



Fall PAO Overview for SYSCOMs

DoN SBIR/STTR Transition Program (STP)

www.navystp.com/stpworkspace

Overview

- Requirement and Expectation
- Process
- Overview of Stages
- SYSCOM Responsibilities
- STP Participant Responsibilities
- Step-by-Step Example

What is “STP PAO Review”?

- STP PAO Review is a blended process incorporating the “STP Workspace” and SYSCOM-directed workflows
- The Small Business Concerns (SBCs) participating in the DoN SBIR/STTR Transition Program (STP) are requesting permission from the Navy for public release and distribution of business development materials
 - Technology developed under Navy-funded contract(s)
- It is a two-way process...
 - SBCs ensure proprietary or business sensitive materials are not released
 - DoN ensures information released is appropriate for **any audience in the world**...via print and world-wide web (Internet)

What are we requesting of you?

- Provide a technical-level review, assessment and approval of
 - ~125 word Abstract
 - ~45 word Thumbnail sketch (derived from Abstract)
 - 5-10 keywords/phrases related to the technology developed
 - Single-page quad chart
- The Abstract, Thumbnail and Keywords are in a single Microsoft Word file or Adobe PDF document
- The Quad Chart is a PDF document, automatically generated and formatted from an input screen on the STP Workspace
 - It uses a unique font and sizing based on the text/image input online
 - The system generates the PDF on demand – it is not an “uploaded” file

What the SBCs are told

- Do not discuss classified or controlled unclassified information
- Do not include statements about SBIR Data Rights
- Focus on the positive aspect of developed technology
- Avoid use of language that negatively portrays the Navy/DoD
 - Instead of “The Navy has a problem with...” state “The Navy seeks improved capability with...”
- Critical objective of this PAO Review:

Prevent information disclosure that identifies a capability weakness or vulnerability

- These materials are used for business development and marketing, not as technical specification documents

