

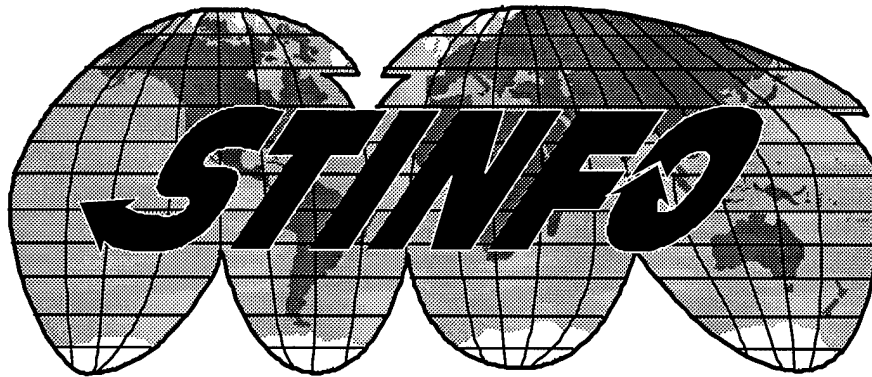
WL-TR-97-6001

Wright Laboratory



Guide to Technical Publishing

BURKE, J.A., DORN, L.J., HALL, W.J.,
AND SCHAFFER, S.



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DTIC QUALITY INSPECTED 2

MARCH 1997



Wright Laboratory
Technical Information Branch
WRIGHT-PATTERSON AFB

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4. TITLE AND SUBTITLE <p style="text-align: center;">WRIGHT LABORATORY GUIDE TO TECHNICAL PUBLISHING</p>			5. FUNDING NUMBERS	
6. AUTHOR(S) <p style="text-align: center;">BURKE, J.A., DORN, L.J., HALL, W.J. AND SCHAFFER, S.</p>				
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) <p style="text-align: center;">OPERATIONS DIRECTORATE WRIGHT LABORATORY AIR FORCE MATERIEL COMMAND WRIGHT PATTERSON AFB OH 45433-7523</p>			8. PERFORMING ORGANIZATION REPORT NUMBER	
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11. SUPPLEMENTARY NOTES				
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13. ABSTRACT (Maximum 200 words) <p style="text-align: center;">A GUIDE, DESIGNED BY THE WRIGHT LABORATORY (WL) SCIENTIFIC & TECHNICAL INFORMATION (STINFO) OFFICE, FOR PREPARERS OF WL TECHNICAL REPORTS. IT CONTAINS CHECKLISTS, BASIC REQUIREMENTS, SAMPLE NOTICE PAGES, SAMPLE TECHNICAL REPORT COVERS AND GENERAL INFORMATION NEEDED TO CORRECTLY PREPARE TECHNICAL REPORTS AND MEMOS.</p>				
14. SUBJECT TERMS <p style="text-align: center;">TECHNICAL REPORTS</p>			15. NUMBER OF PAGES <p style="text-align: center;">56</p>	
			16. PRICE CODE	
17. SECURITY CLASSIFICATION OF REPORT <p style="text-align: center;">UNCLASSIFIED</p>	18. SECURITY CLASSIFICATION OF THIS PAGE <p style="text-align: center;">UNCLASSIFIED</p>	19. SECURITY CLASSIFICATION OF ABSTRACT <p style="text-align: center;">UNCLASSIFIED</p>	20. LIMITATION OF ABSTRACT <p style="text-align: center;">SAR</p>	

GENERAL INSTRUCTIONS FOR COMPLETING SF 298

The Report Documentation Page (RDP) is used in announcing and cataloging reports. It is important that this information be consistent with the rest of the report, particularly the cover and title page. Instructions for filling in each block of the form follow. It is important to **stay within the lines** to meet **optical scanning requirements**.

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C - Contract	PR - Project
G - Grant	TA - Task
PE - Program Element	WU - Work Unit Accession No.

Block 6. Author(s). Name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the report. If editor or compiler, this should follow the name(s).

Block 7. Performing Organization Name(s) and Address(es). Self-explanatory.

Block 8. Performing Organization Report Number. Enter the unique alphanumeric report number(s) assigned by the organization performing the report.

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Block 10. Sponsoring/Monitoring Agency Report Number. (If known)

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DOE - See authorities.

NASA - See Handbook NHB 2200.2.

NTIS - Leave blank.

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DOE - Enter DOE distribution categories from the Standard Distribution for Unclassified Scientific and Technical Reports.

