



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”?

- 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 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 not be review/approved for Public Release

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

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

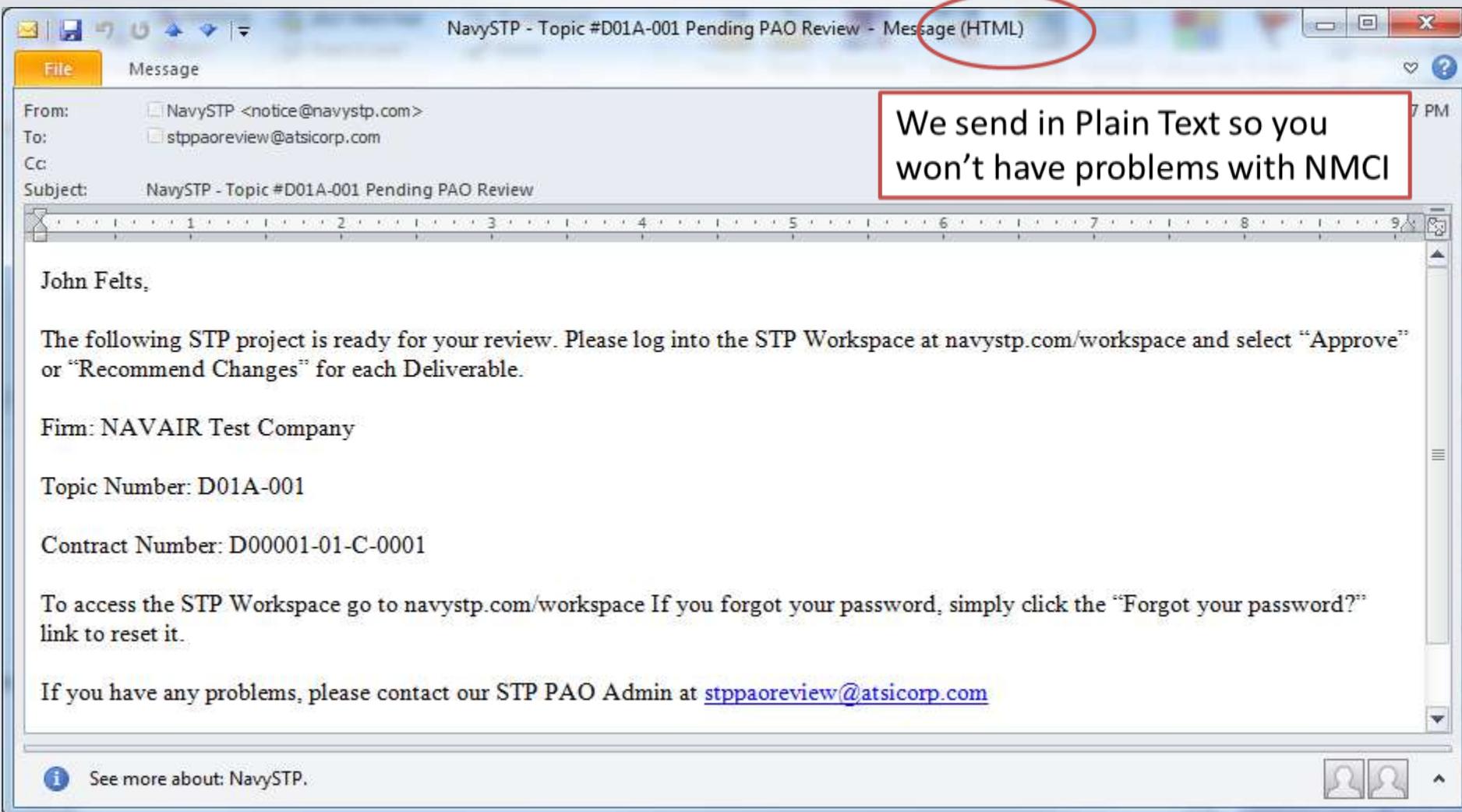
STP PAO Review Stages

- 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)
- 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 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

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.

