

## DON T2 FY21-CY22 Business Plan Instructions

<b>Laboratory Head Approval (Required):</b> Submit routing sheet or cover letter with Laboratory Director/Commanding Officer signature (DODI 5535.8 para 6.3)
<b>Date Due:</b> November 30, 2021
<b>File Naming Convention for Business Plan:</b> FY21_CY22_YOURLABNAME_DON T2 Business Plan (.PDF)
<b>File Naming for Impact Quad Charts:</b> FY21_YOURLABNAME_DON T2 Quad_Technology Name (.PDF)
<b>Email Title:</b> FY21_CY22 YOURLABNAME DON T2 Business Plan and FY21 Quad Charts
<b>Send to:</b> DON T2 Program Office Mailbox: <a href="mailto:Navy_Tech_Transfer.fct@navy.mil">Navy_Tech_Transfer.fct@navy.mil</a>

### **T2 Business Plan Requirement:**

#### **DoD Instruction 5535.8 (para 6.3)**

*The Heads of the DoD laboratories and/or technical activities, as defined in enclosure 2, shall prepare, with the business planning processes of their organizations, a T2 business plan that describes how the responsibilities described in the DoD Directive 5535.3 (para 5.2.1 -5.2.14), have been addressed for the current year. Those plans shall identify the activities for the year ahead and describe efforts to make improvements in that program.*

#### **SECNAV Instruction 5700.17A (Enclosure 2, para 7(b))**

*Provide annual business plans, training presentations/outlines, statistical data, and other information as requested by the DON T2 PM, or otherwise required by statute, regulation, directive, executive order, instruction, or DON policy in accordance with reference (a).*

**General direction and guidance:**

1. Please use naming conventions for all files. This will help in the collection, review, and transfer of files to Navy Tech Transfer Information System (NDTTIS) and subsequent transfer to OSD.
2. Do not send to OSD directly. OSD has set forth new instructions for agency lead collection.
3. Information required only for the T2 authorities and activities that your laboratory/T2 office engages in, or will engage in, as directed by the head of your organization. The “Requirement” column has been provided for traceability purposes, and should not be interpreted as a requirement or permission to supersede local direction.
4. Ordering and formatting (narrative, lists, charts, etc.) remain the discretion of each ORTA and their leadership. The main objective of the business plan is to convey T2-relevant information. To the extent practicable, kindly request that the first 2 enclosures/appendices are populated as listed below. Add any additional enclosures/appendices as necessary.
  - **Enclosure 1:** Training Certificates and other proof of ORTA training received
  - **Enclosure 2:** Checklists, templates, forms, etc. associated with T2 Agreements Review Processes and Procedures
5. The Business Plan outline is not all-inclusive; and was created to provide examples for the types of information sought in each section, if applicable. Add any other relevant information your laboratory leadership has specifically requested or that you deem important to convey.
6. To the extent practicable, Distribution A is preferred. Documents lacking this classification will be considered CUI-FEDCON. For encrypted Business Plan submissions, send to [sharon.r.thomas3.ctr@navy.mil](mailto:sharon.r.thomas3.ctr@navy.mil).
7. Business Plan packages will be stored in the NDTTIS to fulfill the T2 PMO requirements for compliance and records management. NDTTIS account holders will be able to view and download their laboratory business plans at any time.
8. For questions that arise following the tutorial:
  - a. Send to the DON T2 PMO mailbox, [Navy\\_Tech\\_Transfer.fct@navy.mil](mailto:Navy_Tech_Transfer.fct@navy.mil)
  - b. Visit DON T2 Business Plan MS Teams Chat [DON T2 Business Plan MS Teams Chat](#)
  - c. Visit DON T2 Business Plan Office Hours: Thursdays, 1500-1600 Eastern, until 30 November 2021

Please also remember to use the FY20-21 Business Plan Summary for examples, best practices, and recommendations.

## **Guidance by Section:**

### **1. Executive Summary**

One page (or less) synopsis of your laboratory's T2 statistics, improvements, key engagements and events, awards, accomplishments, milestones, etc.; meant for executive leadership and staff function leaders. This is an opportunity to provide your laboratory/activity with talking points such as high-impact agreements, (desired) results, and how your efforts in T2 are part of the laboratory and Navy's overall mission. Recommend completing last.

