commands to enter into T2 agreements and conduct partnership activities. A designated ORTA representative is required for all DON T2-designated laboratories/technical activities.

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 ORTA representative request for designation template to DON T2 Mailbox at navy_tech_transfer.fct@navy.mil.

Guidance by Section:

Each section from the ORTA Representative 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 the endorsement statement provided including the named ORTA representative to be designated for respective laboratory.

- **ORTA Name:** Insert name of proposed ORTA representative.
- **Command:** Insert command name or abbreviation after first use is spelled out.
- **State the Mission of the Command:** Insert language that briefly and concisely describes the mission and objectives of the command.

a. Provide full name and mailing address of the command, including associated subordinate facilities that fall under the Laboratory and/or Technical Activity designation and therefore under the purview of the ORTA Representative.

b. Briefly state the experiences, credentials, training in technology transfer and intellectual property of the named ORTA representative. These activities must not include the two required DAU courses mentioned in paragraph 1c.

c. This statement articulates that the ORTA representative has completed the required DAU training courses. These two courses are required to be completed within 30 days of request for designation. Request for Designation packages will not be sent for CNR approval without these training certificates.

d. This statement affirms that the ORTA representative understands all of the responsibilities of the position. Responsibilities include, but are not limited to:

- Establishing and recording procedures for completing legal, security, and PAO and other reviews for 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 requirements;
- Completing 8 hours of annual training and providing at least 2 hours of training to laboratory staff annually;
- Fostering and promoting the T2 mission by working with laboratory leadership to develop and implement such strategies and objectives;
- And other requirements, as outlined in SECNAVINST 5700.17A.

e. This statement affirms that the ORTA representative has reviewed all of the statutes that govern federal T2 (i.e. 15 U.S.C. 3710a, 10 U.S.C 2368, et al.), the DON T2 Handbook, and the approved DON T2 agreement templates.

Paragraph 2 indicates that the command currently has sufficient personnel to advise and support the command's T2 efforts. The following subsections identify the personnel.

a. Indicates the DON Office of the General Counsel (OGC) attorney assigned to support the command in T2 and intellectual property (IP) matters. If IP counsel is not located within the command, counsel must be identified from the SYSCOM or another command, and detailed in an attached Legal Support Agreement.

- **DON OGC Attorney Name:** Insert the name of the DON OGC IP Counsel. OGC Counsel that do not specialize in IP may be identified in the memo; however, IP counsel is required for designation.

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 affirms that the ORTA Representative will continue to foster and promote the T2 mission with command leadership and will comply with DON T2 Program Office requirements, as outlined in SECNAVINST 5700.17A.

Paragraph 5 acknowledges that noncompliance with the SECNAVINST 5700.17A could result the ORTA Representative and command in forfeiting the ability to operate as an ORTA representative and designated DON T2 laboratory and/or technical activity, respectively.

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