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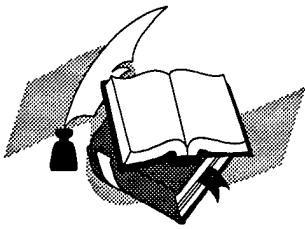
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ABSTRACT

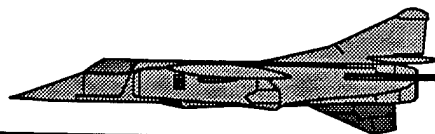
The following "HOW TO" guide has been prepared by the Aeronautical Systems Center/Wright Laboratory STINFO office to simplify the scientific and technical publication process.

An effort is not complete until it is documented and the results distributed to the appropriate activities. This guide offers step-by-step instruction and samples, detailing the processes involved in the preparation, organization and distribution of technical publications prepared by ASC/WL in-house scientists and engineers as well as DoD contractors.

Written examples of each required forms and/or letters are included in the guide. **Blank paper copies of the forms discussed in this guide have been included for your use. A diskette with these forms is also available, upon request, from the STINFO office.**

In demand throughout DoD and the world's scientific and business communities, ASC/WL technical publications are representative of the quality of the work being performed at Wright-Patterson AFB. The primary goal of this guide is to ensure that the quality of these publications matches the high quality of the information they chronicle.

More detailed information on STINFO and technical publications can be obtained through the STINFO web site, <http://www.wl.wpafb.af.mil/library/stinfo.htm> or by calling one of our STINFO editors at DSN 785-5197.



INDEX

	Page
SECTION 1	Publishing a Technical Report, An Organizational Checklist 1
	SAMPLES:
	Data Item Description (DID)..... 3
	Contract Data Requirements List (CDRL) 4
	Receiving Report, DD 250 5
	Time Line For Processing..... 6
SECTION 2	Types of Reports..... 7
SECTION 3	SAMPLES:..... 9
	WL Form 79, Request for Editing and Publishing Support..... 9
	SF 298, Report Documentation Page 10
	Public Affairs Release Letter 11
	Mailing Labels 13
	Document Receipt & Destruction Certificate, AF Form 310 [For SECRET Reports]..... 15
SECTION 4	Required & Optional Elements to Include in TRs and TMs in Sequence Order 16
	Format of ASC/WL Publications..... 18
SECTION 5	Samples of Technical Report/Memo Covers:..... 27
	Unclassified/Unlimited (In-House) 27
	Unclassified/Unlimited (Contractor) 28
	Unclassified/Limited..... 29
	Unclassified/Limited (SBIR) 30
	Classified/Limited 31
	Technical Memo..... 32

	Page
SECTION 6	
Disseminating Scientific and Technical Information, AFI 61-204.....	33
Export Control Statement Distribution Statements -- Chart on Reasons/What to Use	35
SECTION 7	
SAMPLES of NOTICE PAGES	
Unlimited/Unclassified	36
Small Business Innovation Research (SBIR):	
2 Year Rights (Contracts issued 1992 and earlier).....	37
4 Year Rights (Contracts issued between 1993 and 1995).....	38
5 Year Rights (Contracts issued in 1996 and after)	39
Limited With Proprietary Information (Not SBIR).....	40
Limited Without Proprietary Information	41
SECTION 8	
Printing and Camera Ready Copy	42
Authority to Cite Funds Ltr	44.1
Editor Transmittal Ltr -- Unclassified	45
Editor Transmittal Ltr -- Classified	46
SECTION 9	
Journal Articles	47
Sample Article	48
SECTION 10	
DTIC Accession Notice, DTIC Form 50	49
Electronic Submission of TR/TM's to DTIC	50
SECTION 11	
Publications with Related Policies and Instructions, AFD 61-2, Atch 3 [Publishing & STINFO Official Guidance Sources].....	51



DRAFT REPORT REQUIRING EDITING

- SUBMIT DRAFT FOR EDITING TO WL/DORT USING WL FORM 79, REQUEST FOR EDITING AND PUBLISHING SUPPORT
- FOLLOW THE STANDARD: ANS/NISO Z39.18-1995
- SINGLE SIDED, DOUBLE SPACED
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 - SF 298, REPORT DOCUMENTATION PAGE
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EDITED DRAFT RETURNED TO ORGANIZATION WITHIN 60 DAYS WITH TRANSMITTAL LETTER AND NOTICE PAGE

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DATA ITEM DESCRIPTION

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1. TITLE Scientific and Technical Reports	2. IDENTIFICATION NUMBER DI-MISC-80711
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3. DESCRIPTION/PURPOSE
3.1 Scientific and Technical Reports describe and disseminate to the analytical, scientific and technical community the precise nature and results of analytical studies, research, development, test and evaluation (RDT&E) on an assigned task(s). Scientific and Technical Reports may be definitive for the subject presented, exploratory in nature, or an evaluation of critical subsystem or of technical problems.