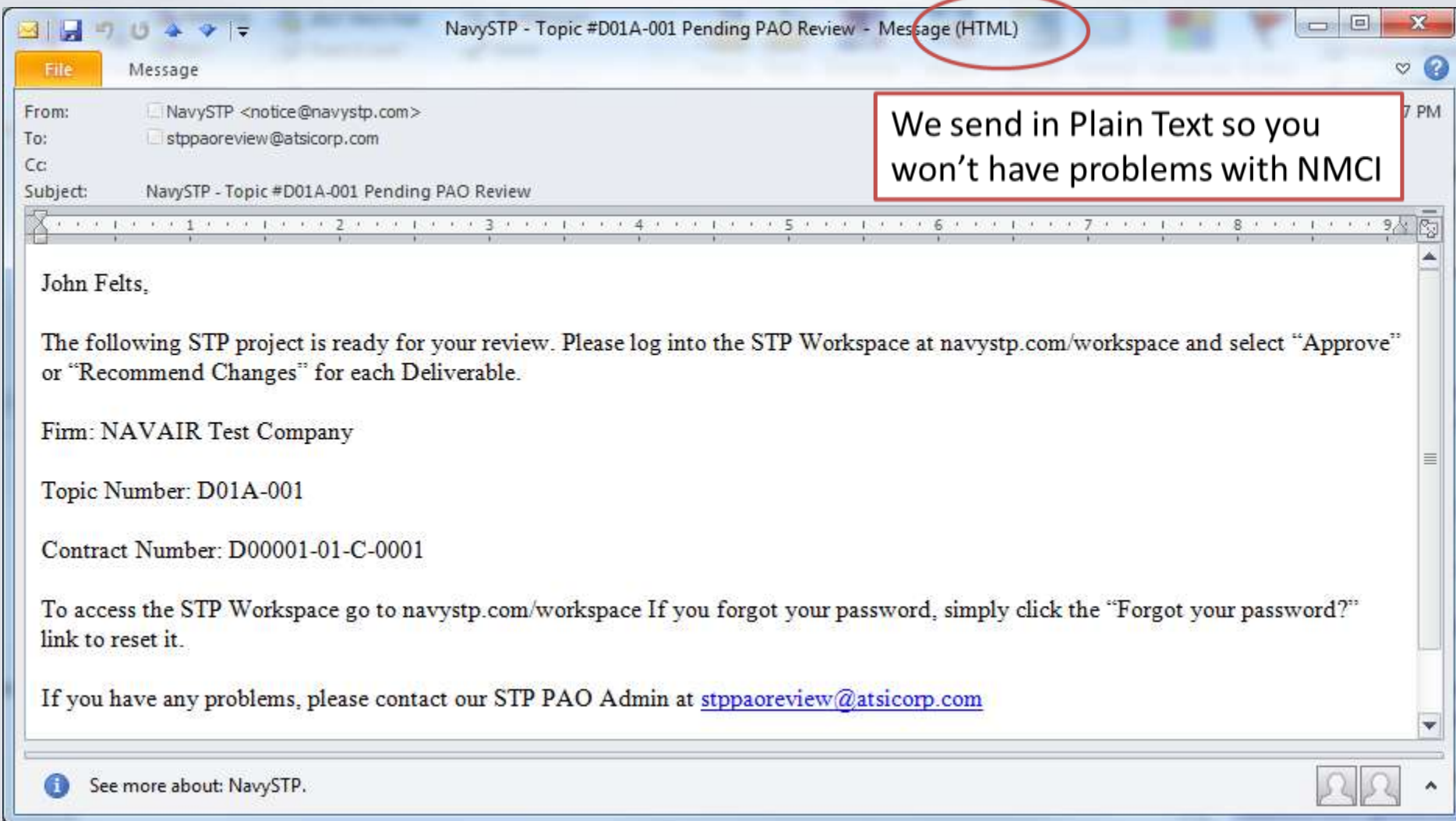
STP PAO Review Stages

- Stage 1 – Technical Review
 - TPOC (All SYSCOMs except NAVSEA)
 - NAVSEA: PEO Technology Manager takes lead on obtaining TPOC, sponsoring program office and PEO S&T review – transparent to SBC
- Stage 2 – SYSCOM SBIR/STTR Program Review
 - SYSCOM SBIR/STTR Program Managers review materials and prepare requests for SYSCOM PAO review
 - PMs may forward material to another sponsoring program office or agency for further review and concurrence (i.e. NAVAIR sending material to JSF JPEO)
- Stage 3 – SYSCOM Public Affairs/Security Review & “Approval”
 - Method of internal staffing and processing is SYSCOM unique
 - May include legal review, as necessary or required, per SYSCOM policy

Simplified STP PAO Review Process

- SBCs mark their project “Ready” for review
- STP Workspace generates e-mail to Stage 1 reviewer
 - If your e-mail is in the system from last year, you receive a request to log in and review the subject project
 - If you are not in the system, you will be asked to register (create a password) before reviewing the materials
- Stage 1 reviewer either Approves or Request Changes individually for each item – Abstract/Thumbnail and Quad Chart
 - If changes recommended, project sent back to SBC to edit – Stage 1 reviewer notified to validate revisions and either Approve or Recommend (additional) Changes
 - Once both Deliverables are “Approved” – project moves to Stage 2 and process repeats with Stage 2 reviewer

Returning Users: Sample of the e-mail you will receive



First-time Reviewers: This is the e-mail you will receive



NavySTP - Topic #D01A-009 Pending PAO Review - Message (HTML)

From: NavySTP <notice@navystp.com>
To: stppaoreview@atsicorp.com
Subject: NavySTP - Topic #D01A-009 Pending PAO Review

Tue 8/1/2017 8:53 PM

Kyle Mullen,

The following STP project is ready for your review. Please log into the STP Workspace at navystp.com/workspace and select “Approve” or “Recommend Changes” for each Deliverable.

Firm: NAVSUP Test Company

Topic Number: D01A-009

Contract Number: D00001-01-C-0009

If you have not done so already, you must create a password for your user ID (your e-mail) to access the DoN’s SBIR/STTR Transition Program Workspace (STP Workspace).

Please copy and paste the URL below into your browser to register and create a password:

https://navystp.com/stpworkspace/pao?access_code=111701SZ5YO968

Once you have registered you will access the STP Workspace with your e-mail address and the password you create during registration.

To access the STP Workspace go to navystp.com/workspace If you forgot your password, simply click the “Forgot your password?” link to reset it.

