

Spring 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"?

- STPP
- 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?

- STPP
- Provide a technical-level review, assessment, and approval of a presentation for the 2019 Forum for SBIR/STTR Transition (FST)
 - Approximately 10 slides
 - Accompanied by single page Reference Sheet with source citations
- Slides used for business development "pitch" during Tech Talks
 - Tech Talks: clustered technology presentations during FST
 - Individual presentations limited to 10 minutes in length
- Microsoft Excel Reference Sheet is "info only"
 - Used to provide information and image source citations
 - Will <u>not</u> be review/approved for Public Release

What the SBCs are told

- STP
- 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

 This presentation is used for business development and marketing, not a formal technical presentation or status update

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)

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- 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

STPP

- 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 previous review cycle, you receive a notification 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 for the PowerPoint Presentation only – not the Reference Sheet
 - 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 the presentation is "Approved" project moves to Stage 2 and process repeats with Stage 2 reviewer

DEPARTMENT OF THE NAV **Returning Users:** Sample of the e-mail you will receive NavySTP - Topic #D01A-001 Pending PAO Review - Message (HTML) Message From: NavySTP <notice@navystp.com> We send in Plain Text so you stppaoreview@atsicorp.com To: won't have problems with NMCI CC NavySTP - Topic #D01A-001 Pending PAO Review Subject: ともとしても生ませんとしたの2000トルビの3000トルビル事がもの下してもちゃられたものものにもしゃものでのかり下 John Felts.

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Firm: NAVAIR Test Company

Topic Number: D01A-001

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Contract Number: D00001-01-C-0001
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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. 67

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First-time Reviewers:

This is the e-mail you will receive

STP



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FIRST TIME USERS! This is the register screen when you copy/paste the link from the e-mail Department of the Navy SBIR/STTR Transition Program (STP) PAO Registration First Name: Last Name: Kyle Mullen This should E-mail Address: auto populate stppaoreview@atsicorp.com Simple password Enter Your Desired Password: Please Confirm Your Password: At least 7 characters - one must be a letter (Password must include at least seven characters) - one must be a number Submit PAO User Registration Need Help?

STP Workspace Sign In Page

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

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

Forgot your password? Click the link Note: you may need to temporarily disable your pop-up blocker

Please sign in

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8936-17-C-0019	AF141-253	NAWAIR	NAVSYS Corporation	Business Consultant: Paul Cole paul cole@athicorp.com (540) 273-6562 Market Researcher: Thomas Tunney Tlunney@belcan.com	Brad Clawson bradc@ravsys.com (719) 481-4877 x138 Debbie Westra (alt POC) dwestra@navsys.com (719) 481-4877 x138	Mr. Kevin Ford (760)939-0380 kevin p. forti@navy.ml Alternate TPOC: Robert Cornelius (301)757-7441 robert m.cornelius@navy.ml	Artic		

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Top of project page – NAVAIR/NSMA



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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

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Tracking Number

NAVAIRINST 5720.10

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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

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PUBLIC RELEASE AUTHORIZATION REQUEST

Top portion of the project – NAVSEA



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Spring PAO Review

Please review the FST Presentation and Reference Sheet below. If corrections need to be made please type
PAO Request Form
Q. View PAO Authorization Form
NAVSEA SPR Form
Q. View NAVSEA SPR Form
PAO Technical Review Form - STP Spring 2019 pdf (01.04.19 by Kyle Mullen)
Upload Signed SPR Form
Browse_____No file selected.
CCC

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

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Looped in as STP FAO -

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

19

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



January 14, 2019

COMMANDER Naval Sea Systems Command

ATTN: Dean R. Putnam SEA 05T1R Building 197 Room 15-2000 1333 Isaac Hull Avenue SE Washington Navy Yard, DC 20376

SUBJECT: (Topic Number and Title of Topic)

Dear Sk or Madam:

Fim 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 (SBR) topic and is comprised of a single PowerPoint presentation. In addition, an Excel apreadsheet is attached indicating the source of information, graphic and/or images used in the presentation. This package is being developed for the Department of the Navya Forum for SBR/STTR Transition (FST), co-hosted with the University of Massachusetts-Lowell Research institute, as part of the Navy SBR/STTR Transition Program (STP). The information will be used 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: March 15, 2019.