### **2. Organization/Laboratory Overview**

Please use existing PAO approved information, likely found in your laboratory's marketing material or website. If you are unable to find this information, consult your local PAO office. DOD/DON T2, and FLC may use this information for marketing purposes.

### **3. Strategy of the ORTA**

Summarize how you and your laboratory leadership plan to meet requirements to promote and improve T2 as part of the laboratory's mission and strategic plan, as referenced in DODI 5535.8 para 6.3. and DODD 5535.3 para 5.2.1-5.2.14. Discuss your laboratory's 3-5 year T2 strategy and programmatic objectives. Provide narrative and/or graphical representation such as a calendar, PowerPoint slide, workflow diagram, etc. This section should cover the activities and improvements in the year ahead and summarize the history of strategic activities initiated and/or completed.

### **4. Year in Review Summary**

Provide a more detailed summary of the T2 activities in your laboratory. List and briefly describe key engagements and events, significant accomplishments and objectives met as part of your lab's strategic plan in terms of mission-related impact (intended or achieved). Recommend using a mixture of table, charts, graphs, photos, etc. to depict information; compare historic and current statistical information to show improvements made in your program.

### **5. Resources**

Provide a brief overview of T2 resourcing per SECNAVINST 5700.17A (Enclosure 2, para. 4) and all applicable sections of DODI 5535.8. **Please do not list salary, wage, or any other information deemed as Personally Identifiable Information.**

**Enclosure 1:** Include training certificates, proof of course completion, registration notifications, etc., if available.

### **6. Performance Measures and Metrics**

Section 6(a) will be used for reporting DON T2 Program mission impacts on high priority efforts as defined in DON R&D strategies, operating plans, and broader congressional inquiries.

Section 6(b-c) are the Technology Transfer Commercialization Act (TTCA) National Institute of Standards and Technology (NIST), U. S. Department of Commerce metrics reported to the Office of Management and Budget (OMB) as part of their annual budget submission. Agency statistics and other relevant data, as determined by OSD, are also consolidated and summarized in the Secretary of Commerce's Annual Summary Report to the President, the Congress, and U.S. Trade Representative. Definitions for these metrics can be found in the attached file: **2020 NIST TTCA Metrics Guidance**.

## **7. DON T2 Program Statistics**

This section provides information to the DON T2 PMO of enterprise activity, compliance, and best practices for policy and process improvements in the DON, DOD, and other federal T2 advocacy boards, and allows for the knowledge sharing in platforms like the annual report, business plan summaries, and social media publications.

For Section 7(i), laboratory T2 agreement reviews should include the information reviewed in each process and final approval authority (position) for each T2 agreement and amendment. Include items such as checklists, approval forms, form letters, etc. Guidance, sample checklists and forms can be found in the DON T2 Handbook and FY20-21 Business Plan Summary.

**Enclosure 2:** Checklists, templates, forms, etc. associated with T2 Agreements Review Processes and Procedures

For Section 7(j), briefly describe your invention surveillance and invention disclosure processes (to include software), i.e. explain innovation discovery within your laboratory and/or the pathway for an inventor to file a disclosure. If applicable, outline your invention evaluation board processes, and board member positions (names not required).

For Section 7(l), as part of the ONR Risk Assessment Program, the DON T2 PMO must identify, analyze, evaluate and develop plans to mitigate those risks. This plan is reviewed for progress and briefed to the CNR annually. To fulfill this requirement, the DON T2 PMO compiles results from the SECNAVINST 5700.17A compliance self-assessments. Detail an improvement plan for each requirement in sections 7(l)(i-ii) that have not been met, or if you have been notified by the T2 PMO that your laboratory or ORTA designation may be revoked.

## **8. T2 Impact Quad Charts**

Templates can be found in the attached file: **FY21 DON\_OSD Impact Quad Template**