4. APPROVAL DATE (YYMMDD) 881202	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) S/DD	6a. DTIC APPLICABLE X	6b. GIDEP APPLICABLE
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7. APPLICATION/INTERRELATIONSHIP
7.1 This DID contains the format requirements and preparation instructions for the information product generated by the specific and discrete task requirement as delineated in the contract.
7.2 This DID is applicable to the organization, preparation and production of technical publications.
7.3 This DID supersedes UDI-S-23272C, DI-S-4057 and DI-S-3591A.
7.4 Defense Technical Information Center (DTIC), 8725 John J Kingman Road, Suite 0944, Ft Belvoir VA 22060-6218

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS SF 298	9b. AMSC NUMBER S4578
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10. PREPARATION INSTRUCTIONS
10.1 Reference document. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.
10.2 Document format shall be in accordance with ANSI Z39.18 Scientific and Technical Reports: Organization, Preparation and Production.
10.3 Document content shall be clearly written, describe accomplishments and other facts adequately and with no technical errors, and be acceptable for release. If Scientific and Technical Reports when sent to DTIC are marked unclassified unlimited they should be accompanied by a letter certifying that they have been cleared for public release and sale; to include foreign nationals.

11. DISTRIBUTION STATEMENT
DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited

MATERIAL INSPECTION AND RECEIVING REPORT

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SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.**

1. PROC. INSTRUMENT DEN. (CONTRACT) F33615-86-C-0546	(ORDER) NO.	6. INVOICE NO./DATE	7. PAGE 1	OF 1	8. ACCEPTANCE POINT D
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2. SHIPMENT NO. RSC0001Z	3. DATE SHIPPED	4. B/L TCN	5. DISCOUNT TERMS
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9. PRIME CONTRACTOR Raytheon Service Company 2 Wayside Road Blvd Burlington MA 01803	CODE 5D835	10. ADMINISTERED BY DPRO Raytheon Co Spencer Lab, Wayside Avenue Burlington MA 01803-0901	CODE S2205A
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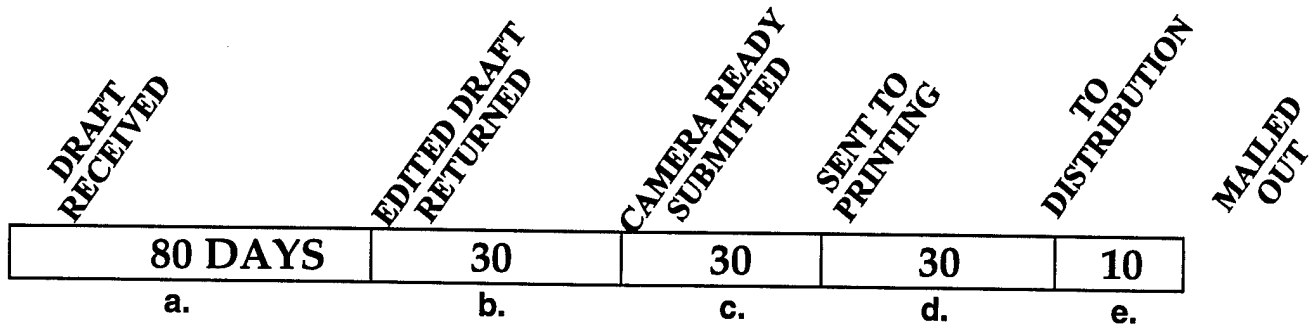
13. SHIPPED TO AL/CFBS ATTN: Vance Skowronski Brooks AFB OH 78235-5000	CODE FY7624	14. MARKED FOR Same as Block 13	CODE
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15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number.)	DESCRIPTION	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001		R&D Computer Software	1		555.000	555.00
0008		Technical Report	1		0.000	0.00
This completes all requirements for contract F33615-86-C-0546. No final DD 254 required.						