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

Fim POC: name, email Government POC: Dean Putnam, <u>dean r putnam@inavv.mit</u> 5TP POC: Karl Leodier, <u>stppporeview@atsicorp.com</u>

For frm inquiries as well as providing the final approval letter, please contact [Fm POC Name] [Fm POC Phone] [Fm POC Email]

For Government inquires please contact: NAVSEA SBIR Program Office POC Mr. James Tometti 202-781-2273 james forretti ch@navy.ml

Sincerely,

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

SYSCOM Specific Forms – NAVSEA SPR

- Technology Managers will collect digital signatures from TPOCs and Program Offices
- Once all necessary signatures are obtained:
 - Upload on STP Workspace or...
 - Email to Mr. Torretti

Technical/Sensitive Mate	rial
NAVSEA Public Attairs Office	

Due Date: 15 Mar 2019	Activity: NAVSEA SBIR Program Office			
Case Type: NAVSEA SBIR Program Office	POC: Mr. Dean Putnam (SEA05T1R)			
	Email/Phone: dean r.putnam@navy.mil/20			
Title:	Debe Market Medicate Production Sector Addition of the Company			
Please review the enclosed material for technical accuracy and complete fire turn below. Please do ndi put in mail. Call Public Affairs Office (SEA002) for previop at (202) 781-2048. 1. Classification Top Secret O Secret Confidential Unclass O 2. Is this intended for electronic dissemination? Yes No O 2b. If yeas, what form of electronic dissemination will be used? Work Web Interet Other I 3. How will release of this hard copy material benefit the Navy? (SECNAVINST 5510.36)	Statement A: Approved for Public Release, Oasthlucton is unlimited. Statement B: Distribution authorized to US Government Agencies only Dirar regulatis much be referred to COMIAVSEA or the explained NAVSEA code. Statement C: Distribution authorized to US Government Agencies and their contractors: Other requests much be informed to COMMAVSEA or the cognicant NAVSEA code. Statement D: Distribution authorized to DOD and BOD Contractors only. Other requests must be referred to COMNAVSEA or the cognicant NAVSEA code. Statement E: Distribution authorized to DOD Components, Other requests must be referred to COMNAVSEA, or the cognizant NAVSEA code.			
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Please review the FST Presentation and Reference Sheet below. If corrections need to be made please type in your notes and select "Request Changes".



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

-
4 2019
5 2019

Top portion for MARCOR, NAVFAC, NAVSUP, ONR, and SSP



Navy STP Workspace | Dashboard Logged in as STP PAO -Dashboard Deliverables Webinars Deliverables Contract Topic SYSCOM Company D00001-01-C-0003 D01A-003 ONR **ONR** Test Company Select Different Project Spring PAO Review Please review the FST Presentation and Reference Sheet below. If corrections need to be made please type in your notes and select "Request Changes". No Additional Forms FST Presentation Q View FST Presentation Q View FST Reference Chart

Notes:



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FST Presentation

Notes:

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Approve I Request Changes

Need Help?

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

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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 are only assessing the presentation for Public Release. Unlike the Fall PAO, you only have one Approve/Request Changes option.

Notes for Stage 1 & 2 Reviewers

- The Forum (FST) is a business development event, SBCs were instructed to develop their slides with this focus (less technical)
- Presenters are restricted to ~10 slides, no more than 10 minutes
- Presentations should speak to the technology need but focus on the features and advantages of the solution developed
 - A business development pitch to describe how it...
 - ...helps the Navy/Marine Corps need (or entire DoD)
 - ...would be better for the defense industry / military-industrial complex
 - ...is a better than the current or competing solution
 - The goal of the presenter is to entice the audience to visit the booth for
 - Hands on demonstrations
 - More in-depth talks on technology, transition, and other technology

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



Ensure "Notice@navystp.com" is trusted and not marked as "Junk mail" or "Spam"

When am I done?



- When you select the "Approve" button, you are finished with your Stage of the PAO Review
 - 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 - <u>stptechsupport@atsicorp.com</u>
- If a Government reviewer has problems during the review process, you may receive an e-mail from our PAO Admin:
 - <u>stppaoreview@atsicorp.com</u> is a legitimate address



Questions?

STP Technical Support stptechsupport@atsicorp.com