## DON T2 FY21/CY22 Business Plan Requirements

Business Plan Section	Relevant Information to Include (if applicable):	Requirement	New
<b>1. Executive Summary</b>	<i>1-Page Highlight of Significant T2 Activity, Mission Impacts, Statistics</i>	OSD	
<b>2. Organization/Laboratory Overview</b>	<i>Laboratory Mission</i>	OSD	
	<i>Number of Employees (Number of Scientists and Engineers)</i>	OSD	
	<i>Key Technical Competencies</i>	OSD	
	<i>Major areas for collaboration (if other than key technical competencies)</i>	OSD	
	<i>Unique Facilities</i>	SECNAV	
<i>a. Maker Space Summary</i>	<i>Year Opened</i>	SECNAV	
	<i>Location/Access</i>	SECNAV	
	<i>Partners</i>	SECNAV	
	<i>Impact/Results (intended/achieved)</i>	SECNAV	
<b>3. Strategy Plan of the ORTA</b>		OSD	
<i>a. How ORTA/T2 fits into lab organization and mission</i>	<i>Explain how the ORTA and T2 Authorities are part of the lab's strategic planning</i>	OSD	
	<i>Identify T2 authorities used at your lab per DODI 5535.8 (Title 10, Title 15, 2539b, Work for Private Parties, Customer Support Agreements, Prize Challenges, Public Private Partnerships, Personnel Exchanges, etc.)</i>	OSD/SECNAV	
	<i>Identify adjacent authorities used with T2 agreements (grants, OTAs, STTR/SBIR, etc.) for a specific outcome</i>	OSD/SECNAV	
<i>b. Current (3-5 Year) Strategy and Programmatic Objectives</i>	<i>To be developed cooperatively with leadership</i>	OSD	
<i>c. Marketing Strategy</i>	<i>Marketing Planned and/or Accomplished</i>	OSD	
	<i>Internal/External to laboratory</i>	OSD	
	<i>Resources, Budget</i>	OSD	
	<i>Name, Date, Location of Significant Events</i>	OSD/SECNAV	
	<i>Means of Advertising (conferences, road shows, printed material, invention discovery events, public announcements/platform, etc.)</i>	OSD/SECNAV	
	<i>Social media links/websites</i>	OSD/SECNAV	

<b>Business Plan Section</b>	<b>Relevant Information to Include (if applicable):</b>	<b>Requirement</b>	<b>New</b>
<b>4. Year In Review Summary</b>	<i>Summary of significant activity and its corresponding (intended) impact</i>	OSD	
a. <i>Local Community/Ecosystem/Industrial Growth Summary</i>	<i>Significant engagements with national, regional, and/or local businesses, government, academia intended to enhance industrial base growth</i>	OSD/SECNAV	
	<i>Number of engagements</i>		
	<i>Resulting agreements</i>		
	<i>Mission-Related Impact/Results (Intended/Achieved)</i>		
a. <i>Tech Bridge Activity Summary</i>	<i>Tech Bridge Name</i>	OSD/SECNAV	
	<i>Location/Access</i>		
	<i>Partners, engagements, activities</i>		
	<i>Resulting Agreements</i>		
	<i>Mission-Related Impact/Results (Intended/Achieved)</i>		
b. <i>CRADA Activity Summary</i>	<i>Summary of significant CRADA activity with high impact (potential)</i>	OSD/SECNAV	
	<i>Small businesses/SBA designation, non-traditional, HBCI-MI, community colleges, trade schools , personnel exchanges, etc.</i>	OSD/SECNAV	
	<i>CRADAs with significant funding, or other resourcing</i>	OSD/SECNAV	
	<i>Mission Impact, Planned Result</i>	OSD/SECNAV	
c. <i>Educational Partnership Activity Summary</i>	<i>Names of Schools, Total number of active EPAs, newly executed EPAs</i>	OSD/SECNAV	
	<i>Special category – HBCU/MSI, community college, junior college, trade school</i>	OSD/SECNAV	
	<i>Potential number of students impacted</i>	OSD/SECNAV	
	<i>Mission Impact, Planned Result (e.g. workforce pipeline, professional curriculum development, etc.)</i>	OSD/SECNAV	
d. <i>Partnership Intermediary Activity Summary</i>	<i>List of partnership intermediaries, active PIAs, newly executed PIAs</i>	OSD/SECNAV	
	<i>Purpose of PIA, PI expertise</i>	OSD/SECNAV	
	<i>Funding mechanisms, amount funded</i>	OSD/SECNAV	
	<i>Impact achieved, results desired</i>	OSD/SECNAV	
e. <i>Intellectual Property Summary</i>	<i>Summary of significant IP activity</i>	OSD/SECNAV	
	<i>High value royalty license(s), commercialization of dual-or military use technology, transitions back to government/military use, previous SBIR</i>	OSD/SECNAV	
	<i>Impact on Mission</i>	OSD/SECNAV	
	<i>Invention Surveillance Activity Summary (to include S/W)</i>	OSD/SECNAV	
	<i>Invention Evaluation Board Activity Summary</i>	OSD/SECNAV	
f. <i>Completed Agreement Summary</i>	<i>Number of close-out summaries completed</i>	OSD/SECNAV	
	<i>Mission Impacts</i>	OSD/SECNAV	
	<i>Technology Transitions (planned/achieved, TRL/MRL increase)</i>	DODI 5535	

