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ESMC (EASTERN SPACE AND MISSILE CENTER) HANDBOOK FOR  
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ESMC (EASTERN SPACE AND MISSILE CENTER) HANDBOOK  
FOR SCIENTIFIC AND TECHNICAL INFORMATION (STINFO)

Linda M. Adams  
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1 March 1983



Approved for Public Release;  
Distribution Unlimited

Prepared for  
EASTERN SPACE AND MISSILE CENTER (AFSC)  
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LEGAL NOTICES

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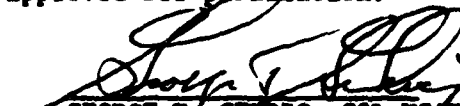
OTHER NOTICES

Copies of this report may be obtained from the Defense Technical Information Center (DTIC), Cameron Station, Alexandria, Virginia 22314. Orders will be expedited if placed through the librarian or other persons designated to request documents from DTIC.

This report has been reviewed by the Public Affairs Office (PAO) and is releasable to the National Technical Information Service (NTIS). At NTIS, it will be available to the general public, including foreign nationals.

This report has been reviewed and is approved for publication.

  
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## PREFACE

This handbook supersedes DET 1, SAMTEC Handbook for Scientific and Technical Information (STINFO), 15 Sept 78 and was compiled using pertinent regulations and the AF STINFO Handbook Volume 1 as references.

## SUMMARY

This report explains the Hq USAF, Hq AFSC, and ESNC STINFO Programs. It is a compilation of material contained in pertinent STINFO regulations, manuals and related materials. The manual was written to introduce the STINFO program to managers, scientists, engineers, and technical personnel. The handbook explains the major components of the STINFO program and some of the available services. Areas covered in this handbook include Technical Reports, Work Unit Information System, the Technical Library, Defense Technical Information Center (DTIC), National Technical Information Service (NTIS), the Scientific and Technical Symposium and other related areas.

This report may also serve as a style and format guide, along with MIL-STD-847A, in the writing of a technical report.

The objective of this manual is to increase the awareness of services offered by the local STINFO Office to all potential users of the program, that is all persons who seek information in their jobs. The STINFO Program is a vehicle to be used for conservation of ESNC resources and to increase the effectiveness of the ESNC organization.

But how does this program affect you? As of 1982, one out of every three persons working for the Federal Government were required to manage some degree of information. This program is designed to assist you in the task of managing the information in your programs.

## **1. BACKGROUND**

1.1 The Department of Defense spends one and a half billion dollars each year on research, development, test and evaluation. A portion of that money is spent on the DOD Scientific and Technical Information Program, the objective of which, is to increase the effective use of technical data, information and documentation.

## **2. DOD SCIENTIFIC AND TECHNICAL INFORMATION PROGRAM (STINFO)**

2.1 This program was established as a result of the DODI 5129.43, 22 Jan 1963 and DOD Directive 5100.36, 31 December 1962, and provides a system for the effective and timely exchange of technical information, with due consideration of security requirements and access regulations. DOD components responsible for dissemination of the data, are required to use the most effective media to provide accurate and timely technical information.

2.2 Overall management control for the DOD Technical Information Program rests with the Under Secretary of Defense for Research and Engineering (USDRE). The program includes a series of coordinated information analysis centers (IAC) and a documentation center, Defense Technical Information Center (DTIC). DTIC houses the corporate knowledge of DOD.

2.3 The Science and Technology Division, Directorate of Development, is the office of primary responsibility (OPR) in HQ USAF. It is responsible for AF regulations relating to the STINFO program and for effecting coordination of the STINFO program, with the Data Management Program, the Technical Intelligence Program, and pertinent portions of Command and Control Programs.

## **3. AIR FORCE STINFO PROGRAM**

3.1 Scientific and Technical Liason Division, Directorate of Laboratories, HQ Air Force Systems Command is responsible for the STINFO program within its headquarters, and within its' total command. AFSC has Air Staff delegation for the management of AF STINFO program.

## **4. EASTERN SPACE AND MISSILE CENTER (ESMC) STINFO PROGRAM**

4.1 The STINFO Program at ESMC is managed by the ESMC/PM STINFO Officer, located in the Technical Laboratory, building 989, Room A1-80, 494-7894.

4.2 The STINFO Officer, as pertinent to the needs of the organization and to the orderly flow of scientific and technical information (STI) of interest to the Air Force will:

4.2.1 Assure that all possible qualified reports at ESMC become part of the STINFO Program and are distributed to DTIC through the local STINFO Office.

4.2.2 Assure that organizations comply with AFR 80-12, AFR 80-40, AFR 80-43, AFR 80-44, AFR 80-45, AFSCR 80-20, and MIL-STD--847A.

4.2.3 Advise managers of STINFO information sources, procedures, and applicable regulations.

4.2.4 Assure that technical reports (TR) on contracts are properly identified and the correct number of copies are cited on the DD Form 1423, "Contractor Data Requirements List"(Figure 1).

4.2.5 Assure that the project manager has timely state-of-the-art information by using the DTIC Work Unit Information System (WUIS) and other research bibliographies during the planning stages of a project.

4.2.6 Maintain a file of ESMC unclassified TRs for reference purposes.

4.2.7 Maintain a roster of STINFO Officers at each Air Force facility.

4.2.8 Manage the Air Forces' Technical Report Program.

4.2.9 Establish procedures for a dynamic domestic technology transfer program so that Air Force developed technology is made available to state and local governments and private industry.

4.2.10 Act as consultant to the Technical Library concerning technical information needs of the organization and coordinate library requirements with the Command Librarian.

4.2.11 Explore methods for improving STI systems and procedures and plan improvement actions.

4.2.12 Conduct an indoctrination program designed to assist scientists, engineers, and managers in fulfilling their responsibilities relating to the STINFO Program and its possible uses.

4.2.13 Assist in planning scientific and technical meetings.

4.3 Project Managers have certain responsibilities to the STINFO Program, they will:

4.3.1 Use all appropriate STINFO activities in planning for and the conduct of work.

4.3.2 Furnish reports on results of work performed.

4.3.3 Identify problem areas and need for information to STINFO Office.

4.3.4 Assure that STINFO is part of coordination cycle on Purchase Requests, AFLC/AFSC Form 36 (Figure 2).

## 5. THE TECHNICAL REPORT PROGRAM (TR)

5.1 Technical Reports are the documented results of DOD sponsored research and engineering projects, or any data believed to be of potential value to other organizations. The reports include work performed in-house or by contractors, sub-contractors and grantees and may consist of final reports, test evaluation reports, solutions to specific problems, state of the art advancement, journal articles, symposium and conference proceedings, handbooks, and users guides.

5.2 Definition of a TR is necessarily general, however, if a report will ever go outside the originating organization, it qualifies as a STINFO document and will be furnished to DTIC.

5.3 The following types of documents normally do not qualify as TRs and do not have to be furnished to DTIC; management, financial, operational, administrative, data of a very temporary nature, engineering and logistics data (Technical Orders, Specifications, and Manuals) special categories of intelligence; Top Secret, cryptographic, special access and information furnished by a foreign government that forbids the documents distribution.

5.4 AFSCR 80-20 requires that technical reports be identified in the planning stages of proposed programs, tasks, projects, and that at least one report be published to document the results of each research and exploratory development project or task. It delineates the review and approval for draft reports; time limits for publication, numbering procedures, and distribution policies.

5.5 Classified reports will be prepared in accordance with AFR 205-1 which supplements the DOD Information Security Program Regulation (DOD ISPR 5200.1-R). The originator will insure proper security classification. The STINFO Officer will review the document to insure the DD Form 1473, Report Documentation Page (Figure 3) reflects the designated security classification and distribution statements. If doubt exists concerning security markings the project manager should consult Security Police.