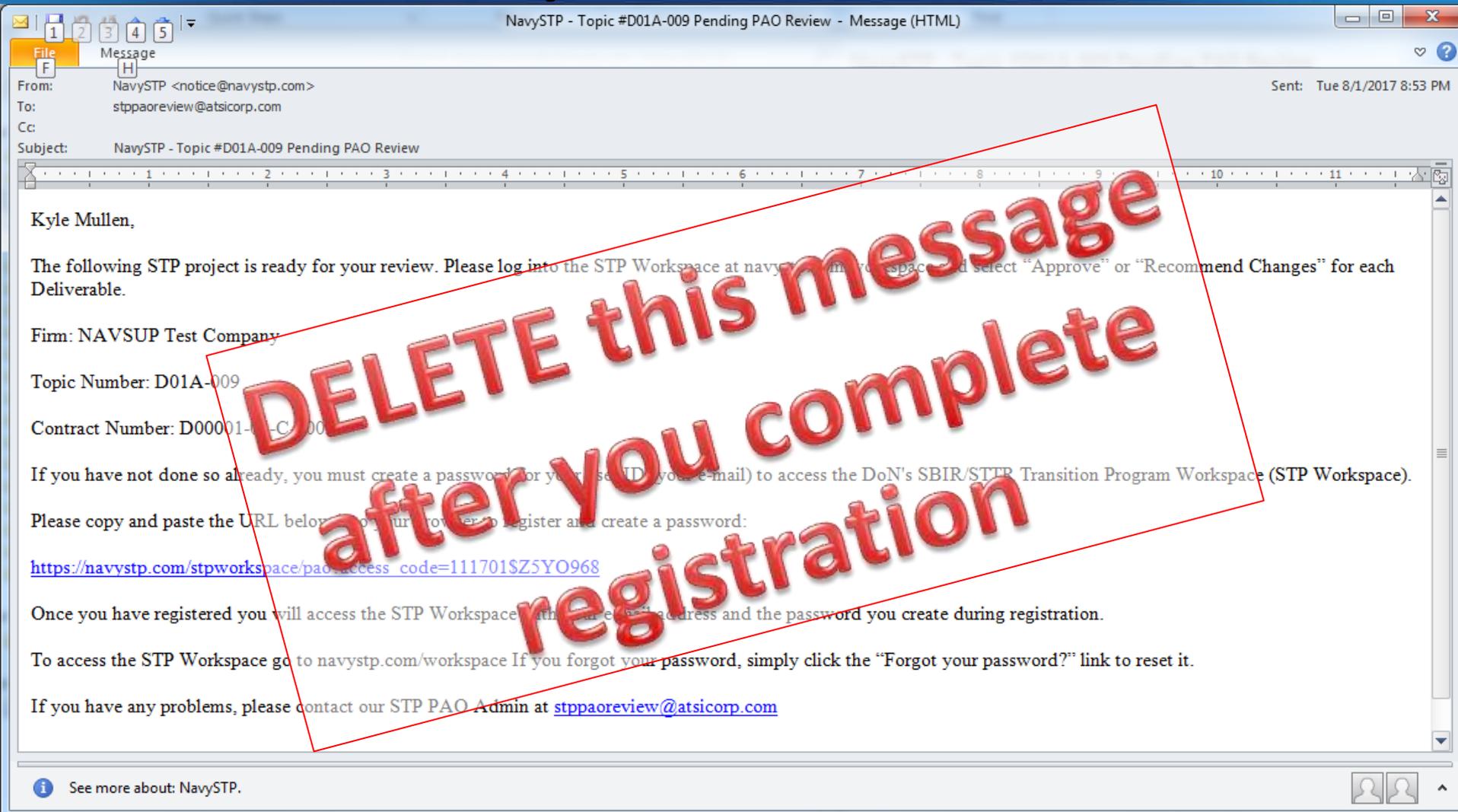
If you have any problems, please contact our STP PAO Admin at stppaoreview@atsicorp.com