<b>Business Plan Section</b>	<b>Relevant Information to Include (if applicable):</b>	<b>Requirement</b>	<b>New</b>
<i>g. COVID-19 Activity Summary</i>	<i>Agreements executed, licensing incentives, licenses granted, marketing, title of PAO released articles with hyperlink</i>	OSD/SECNAV	
<b>5. Resources</b>			
<i>a. Leadership Support</i>	<i>Technology Transfer Budget/Resources Identified per SECNAVINST 5700.17A</i>	OSD DODI 5535, SECNAV	
<i>b. Human Resources</i>	<i>Names, FTE(s) allocated, position title, government civilian/military/contractor, time in position</i>	SECNAV	
	<i>New team members (new this FY)</i>	SECNAV	
	<i>Assigned legal staff (location/shared)</i>	SECNAV	
	<i>(Unique) office structure to include use of other laboratory resources/matrixed personnel</i>	SECNAV	
	<i>DAWIA Certifications (ORTA rep only)</i>	SECNAV	
<i>c. Education and Training</i>		SECNAV	
<i>i. ORTA Professional Development (8 hours annually)</i>	<i>Title, provider, date(s), proof of completion or registration (if available), cost</i>	SECNAV	
<i>ii. S&amp;E T2 Training (2 hours annually)</i>	<i>Subject/brief description, method of delivery (live/ virtual), dates, approximate number of people trained, duration</i>	SECNAV	
<b>6. Performance Measures and Metrics</b>			
<i>a. T2 Mission Impact Statistics</i>	<i>List total number of newly executed agreements, agreement type, and agreement ID number for this section (a):</i>	SECNAV	
	<b><i>DON MISSION #1: Unmanned Campaign</i></b>	SECNAV	X
	<b><i>DON MISSION #2: Artificial Intelligence</i></b>	SECNAV	X
	<b><i>DON MISSION #3: Shipyard Modernization/Maintenance</i></b>	SECNAV	X
	<i>LAB MISSION #1: [locally driven metric]</i>	SECNAV	
	<i>LAB MISSION #2: [locally driven metric]</i>	SECNAV	
	<i>LAB MISSION #3: [locally driven metric]</i>	SECNAV	
	<i>ONR Funded Projects</i>	SECNAV	
	<i>Classified T2 agreements</i>	SECNAV	
	<i>FOCI partners</i>	SECNAV	
	<i>Joint/Multi-Party Agreements (Navy not first listed/originator)</i>	SECNAV	
	<i>Small Business Summary: SBA designation, non-traditional</i>	SECNAV	
	<i>SBIR Phase I, II, III</i>	SECNAV	