5.6 Journal articles prepared as technical reports, must be cleared for public release as prescribed by AFR 190-1. To avoid redundancy in the literature and waste of government funds, in-house work reprinted in a journal article normally will not be rewritten as a technical report. If it is advantageous to the government, reprints of the published article will be obtained for submission to DTIC as a technical report. As directed in MIL-STD-847A, assign a technical report number (furnished by the STINFO), affix a distribution statement, and complete a DD Form 1473 for each copy.

5.7 An editorial style guide, "A Publishers' Guide for Editors and Writers" is available from the STINFO or ESMC Technical Library to assist authors of TRs, or journal articles.

5.8 Project managers and authors have certain responsibilities under the TR Program: (1) Identifying data as a STINFO document

(2) Assuring publication and distribution of the report. Technical reports, whether prepared in-house or by a contractor must be published and distributed within six (6) months of the completion of the technical effort.

5.9 Subsequent to identifying data as a STINFO document, Project Managers or Authors will;

5.9.1 Contact the STINFO Officer during the planning stages of document development for a report number and further instructions.

5.9.2 Review draft for technical accuracy, conformance to contract specifications, and assign security classification of the title and contents. Consult with Security Police and with Legal if necessary.

5.9.3 Select the appropriate distribution statement IAW AFR 80-45, and determine to whom the report will be distributed. Next, review para 8, AFSCR 80-20, and assign the statements required.

5.9.4 Forward final draft to STINFO Officer for cover format and review for compliance with appropriate regulations.

5.9.5 After STINFO review, correct any discrepancies, (See Editors Checklist for Technical Reports Format, Figure 4) obtain mandatory signatures and resubmit final draft to STINFO for approval to print report. For reports with distribution statement "A" (unclassified/unlimited distribution) forward with cover letter stating report is technically accurate and appropriate for release to the general public, including foreign nationals.

5.9.6 When STINFO approval has been granted, print report.

5.9.7 Distribute report IAW paragraphs 11 and 12, AFSCR 80-20. Complete DTIC Accession Notice, DTIC Form 50 (Figure 5). Send one copy to ESMC/PM (STINFO), and one to the Public Affairs Office (ESMC/PA) for retention.

5.10 Project Managers/Authors use the following checklist to insure your report is complete;

5.10.1 Is the abstract informative and brief? Does it accurately reflect the contents of the report?

5.10.2 Check block 10, DD Form 1473. If effort is funded with R&D monies, enter program element (six digits), project number (4 digits), task number (2 digits), separate each set with hyphen. If not R&D, so state.

5.10.3 Will keywords used on DD Form 1473, block 10 make the document retrievable once it is sent to DTIC? Reports are cataloged by DTIC according to these words.

5.10.4 Is the distribution list correct and does it include all persons on primary distribution? Other requests will be referred to DTIC or NTIS as appropriate. Supply of reports will not be maintained locally.

#### 5.11 Review of Limited Reports

5.11.1 Documents with Limited Distribution Statements will be reviewed every two years by the STINFO Officer.

5.11.2 Documents deemed releasable to the general public (including foreign nationals) as a result of this review will be forwarded to PA by the STINFO Officer for final release approval.

### 6. CONTROLLING OFFICES FOR OFF BASE CONTRACTS

6.1 Technical reports prepared by off base Contractors will be coordinated with the Controlling Office who is monitoring the contract. They will assure that purchase requests are properly identified and that the correct number of copies and appropriate distribution statement is cited on the DD Form 1423, "Contractor Data Requirements".

### 7. THE WORK UNIT INFORMATION SYSTEM (WUIS)

7.1 This system was established by AFR 80-12 and is designed for the reporting, storage and retrieval of technical and management data on DOD research and technology efforts at the work unit level. The objective of the work unit system is to (1) facilitate rapid exchange of technical and management information among all DOD scientists, engineers and managers; (2) help project managers to identify ongoing AF and DOD research and technology efforts; (3) eliminate undesirable duplication of effort; (4) at workbench level, determine approach and status of other technical efforts related to the scientists or engineers' own work; (5) identify scientists or engineers working in similar areas, so that they may consult with each other. To order a search, contact the STINFO office, 494-7894.

7.2 If the effort is funded by R&D appropriation (3600 funds) regardless of the program element, managers/project officers are required to submit DD Form 1498 "Research and Technology Work Unit Summary"(Figure 6). It is updated annually and requires a technical report be written to document final results. This system is useful to all managers in various fields, working groups etc.

### 8. ESMC TECHNICAL LIBRARY

8.1 Is operated for ESMC by the Range Contractor and is located in BLDG 989, RM A1-63, Telephone 494-6636. The Library receives distribution of scientific and technical reports from national agencies working in fields related to the ESMC mission, and is the only agency at

ESMC that is funded to provide DTIC and NTIS controlled reports. The Library also orders commercial books, pamphlets, periodicals, equipment manuals and other material in direct support of the ESMC mission. Deposit accounts are maintained with NTIS to facilitate orders from NTIS and the Government Printing Office (GPO).

8.2 All books, TRs and pamphlets added to the library inventory are cataloged as appropriate by author or source, title, report number, and subject. A listing of recent acquisitions is published periodically and distributed to selected staff offices, Range Contractor line managers, and other interested parties. Loan of items listed may be obtained by calling the Technical Library (494-6636). Please identify the item desired by Dewey Decimal number and author.

8.3 Various indexes are maintained in the reference section of the Library. These include NTIS Government Reports Announcements and Index, (GRA&I), NASAs' Scientific and Technical Aerospace Reports (STAR), DTICs' Technical Abstracts Bulletin (TAB), and GPO Monthly Catalog. Documents listed in abstracts that are not in current inventory may be ordered in papercopy or microfiche on ESMC Technical Library Service Request, Pan Am Form 14-9 (Figure 7). Request should cite abstract title, date, page number and other identifying data.

8.4 Requests for commercial books, pamphlets, and periodicals should also be submitted on Pan Am Form 14-9. Forms may be obtained by calling STINFO 494-7894.

8.5 Several hundred data bases are available for on-line information searches in subjects such as data processing, office automation, communications, engineering, physical science, chemistry, management, business, DOD sponsored research, general reference and many other subject fields. Each data base contains materials that cover at least a ten year period. Material in a database can be searched in a matter of minutes.

8.6 The sources accessed for these multi-disciplinary data bases are DTIC Defense RTD&E On-Line System (DROLS), Lockheed Information Service (DIALOG) and NASA/STI Facility data base (RECON).

8.7 Data searches may be requested through the Technical Library by completing AFSC Form 569, Request For Computer-Aided Literature Search (Figure 8), or by calling the library.

8.8 The ESMC STINFO Officer is the AF Administrative Contracting Officer Representative (ACOR) and also serves as a consultant to the Library. Any problems, suggestions, or requests for publications should be input to ESMC/PM (STINFO).

## 9. DEFENSE TECHNICAL INFORMATION CENTER (DTIC)

9.1 DTIC is under the policy direction of the Under Secretary of Defense Research and Engineering (USDR&E), and under the operational control of the Defense Logistics Agency (DLA).

9.2 DTIC is the focal point and secondary distribution agency for DOD STINFO. It acquires, stores, announces, retrieves, and distributes DOD STINFO documents to all DOD components and other governmental agencies, their contractors, grantees, and potential contractors.

9.3 DTIC provides the following services to qualified users;

9.3.1 Research & Development Programming Planning (R&DPP) Data Base - A data base containing planned R&D project and task level summaries.

9.3.2 The Research & Technology Work Unit Information System (WUIS) Data Base - A data base of on-going DOD research and technology efforts at the work unit level.

9.3.3 The Technical Reports (TR) Data Base - A data base consisting of bibliographic records of technical reports submitted to DTIC.

9.3.4 The Independent Research & Development Data Base (IR&D) - A data base of contractor's independent R&D efforts shared with DOD.

