

# Step 2: Instructions to submit Idea/Capability

## \* Required Fields

### \* Idea/Proposal Title

A concise description of the idea/proposal you are submitting to USSOCOM. (Example: Innovasio – A Data Analytic Engine for Publicly Available Information). Title field is limited to 100 characters. All attachments must be 10 Mbs or less and not contain special characters (\*?</>.&%\$#@!) in the file name.

### \* Company

The name of your company. If you are submitting independent of a company, enter "self" in this field.

### \* Primary POC

The person to contact at your company, for any follow-up actions needed. Do not include any professional titles, military ranks, or other designations (i.e. Dr, PMP, CEO, Col (ret), etc); however, you may include Mr or Mrs if desired. Include ONLY ONE name in this field. Alternate POCs should be included in your capability paper if necessary.

### Telephone Number

The main telephone number of the primary POC, may be the same as the Mobile number

### Mobile Number

The mobile telephone number of the primary POC, may be the same as the Primary number

### \* Primary E-Mail Address

Primary POCs E-Mail address. Email is the primary method of communication for this process.

### CAGE code

### DUNS Number

### Tax Identification Number

### \* Organization Type

Select drop down menu for a list of organization types.

### \* Capability Area of Interest (Topic)

Select drop down menu for a list of the topic areas. Choose the topic most applicable to your company's capability.

### \* Technology Readiness level (TRL)

Select drop down menu for the list of TRLs. This identifies the technology maturity of your capability. Choose the TRL most accurate description of the OVERALL readiness of your capability.

### \* Synopsis

A short description of what your idea/product is/does and how it will impact USSOCOM. It should not be a company description or history.

- Do not write "see attachment" in this field.
- Field has a limit of 3000 characters.

### \* Gov Lab and Contracts

Identify any current government CONTRACTS or government laboratory projects you are involved with, regarding this capability. List only those that are relevant to this specific capability. Enter "none", if you do not have any at this time.

**\* I Have Read and Understand USSOCOM's Information Privacy Policy**

Please review the Information Privacy Policy before marking the "yes" button. eSOF will not be able to share your information with Command personnel, unless you indicate that you have read and understand the policy.

**\* Attachments**

- Do not submit, until you have all appropriate supporting documentation.
- Limit three (preferably includes a capability paper [.doc or .pdf] and a quad chart).
- Supporting documentation should be a 3-5 UNCLASSIFIED capability paper. The capabilities paper should encompass all relevant technical specifications for the capability, you wish to market to USSOCOM. Technical specifications include, but are not limited to, things such as size, weight, power, hardware/software requirements, costs, equipment necessary, testing completed/pending, accreditations, etc. as applicable to your capability. It should not include extensive company background, org charts, and/or employee biographies.
- Videos alone are not sufficient support for this process. Video links may, however, be included in your documents as additional support.
- Patent/International Traffic in Arms Regulations (ITAR) documents are not relevant to this process, as they are often too lengthy and often difficult to understand.
- All supporting documents submitted should contain dissemination control markings. Include any proprietary markings and/or statements limiting dissemination on the cover page or as a footer to the document.
- DO NOT include the USSOCOM logo, without prior written consent, from the USSOCOM's legal team, as it implies endorsement of your company/capability. Any documents with the logo will not be staffed out for review, until the logo is removed.

Once the application has been submitted, a "Thank you" dialog will display. This screen includes a link to your submission.

**Save the link**, to track the workflow progress, it cannot be generated again. The tracking link is the first line of communicating the status of your submission. Monitor the status, periodically, using the link, during the review process.

Email us using the link below, if you have issues or questions. Include the Idea/Proposal title and company name in the subject line and in the body of the email.