21. CONTRACT QUALITY ASSURANCE		22. RECEIVER'S USE	
<p>A. ORIGIN</p> <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		<p>B. DESTINATION</p> <input type="checkbox"/> CQA <input checked="" type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.	
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<p>DATE: 05SEP97</p> <p>SIGNATURE OF AUTH GOVT REP: _____</p> <p>TYPED NAME AND TITLE: THOMAS MAGNUM Chief, Investigative Lab Branch</p>		<p>* If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark; if different, enter actual quantity received below quantity shipped and encircle.</p>	

23. CONTRACTOR USE ONLY

TIME FRAMES FOR TECHNICAL REPORT PUBLISHING



- a. This is a CDRL item. The AF has 60 days to accept or reject the draft (approval copy). Submit draft to WL/DORT for editing as soon as it's received.
- b. This is a CDRL item. The contractor has 30 days in which to resubmit a camera ready manuscript
- c. Prepare distribution lists and labels. Bring to STINFO. They will prepare printing order and do compliance check.
- d. Printing by Defense Printing Service.
- e. Distribution handled by base distribution center.
- f. AF regs require TR publishing to be completed within 180 days.

SECTION 2

TYPES OF REPORTS

The results of research and development (R&D) conducted or sponsored by ASC/WL may be published in a variety of ways -- technical reports, articles in professional journals, conference or symposium proceedings, lecture series books or a single chapter in a book, or technical papers. The choice of a publication medium should be governed by the nature of the information involved and its use. The ultimate decision on how and where to publish normally will be made by the monitor/author within the established policy of ASC/WL and its respective organizations.

TECHNICAL REPORTS (TRs)

TRs are the documented results of DoD-sponsored research and development (R&D) projects. Technical reports (excluding technical management reports) include journal articles, symposia proceedings, handbooks and user guides. TRs are normally final reports and document empirical findings that definitively resolve one or more research issues. TRs may include state-of-the-art reviews, dissertations, theses, or literature collections (including abstracts or bibliographies).

A technical report will be the method of publication when the following condition applies: The research results reported are of special significance or immediate applicability to the Air Force or other Government organizations and contractors.

A technical report may be used to report any research findings if an author prefers this method. This medium has many advantages:

- a. A lengthy delay in publication time can be avoided through the expeditious production of technical reports.
- b. No limitations are imposed on length of detail of the material included.
- c. Distribution can be made directly to those having a need for the information.
- d. The material can be reproduced with no copyright involvement as occurs with the articles published in professional journals.

TECHNICAL MEMOS (TMs)

A technical memo should be published to preserve and control information which is not precisely suitable for publication as a TR. Materials suitable for TMs include (but are not limited to) journal articles, computer documentation, concept papers, professional presentations, briefings, lessons learned (such as empirical studies with negative or inconclusive findings), papers or widely used reference publications distributed on a recurring basis, and technical bulletins, notes, or working papers having permanent value.

SECTION 3

LEGEND STINFO USE ONLY

REQUEST FOR EDITING AND PUBLISHING SUPPORT				REPORT NUMBER	
ROUTE	LEVEL	IN DATE	IN ED	OUT DATE	OUT ED
1. CONTRACT NUMBER F33615-94-C-5908		2. PROGRAM ELEMENT 62712E		3. JON 83550004	
4. MONITOR N. Bridges		5. SYMBOL WL/FLA		6. PHONE 937-255-2465	
7. <input type="checkbox"/> NO PRINTING (DTIC & Library Only) send: SF 298, this FORM, signed Notice Page, 2 copies of report				<input type="checkbox"/> COMPLIANCE CHECK & PRINT send: SF 298, this FORM, signed notice page, mailing labels	
				<input checked="" type="checkbox"/> EDIT, RETURN FOR CAMERA READY send: SF 298, this FORM	
8. TITLE Development of Methods Including Methods for					
9. SUBTITLE Interim Report					
10. CONTRACTOR AVCON, INC.					
11. TYPE REPORT <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> INTERIM		12. INCLUSIVE DATES (MO/YR) FROM: 3 Mar 96 TO: 3 Mar 97		13. PAGE COUNT 179	
14. CLASSIFICATION <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET			15. WARNING <input type="checkbox"/> NF <input type="checkbox"/> RD <input type="checkbox"/> FRD		
16. DTIC EXEMPT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		17. DTIC EXEMPT REASON			
18. Y N <input checked="" type="checkbox"/> <input type="checkbox"/> SF 298 INCLUDED		Y N <input type="checkbox"/> <input checked="" type="checkbox"/> CONTAINS EXPORT CONTROLLED INFORMATION			
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<input type="checkbox"/> <input checked="" type="checkbox"/> CONTAINS SOFTWARE OR CODE		<input type="checkbox"/> <input checked="" type="checkbox"/> COPYRIGHT			
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<input type="checkbox"/> F: Further dissemination only as directed by (controlling office) (date of determination) or DOD higher authority.					
<input type="checkbox"/> X: Distribution authorized to US Government Agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance w/DODD 5230.25 (date of determination). Controlling DOD office is (insert)					
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<input type="checkbox"/> ADMINISTRATIVE OR OPERATIONAL USE <input type="checkbox"/> FOREIGN GOVERNMENT INFORMATION <input type="checkbox"/> CONTRACTOR PERFORMANCE EVALUATION <input type="checkbox"/> PREMATURE DISSEMINATION <input type="checkbox"/> CRITICAL TECHNOLOGY <input type="checkbox"/> PROPRIETARY INFORMATION <input type="checkbox"/> DIRECT MILITARY SUPPORT <input type="checkbox"/> SOFTWARE DOCUMENTATION <input type="checkbox"/> TEST & EVALUATION <input type="checkbox"/> SPECIFIC AUTHORITY					
21. PA (Public Affairs) Number and Date Cleared: _____					
22. REMARKS: _____ _____ _____ _____ _____ _____					
23. SUPERVISOR'S SIGNATURE _____					