9.3.5 Automatic Document Distribution (ADD) - automatic distribution of the new TRs published in users subject area.

9.3.6 Technical Abstracts Bulletin (TAB) - index of completed technical reports.

9.4 DTIC data bases may be accessed through DROLS on-line computer searching, through manual searching of the Technical Abstracts Bulletin (TAB) which is available for review in the ESMC Technical Library or direct from DTIC by completing DTIC Form 4, Information Request (Figure 9).

9.5 DTIC also controls the Information Analysis Centers (IAC). These centers are responsible for particular scientific disciplines and are staffed by subject specialists who collect, evaluate, store and disseminate information. They produce critical reviews, state-of-the-art reports, data compilations and substantive responses to queries. If the centers listed below do not have information you require, consult the DTIC "Referral Data Bank Directory" in the STINFO Office.

Coastal Engineering Information Analysis Center (CEIAC)  
Chemical Propulsion Information Agency (CPIA)  
Cold Regions Science and Technology Information Analysis Center  
(CRSTICA)

Concrete Technology Information Analysis Center (CTIAC)  
Data and Analysis Center for Software (DACS)  
DOD Nuclear Information Analysis (DASIAAC)  
Tactical Weapons Guidance and Control Information Analysis Center  
(GACIAC)  
Hydraulic Engineering Information Analysis Center (HEIAC)  
Infrared Information Analysis Center (IRIA)  
Metals and Ceramics Information Center (MCIC)  
Metal Matrix Composites Information Analysis Center (MMCIAC)  
Mechanical Properties Data Center (MPDC)  
Nondestructive Testing Information Analysis Center (NTIAC)  
Plastics Technical Evaluation Center (PLASTECS)  
Pavement and Soils Trafficability Information Analysis Center  
(PSTIAC)  
Reliability Analysis Center (RAC)  
Soil Mechanics Information Center (SMIAC)  
Shock and Vibration Information Center (SVIC)  
Tactical Technology Center (TACTEC)  
Thermophysical and Electronic Properties Information Analysis  
Center (TEPIAC)

9.5 To register for DTIC services, DOD contractors and grantees must complete a DD Form 1540 (Figure 10) "Registration for Scientific and Technical Information Services".

#### 10. NATIONAL TECHNICAL INFORMATION SERVICE (NTIS)

10.1 NTIS, operated by the U.S. Department of Commerce, is a clearinghouse for scientific, technical, and engineering documentation, generated under federally funded research; all of the reports are approved for public release. NTIS processes all of DODs' unclassified/unlimited reports for DTIC. NTIS promotes general welfare by channeling information to business, educators, government and the public. NTIS sells subscriptions, technical reports, and information products, and services of specialized interest. All NTIS reports are indexed in a bi-weekly journal GRA&I. The agency also has on-line computer search services.

#### 11. SCIENTIFIC AND TECHNICAL MEETINGS

11.1 Each year conferences, seminars, symposiums, conventions and exhibits are sponsored or co-sponsored by federal agencies or DOD agencies for the rapid dissemination of S&T military information resulting from research, development, testing and evaluation, or for information that has potential use in advancing current and future research and development. Proceedings from these meetings DOD wide are available through DTIC, NTIS or through the STINFO Office.

11.2 At the beginning of each fiscal year, ESMC organizations furnish STINFO a list of symposiums they plan to sponsor or support during the fiscal year.

11.3 Meeting managers will notify STINFO during the planning stages of S&T meetings.

11.4 STINFO Officer will:

11.4.1 Assist meeting manager in interpreting the proper regulations governing these meetings.

11.4.2 Assure Foreign Disclosure Guidelines have been met if necessary.

11.4.3 Assure that the objectives of the meeting are essential to AF mission accomplishments.

11.4.4 Encourage and assist in the publication of meeting proceedings.

11.5 Personnel requesting attendance at scientific and technical meetings held off station by private organizations must complete AF Form 674 Individual Request For Attendance At Meetings of Technical, Scientific, Professional and Other Similar Organizations (Figure 11) IAW AFR 30-9. This form will be coordinated with STINFO.

## 12. OTHER COMPONENTS OF THE STINFO PROGRAM

12.1 The Air Force Information for Industry Office (AFIFIO) express purpose is to provide a focal point wherein the industrial community can obtain information on DOD and USAF acquisitions, research and development (R&D) requirements, plans, and future needs. There are three AFIFIO offices, they are located in Virginia, Ohio, and California.

12.1.1 The DOD Potential Contractor Program (PCP) is a program whereby non-government activities can be certified and registered to receive scientific and technical information, even though not performing under a government contract. Firms, individuals, or activities with a demonstrable capability for eventually receiving a contract with the USAF, are eligible to participate in PCP.

12.1.1.1 Under the PCP, the Air Force sponsors qualified and eligible organizations for access to planning documents, operational requirements, science and technology objectives, and technical information documents from the AFIFIO and DTIC.

12.2 At ESMC the STINFO Officer is designated as the Foreign Disclosure Officer (FDPO) and is assigned the overall responsibility for implementing AF and AFSC Foreign Disclosure policy and procedures. This includes arranging for the authorized release of military information to foreign governments and foreign nationals. Disclosure of Military Information can be accomplished through;

12.2.1 Visits of Foreign Nationals

12.2.2 Release of Documents

12.2.3 Travel outside the CONUS

12.2.4 Scientific and Technical Meetings attended by Foreign Nationals

12.2.5 Exchange Officer Programs

12.2.6 Sales, loans, or training on military equipment

12.2.7 Industrial activities

12.2.8 Except for unclassified information that has officially been approved for public release, classified or unclassified limited distribution information may not be disclosed to foreign nationals except through approved Foreign Disclosure channels. Locally the Foreign Disclosure Policy Program is managed by the STINFO.

## INDEX

	Page
Air Force Information for Industry (AFIFIO)	9
Automatic Document Distribution (ADD)	7
Books	
how to request	6
new acquisitions	5
Defense Technical Information Center (DTIC)	
data searches	7
registristration	8
reports	7
services	7
Foreign Disclosure Policy Office (FDPO)	10
Information Analysis Centers (IAC)	7
Independent Research & Development Data Base	6
Indexes	6
Journal Articles	3
Library, ESMC Technical	
collection	5
computer aided literature searches	6
location	5
reference services	6
requests For books	6
Meetings, Scientific and Technical	9
National Technical Information Service (NTIS)	8
Off Base Contracts	5
Potential Contractor Program (PCP)	9
Project Managers, responsibilities	2,4
Publishers guide	4
Referral Data Bank Directory	7
Research & Development Work Unit Summary	5
Research & Technology Work Unit Information System	7
STINFO Programs	
AF	1
DOD	1
ESMC	1
Responsibilities, Manager	2
Responsibilities, STINFO	2
Technical Report Program	
checklist	3
classified	3
definition of	3
regulations governing	3
writing of	3
Technical Abstracts Bulletin (TAB)	7



## INSTRUCTIONS FOR COMPLETING DD FORM 1423

### FOR GOVERNMENT PERSONNEL

This form (or its equivalent adapted for ADPE) shall be used whenever data is required to be delivered under a contract. The form (except items 23 through 26) shall be completed in accordance with Departmental procedures, and furnished to the contracting officer by the personnel responsible for determining the data requirements of the contract.

#### FOR THE CONTRACTOR

1. The estimated prices filled-in in Item 26 will not be separately used in evaluation of offers.
2. Each offeror may complete Items 23 and 24 in accordance with the following instructions:

Item 23. Contractor File/Document Number - Enter bidder's or offeror's internal filing or document number, if applicable.

Item 24. Estimated Number of Pages - Enter the estimated number of pages, drawings, etc., for single preparation.

Item 25. Each offeror shall complete Items 25 and 26 in accordance with the following instructions (this does not apply to advertised contracts or to negotiated contracts under \$100,000).

Item 26. Price Group - Contractors shall specify one of the four following groups of effort in developing estimated prices for each item of data listed on the DD Form 1423.

a. Group I. Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.

Estimated Price - Costs to be considered under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administrative and other expenses related to reproducing and delivering such data items to the Government.