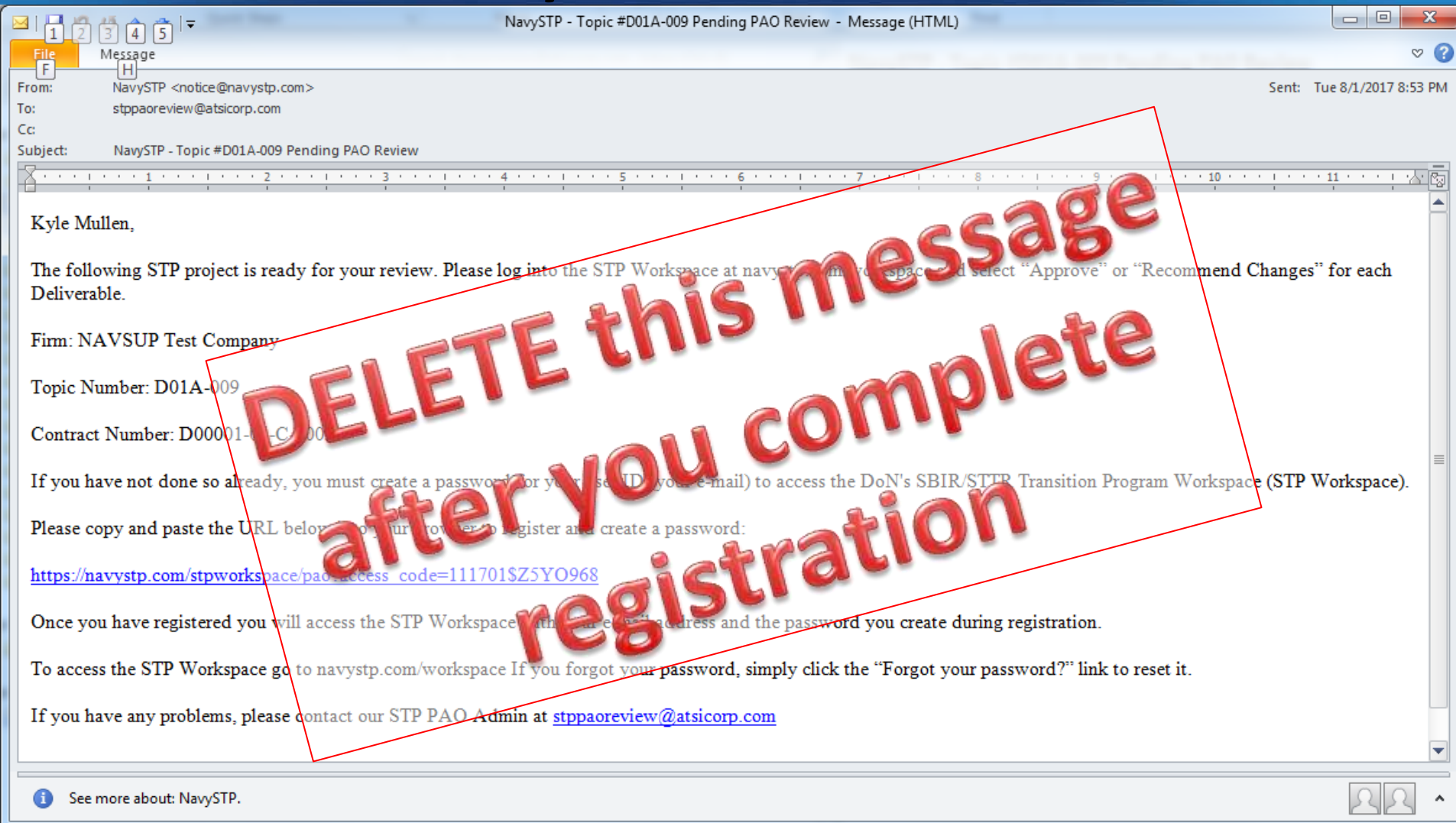
If you have any problems, please contact our STP PAO Admin at stppaoreview@atsicorp.com

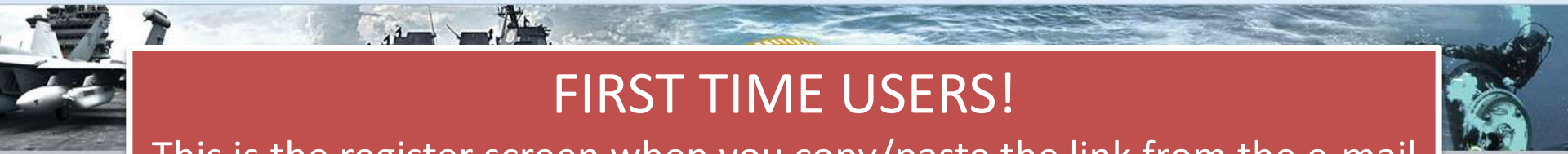
See more about: NavySTP.