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)

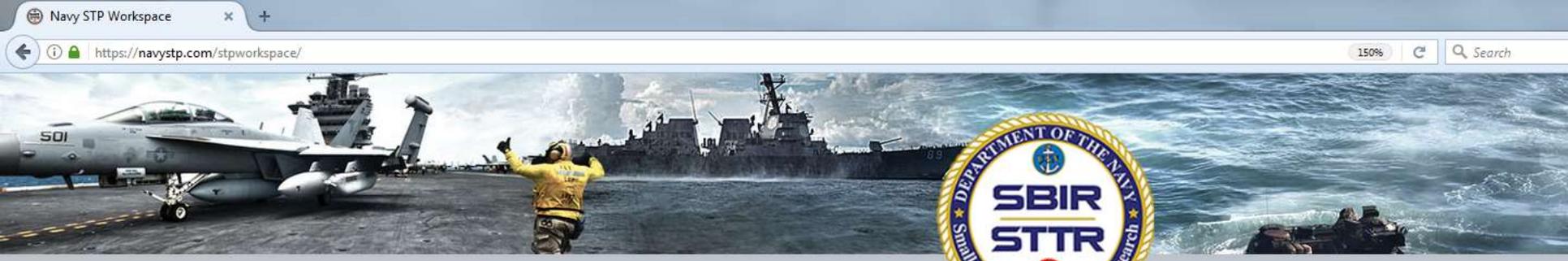
[Submit PAO User Registration](#)

[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 or in the Fall?
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

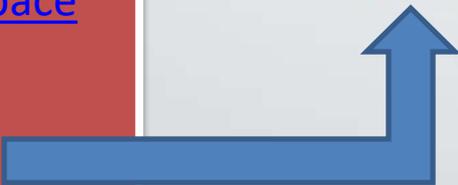
Note: you may need to temporarily
disable your pop-up blocker

Please sign in

Sign in

[Forgot your password?](#)

[Need Help?](#)



Dashboard displayed after signing in

Navy STP Workspace | Dashboard

Dashboard Deliverables Webinars

News and Important Announcements

- TRL Definitions (extracted from TRA Guide)
- 2011 Technology Readiness Assessment
- 2017-2018 STP Schedule - Revised 5 May
- 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-0019 <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>	

Yellow tags indicate project is not ready for PAO review or ready for your review as the Stage 1 reviewer

Dashboard displayed after signing in

The screenshot shows the Navy STP Workspace Dashboard. At the top, there is a navigation bar with 'Dashboard', 'Deliverables', and 'Webinars'. Below this is a 'News and Important A' section with items like 'TRL Definitions (extracted)', '2011', '2017', and 'Upcoming Industry Days'. The main content area is titled 'Your Projects' and contains a table of contracts. A purple callout box explains that blue tags indicate a contract is in PAO review and green tags indicate it is ready for review as the Stage 1 reviewer. A green arrow points to a green tag on the first contract, and a blue arrow points to a blue tag on the same contract. Another purple callout box points to the contract number 'D00001-01-C-0001' with the instruction 'Click on the Contract Number to open project page'.

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 johns@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

Dashboard Deliverables Webinars

Deliverables

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

Contract Info

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".

PAO Request Form

View PAO Authorization Form

For NAVAIR SPR Forms: Do not edit/sign this form from your Internet browser. Save the PDF to your computer and use Adobe Acrobat or Acrobat Reader to edit, digitally sign, and save the form to your computer. Upload the newly saved form here.

Upload Signed PAO Form

Browse... No file selected.

This is where NAVAIR TPOCs access the NAVAIR SPR form
Download via blue "View PAO..." button
Upload signed form by clicking "Browse..."