Example for Group I - A technical manual prepared for military use only. The estimated price of the manual would be noted on the DD Form 1423 exclusive of cost for any of the manual material that had been generated for other purposes (e.g., drawings used both for production and as illustrations in the manual).

b. Group II. Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work in conformance with Government requirements with regard to depth of content, format, frequency of submittal, preparation, control or quality of the data item.

Estimated Price - Costs to be considered under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data items to the Government.

Example for Group II - In the case of MIL-D-1000 Form I drawings (drawings to military standards), the estimated price of the data item begins only after the engineering and manufacturing information has been developed and the final form original drawings have been initiated. The estimated price shall not include the cost of configuration control, but shall include any additional quality assurance and control of the drawings but not related to engineering configuration control. Not to be considered is "design effort" expended on layout drawings and other data which serve principally as a medium for developing design and are not used in manufacture, production or test of the end item.

c. Group III. Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency or submittal, preparation, control and quality of data.

Estimated Price - Costs to be considered under Group III are the administrative and other expenses related to reproducing and delivering such data items to the Government.

Example for Group III - A drawing prepared to Form 2 or 3 of MIL-D-1000 (drawings to company standards) which had been used in the manufacturer's normal plant activities.

d. Group IV. Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

Example for Group IV - A brochure or short manual used in a company's normal commercial business, that is acquired by the Government in such small quantities that cost of determining a charge would not be practical.

#### Item 26. Estimated Total Price.

a. For each item of data listed, the bidder or offeror shall enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required.

b. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.

# PURCHASE REQUEST

(Central Procurement and Research Development Test and Evaluation)

PAGE **01** OF **02**

1. ACC ACTY	2. TYPE LR	3. PRIORITY	4. DATE PREPARED	5. PURCHASE REQUEST NUMBER	6. APPROVAL NO.
-------------	------------	-------------	------------------	----------------------------	-----------------

(IF REQUIRED, USE REVERSE SIDE FOR CONTINUATION SHEET)

7. ITEM NO.	8. DESCRIPTION	9. PMC	10. QUANTITY	11. UNIT	12. ESTIMATED UNIT PRICE	13. EST TOTAL PRICE
A	B	C	D	E	F	G
						9. TOTAL

10. ITEM NO.	11. REQ DES	12. DELIVERY SCHEDULE	13. SHIP TO	14. MARK FOR	15. MILSTRIP DATA
A	B	C	A (1)	A (2)	B

12. REMARKS

13. ITEM NO.	B. ACCOUNTING CLASSIFICATION									
	SUPPLEMENTAL ACCOUNTING CLASSIFICATION									
	APPROPRIATION	LIMIT Sub No	FC/Y	OAC/ASN	BPAC/RCCC	NPC	EEIC	PRGM ELEM	ADSN	CPN RCPNT
A	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	

14. APPROVALS

A. PREPARED BY	C.	E.
B.	D. <b>FIGURE 2</b>	F.



REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
1. REPORT NUMBER	2. GOVT ACCESSION NO.	3. RECIPIENT'S CATALOG NUMBER
4. TITLE (and Subtitle)		5. TYPE OF REPORT & PERIOD COVERED
		6. PERFORMING ORG. REPORT NUMBER
7. AUTHOR(s)		8. CONTRACT OR GRANT NUMBER(s)
9. PERFORMING ORGANIZATION NAME AND ADDRESS		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS
11. CONTROLLING OFFICE NAME AND ADDRESS		12. REPORT DATE
		13. NUMBER OF PAGES
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office)		15. SECURITY CLASS. (of this report)
		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE
16. DISTRIBUTION STATEMENT (of this Report)		
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)		
18. SUPPLEMENTARY NOTES		
19. KEY WORDS (Continue on reverse side if necessary and identify by block number)		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number)		

FIGURE 3

ESMC/PM STINFO

Editor's Checklist for Technical Report Format

The attached technical report is returned for the following reasons;

- Cover omitted:  Front  Back
- Date omitted on cover
- ESCM identification omitted on cover
- Cover stock improper
- Distribution statement:  Front  DD 1473
- Cover format improper
- Classification markings omitted on front/back cover
- Availability notice omitted
- Dissemination notice omitted
- Disposition notice omitted
- Legal notice omitted
- Approval statement omitted
- DD Form 1473 omitted/incomplete
- Text not divided into sections
- Classification markings omitted on text pages
- Page numbering omitted
- Page numbers improperly placed
- Pages printed on one side only
- Text double spaced
- Improper foldouts
- Improper binding
- Non-conformance with CDRL
- Not a camera ready copy
- Software packages included
- Export statement omitted
- No Discrepancies, ready for press

LINDA M. ADAMS  
STINFO  
Directorate of Contracting and Support

FIGURE 4

<b>AD NUMBER</b>	<b>DATE</b>	<b>DTIC ACCESSION NOTICE</b>
<b>1. REPORT IDENTIFYING INFORMATION</b>		
<b>A. ORIGINATING AGENCY</b>		<b>REQUESTER:</b> 1. Put your mailing address on reverse of form. 2. Complete Items 1 and 2. 3. Attach form to reports mailed to DTIC. 4. Use unclassified information only.
<b>B. REPORT TITLE AND/OR NUMBER</b>		
<b>C. MONITOR REPORT NUMBER</b>		
<b>D. PREPARED UNDER CONTRACT NUMBER</b>		
<b>2. DISTRIBUTION STATEMENT</b>		<b>DTIC:</b> 1. Assign AD Number. 2. Return to requester.

DTIC FORM 50  
DEC 80

PREVIOUS EDITIONS ARE OBSOLETE

FIGURE 5

RESEARCH AND TECHNOLOGY WORK UNIT SUMMARY				CRITICAL PROCESSING CONTROL ENTRIES			REPORTS CONTROL SYMBOL	
				01. AGENCY ACCESSION <sup>1</sup>	02. DATE OF RPT YY MM DD	03. KIND OF RPT REPORT	RD - 2 & 3 AND 000	
04/000	05. DATE PREVIOUS YY MM DD	06. NUMB SEC <sup>2</sup>	07. WORK SEC <sup>3</sup>	08. REGRADING <sup>4</sup>	DISTRIBUTION INSTRUCTIONS		09. LEVEL OF SUMMARY	
AS1					0501. 1ST CODE	0502. 2ND CODE	0503 CONTR ACCESS <input type="checkbox"/> YES <input type="checkbox"/> NO	
(Punch in Col 17-19)	PRIMARY NUMBER / CODE <sup>5</sup>				GENERAL USE (Do not punch)		A - WORK UNIT	
	10.1. PROJ ELM	10.2. PROJECT NUMBER	10.3. TASK AREA	10.4. WORK UNIT NUMBER				
	SECOND CONTRIBUTING NUMBER / CODE <sup>6</sup>			THIRD CONTRIBUTING NUMBER / CODE <sup>6</sup>				
AS1	10.1. PROJ ELM	10.2. PROJECT NUMBER	10.3. TASK AREA	10.1. PROJ ELM	10.2. PROJECT NUMBER	10.3. TASK AREA		
CS1	11. TITLE - PRECEDE WITH SEC CODE IN PARENTHESES <sup>7</sup>							
CS2								
CS3								
	SCIENTIFIC AND TECHNOLOGICAL AREA CODES <sup>8</sup>			13. B/U START DATE YY MM	14. B/U EST COMPL DATE YY MM	FUNDING AGENCIES		16. PERFORMANCE METHOD
AS1	13.1. PRIM	13.2. 2ND	13.3. 3RD			16.1. PRM	16.2. 2ND	16.3. 3RD
	CONTRACT / GRANT DATA							
	17.1. EFF DATE YY MM	17.2. EXP DATE YY MM	17.3. CONTRACT / GRANT NUMBER <sup>9</sup>	17.4. TYPE	17.5. PART	17.6. AMOUNT	17.7. END OF FUND	17.8. CUMULATIVE AMT
AS1								
	PREVIOUS F/Y RESOURCES ESTIMATE			CURRENT F/Y RESOURCES ESTIMATE				
AS1	18.1. YEAR YY	18.1a. PROF MAN YEARS	18.1b. FUNDS IN THOUSANDS	18.2. YEAR YY	18.2a. PROF MAN YEARS	18.2b. FUNDS IN THOUSANDS		
CS1	19. a. ORGANIZATION NAME <sup>10</sup>							RESPONSIBLE DOB ORGANIZATION
CS2								
AS1	19. b. ORGANIZATION ADDRESS <sup>10</sup>							
AS1	19. c. NAME OF RESPONSIBLE INDIVIDUAL					19. d. PHONE		
AS1	20. a. ORGANIZATION NAME <sup>11</sup>							PERFORMING DOB ORGANIZATION
AS2								
AS1	20. b. ORGANIZATION ADDRESS <sup>11</sup>							
AS1	20. c. NAME OF PRINCIPAL INVESTIGATOR <sup>12</sup>			20. d. PHONE		20. e. SSAN		
AS1	20. f. ASSOCIATE INVESTIGATOR			20. g. 2ND ASSOCIATE INVESTIGATOR				
AS1	22. KEYWORDS - PRECEDE EACH WITH SECURITY CODE IN PARENTHESES AND SEPARATE WITH A SEMICOLON.							
THRU P25								
23. TECHNICAL OBJECTIVE OR SCIENTIFIC ABSTRACT. <sup>13</sup> 24. APPROACH. 25. PROGRESS - IDENTIFY EACH PARAGRAPH BY NUMBER AND PRECEDE TEXT WITH SEC CODE IN PARENTHESES								

