

RECORD AND DISCLOSURE OF INVENTION

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DATE DISCLOSURE RECEIVED NAVY CASE NO.

INSTRUCTIONS: A Navy employee should use this form when submitting an invention disclosure to the Department of the Navy. Fill in each blank with the requested information or enter "NONE" as appropriate. Original and two copies should be printed or typed and forwarded to the intellectual property office responsible for providing services to your activity. Where space on form is inadequate, enter "see attached page," use plain pages as needed, and identify item by number. When completely executed, this form becomes an important legal document useful in proving priority of invention. This form may also be used by a contractor or grantee for disclosing an invention to the Navy.

PART 1. RECORD OF INVENTION

1. INVENTOR(S)	ADDRESS	POSITION TITLE	EMPLOYER (Activity & Code No., or Company & address)

2. DESCRIPTIVE TITLE OF INVENTION

3. CONCEPTION, INITIAL RECORDS AND RESULTS OF FIRST MODEL

a. EARLIEST DATE AND PLACE INVENTION WAS CONCEIVED (*Identify persons and records to support date and place*)

b. DATE AND PRESENT LOCATION OF FIRST SKETCH, DRAWING OR PHOTO AND FIRST WRITTEN DESCRIPTION (*Such as notebook entries, etc.*)

c. DATE AND PLACE OF COMPLETION OF FIRST MODEL, PROTOTYPE, PRELIMINARY SYNTHESIS, FORMULATION, ETC., AND ITS PRESENT LOCATION

d. DATE AND PLACE OF FIRST TEST OR OPERATION AND THE RESULTS (*Give name and address of witnesses, and present location of records*)

4. OTHER RECORDS (*Notebook entries, descriptions, reports, drawings, etc.*)

IDENTIFICATION	DATE OF DOCUMENT	PRESENT LOCATION

5. OTHER INDIVIDUALS TO WHOM INVENTION WAS DISCLOSED

NAME	ACTIVITY OR COMPANY INDIVIDUAL REPRESENTS	DATE DISCLOSED	TYPE (<i>oral or written disclosures</i>)

6. DATE AND PLACE OF OTHER TESTS OR OPERATIONS, AND THE RESULTS (List name and address of witnesses and identify present location of records)

7. IDENTIFY ANY PAST, PRESENT OR CONTEMPLATED USE, SALE, OR PUBLICATION OF THE INVENTION

8. LIST ANY CLOSELY RELATED PATENTS, PATENT APPLICATIONS AND PUBLICATIONS OF YOURS OR OTHER PERSONS

PART II. DISCLOSURE OF INVENTION

Attach on separate sheets of paper a full and complete description of the invention, using the outline given below.

a. **PURPOSE.** State the purpose of the invention.

b. **BACKGROUND.** Describe the old methods, materials or apparatus used to perform the purpose of the invention and give their limitations and disadvantages.

c. **DESCRIPTION AND OPERATION.** Describe clearly and completely the best mode of the invention and give a detailed description of its operation and use. Sketches, prints, photos, or other illustrations should be attached. In the description, use reference characters to refer to components in attached illustrations.

d. **ADVANTAGES AND NEW FEATURES.** State the advantages of the invention over the old methods, materials or apparatus described in paragraph b above, and the features believed to be new.

e. **ALTERNATIVES.** Indicate any alternative methods, materials, or apparatus of the invention.

f. **CONTRIBUTIONS BY INVENTORS.** If this is a joint invention, indicate what contribution was made by each inventor.

PART III. CERTIFICATION OF INVENTORS

I certify that the invention disclosed herein and in the attached documents is the sole joint invention of the undersigned and that statements and answers are true to my best knowledge and belief.

Date	Signature

PART IV. CERTIFICATION OF WITNESSES

I certify that the invention described herein and in the attached documents has been disclosed to and understood by me.

Date	Signature	Business Address
Date	Signature	Business Address