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 _____	
<p>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.</p>					
Section 1 MATERIAL DESCRIPTION & PURPOSE					
1. Requestor (Name/Position Title) Kyle Mullen Tester		2. Company/Organization/Code ATSI		3. Desired Release Date Mar 15, 2019	
4. Telephone Number (456)789-1230		5. Fax Number		6. E-mail Address cynthia.hermann.ctr@navy.mil; stppacoreview@atsicorp.com	
7. Work Address 2010 Corporate Ridge, Suite 440 McLean, VA 22102-7871			8. Material Title Forum for SBIR/STTR Transition (FST) Presentation 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 type="checkbox"/> Brief <input type="checkbox"/> Documents <input type="checkbox"/> Thesis <input type="checkbox"/> Press Release					
<input checked="" type="checkbox"/> Other (Specify) <u>Power Point Presentation</u> <input checked="" type="checkbox"/> Related Contract Number <u>D00001-01-C-0001</u>					
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 an including documentation					
1. Print Name & Digitally Sign Below Kyle D. Mullen		a. Organization ATSI		d. Date Completed 14 Jan 2019	
<div style="text-align: center; border: 2px solid purple; padding: 5px; display: inline-block;"> Sign in this Section </div>					
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

Top portion of the project – NAVSEA

Deliverables

Contract	Topic	SYSCOM	Company	
D00001-01-C-0002	D01A-002	NAVSEA	NAVSEA 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

PAO Request Form

View PAO Authorization Form

NAVSEA SPR Form

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.

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

January 14, 2019

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 single PowerPoint presentation. In addition, an Excel spreadsheet 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 Navy's Forum for SBIR/STTR Transition (FST), co-hosted with the University of Massachusetts-Lowell Research Institute, as part of the Navy SBIR/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:

Firm POC: **[name, email]**
Government POC: Dean Putnam, dean.r.putnam@navy.mil
STP POC: Karl Leodler, stppaoreview@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.c@navy.mil

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 Material
NAVSEA Public Affairs 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/202-

Title: _____

Please review the enclosed material for technical accuracy and complete the form below. Please do not put in mail. Call Public Affairs Office (SEA000) for pick-up at (202) 751-2048.

1. Classification
Top Secret Secret Confidential Unclass

2. Is this intended for electronic dissemination?
Yes No
2b. If yes, what form of electronic dissemination will be used?
World Wide Web Internet Other

3. How will release of this hard copy material benefit the Navy? (SECNVINST 5510.36)

Department of the Navy funded SBIR/STTR project presentation to attendees of the 2019 Dept of the Navy Forum for SBIR/STTR Transition

Reviewer: _____ Phone: _____
Code: _____
Recommended Distribution Statement (A-F): _____ Date: _____
Comments:

Signature: _____

Reviewer: _____ Phone: _____
Code: _____
Recommended Distribution Statement (A-F): _____ Date: _____
Comments:

Signature: _____

Reviewer: _____ Phone: _____
Code: _____
Recommended Distribution Statement (A-F): _____ Date: _____
Comments:

Signature: _____

Top portion of the project – SPAWAR

Dashboard Deliverables Webinars

Deliverables

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

PAO Request Form

[View PAO Authorization Form](#)

Upload Signed PAO Form

No file selected.

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: Jan 14 2019
Submitting Organization: SPAWAR SBIR PO	Date Requested: Mar 15 2019
Title of Document / Material: Navy STP Forum for SBIR/STTR Transition (FST) Presentation (PowerPoint) – <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.

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



- 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".

FST Presentation

[View FST Presentation](#)

[View FST Reference Chart](#)

← No Additional Forms

Notes:

Bottom half of the page – ALL SYSCOMs

FST Presentation

[View FST Presentation](#)

[View FST Reference Chart](#)

Access the submitted presentation and reference sheet here.

Notes:

Upload Corrected Presentation (Optional)

No file selected.

Upload Corrected Reference Sheet (Optional)

No file selected.