Figure 6

**ESMC TECHNICAL LIBRARY SERVICE REQUEST**

LIBRARY OPERATED BY PAN AMERICAN WORLD AIRWAYS, INC.

READ INSTRUCTIONS ON OTHER SIDE BEFORE PREPARING THIS REQUEST	DATE
---	------

CHECK ONE:     THIS IS A NEW REQUIREMENT                       REQUEST FOR CHANGE TO PERMANENT LOAN

REQUEST FOR:     BOOK     REPORT (UNCLASSIFIED)                       REPORT (CLASSIFIED)  
                           PERIODICAL (NEW SUBSCRIPTION)     OTHER (SPECIFY)

QTY	PRICE	TITLE	AUTHOR	PUBLISHER

*If available - Please attach brochure or quotation.*

**JUSTIFICATION**

ACTIVITY/COMPANY	NAME (Responsible person for material)
------------------	--

FUNCTION (SECTION, UNIT OR GROUP)	BUILDING	MAIL UNIT	OFFICE SYMBOL	PHONE
-----------------------------------	----------	-----------	---------------	-------

LOAN PERIOD REQUIRED (SEE REVERSE SIDE FOR LOAN POLICY AND APPROVAL AUTHORITY)

60 DAYS                       6 MONTHS                       PERMANENT                       OTHER

APPROVAL:	TITLE	DATE
-----------	-------	------

LIBRARY COMMENTS

Figure 7

REF: SFI 20-00-100

14-00 MAR 61 PREVIOUS ISSUES OF THIS FORM ARE OBSOLETE

## INSTRUCTIONS

Please Type or Print Plainly

1. Prepare form in triplicate. More than one item may be requested on the same form, but all items must be in the same category, (e.g. Book) and same loan type (e.g. 60 days).
2. Determine approval required as outlined below, and obtain the necessary signature.
3. Send original and one copy to Supervisor, ESMC Technical Library, Building 989, Mail Unit 135.

### APPROVAL REQUIRED

ESMC	- Chief (3-letter office symbol).
PAN AM	- As directed in the Property User's Guide Section 4 or SPI 11-05-001
RCA MTP	- As directed in RCA Procedure 1-38
OTHERS	- ESMC/PMS

### LOAN POLICY

BOOKS:	Normally limited to 60 days. Six-months loans authorized for Downrange and Ships employees if properly justified and approved by applicable authority. <i>Permanent loans will be permitted if approved by proper authority.</i>
PERIODICALS:	Subscriptions furnished for office use are not subject to loan policy. Library copies may be signed out for two weeks, with one extension authorized.
PAMPHLETS AND R&D REPORTS:	Loan period is indefinite, but subject to recall. Access to classified R&D reports limited to individuals having properly completed Pan Am Form 15-75 (Field of Interest Register) on file in the Library.
INTERLIBRARY LOANS:	Original copies secured at customer request loaned for 10 days from date customer is notified of availability. Reproduced copies secured are permanently transferred to the customer.

### LIBRARY CLEARANCE POLICY

All individuals who are library participants and have materials "on loan" are required to clear the Technical Library when changing organizational assignments; departing permanent change of station; terminating employment; or leaving the area.

REQUEST FOR COMPUTER-AIDED LITERATURE SEARCH			DATE REQUESTED
NAME	OFFICE SYMBOL	PHONE NUMBER	DATE REQUIRED
1. STATE YOUR QUESTION <i>(Give a narrative description of the problem to be searched. Be specific.)</i>			
2. KEY WORDS IN CONCEPT <i>(List subject terms, synonyms, closely related phrases, and any terms which best describe the problem to be searched.)</i>			
FIGURE 8			
3. TIME FRAME <i>(Indicate time span to be covered.)</i>		4. FORMAT DESIRED	
		<input type="checkbox"/> TECHNICAL REPORTS <input type="checkbox"/> JOURNAL ARTICLES <input type="checkbox"/> ANY FORM	
SIGNATURE OF REQUESTER			
FOR USE OF TECHNICAL INFORMATION CENTER			
SDC	LOCKHEED	DATE OF SEARCH	
DATA BASE(S) SEARCHED			
INITIALS OF SEARCHER			

INFORMATION REQUEST						FOR DTIC USE ONLY				
R&T WORK UNIT SUMMARY/REPORT BIBLIOGRAPHY/ R&D PROGRAM PLANNING SUMMARY						REPORT CONTROL NUMBER				
NOTE: No carbon is required in the completion of this form since the paper has been specially treated. SEE INSTRUCTIONS ON REVERSE						RB NUMBER				
1. REQUESTER (Complete name and address)			2. DoD USER CODE			3. TYPE OF SEARCH REQUIRED				
						WORK UNIT SUMMARY (Contractors & Grantees only)				
						PROGRAM PLANNING SUMMARY (Contractors & Grantees only)				
						REPORT BIBLIOGRAPHY(AD)				
5. REQUESTER'S NAME AND TELEPHONE NUMBER						BIBLIOGRAPHY INDEXES				
						CURRENT AWARENESS(CAB)				
						6. DATE REQUESTED		7. CLASSIFICATION (Highest)		8. CHECK IF DESIRED AND AUTHORIZED
		Unclassified		Restricted Data						
11. DATE RESULTS NEEDED		Confidential		NATO Only (See Instruction No. 8 on Reverse Side)		Broad Coverage				
		Secret				Highly Specific				
12. REQUEST TITLE (Unclassified) (Up to 46 Type Spaces)				13. REQUESTER'S REFERENCE (Optional)			14. REFERRAL SERVICE IF DESIRED			
15. INFORMATION REQUIRED (Submit request in narrative statement form)										
16. DATA TO BE USED FOR (Optional. Describe your work problem in narrative statement form)										

FIGURE 9

FOR DTIC USE ONLY										
SEARCH INPUT		OUT CLASSIFICATION			REJECTS		REVIEWED BY		DATE	
TPS	CRT	U	C	S	CLASS.	UNCLASS.	ANALYST	CLERK	ANALYST	CLERK

## INSTRUCTIONS FOR COMPLETING INFORMATION REQUEST

(Submit original and two copies of request to Defense Technical Information Center,  
ATTN: DTIC-TOD, Cameron Station, Alexandria, Virginia 22314, or for CAB only,  
ATTN: DTIC-TOS, Cameron Station, Alexandria, Virginia 22314.)