We send in Plain Text so you won't have problems with NMCI

NMCI will disable links – copy/paste to browser

First-time Reviewers: This is the e-mail you will receive





FIRST TIME USERS!

This is the register screen when you copy/paste the link from the e-mail

This should auto populate

Department of the Navy SBIR/STTR Transition Program (STP) PAO Registration

First Name: **Last Name:**

E-mail Address:

Enter Your Desired Password: **Please Confirm Your Password:**

(Password must include at least seven characters)

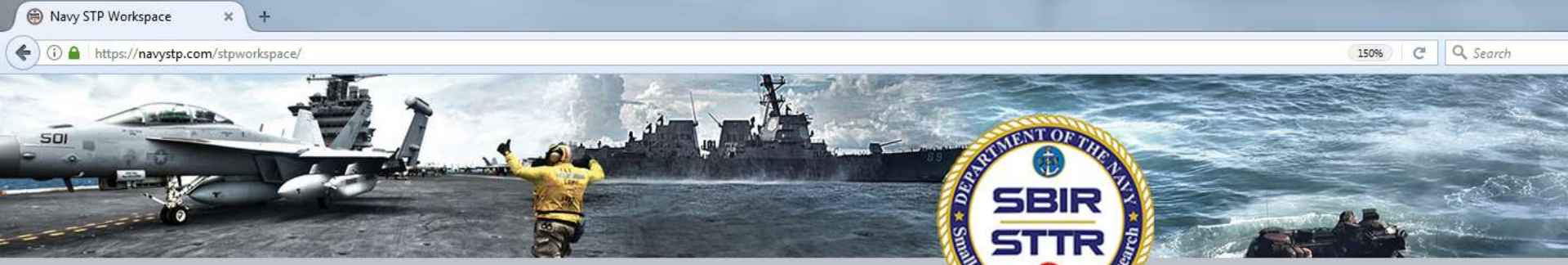
[Submit PAO User Registration](#)

[Need Help?](#)

Simple password
At least 7 characters
- one must be a letter
- one must be a number

STP Workspace Sign In Page

- After registering the first time, ALL users access the STP Workspace the same way:
 - www.navystp.com/stpworkspace
 - ***Do not re-use hyperlink from original email***
- Your computer will automatically re-direct to the secure site
 - <https://navystp.com/stpworkspace/>
- Some computer settings and/or internet browsers may not let you go direct to the secure website (<https://navystp.com/stpworkspace/>)
 - Use the unsecure www URL, allow the site to redirect to the secure one



Did this last year?
Log in the same way as before

If this URL doesn't work
<https://navystp.com/stpworkspace/>

Try this one, your computer will
automatically redirect
www.navystp.com/stpworkspace

Forgot your password?
Click the link

Note: you may need to temporarily
disable your pop-up blocker

Please sign in

Sign in

[Forgot your password?](#)

[Need Help?](#)



Dashboard displayed after signing in

News and Important Announcements

- TRL Definitions (extracted from TRA Guidance)
- 2011 Technology Readiness Assessment (TRA) Guidance
- 2017-2018 STP Schedule - Revised 5 May 2017
- Upcoming Industry Days and Events

Your Projects Archived Projects

Welcome to the Navy STP Workspace. Select a contract below to continue.

Contract	Topic	SYSCOM	Company	BC/MR	SBC POC	TPOC	Status	PAO Stage
D00001-01-C-0001 <small>Not Ready for PAO Review</small>	DG1A-001	NAVAIR	NAVAIR Test Company	Business Consultant: John Fells john@creative2studios.com Market Researcher: Kyle Mullen kmullen@sainc.com	Brian DiAntonio brian.duantonio@mail.com 1234567890 4567891230 (all phone) K Mullen (all POC) kmullen@sainc.com 2525252525 6562327890 (all phone)	John Fells 333-333-3333 john@creative2studios.com	<small>PAO Pending BC</small>	1
N68935-17-C-0015 <small>Not Ready for PAO Review</small>	AF141-253	NAVAIR	NAVSYS Corporation	Business Consultant: Paul Cole paul.cole@atsicorp.com (540) 273-6562 Market Researcher: Thomas Tunney ttunney@belcan.com	Brad Clawson bradc@navsys.com (719) 481-4877 x138 Debbie Westra (all POC) dwestra@navsys.com (719) 481-4877 x138	Mr. Kevin Ford (700)939-0380 kevin.p.ford@navy.mil Alternate TPOC: Robert Cornelius (301)757-7441 robert.m.cornelius@navy.mil	<small>Active</small>	

Dashboard displayed after signing in

Blue tags indicates contract in PAO review and Green tag indicates ready for your review as the Stage 1 reviewer

Welcome to the Navy STP Workspace. Select a contract below to continue.