WL FORM 79 JUN 96 (EF) (FORMFLOW)

7		REPORT DOCUMENTATION PAGE		WL 79 (formerly AFMC 649)		Form Approved OMB No 0704-0188	
1. AGENCY USE ONLY (LEAVE BLANK)		2. REPORT DATE APRIL 1996		3. REPORT TYPE AND DATES COVERED FINAL 12/01/92--12/01/95			
4. TITLE AND SUBTITLE MEMORY-BASED COMPUTATIONAL INTELLIGENCE FOR MATERIALS PROCESSING AND DESIGN				5. FUNDING NUMBERS C: F33615-87-C-5250 PE 62102 PR 2306 TA P9 WU 03			
Rose, P.E.		C=Contract # PE=Prog Elem# PR= 1st four #s in JON (on WL 79) TA= next 2#s in JON WU- last 2#s in JON		8. PERFORMING ORGANIZATION REPORT NUMBER If in-house, leave blank			
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) Rose University Baseball Engineering Cincinnati OH 42197-1414				9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES) Your Directorate Wright Laboratory Air Force Materiel Command Wright Patterson Air Force Base, Ohio 45433-7734 POC: Monitor name, organization, phone			
10. SPONSORING/MONITORING AGENCY REPORT NUMBER WL-TR-96-4062				11. SUPPLEMENTARY NOTES			
12a. DISTRIBUTION/AVAILABILITY STATEMENT Approved for Public Release; Distribution is Unlimited				12 b. DISTRIBUTION CODE Always leave this (12b) block blank.			
13. ABSTRACT (Maximum 200 words) The work reported in this document is concerned with the efficient use of computers in materials research and in applications of the results of that research. Emphasis is on the development of computational methodologies which can facilitate the innovative design of materials and of materials processing, for high performance materials and for composite materials structures. Basic advances have been made in three areas of adaptive computing: in establishing the practice of functional-link neural-net computing for learning models of material behavior, in developing a parallel processing evolutionary search paradigm for optimization, and in exploring various ways of establishing and using associative memories.							
14. SUBJECT TERMS Neural Networks Evolutionary Programming Product Formulation Optimization Process Monitoring Intelligent Control						15. NUMBER OF PAGES 66	
16. PRICE CODE		17. SECURITY CLASSIFICATION OF REPORT UNCLASSIFIED					
18. SECURITY CLASSIFICATION OF THIS PAGE UNCLASSIFIED		19. SECURITY CLASSIFICATION OF ABSTRACT UNCLASSIFIED		20. LIMITATION OF ABSTRACT SAR			

This is Always page # i



SAMPLE

DEPARTMENT OF THE AIR FORCE

WRIGHT LABORATORY (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

MEMORANDUM FOR: ASC/PA (Ms. Sharon Reed)

00 MONTH 97

FROM: WL/DORT

SUBJECT: Request for Public Release approval (AFI 35-205)

SAMPLE

1. Please review the attached material for public release approval. The following information is provided in support of this request:

- a. TYPE OF INFORMATION: (technical paper, journal article, abstract, technical report, etc.)
Technical Report (GIVE TR # IF ASSIGNED)
b. TITLE : INTELLIGENCE ENHANCEMENT THROUGH USE OF ARC LIGHTING
c. AUTHOR(S): (name, title, organization) J. J. Doe, J. A. Smith, and T. Rex

If co-authored by other government entities (i.e., Army, Navy, NASA, ARPA, etc.), did you obtain their organization's coordination and attach a signed copy? Yes ___ No ___

- d. CONTRACT # and company name: F33615-97-C-0000
JOB ORDER NUMBER (JON) MANDATORY: 1234567B
Contains DD 254 Yes ___ No _X_
Refers to Security classification Guide Yes ___ No _X_
e. PUBLICATION AND/OR SUBMITTAL DEADLINE: 00 MONTH 97

f. PRESENTATION TO (give sponsoring organization or technical society, location (city and state) and exact date (FOR CLOSED SESSIONS--PUBLIC RELEASE APPROVAL IS NOT REQUIRED):
Roswell Society for Intelligence Transplantations, Roswell NM on 00 MONTH 97

2. The information contained in this material is complete with figures/legible photos/text with briefing charts/videos and scripts.