1. **FROM:** Submit complete name and address of requesting organization, including any appropriate subdivision.
2. **DoD USER CODE:** Submit DoD user code as shown on DD Form 1540.
3. **TYPE OF SEARCH REQUIRED:** Contractors and Grantees indicate if information is desired from the Technical Report System, the Work Unit Information System, the Program Planning System, or any combination of these. Government agencies use this form for requesting Report Bibliographies only; for Work Unit Summaries or Program Planning Summaries use DTIC Form 64. Use this Form 4 for all CAB requests.
4. **CONTRACT/GRANT/PROGRAM NUMBER:** List the contract, grant, or program number as it appears in Part I of DD Form 1540 which authorizes the official requirement for services.
5. **REQUESTER'S NAME AND TELEPHONE NUMBER:** Furnish the name and telephone number of the person who is submitting the original request.
6. **DATE REQUESTED:** Provide the date the request is mailed to DTIC.
7. **CLASSIFICATION:** Check the security classification no higher than authorized in Part I, DD Form 1540.
8. **CHECK IF DESIRED AND AUTHORIZED:** Check block for Restricted Data and/or NATO information only if authorized in Part I, DD Form 1540. For NATO only information, submit a separate DTIC Form 4.
9. **DEPTH OF SEARCH:** Indicate if report should have broad coverage or be highly specific.
10. **TIME COVERAGE:** Refers to Report Bibliography (AD) search only. Time coverage is limited to the last 10 years; complete file searches are made on a delayed processing schedule.
11. **DATE RESULTS NEEDED:** Indicate the date report is needed to be of maximum value.
12. **REQUEST TITLE (Unclassified):** Provide a descriptive title by which report is to be identified.
13. **REQUESTER'S REFERENCE (Optional):** If desired, enter an organization number, code, symbol, etc., to facilitate internal control.
14. **REFERRAL SERVICE IF DESIRED:** Indicate if a listing of organizations providing specialized scientific and technical data is desired to supplement this report bibliography.
15. **INFORMATION REQUIRED:** Describe in narrative form any information to be included in or excluded from this report. (AD numbers, code names, trademarks, contract numbers, etc.)
16. **DATA TO BE USED FOR (Optional. Describe your work in narrative statement form.):** Please indicate the intended application of the information required to permit optimal formulation of search pattern.

**REGISTRATION FOR SCIENTIFIC AND TECHNICAL INFORMATION SERVICES**  
*(No carbon paper is required in the completion of this form)*

**PART I - REQUESTER APPLICATION**

1. ORGANIZATION NAME \_\_\_\_\_

2. MAILING ADDRESS (Street, City, State, ZIP Code) \_\_\_\_\_

3. ATTENTION LINE (Name and Organizational Title of Requesting Official) \_\_\_\_\_

4. TELEPHONE NUMBER (Include Area Code) \_\_\_\_\_

5. SIGNATURE \_\_\_\_\_

6. DATE \_\_\_\_\_

7. PRIME CONTRACT/GRANT OR PROGRAM NO. (Enter one only) \_\_\_\_\_

8. EXPIRATION DATE OF ITEM 7 \_\_\_\_\_

9. CLASSIFICATION REQUIRED  
 UNCLASSIFIED  NATO CLASSIFIED  
 CONFIDENTIAL  RESTRICTED DATA  
 SECRET  C/NWDI

10. ORGANIZATION NAME AND ADDRESS \_\_\_\_\_

11. SUB-CONTRACT NUMBER \_\_\_\_\_

12. EXPIRATION DATE OF ITEM 11 \_\_\_\_\_

13. TYPED NAME AND SIGNATURE \_\_\_\_\_

14. DATE \_\_\_\_\_

15. TYPED NAME AND SIGNATURE \_\_\_\_\_

16. ORGANIZATION NAME AND ADDRESS \_\_\_\_\_

17. TELEPHONE NUMBER (Include Area Code) \_\_\_\_\_

18. TYPED NAME AND TITLE OF APPROVING OFFICIAL \_\_\_\_\_

19. SIGNATURE \_\_\_\_\_

20. DATE \_\_\_\_\_

FOR DDC CENTRAL FILE USE  
 DOD USER CODE  
 CONTRACT TYPE  
 USER TYPE  
 FACILITY CLEARANCE  
 CONTRACT CLEARANCE

APPROVING OFFICIAL FORWARD COMPLETED FORM TO:  
 DEFENSE DOCUMENTATION CENTER  
 ATTN: DDC-TSR-1  
 CAMERON STATION, BLDG. 5  
 ALEXANDRIA, VIRGINIA 22314

**PART IV - SUBJECT FIELDS OF INTEREST**  
 Circle required codes below. Mandatory only for Classified Services. First Number is the Subject Field; the second is the more specific group. See Subject Fields on Reverse.