Contract	Topic	SYSCOM	Company	BC/MR	SBC POC	TPOC	Status	PAO Stage
D00001-01-C-0001 Ready for PAO Review	D01A-001	NAVAIR	NAVAIR Test Company	Business Consultant: John Felts john@creative2studios.com Market Researcher:	Brian DiAntonio brian.diantonio@mail.com 1234567890 4567891230 (all phone)	John Felts 333-333-3333 john@creative2studios.com	PAO Review	1
N68335-17-C-0148 Not Ready for PAO Review	N15A-T008	NAVAIR	Intelligent Optical Systems, Inc.	Business Consultant: Terri Marsico terri.marsico@atsicorp.com (412)963-7213 Market Researcher:	Marvin Klein marvink@intopsys.com (424)263-6381 Reuben Sandler (all POC)	Mr. Paul Kulowitch (301)342-8020 paul.kulowitch@navy.mil Alternate TPOC:	PAO Pending BC	1

Click on the Contract Number to open project page

Top of project page – NAVAIR/NSMA

Navy STP Workspace | Dashboard Logged in as STP PAO

Dashboard Deliverables Webinars

Deliverables

Contract	Topic	SYSCOM	Company	
D00001-01-C-0001	D01A-001	NAVAIR	NAVAIR Test Company	Select Different Project

Contract Info (Callout pointing to the table)

PAO Review

The TPOC has not yet reviewed this project. Do not submit the form below unless you would like to submit on their behalf. (Warning message)

Please review the Abstract/Thumbnail and Quad Chart submitted for this project.

Instructions: Select the blue "View..." button next to each heading to open a new window displaying either a Microsoft Word or Adobe PDF document. If you concur with the document below the associated notes field. If you do not concur, you will select the red "Request Changes" button. If you select this button you must identify the corrections/changes required in a text box or uploading a marked up version of the document. Please ensure required or recommended changes are clearly delineated and spelled out for the Small Business.

The two documents are reviewed independent of each other – you could Approve one and Request Changes for the other. Once both documents meet your approval, please download the PAO Request Form by selecting the "View PAO Authorization Form" and saving the form to your computer. Open the PDF using Adobe Acrobat or Acrobat Reader, add your information to the appropriate section, digitally sign, and save the document. This digitally signed form must be uploaded before you can submit the project to the next stage of review. If you have any questions, please contact our STP Workspace PAO Administrators at stppaoreview@atsicorp.com.

PAO Request Form

Upload Signed PAO Authorization Form No file selected.

**Stage 2 reviewers may see this warning
Stage 1 reviewers will not see it** (Callout pointing to the warning message)




**This is where NAVAIR TPOCs access the NAVAIR SPR form
Download via blue "View PAO..." button
Upload signed form by clicking "Browse..."** (Callout pointing to the form controls)

Additional details – NAVAIR / NSMA

- NSMA projects will be reviewed and approved by NAVAIR PAO
- For projects sponsored by “JSF” ...
 - ... NAVAIR SBIR/STTR Program Office will coordinate with F-35 JPO to determine whether NAVAIR PAO or the JPO PAO will coordinate and approve Distribution A

NAVAIR SPR

- TPOCs must digitally sign in Section 3
 - Contact Cynthia Hermann at NAVAIR SBIR/STTR Program Office if you are unsure where you are supposed to sign
- Form must be uploaded for TPOCs to submit their review