3. This material is unclassified, technically accurate, nonproprietary and considered suitable for public release. It contains no computer software, owned or developed by or for the government. Export restrictions (i.e., MCTL, Munitions List (ITAR) and CCL) and current AF/DOD policy have been considered prior to requesting public release approval.

ASC/PA APPROVAL

SIGNED
THE NAME, Asst for Research & Technology
Light Fixtures Division, Stellar Directorate

(Division level signature/title)

(Higher echelon signature--if applicable)

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FOR ALL
WRIGHT LABORATORY TECHNICAL REPORTS**

**DTIC - OMI
8725 JOHN J. KINGMAN RD STE 0944
FT BELVOIR VA 22060-6218**

(DTIC receives 2 copies of all documents. Reports that are Secret/NOFORN are DTIC exempt. Yet it is required that a sanitized SF 298 be prepared to be forwarded to DTIC.)

**AUL/LSAD Bldg 140511
600 Chennault Circle
Maxwell AFB AL 36112-6424**

**WL/DORT Bldg 22
2690 C Street Ste 4
Wright-Patterson AFB OH 45433-7411**

(WL/DORT receives 2 copies of all Statement A reports)

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Pentagon
Washington DC 20330-1000**

(Reports from work funded by PE 61101F ONLY)

**NASA (P2213)
9800 Savage Road
Ft George G Meade MD 22705-5000**

(COMINT, ELINT, and COMSEC related reports ONLY)

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MAILING LABELS

All addresses must have the ZIP +4 code.

The return address must be on the same label.

All mailings of classified must be to approved addresses--it is the responsibility of the producing agency to authenticate.

All mailings of limited distribution materials to contractors must be to verified addresses -- producing agency must authenticate.

Labels must be self-adhesive. Labels requiring "wetting" cannot be used and will be returned for reaccomplishment.

SENDING ORGANIZATION
OFFICE SYMBOL
STREET ADDRESS
AFB ST 12345-6789

RECEIVING ORGANIZATION
OFFICE SYMBOL
STREET ADDRESS
AFB 12345-6789

[actual size of label is approximately 2" x 4"]

SAMPLE

DOCUMENT RECEIPT & DESTRUCTION CERTIFICATE

AF FORM 310 (FOR SECRET REPORTS)

DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE			
1. TO: Company Name [or Office Symbol] Attn: John Doe Street Address CITY, STATE Zip	2. FROM: 88th CG/SCCIAPD Bldg 281 (VAULT) 4165 Communications Blvd, Door 11 W right-Patt AFB, OH 45433-5603	3. DATE	
		4. CONTAINER NO.	
5. DESCRIPTION OF DOCUMENT(S): <i>(Indicate overall classification, originator, type (letter, message, plan, etc.), date, unclassified subject title, number of copies, and originator control number and copy number if Top Secret. Also use these data elements for identifying any attachments that would require a receipt if transmitted separately.)</i> (SECRET) WL-TR-97-0000, "TITLE....." (U), DATED Oct 96 (1 copy)			
TO AVOID TRACER ACTION, RETURN SIGNED RECEIPT BY			6. DATE
DOCUMENT RECEIPT			
I ACKNOWLEDGE RECEIPT OF THE ABOVE DOCUMENTS			
7. DATE RECEIVED	8. NAME, ORGANIZATION, AND PHONE NUMBER (DSN)	9. SIGNATURE OF RECIPIENT	
DESTRUCTION CERTIFICATE			
10. THE DOCUMENT(S) LISTED ABOVE WERE	DESTROYED	COMMITTED TO CENTRAL DESTRUCTION FACILITY ON	11. DATE
12. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL		13. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL	

AF FORM 310, NOV 95 (EF-V1) (PerFORM PRO)