<b>Business Plan Section</b>	<b>Relevant Information to Include (if applicable):</b>	<b>Requirement</b>	<b>New</b>
<i>b. TTCA Metrics – CRADAs/PIAs</i>	<i>(See attached 2020 Metrics Guidance for definitions)</i>	NIST/DOD	X
	<i>Total Active CRADAs</i>	NIST/DOD	
	<i>Newly Executed CRADAs</i>	NIST/DOD	
	<i>Newly Executed to CRADAs to Small Businesses</i>	NIST/DOD	X
	<i>Total CRADA Revenue</i>	NIST/DOD	
	<i>Estimated CRADA Contributed Value (partner FTEs)</i>	NIST/DOD	X
	<i>Total Active LP CRADAs</i>	NIST/DOD	
	<i>Newly Executed LP CRADAs</i>	NIST/DOD	
	<i>Newly Executed LP CRADAs to Small Businesses</i>	NIST/DOD	X
	<i>Total LP CRADA Revenue</i>	NIST/DOD	
	<i>Estimated LP CRADA Contributed Value (partner FTEs)</i>	NIST/DOD	X
	<i>Total Active PIAs</i>	NIST/DOD	X
	<i>Total New PIAs</i>	NIST/DOD	X
	<i>Total Number of Active Funded PIAs</i>	NIST/DOD	X
<i>Total Number of New Funded PIAs</i>	NIST/DOD	X	
<i>c. TTCA Metrics - IP</i>	<i>(See attached 2020 metrics guidance for definitions)</i>	OSD	
<i>i. Patents</i>	<i>New Invention Disclosures Received</i>	NIST/DOD	
	<i>New Trade Secret Qualified Software</i>	NIST/DOD	X
	<i>Total Patent Applications Filed</i>	NIST/DOD	
	<i>U.S. Patent Applications Filed</i>	NIST/DOD	X
	<i>Foreign Patent Applications Filed</i>	NIST/DOD	X
	<i>Total Patent Cooperation Treaty Applications Filed</i>	NIST/DOD	X
	<i>Total Patents Issued</i>	NIST/DOD	
	<i>U.S. Patents Issued</i>	NIST/DOD	X
	<i>Foreign Patents Issued</i>	NIST/DOD	X
<i>ii. Licensing</i>	<i>Total Active Invention Licenses</i>	NIST/DOD	
	<i>Newly Executed Invention Licenses</i>	NIST/DOD	
	<i>Newly Executed to Small Businesses Invention Licenses</i>	NIST/DOD	X
	<i>Total Active Income Bearing Licenses</i>	NIST/DOD	
	<i>New Income Bearing Licenses</i>	NIST/DOD	
	<i>Active Non-Income Bearing Licenses</i>	NIST/DOD	
	<i>Total Active Licenses (income bearing, non-income bearing, S/W, and other)</i>	NIST/DOD	
	<i>Total Active Income Bearing Exclusive Licenses</i>	NIST/DOD	
	<i>Total Active Income Bearing Partially Exclusive Licenses</i>	NIST/DOD	



<b>Business Plan Section</b>	<b>Relevant Information to Include (if applicable):</b>	<b>Requirement</b>	<b>New</b>
	<i>Total Active Income Bearing Non-Exclusive Licenses</i>	NIST/DOD	
	<i>Total Active Other Licenses</i>	NIST/DOD	
	<i>New Other Licenses</i>	NIST/DOD	
	<i>New Other Licenses to Small Businesses</i>	NIST/DOD	X
	<i>Total Active Software Licenses</i>	NIST/DOD	X
	<i>Newly Executed Software Licenses</i>	NIST/DOD	X
	<i>Newly Executed Software Licenses to Small Businesses</i>	NIST/DOD	X
	<i>Active Non-Income Bearing Software Licenses</i>	NIST/DOD	X
	<i>New Non-Income Bearing Software Licenses</i>	NIST/DOD	X
	<i>Active Income Bearing Software Licenses</i>	NIST/DOD	X
	<i>New Income Bearing Software Licenses</i>	NIST/DOD	X
	<i>Average Elapsed Time to Grant Licenses</i>	NIST/DOD	
	<i>Minimum Elapsed Time to Grant Licenses</i>	NIST/DOD	
	<i>Maximum Elapsed Time to Grant Licenses</i>	NIST/DOD	
	<i>Licenses Terminated for Cause</i>	NIST/DOD	
<i>iii. Income</i>	<i>Total Income, All Active Licenses</i>	NIST/DOD	
	<i>Income from Patent/Invention Licenses</i>	NIST/DOD	
	<i>Income from Software Licenses</i>	NIST/DOD	X
	<i>Income from Other Licenses</i>	NIST/DOD	
	<i>Earned Royalty Income, All Active Licenses</i>	NIST/DOD	
	<i>Earned Royalty Income, Active Software Licenses</i>	NIST/DOD	X
	<i>Earned Royalty Income, Distributed to Inventors</i>	NIST/DOD	
<b>7. DON T2 Program Statistics</b>			
<b>7. DON T2 Program Statistics</b>		SECNAV	
<i>a. T2 Designation Information</i>	<i>Year of T2 Lab/ORTA Rep Designation(s)</i>	SECNAV	
	<i>Approved Laboratory Designation Structure (assigned locations, legal counsel, agreement approval chain)</i>	SECNAV	
<i>b. T2 Pilot Project Activity</i>	<i>T2 Pilot Project Description</i>	SECNAV	
	<i>Budget requested/received (T2 or SBIR funded)</i>	SECNAV	
	<i>Purpose, impact achieved/desired</i>	SECNAV	
	<i>Expansion plan (Y2, Y3, Y4...)</i>	SECNAV	
	<i>Update on past pilot project</i>	SECNAV	
<i>c. T2 Awards</i>	<i>Nominations submitted, awards received</i>	SECNAV	
<i>d. TechLink / MilTech Assistance</i>	<i>Licenses, Project Assistance, Engineering Samples, etc.</i>	SECNAV	