PUBLIC RELEASE AUTHORIZATION REQUEST			
			Tracking Number _____
Complete Sections 1 and 2 of this form. Submit to the appropriate Program Code point of contact to complete Sections 3 and 4. Upon authorization, the requestor and primary sponsor will receive notification stating the following: The "TITLE" material(s) submitted for public release has/have been approved. Distribution Statement A - Approved for public release; distribution is unlimited, as submitted under NAVAIR Public Release Authorization YY-(tracking number). Please retain the signed authorization for your records.			
Section 1 MATERIAL DESCRIPTION & PURPOSE			
1. Requestor (Name/Position Title) Kyle Mullen Tester		2. Company/Organization/Code ATSI	3. Desired Release Date Oct 6, 2017
4. Telephone Number (456)789-1230	5. Fax Number	6. E-mail Address katherine.f.holt.ctr@navy.mil; terri.marsico@atsicorp.com	
7. Work Address 2010 Corporate Ridge, Suite 350 McClellan, VA 22102-7871		8. Material Title STP Quad Chart and Abstract/Thumbnail for SBIR Topic D01A-001	
9. List all contributing organizations (Programs/Codes/Services) whose subject matter is discussed in this material			
10. Information Category (Check all that apply)			
<input type="checkbox"/> Video	<input type="checkbox"/> Abstract	<input type="checkbox"/> Photo/Graphics/Display	
<input checked="" type="checkbox"/> Other (Specify) <u>Quad Chart, Abstract, Thumbnail</u>	<input type="checkbox"/> Brief	<input type="checkbox"/> Documents	<input type="checkbox"/> Thesis
<input checked="" type="checkbox"/> Related Contract Number <u>D00001-01-C-0001</u>	<input type="checkbox"/> Press Release		
11. Proposed Venue and Date(s), or Publication for which this material has been prepared			
This material will be used in a public forum for the DoN SBIR/STTR Transition Program (STP).			
12. Does NAVAIR have primary release authority for this material?			
<input checked="" type="checkbox"/> YES	If NO, you must identify and obtain Public Release Authorization from the command(s) contributing to this material.		
<input type="checkbox"/> NO			
Section 2 REQUESTOR			
I have reviewed all the applicable security classification guidance, contractual rights, MCTL, CPI list (if applicable) and other pertinent references related to this material. Based on my review, I have determined the material does not contain any classified, controlled unclassified, export controlled, trademarked or proprietary information and determined this material is suitable for public release. I have received release approval from other relevant organizations and am including documentation			
1. Print Name & Digitally Sign Below Kyle Mullen Kyle Mullen		a. Organization ATSI	d. Date Completed 31 July 2017
			
Section 3 PRIMARY SPONSOR COMPETENCY ENDORSEMENT			
I have reviewed all the applicable security classification guidance, contractual rights, MCTL, CPI list (if applicable) and other pertinent references related to this material. Based on my review, I have determined the material does not contain any classified, controlled unclassified, export controlled, trademarked or proprietary information and determined this material is suitable for public release.			
1. Primary Sponsor - Print Name & Digitally Sign Below	a. Organization	b. Telephone Number	c. Date Received
d. Date Completed			
			
2. Program Authorization - Print Name & Digitally Sign Below	a. Organization	b. Telephone Number	c. Date Received
d. Date Completed			
			

Sign in this Section

Top portion of the project – NAVSEA

The screenshot shows the 'Navy STP Workspace' interface. At the top, there's a 'Deliverables' section with a table listing project details. Below that is the 'PAO Review' section, which includes instructions and a list of tasks to be reviewed. Two callout boxes provide additional context: a purple box points to the 'View PAO Authorization Form' button, and a red box points to the 'Upload Signed SPR Form' section.

Contract	Topic	SYSCOM	Company	
D00001-01-C-0002	D01A-002	NAVSEA	NAVSEA Test Company	Select Different Project

PAO Review

Please review the Abstract/Thumbnail and Quad Chart submitted for this project.

Instructions: Select the blue "View..." button next to each heading to open a new window displaying either a field. If you do not concur, you will select the red "Request Changes" button. If you select this button you must Please ensure required or recommended changes are clearly delineated and spelled out for the Small Business

The two documents are reviewed independent of each other – you could Approve one and Request Changes all three parties (TPOC, Program Office, Technology Manager) the Technology Manager will download the NAV stage of review. The NAVSEA SBIR/STTR Program Office will download the Small Business PAO Request Workspace PAO Administrators at stppaoreview@atsicorp.com.

SBC PAO Request Form [View PAO Authorization Form](#)

NAVSEA SPR Form
Test.pdf (07.21.17 by John Fells)
Upload Signed SPR Form
 No file selected.