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DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE			
1. TO:	2. FROM:	3. DATE	
		4. CONTAINER NO.	
5. DESCRIPTION OF DOCUMENT(S): <i>(Indicate overall classification, originator, type (letter, message, plan, etc.), date, unclassified subject title, number of copies, and originator control number and copy number if Top Secret. Also use these data elements for identifying any attachments that would require a receipt if transmitted separately.)</i>			
TO AVOID TRACER ACTION, RETURN SIGNED RECEIPT BY			6. DATE
DOCUMENT RECEIPT			
I ACKNOWLEDGE RECEIPT OF THE ABOVE DOCUMENTS			
7. DATE RECEIVED	8. NAME, ORGANIZATION, AND PHONE NUMBER (DSN)	9. SIGNATURE OF RECIPIENT	
DESTRUCTION CERTIFICATE			
10. THE DOCUMENT(S) LISTED ABOVE WERE	DESTROYED	COMMITTED TO CENTRAL DESTRUCTION FACILITY ON	11. DATE
12. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL		13. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL	

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PREVIOUS EDITION WILL BE USED.

SECTION 4

Major Section	Required Elements	Optional Elements	Explanatory Comment
FRONT MATTER: Page numbers of Front Matter: always page i → (ii is the back side of i) iii (always) → iv v vi vii etc.		Cover	protects printed report
	Title Page		provides information for description and bibliographic control
	Notices		used on cover and title page to call attention to restrictions or limitations on distribution
	Report Documentation Page		used by federal agencies for database building
	Abstract		briefly informed of purposes, scope, and findings
	Table of Contents		outlines organization & scope of a report
	List(s) of Figures and Tables		required for 5 or more figures or tables or any combination thereof; optional for fewer than 5
		Foreword	provides background or context for a report
		Preface	announces purpose and scope; acknowledges contributions of non-authors
		Acknowledgments	used if acknowledgments are too lengthy to present in preface
TEXT (BODY) Page Numbers 1 2 3 4 etc	Summary		summarizes problem, results, conclusions, recommendations
	Introduction		states subject, purpose, scope and plan for developing report
	Methods, Assumptions, and Procedures		describes research methodology
	Results and Discussions		presents findings and discusses their significance
	Conclusions		presents substantiated findings, discusses their implications, and presents author's opinion
		Recommendations	suggests a course of action
	References		cites sources of information used by author(s) of report
BACK MATTER can be placed in front matter → We require this only for classified reports →		Appendixes	contain supplemental information not essential to the text
		Bibliography	lists additional sources of information not cited in the text of a report
	List(s) of Symbols, Abbreviations, and Acronyms		used to explain the meaning of symbols, abbreviations, and acronyms; needed if there are more than 5 not readily recognized as standard
		Glossary	defines and explains unfamiliar terms
			lists major topics alphabetically; not required in reports of fewer than 50 pages
		Distribution List	gives permanent record of initial distribution of a report

COVER PAGE

NOTICE PAGE

SF 298

i

BACK OF SF 298

ii

TABLE OF CONTENTS

iii

LIST OF FIGURES

iv

LIST OF TABLES

v

FOREWORD

vi

PREFACE

vii

DOCUMENT

1

2

etc

FORMAT FOR ASC/WL PUBLICATIONS:

American National Standards Institute Standard (ANSI-STD) Z39.18, Scientific and Technical Reports: Organization, Preparation, and Production specifies the format for scientific and technical reports prepared by or for the Department of Defense. ASC/WL reports must be prepared in accordance with this standard. This ANSI standard is available at no cost (up to 5 copies) to DoD organizations through:

Defense Printing Service
Detachment Office
700 Robbins Ave, Bldg 4D
Philadelphia PA 19111-5098
Telephone #: (215) 697-2667

PLEASE NOTE:

IN ADDITION TO THE STANDARD, THIS USER'S GUIDE HAS BEEN PREPARED TO PROVIDE DETAILED INSTRUCTIONS FOR SPECIFIC AIR FORCE REQUIREMENTS. THESE ADDITIONAL INSTRUCTIONS ENHANCE THE BASIC REQUIREMENTS SET FORTH IN THE AMERICAN NATIONAL STANDARDS INSTITUTE STANDARD (ANSI-STD) Z39.18).

COVER:

Type report number in the left-hand corner of cover page. Format for cover should be consistent throughout each organization, but must contain information required by ANSI-STD Z39.18. See Section 5 of this guide for samples.

NOTICES (INSIDE FRONT COVER):

The inside front cover, "Notice Page," contains the review and approval statement as well as special notices and signatures.

When it is necessary to call attention to certain aspects of a report, such as its security classification, restricted distribution, or proprietary information, appropriate notices shall be placed on the cover and title page, or other pages as needed (as in NOFORN, etc.). See Section 7 of this guide for samples.

PAGE NUMBERS:

Number all front matter in lower case Roman numerals. The body of the report should be numbered consecutively at the bottom center in Arabic numbers, beginning with a right-hand page.