<b>Business Plan Section</b>	<b>Relevant Information to Include (if applicable):</b>	<b>Requirement</b>	<b>New</b>
<i>e. FLC Activity</i>	<i>Region</i>	SECNAV	
	<i>FLC Position</i>	SECNAV	
	<i>Tech In Your Home, Town Submission(s)</i>	SECNAV	
	<i>Articles submitted</i>	SECNAV	
<i>f. Participation in other T2-related federal program</i>	<i>NSIN, DPSI, OSD T2 Pilot, Lab to Market, MEP network, NTIS, etc.</i>	SECNAV	
<i>g. PAO Approved Articles</i>	<i>Title/Date/Author</i>	SECNAV	
	<i>Hyperlink (if available)</i>	SECNAV	
<i>h. T2 Records Management</i>	<i>Laboratory Information Management Description</i>	SECNAV	
	<i>Approved DON T2 Database (NDTTIS) Account Holders</i>	SECNAV	
<i>i. T2 Agreement Review Processes and Procedures</i>	<i>Legal Review</i>	SECNAV	
	<i>Security Review</i>	SECNAV	
	<i>FOCI /Export Control Review</i>	SECNAV	
	<i>PAO Review</i>	SECNAV	
<i>j. Intellectual Property Processes and Procedures</i>	<i>Incentive Program Description and Summary</i>	OSD	
	<i>Invention Surveillance Process Summary</i>	SECNAV	
	<i>Invention Evaluation Board Process Summary</i>	SECNAV	
<i>k. Technology Transfer Process Improvements (Federal, Navy, Lab)</i>	<i>T2 Best Practices, novel business practices, planned or implemented</i>	SECNAV	
	<i>Unique T2 Agreement Use Case, Stacked Authorities, office/project resourcing e.g.</i>	SECNAV	
	<i>Impact/Results, efficiencies achieved, etc.</i>	SECNAV	
<i>l. SECNAVINST 5700.17A Compliance Self-Assessment</i>		SECNAV	
<i>i. Business Plan Checklist</i>	<i>Command Endorsement/Approval of Business Plan</i>	SECNAV	
	<i>Laboratory Designation on file (NDTTIS)</i>	SECNAV	
	<i>ORTA Representative Designation on file (NDTTIS)</i>	SECNAV	
	<i>ORTA Professional Development (8 hours annually)</i>	SECNAV	
	<i>S&amp;E Training Provided by ORTA (2 hours annually)</i>	SECNAV	
	<i>Agreement Review Procedures enclosed</i>	SECNAV	
<i>ii. Agreement Submission Checklist</i>	<i>T2 Resourcing Identified</i>	SECNAV	
	<i>Proof of Legal Review included</i>	SECNAV	
	<i>Proof of Security Review included</i>	SECNAV	
	<i>Proof of FOCI/Export Control Review included (if applicable)</i>	SECNAV	
	<i>Proof of PAO Review included (if applicable)</i>	SECNAV	
<i>iii. Compliance Improvement Plan</i>	<i>Agreement submission time (14 days)</i>	SECNAV	
	<i>As required</i>	SECNAV	

Business Plan Section	Relevant Information to Include (if applicable):	Requirement	New
<b>8. T2 Impact Quad Charts (to be submitted in separate, individually named files)</b>	<i>File Naming Convention for Impact Quad Charts: FY21_YOURLABNAME_DON T2 Quad_Technology Name (.PDF)</i>	OSD	

Requirements Legend:

NIST/DOD – Department of Commerce (NIST) TTCA Metrics Requirement, as determined by OSD for the Department of Defense

OSD – OSD T2 Business Plan Requirement

DODI 5535 – DODI 5535 Requirement

SECNAV – SECNAV 5700.17A Requirement