01-01	06-12	11-01	15-05	19-04
01-02	06-13	11-02	15-06	19-05
01-03	06-14	11-03	15-07	19-06
01-04	06-15	11-04	15-08	19-07
01-05	06-16	11-05	15-09	19-08
02-01	06-17	11-06	15-10	20-01
02-02	06-18	11-07	15-11	20-02
02-03	06-19	11-08	15-12	20-03
02-04	06-20	11-09	15-13	20-04
02-05	06-21	11-10	15-14	20-05
02-06	07-01	11-11	15-15	20-06
02-07	07-02	11-12	15-16	20-07
02-08	07-03	12-01	17-02	20-08
02-09	07-04	12-02	17-03	20-09
02-10	07-05	12-03	17-04	20-10
03-01	07-06	12-04	17-05	20-11
03-02	07-07	12-05	17-06	20-12
03-03	07-08	12-06	17-07	20-13
03-04	07-09	12-07	17-08	20-14
03-05	07-10	12-08	17-09	20-15
03-06	07-11	12-09	17-10	21-01
03-07	07-12	12-10	17-11	21-02
03-08	07-13	12-11	17-12	21-03
03-09	07-14	12-12	17-13	21-04
03-10	07-15	12-13	17-14	21-05
04-01	07-16	12-14	17-15	21-06
04-02	07-17	12-15	17-16	21-07
04-03	07-18	12-16	17-17	21-08
04-04	07-19	12-17	17-18	21-09
04-05	07-20	12-18	17-19	21-10
04-06	07-21	12-19	17-20	21-11
04-07	07-22	12-20	17-21	21-12
04-08	07-23	12-21	17-22	21-13
04-09	07-24	12-22	17-23	21-14
04-10	07-25	12-23	17-24	21-15
05-01	07-26	12-24	17-25	21-16
05-02	07-27	12-25	17-26	21-17
05-03	07-28	12-26	17-27	21-18
05-04	07-29	12-27	17-28	21-19
05-05	07-30	12-28	17-29	21-20
05-06	07-31	12-29	17-30	21-21
05-07	08-01	12-30	17-31	21-22
05-08	08-02	13-01	18-01	21-23
05-09	08-03	13-02	18-02	21-24
05-10	08-04	13-03	18-03	21-25
05-11	08-05	13-04	18-04	21-26
05-12	08-06	13-05	18-05	21-27
05-13	08-07	13-06	18-06	21-28
05-14	08-08	13-07	18-07	21-29
05-15	08-09	13-08	18-08	21-30
05-16	08-10	13-09	18-09	21-31
05-17	08-11	13-10	18-10	22-01
05-18	08-12	13-11	18-11	22-02
05-19	08-13	13-12	18-12	22-03
05-20	08-14	13-13	18-13	22-04
05-21	08-15	13-14	18-14	22-05
05-22	08-16	13-15	18-15	22-06
05-23	08-17	13-16	18-16	22-07
05-24	08-18	13-17	18-17	22-08
05-25	08-19	13-18	18-18	22-09
05-26	08-20	13-19	18-19	22-10
05-27	08-21	13-20	18-20	22-11
05-28	08-22	13-21	18-21	22-12
05-29	08-23	13-22	18-22	22-13
05-30	08-24	13-23	18-23	22-14
05-31	08-25	13-24	18-24	22-15
06-01	08-26	13-25	18-25	22-16
06-02	08-27	13-26	18-26	22-17
06-03	08-28	13-27	18-27	22-18
06-04	08-29	13-28	18-28	22-19
06-05	08-30	13-29	18-29	22-20
06-06	08-31	13-30	18-30	22-21
06-07	09-01	13-31	18-31	22-22
06-08	09-02	14-01	19-01	22-23
06-09	09-03	14-02	19-02	22-24
06-10	09-04	14-03	19-03	22-25
06-11	09-05	14-04	19-04	22-26
06-12	09-06	14-05	19-05	22-27
06-13	09-07	14-06	19-06	22-28
06-14	09-08	14-07	19-07	22-29
06-15	09-09	14-08	19-08	22-30
06-16	09-10	14-09	19-09	22-31
06-17	09-11	14-10	19-10	23-01
06-18	09-12	14-11	19-11	23-02
06-19	09-13	14-12	19-12	23-03
06-20	09-14	14-13	19-13	23-04
06-21	09-15	14-14	19-14	23-05
06-22	09-16	14-15	19-15	23-06
06-23	09-17	14-16	19-16	23-07
06-24	09-18	14-17	19-17	23-08
06-25	09-19	14-18	19-18	23-09
06-26	09-20	14-19	19-19	23-10
06-27	09-21	14-20	19-20	23-11
06-28	09-22	14-21	19-21	23-12
06-29	09-23	14-22	19-22	23-13
06-30	09-24	14-23	19-23	23-14
07-01	09-25	14-24	19-24	23-15
07-02	09-26	14-25	19-25	23-16
07-03	09-27	14-26	19-26	23-17
07-04	09-28	14-27	19-27	23-18
07-05	09-29	14-28	19-28	23-19
07-06	09-30	14-29	19-29	23-20
07-07	10-01	14-30	19-30	23-21
07-08	10-02	15-01	19-31	23-22
07-09	10-03	15-02	20-01	23-23
07-10	10-04	15-03	20-02	23-24
07-11	10-05	15-04	20-03	23-25
07-12	10-06	15-05	20-04	23-26
07-13	10-07	15-06	20-05	23-27
07-14	10-08	15-07	20-06	23-28
07-15	10-09	15-08	20-07	23-29
07-16	10-10	15-09	20-08	23-30
07-17	10-11	15-10	20-09	23-31
07-18	10-12	15-11	20-10	24-01
07-19	10-13	15-12	20-11	24-02
07-20	10-14	15-13	20-12	24-03
07-21	10-15	15-14	20-13	24-04
07-22	10-16	15-15	20-14	24-05
07-23	10-17	15-16	20-15	24-06
07-24	10-18	15-17	20-16	24-07
07-25	10-19	15-18	20-17	24-08
07-26	10-20	15-19	20-18	24-09
07-27	10-21	15-20	20-19	24-10
07-28	10-22	15-21	20-20	24-11
07-29	10-23	15-22	20-21	24-12
07-30	10-24	15-23	20-22	24-13
07-31	10-25	15-24	20-23	24-14
08-01	10-26	15-25	20-24	24-15
08-02	10-27	15-26	20-25	24-16
08-03	10-28	15-27	20-26	24-17
08-04	10-29	15-28	20-27	24-18
08-05	10-30	15-29	20-28	24-19
08-06	10-31	15-30	20-29	24-20
08-07	11-01	15-31	20-30	24-21
08-08	11-02	16-01	20-31	24-22
08-09	11-03	16-02	20-32	24-23
08-10	11-04	16-03	20-33	24-24
08-11	11-05	16-04	20-34	24-25
08-12	11-06	16-05	20-35	24-26
08-13	11-07	16-06	20-36	24-27
08-14	11-08	16-07	20-37	24-28
08-15	11-09	16-08	20-38	24-29
08-16	11-10	16-09	20-39	24-30
08-17	11-11	16-10	20-40	24-31
08-18	11-12	16-11	20-41	25-01
08-19	11-13	16-12	20-42	25-02
08-20	11-14	16-13	20-43	25-03
08-21	11-15	16-14	20-44	25-04
08-22	11-16	16-15	20-45	25-05
08-23	11-17	16-16	20-46	25-06
08-24	11-18	16-17	20-47	25-07
08-25	11-19	16-18	20-48	25-08
08-26	11-20	16-19	20-49	25-09
08-27	11-21	16-20	20-50	25-10
08-28	11-22	16-21	20-51	25-11
08-29	11-23	16-22	20-52	25-12
08-30	11-24	16-23	20-53	25-13
08-31	11-25	16-24	20-54	25-14
09-01	11-26	16-25	20-55	25-15
09-02	11-27	16-26	20-56	25-16
09-03	11-28	16-27	20-57	25-17
09-04	11-29	16-28	20-58	25-18
09-05	11-30	16-29	20-59	25-19
09-06	12-01	16-30	20-60	25-20
09-07	12-02	17-01	20-61	25-21
09-08	12-03	17-02	20-62	25-22
09-09	12-04	17-03	20-63	25-23
09-10	12-05	17-04	20-64	25-24
09-11	12-06	17-05	20-65	25-25
09-12	12-07	17-06	20-66	25-26
09-13	12-08	17-07	20-67	25-27
09-14	12-09	17-08	20-68	25-28
09-15	12-10	17-09	20-69	25-29
09-16	12-11	17-10	20-70	25-30
09-17	12-12	17-11	20-71	25-31
09-18	12-13	17-12	20-72	26-01
09-19	12-14	17-13	20-73	26-02
09-20	12-15	17-14	20-74	26-03
09-21	12-16	17-15	20-75	26-04
09-22	12-17	17-16	20-76	26-05
09-23	12-18	17-17	20-77	26-06
09-24	12-19	17-18	20-78	26-07
09-25	12-20	17-19	20-79	26-08
09-26	12-21	17-20	20-80	26-09
09-27	12-22	17-21	20-81	26-10
09-28	12-23	17-22	20-82	26-11
09-29	12-24	17-23	20-83	26-12
09-30	12-25	17-24	20-84	26-13
10-01	12-26	17-25	20-85	26-14
10-02	12-27	17-26	20-86	26-15
10-03	12-28	17-27	20-87	26-16
10-04	12-29	17-28	20-88	26-17
10-05	12-30	17-29	20-89	26-18
10-06	13-01	17-30	20-90	26-19
10-07	13-02	18-01	20-91	26-20
10-08	13-03	18-02	20-92	26-21
10-09	13-04	18-03	20-93	26-22
10-10	13-05	18-04	20-94	26-23
10-11	13-06	18-05	20-95	26-24
10-12	13-07	18-06	20-96	26-25
10-13	13-08	18-07	20-97	26-26
10-14	13-09	18-08	20-98	26-27
10-15	13-10	18-09	20-99	26-28
10-16	13-11	18-10	21-00	26-29
10-17	13-12	18-11	21-01	26-30
10-18	13-13	18-12	21-02	26-31
10-19	13-14	18-13	21-03	27-01
10-20	13-15	18-14	21-04	27-02
10-21	13-16	18-15	21-05	27-03
10-22	13-17	18-16	21-06	27-04