[Need Help?](#)

Bottom half of the page – ALL SYSCOMs

The screenshot shows the 'FST Presentation' interface. At the top, there are two buttons: 'View FST Presentation' and 'View FST Reference Chart'. Below these is a 'Notes:' field. Underneath the notes field are two optional upload sections: 'Upload Corrected Presentation (Optional)' and 'Upload Corrected Reference Sheet (Optional)', each with a 'Browse...' button and the text 'No file selected.'. At the bottom of the interface are two buttons: a green 'Approve' button and a red 'Request Changes' button. A 'Need Help?' link is located at the bottom left of the interface.

Notes:

Upload Corrected Presentation (Optional)
Browse... No file selected.

Upload Corrected Reference Sheet (Optional)
Browse... No file selected.

Approve **Request Changes**

[Need Help?](#)

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”

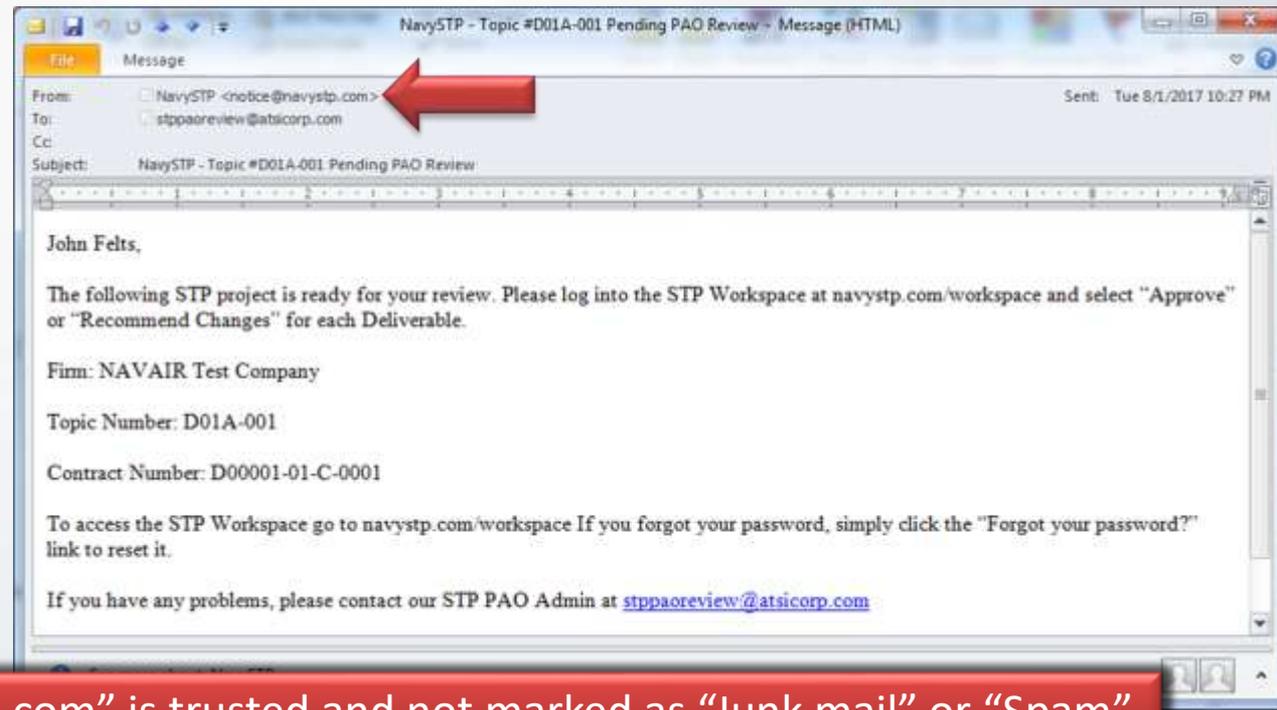
You are only assessing the presentation for Public Release. Unlike the Fall PAO, you only have one Approve/Request Changes option.

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 - 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?

STP Technical Support
stptechsupport@atsicorp.com