Abstract and Thumbnail [View/Download Abstract and Thumbnail](#)

NAVSEA Technology Managers can ignore this PAO Request Letter – it will be downloaded by Mr. Torretti at Stage 2 and submitted to NAVSEA PAO as part of the PAO request

Technology Managers must upload the completed SPR Form with signatures or e-mail it to Mr. Torretti to complete Stage 1

SYSCOM Specific Forms – NAVSEA

- NAVSEA requires the SBC to submit a PAO Review Request in a *letter* signed on “letterhead”
 - Must be signed by corporate official or relevant authority
- Does not have to be reviewed by NAVSEA Technology Manager
- Downloaded by NAVSEA SBIR Program Office for submission to NAVSEA PAO

Firm Name/Letterhead

Firm Address Line 1
Firm Address Line 2
City, ST ZIP

August 7, 2016

COMMANDER
Naval Sea Systems Command
ATTN: Dean R. Putnam SEA 05T1R
Building 197 Room 1E-2000
1333 Isaac Hull Avenue SE
Washington Navy Yard, DC 20376

SUBJECT: **[Topic Number and Title of Topic]**

Dear Sir or Madam:

[Firm name] is requesting authorization for public release of the attached information under Distribution Statement A. The attached package is information pertaining to the subject Small Business Innovation Research (SBIR) topic and is comprised of a combined thumbnail description and abstract, and a quad chart. This package is being developed for the Department of the Navy's Forum for SBIR/STTR Transition (FST), held in conjunction with the Navy League's Sea-Air-Space Expo, as part of the Navy SBIR/STTR Transition Program (STP). The information will be used on a public web site and in print materials for promotion of the company and the project at the FST.

[Firm name] recognizes that it is releasing these documents to the public under Distribution Statement A, and assumes responsibility for any company proprietary information included. **[Firm name]** is releasing the information contained within the attached of its own accord.

Due date for completion of Public Affairs review: October 6, 2017.

Please email the following people with the Public Affairs Office (SEA 00D) review results:

Firm POC: **name, email**
Government POC: Dean Putnam, dean_r.putnam@navy.mil
STP POC: Karl Leodler, karl.leodler@atsicorp.com

For firm inquiries as well as providing the final approval letter, please contact:
[Firm POC Name]
[Firm POC Phone]
[Firm POC Email]

For Government inquiries please contact:
NAVSEA SBIR Program Office POC
Mr. James Torretti
202-781-2273
james.torretti_ctr@navy.mil

Sincerely,

[Click here and type your name]
[Click here and type job title]

Top portion of the project – SPAWAR

The screenshot shows the 'PAO Review' section of the Navy STP Workspace. At the top, a 'Deliverables' table lists a contract with ID 'D00001-01-C-0005', topic 'D01A-005', and company 'SPAWAR'. Below this, a red warning banner states: 'The TPOC has not yet reviewed this project. Do not submit the form below unless you would like to submit on their behalf.' The main review area contains instructions for reviewing documents and a 'PAO Request Form' button. A 'Notes' section is at the bottom.


Contract	Topic	SYSCOM	Company
D00001-01-C-0005	D01A-005	SPAWAR	SPAWAR Test Company

**Stage 2 reviewers may see this warning
Stage 1 reviewers will not see it**

**SPAWAR TPOCs coordinate with SBIR
Program Manager (Shadi Azoum) before
making changes or signing this form**

SYSCOM Specific Forms – SPAWAR

- The SBCs fill in the header information on the SPAWAR SPR
- TPOCs should coordinate with SPAWAR SBIR Program Office on what actions are required to sign off on the review



**/Space and Naval Warfare Systems Command
Security and Policy Review
Request for Release Form**

Point of Contact: <name of TPOC>	Date Submitted: Aug 7 2017
Submitting Organization: SPAWAR SBIR PO	Date Requested: Oct 6 2017
Title of Document / Material: Navy STP Virtual Transition Marketplace (VTM) Material (Abstract, Thumbnail, Quad Chart) – <name of small business>	

This form provides information required to initiate the SPAWAR security and policy review process and must be completed in its entirety before material is accepted for review. “The Guide for Identifying Information Inappropriate for Public Release” is a reference for the types of information that can and cannot be publicly released.

1. What SPAWAR code or PEO C4I / PEO Space Systems program office has specific authority for the submitted material? Why is SPAWAR’s review and approval required prior to further distribution of this information?

Top portion of project for MCSC, NAVFAC, NAVSUP, ONR & SSP

Deliverables

Contract	Topic	SYSCOM	Company	
D00001-01-C-0003	D01A-003	ONR	ONR Test Company	Select Different Project

PAO Review

The TPOC has not yet reviewed this project. Do not submit the form below unless you would like to submit on their behalf.

Please review the Abstract/Thumbnail and Quad Chart submitted for this project.