SUBJECT FIELD AND GROUP STRUCTURE

- 01 Agriculture
  - 01 Agricultural chemistry
  - 02 Agricultural statistics
  - 03 Agricultural engineering
  - 04 Agronomy and horticulture
  - 05 Animal husbandry
  - 06 Forestry
- 02 Aerospace
  - 01 Astronautics and astronautics
  - 02 Aerodynamics
  - 03 Aeronautical mechanics
- 03 Astronomy and Astrophysics
  - 01 Astronomy
  - 02 Astrophysics
- 04 Atmospheric Sciences
  - 01 Atmospheric physics
  - 02 Meteorology
- 05 Behavioral and Social Sciences
  - 01 Administration and management
  - 02 Economics and information technology
  - 03 Economics
  - 04 History, law and political science
  - 05 Human factors engineering
  - 06 Humanities
  - 07 Linguistics
  - 08 Man-machine relations
  - 09 Personal relations, training and evaluation
  - 10 Psychology (individual and group behavior)
  - 11 Sociology
- 06 Biological and Medical Sciences
  - 01 Biochemistry
  - 02 Biomechanics
  - 03 Biology
  - 04 Botany
  - 05 Clinical medicine
  - 06 Environmental biology
  - 07 Escape, vector and survival
  - 08 Food
  - 09 Hygiene and sanitation
  - 10 Industrial (occupational) medicine
  - 11 Life support
  - 12 Medical and hospital equipment and supplies
  - 13 Microbiology
  - 14 Personnel selection and maintenance (recruit)
  - 15 Pharmacology
  - 16 Pathology
  - 17 Protective equipment
  - 18 Radiobiology
  - 19 Stress physiology
  - 20 Toxicology
  - 21 Weapon effects
- 07 Chemistry
  - 01 Chemical engineering
  - 02 Organic chemistry
  - 03 Organic chemistry
  - 04 Physical chemistry
  - 05 Radio and isotopic chemistry
- 08 Earth Sciences and Oceanography
  - 01 Biological oceanography
  - 02 Cartography
  - 03 Dynamic oceanography
  - 04 Geochemistry
  - 05 Geodesy
  - 06 Geography
  - 07 Geology and mineralogy
  - 08 Hydrology and limnology
  - 09 Mining engineering
  - 10 Physical oceanography
  - 11 Seismology
  - 12 Snow, ice and permafrost
  - 13 Soil mechanics
  - 14 Terrestrial magnetism
- 09 Electronics and Electrical Engineering
  - 01 Components
  - 02 Computers
  - 03 Electronic and electrical engineering
  - 04 Information theory
  - 05 Substations
  - 06 Telephony
- 10 Energy Conversion (Non-propulsion)
  - 01 Conversion techniques
  - 02 Power sources
  - 03 Energy storage
- 11 Materials
  - 01 Adhesives and seals
  - 02 Ceramics, refractories and glasses
  - 03 Coatings, cements and finishes
  - 04 Composites materials
  - 05 Fibers and textiles
  - 06 Metallurgy and metallurgy
  - 07 Miscellaneous materials
  - 08 Oil, lubricants, and hydraulic fluids
  - 09 Plastics
  - 10 Rubbers
  - 11 Solvents, cleaners and abrasives
  - 12 Wood and paper products
- 12 Mathematical Sciences
  - 01 Mathematics and statistics
  - 02 Operations research
- 13 Mechanical, Industrial, Civil and Marine Engineering
  - 01 Air conditioning, heating, lighting and ventilating
  - 02 Civil engineering
  - 03 Construction equipment, materials and supplies
  - 04 Cranes and hoisting
  - 05 Couplings, fasteners and joints
  - 06 Ground transportation equipment
  - 07 Hydraulic and pneumatic equipment
  - 08 Industrial processes
  - 09 Machinery and tools
  - 10 Marine engineering
  - 10.1 Submarine engineering
  - 11 Pumps, blower, pipes, tubing and valves
  - 12 Safety engineering
  - 13 Structural engineering
- 14 Methods and Equipment
  - 01 Cost effectiveness
  - 02 Laboratories, test facilities, and test equipment
  - 03 Marketing services
  - 04 Reliability
  - 05 Surveying
- 15 Military Sciences
  - 01 Anticommunist warfare
  - 02 Chemical, biological, and radiological warfare
  - 03 Defense
  - 03.1 Antimissile defense
  - 04 Intelligence
  - 05 Logistics
  - 06 Nuclear warfare
  - 07 Operations, strategy, and tactics
- 16 Missile Technology
  - 01 Missile launching and ground support
  - 02 Missile trajectories
  - 03 Missile vehicles and boosters
  - 04 Missiles
  - 04.1 Air and space launched missiles
  - 04.2 Surface launched missiles
  - 04.3 Underwater launched missiles
- 17 Navigation, Communications, Detection and Countermeasures
  - 01 Acoustic detection
  - 02 Communications
  - 02.1 Radio communications
  - 03 Direction finding
  - 04 Electromagnetic and acoustic countermeasures
  - 05 Infrared and ultraviolet detection
  - 06 Magnetic detection
  - 07 Navigation and guidance
  - 08 Optical detection
  - 09 Radar detection
  - 10 Seismic detection
- 18 Nuclear Science and Technology
  - 01 Fusion Reactor (Thermonuclear)
  - 02 Reactors
  - 03 Nuclear instrumentation
  - 04 Nuclear power plants
  - 05 Radiation shielding and protection
  - 06 Radioactive wastes and fission products
  - 07 Reactor engineering and operation
  - 08 Reactor materials
  - 09 Reactor physics
  - 10 Reactors (Non-power)
  - 11 Reactors (Power)
  - 12 Reactors (Non-power)
  - 13 Reactors (Power)
  - 14 SNAP technology
- 19 Ordnance
  - 01 Ammunition, explosives and pyrotechnics
  - 02 Bombs
  - 03 Combat vehicles
  - 04 Explosives, ballistics and armor
  - 05 Fire control and tracking systems
  - 06 Guns
  - 07 Rockets
  - 08 Underwater ordnance
- 20 Physics
  - 01 Acoustics
  - 02 Crystallography
  - 03 Electricity and magnetism
  - 04 Field mechanics
  - 05 Masses and lenses
  - 06 Optics
  - 07 Particle accelerators
  - 08 Particle physics
  - 09 Plasma physics
  - 10 Quantum theory
  - 11 Solid state physics
  - 12 Solid state physics
  - 13 Thermodynamics
  - 14 Wave propagation
- 21 Propulsion and Fuels
  - 01 Air breathing engines
  - 02 Combustion and ignition
  - 03 Electric propulsion
  - 04 Fuels
  - 05 Jet and gas turbine engines
  - 06 Rocket propulsion
  - 07 Rocket-propelled engines
  - 08 Rocket motors and engines
  - 08.1 Liquid rocket motors
  - 08.2 Solid rocket motors
  - 09 Rocket propellant
  - 09.1 Liquid rocket propellants
  - 09.2 Solid rocket propellants
- 22 Space Technology
  - 01 Astronautics
  - 02 Spacecraft
  - 03 Spacecraft inspection and repair
  - 04 Spacecraft launch vehicles and ground support

**INDIVIDUAL REQUEST FOR ATTENDANCE AT MEETINGS OF TECHNICAL,  
SCIENTIFIC, PROFESSIONAL AND OTHER SIMILAR ORGANIZATIONS**

1. REQUESTING INSTALLATION AND LOCATION		2. DATE	
3. NAME OF PERSON FOR WHOM ATTENDANCE IS REQUESTED	4. GRADE	5. POSITION AND TITLE	
6. BRIEF DESCRIPTION OF DUTIES			
7. NAME OF ORGANIZATION ( <i>Technical, scientific, etc</i> )	8. LOCATION OF MEETING	9. PERIOD OF TDY ( <i>Inc travel time</i> )	
		FROM	TO
10. PURPOSE OF MEETING			
11. REASON FOR PARTICIPATION AND AIR FORCE BENEFIT TO BE DERIVED FROM ATTENDANCE			
<b>ESTIMATED EXPENSE</b>			
12. TRANSPORTATION	13. TOTAL PER DIEM	14. REGISTRATION FEE	15. TOTAL
16. TYPED NAME, GRADE AND TITLE OF REQUESTING OFFICIAL		SIGNATURE OF REQUESTING OFFICIAL	
FIGURE 11			
17. ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			
TYPED NAME, GRADE AND TITLE OF APPROVING OFFICIAL		SIGNATURE OF APPROVING OFFICIAL	
		22.	