(**On Official Letterhead**)

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

To: Chief of Naval Research

Subj: REQUEST FOR OFFICE OF RESEARCH AND TECHNOLOGY APPLICATION (ORTA) REPRESENTATIVE DESIGNATION

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

 (b) DoD Instruction 5535.08 of 14 May 1999

Encls:  **[(1) ORTA Training Certificates]**

 **[(2) Legal Support Agreement]**

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

1. In accordance with reference (a), the following endorsement is provided in the case of **[ORTA Name]** to be designated as the Office of Research and Technology Applications (ORTA) Representative for **[Command]**. **[State the Mission of the Command]**.

 a. The name and location of the Command is:

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

 b. **[State T2 experience, training, and any other credentials completed by ORTA representative being considered for designation]**.

 c. **[ORTA Name]** has completed the required training courses, specifically DAU CLE068, Intellectual Property and Data Rights and CLE069, Technology Transfer. The two ORTA training certificates are attached as enclosure (1).

 d. **[ORTA Name]** understands the responsibilities of the ORTA representative, as outlined in references (a) and (b), and will submit annual DON T2 metrics, annual DON T2 Business Plan, and record of legal, security and PAO reviews for all executed T2 agreements.

 e. **[ORTA Name]** further understands the statutory requirements for performing T2 activities and has reviewed the DON T2 handbook and associated DON T2 agreement templates.

2. **[Command]** has sufficient T2 staff, DON Office of General Counsel (OGC) attorneys, security, and public affairs personnel to advise and support the ORTA Representative in T2 related activities.

1. **[DON OGC Attorney Name]** supports **[Command]** on intellectual property matters, including conducting legal review for all T2 agreements. Legal support agreement is attached as enclosure (2).

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3. **[Command]** has put in place legal, security, foreign disclosure, and public affairs review procedures for reviewing Cooperative Research and Development Agreements (CRADAs), Educational Partnership Agreements (EPAs), Partnership Intermediary Agreements (PIAs), Patent Licensing Agreements (PLAs), and Software Licensing Agreements (SLAs), and any other T2 related matters. Enclosure (3) contains these required review procedures.

4. **[ORTA Name]** will continue to coordinate with leadership to measure and develop objectives to achieve the **[Command]** mission and comply with DON T2 Program requirements as outlined in reference (a).

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

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

[Signature]

**[COMMANDING OFFICER NAME]**