



RESEARCH
AND ENGINEERING

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3030 DEFENSE PENTAGON
WASHINGTON, DC 20301-3030

April 13, 2018

MEMORANDUM FOR: Department of Defense Technology Transfer Community

SUBJECT: DoD Technology Transfer Training Workshop

I would like to invite you, as a member of the Department of Defense's Technology Transfer (T2) community, to participate in the 2018 DoD T2 Training Workshop. This year's workshop will be held in San Diego, CA at the Wyndham San Diego Bayside from 25-28 June. For those of you who are attending the workshop for the first time, I highly encourage you to attend our "first-timers" session from 1530-1730 on the afternoon of June 25th. A brief description of the session for first timers, along with its purpose, is provided at Attachment 1.

The DoD T2 training workshop is a forum for our T2 community, including laboratory Office of Research and Technology Applications (ORTA) personnel, Intellectual Property (IP) attorneys, and supporting T2 staff to participate in developing new T2 strategies, sharing lessons learned and best practices, resolving T2 problem areas, and developing a consensus on issues of concern. The workshop provides one-of-a-kind training opportunities from recognized experts on topics critical to the professional development of the DoD T2 workforce. The workshop also aligns with the Department's mission to incentivize productivity and innovation in industry and government by improving the return on investment in DoD laboratories and reducing barriers to commercial technology utilization. Attendance will help equip the DoD T2 community with the tools necessary to ensure our technology transfer programs are important ingredients in the success of the Defense Labs enterprise.

Additionally, all DoD Components are required by DoD regulation to provide for the training and instruction of their T2 workforce. This workshop is one of the primary mechanisms by which that training requirement is met. The workshop provides essential skills and knowledge that enable DoD T2 professionals to support their home laboratories, research facilities, and warfare centers. Moreover, participating in the workshop facilitates the sustained success of the DoD's T2 program by building enduring and mutually beneficial relationships across the community.

The workshop planning team has developed an agenda with a number of important focus areas that will inform, educate, and energize the attendees. The agenda is designed to address the training needs of our new ORTAs as well as our more experienced T2 workforce and IP attorneys and is structured to facilitate dialogue between presenters and participants. As such, it will be an opportunity for everyone to share their unique experiences in managing T2 activities as well as provide an occasion for the T2 community to jointly improve best practices. We will also be recognizing one individual or team from the T2 community who has gone above and beyond their normal duties with the presentation of the 13th annual George Linsteadt Technology Transfer Achievement Award.

The agenda, registration form, and other information about the workshop and its location are at <https://dodt2trainingworkshop.com>. The registration fee for the workshop is \$675. The deadline to register and pay for the conference is June 30th, although I encourage you to register as soon as possible. The hotel has guaranteed the government per diem rate until May 25th. When you register, you will also have the opportunity to select topics that you are most interested in for a series of planned roundtable discussions. Please select carefully as you may not have the opportunity to change tables at the event. You will also have the opportunity to help shape the agenda by providing questions you would like answered during the workshop. Instructions for submitting questions will be provided on the website.

This workshop has been approved by the Under Secretary of Defense for Research and Engineering (USD(R&E)) in accordance with official DoD conference guidance. A copy of this approval is provided at Attachment 2. As per official DoD guidance, no additional conference approval is required by DoD personnel. Approval of travel orders is the responsibility of the appropriate DoD activities for each individual who is attending. If you have any questions, please feel free to reach out to Shamaeen Burnett (shamaeen.m.burnett.ctr@mail.mil) or Dave Appler (david.a.appler.ctr@mail.mil), my points of contact for the workshop.

Dr. Jagadeesh Pamulapati
Director, Defense Laboratories Office

Attachments:
As stated

DoD T2 Training Workshop First-Timer's Session

Welcome to the DoD Technology Transfer community! If this is your first time attending the DoD Technology Transfer Training Workshop, you are not alone. Typically, 20-30% of our yearly attendees are first-timers. For those of you who fall into this group, we would like to take some time on the afternoon of Monday, June 25th from 1530 to 1730, to meet and provide you with some helpful details about the DoD T2 program. The 2-hour session will provide the following insight and information:

- The goals of the workshop and what you can expect to accomplish over the next 3 days;
- An overview of T2 in the Defense Department;
- A primer on the assistance that the DoD Partnership Intermediaries offer and how they can help you accomplish organizational goals;
- A chance to meet and speak to other new members of the DoD T2 community

If your travel schedule permits, please strongly consider joining us on June 25th for this important session. Thank you and see you in San Diego!



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ACTION MEMO

April 4, 2018

FOR: MICHAEL D. GRIFFIN, USD (R&E)

THROUGH:  DIRECTOR FOR ADMINISTRATION, OUSD (R&E)

FROM: MARY J. MILLER, PERFORMING THE DUTIES OF ASD (R&E) 

SUBJECT: Conference Approval Request for the Department of Defense Technology Transfer Training Workshop

- Request USD (R&E) approval to conduct the DoD Technology Transfer (T2) Training Workshop, which is planned for June 25-28, 2018, in San Diego, California.
- The 2018 T2 training workshop aligns with the Defense Department’s mission to incentivize productivity and innovation in industry and government by improving the return on investment in DoD laboratories and reducing barriers to commercial technology utilization.
- The Laboratories Office examined other means to accomplish this initiative and determined that in-person communication is the most effective method of sharing technology transfer policies and best practices throughout the DoD. In addition, attendees are able to meet some of their annual mandatory training requirements.
- Attachments for your review are located in Tabs A-J. Tab A is the Cost-Benefit Analysis and the CAPE Event Cost Estimate. Tab B is site selection process and site comparisons. Tab C is the cost comparison for the selected event. Tabs D and E are the non-selected proposals. Tab F is the 2018 draft agenda. Tab G is the 2017 T2 Conference approval. Tab H is the 2017 agenda. Tab I is the 2018 Conference support contract, Tab J is the associated legal review, and Tab K is the legal sufficiency review.
- The estimated cost of this conference is \$246,584.00

RECOMMENDATION: USD (R&E) approve the conference by initialing below.

Approve  Disapprove _____

APR 11 2018

Attachments: As stated

Prepared By: Dale Ormond, Principal Director, Research, 703-695-0598 (USA003874-17)

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