Instructions: Select the blue "View..." button next to each heading to open a new window displaying either a Microsoft Word or Adobe PDF document. If you concur with the document as written, if you do not concur, you will select the red "Request Changes" button. If you select this button you must identify the corrections/changes required. This is done by either entering remarks in the "Request Changes" field or by attaching a document. Please ensure required or recommended changes are clearly delineated and spelled out for the Small Business.

The two documents are reviewed independent of each other – you could Approve one and Request Changes for the other. Once both documents meet your approval, your final "Submit" will send the project to the next stage of review (ONR SBIR PM – Lore-Anne Ponirakis). If you have any questions, please contact our STP Workspace PAO Administrators at stppaon@navy.mil.

Abstract and Thumbnail [View/Download Abstract and Thumbnail](#)

Notes:

Upload Corrected Abstract and Thumbnail (Optional)
 No file selected

Stage 2 reviewers may see this warning
Stage 1 reviewers will not see it

No Additional Forms

Bottom half of the project page - ALL

Abstract and Thumbnail [View/Download Abstract and Thumbnail](#)

Notes:

Upload Corrected Abstract and Thumbnail (Optional)

[Browse...](#) No file selected.

[Approve](#) [Request Changes](#)

Quad Chart [View Quad Chart](#)

Notes:

Upload Corrected Quad Chart (Optional)

[Browse...](#) No file selected.

[Approve](#) [Request Changes](#)

Need Help?

This is where you access the submitted Abstract/Thumbnail document in Word or PDF (most SBCs use Word).

This is where you access the submitted Quad Chart in PDF. The STP Workspace creates the PDF and formats the text to

- fit the spaces allotted
- match SYSCOM-directed format/style

Bottom portion of the project page

The screenshot displays the 'Abstract and Thumbnail' and 'Quad Chart' sections of the Navy STP Workspace. Each section includes a 'Notes' field, an 'Upload Corrected' button, and 'Approve'/'Request Changes' buttons. A blue callout box with arrows points to the 'Notes' fields and the 'Request Changes' buttons in both sections.

Abstract and Thumbnail [View/Download Abstract and Thumbnail](#)

Notes:

Upload Corrected Abstract and Thumbnail (Optional)
 No file selected.

Quad Chart [View Quad Chart](#)

Notes:

Upload Corrected Quad Chart (Optional)
 No file selected.

If you “Request Changes”, you must enter an explanation or direction in the Notes field

You can upload an edited/revised/marked up version of the document here. Note: uploading a file also requires you to enter something in the Notes field – can be as simple as “see attached”

You have to assess BOTH documents – you cannot just review one and come back for the other at a later time

Notes for Stage 1 & 2 Reviewers

- Abstracts should be around 125 words – not more than 150
- Thumbnails should be around 40 words – not more than 55
- Keywords are searchable terms, up to 10-15 words maximum
- Your SYSCOM determined what TPOC contact information is displayed on the Quad Chart (upper left, WHO quadrant)
 - 3 possible fields to display: name, phone number, e-mail
 - Varies from “all info” to a partial listing to none at all (MARCOR)
- SBCs cannot make changes to the documents until you select “Request Changes” and then Submit your review
 - If you call or e-mail your recommended changes to your SBC, consider entering “per phone call” or “per e-mail” in the Notes field

How will I know if/when the SBC made the changes?

- If you clicked “Request Changes”, the SBCs are directed to complete their changes within 3 business days.
 - Once completed and resubmitted, the STP Workspace will send you the same e-mail that told you to review the first time



When am I done?

- When both Deliverables (Abstract/Thumbnail & Quad Chart) are marked “Approve” you are finished with your Stage
 - Your SBIR/STTR Program Office will be alerted that you have completed the review and the materials are available for their review
- SYSCOM SBIR/STTR Program Managers receive weekly updates (minimum) on status of Stage 1 reviews
 - Updates include the date of last “action” on the project
 - PMs can also sign in to see all the projects under their SYSCOM – they can see your comments/notes or any files uploaded

Where to get help and support

- Contact your SYSCOM SBIR/STTR Program Office first as they can help you out with most of the policy/procedure questions
- If you have problems accessing the STP Workspace, contact STP Technical Support - stptechsupport@atsicorp.com
- If a Government reviewer has problems during the review process, you may receive an e-mail from our PAO Admin:
 - stppaoreview@atsicorp.com is a legitimate address



Questions?

Thank you for attending today
STP Technical Support
stptechsupport@atsicorp.com