

## **Guidelines on Posting Your Organization's Research on the New FHP&R Non-Government Medical Technology Website**

On behalf of Dr. Salvatore Cirone, Program Director, Health Science Policy, I thank you for your interest in informing DoD health professionals about company's medical technology/product or research focus. We generally can no longer accommodate requests for meetings because of the surging volume of requests; hosting official availability; and the substantial time and effort we must put into arranging, hosting, and following up. It would detract us from accomplishing our primary mission.

However, we value informing DoD staffs of emerging opportunities to improve medical treatment of our troops and other beneficiaries. We have established a non-public web site accessible by DoD health care professionals to disseminate non-government organization medical technology information and research opportunities provided to us on initiative. We do not solicit such information. We restrict access to the web site by limiting entry to those using DoD network computers with a ".mil" domain suffix. When we post an organization's new material to the site, we notify individuals within DoD based on the subject and recipient desires.

Your organization is invited to submit material for inclusion on the web site. However we must receive a request to disseminate supplied information on our web site and explicit permission to do so directly from the information owning organization and not through third parties such as government relations firms. The Office of the Assistant Secretary of Defense for Health Affairs reserves the exclusive right to determine what material we post to the web site.

Should you wish to provide medical technology material on the Force Health Protection Medical Technology Resource web site, please adhere to the following guidelines:

- Send an e-mail with electronic (not zipped) versions of the material you wish posted to the Program Director, Health Science Policy at **Salvatore.Cirone@ha.osd.mil**, cc to **Thomas.Stewart.ctr@tma.osd.mil**. The e-mail should be from a senior organization official with authority to release information for outside dissemination (include a signature block please).
- The material provided must not be "Confidential," "Business Confidential," "Proprietary," "Competition Sensitive," "Do Not Copy," or similar. While our goal is to limit routine access to members of the official DoD health community, we cannot guarantee confidentiality. Please include in the request e-mail the following specific language: "The material we are submitting is not business sensitive, proprietary, or business confidential. [Organization name] accepts liability and holds harmless the Government, its employees, and its support contractors, for any release outside the Government." Requests without this statement cannot be accepted.

- Any material submitted for posting must have contact information including an e-mail address. You may submit the following types of electronic files for posting:
  - o (Mandatory) A one- or two-page information paper describing your technology, product, or research focus; potential relevance to DoD; discriminators from any other similar or competitive approaches; FDA status if appropriate; and objective of engaging DoD;
  - o (Optional) A Power Point presentation preferably in Adobe .pdf format and not exceeding six megabytes (alternatively, send it in .ppt format and we will convert it); and
  - o (Optional) Another document not to exceed one megabyte.

When we receive the information owner's formal request and material to be posted, we will acknowledge receipt and indicate the date the material was put on our web site. We regret we cannot grant access to the site for the requesting organization.

Once accepted and posted, your material will remain available on the web site for two years after which we will assume it may be out of date and remove it. During this two year period, we cannot accept any changes or updates to the material. However, we will act on any request from you to remove the material earlier. After the two year period, you may resubmit material on the same subject. We will accept additional material from the information-owning organization during the two years only if it addresses an entirely different technology, product, or application.

Please understand that the US government incurs no obligations by accepting your information and distributing it. Such posting does not mean we advocate and we should not be described as favoring the concepts, technologies, products, or services described. We will not alter the content of your material or vouch for its accuracy or validity. Any undertaking by the Department of Defense involving the acquisition of goods or services or funding of research would have to comply with applicable laws and regulations including the Competition in Contracting Act and Federal Acquisition Regulations.

If we post your material to our web site, this concludes our discussions with you. If DoD recipients of your information desire further dialog with you, they will contact you directly. Please do not contact us to follow up unless you wish to have us withdraw your information from circulation.

Thank you again for your interest in DoD and for the opportunity to inform our staffs of emerging medical technology and research.