SPACING:

Use double spacing throughout the text in all manuscripts submitted for editing. Use single or 1-1/2 line spacing for camera-ready copy.

STANDARD FORM 298, REPORT DOCUMENTATION PAGE:

A complete SF 298 is included as the first right-hand page after the cover in each report and should be numbered as page i. Confine abstract to the form. Use the back of the SF 298 if necessary.

ABSTRACT

An abstract presents a concise statement (maximum 200 words of the purpose, scope, and major findings of the report). It must be understandably independent of the rest of the report. It must contain no undefined symbols and make no reference by number to references or illustrative material. Z39.14-1979, American National Standard for Writing Abstracts, is the standard guide for preparing abstracts for scientific and technical reports.

TABLE OF CONTENTS:

A table of contents is seldom used in a report of eight pages or less. List principal headings as they appear in the report and the page numbers on which the headings occur. The table of contents pages will start with page number iii.

LIST OF FIGURES AND TABLES:

A report that contains 5 or more figures or tables is required to indicate these by using a List of Figures and/or a List of Tables. A list is optional for 5 or fewer figures or tables. The lists should follow the Tables of Contents page.

FOREWORD:

The foreword is an optional introductory statement that presents background material. It is written by an authority other than the report's author. The Foreword should come before the Preface and Summary.

[IMPORTANT NOTE: "FOREWORD," is one of the most frequently misspelled words in a technical report. It is NOT spelled "FORWARD", "FOREWARD or FORWARD".]

PREFACE

An optional introductory statement that announces the purpose and scope of the report and acknowledges any contributions for individuals not identified as authors or editors.

SUMMARY:

A summary is a required element of the text of a report. It clearly states the problem, the key points of the report, major results, conclusions and recommendations. The summary should never introduce material not found elsewhere in the text. Only information presented in the text of the report should be included in the summary.

HEADINGS:

Title of Paper: Capital letters, typed at the top of the cover page, centered.

Main Heading: Capital letters, centered.

Secondary Headings: Lowercase letters except for the first letter of all principal words, centered.

Tertiary: Initial caps, at left margin, underlined.

(SAMPLE HEADINGS)

METHODS AND MATERIALS (main heading)

Design of Equipment (secondary heading)

FIGURES:

Size: The desired size depends on the legibility of printed material on the figure and the amount of detail. To fit upright on a page in a report, the horizontal dimension (base image) should not exceed 6-1/2 inches. To fit lengthwise on a page, the horizontal dimension should not exceed 9 inches.

TABLES:

Numbering: Number tables consecutively in Arabic numerals preceded by the word "Table." Number the tables within appendixes with the appendix designation (for example, in Appendix A, the tables will be numbered A-1, A-2, A-3).

Lines: Use a horizontal line to separate the column boxheads from the body of the table. Avoid other vertical and horizontal lines wherever spacing can be used effectively.

Headings: Give the table number followed by the table heading. All major words in the table heading have the first letter capitalized. Headings are placed above tables. Column headings within the table are in lowercase letters except for the first letter of the first word and any proper nouns.

**Table 1. Effects of a Prolonged
Exposure to Oxygen in a
Weightless Environment**

Oxygen debt^a	Ambient pressure (mm Hg)
--------------------------------	-------------------------------------

(Table information is inserted under column headings)

Superscript letters a, b, c, etc., indicate footnotes to table.

Figure 1. Sample Table Layout

FOOTNOTES IN TEXT:

Explanatory footnotes are included in a report to clarify text information and should be as brief and clear as possible. To avoid preparing footnotes, an author may incorporate material into the text by enclosing it in parentheses or by placing it in a separate paragraph.

When used to clarify information, footnotes are keyed to the text of the report with superscript Arabic numbers. Footnotes are placed at the bottom of a page and separated from the text by a 12-space horizontal line. The footnote marking sequence starts over on each new page. If a footnote runs longer than its page margin, it is completed at the bottom of the subsequent page, preceding any footnotes from the next page. When a footnote is needed to clarify tabular information, a superscript sequence of lowercase letters or symbols should be used to avoid confusion with text footnotes. Footnotes do not appear in an abstract. The Chicago Manual of Style (13th edition) provides additional information on footnoting.

Footnotes should be typed flush left at the foot of the page on which their reference numbers or symbols appear.

Example:

¹ Swanson, Ellen, Mathematics into Type: Copyediting and Proofreading of Mathematics for Editorial Assistants and Authors (rev. Ed.). Providence, RI: American Mathematical Society, 1979.

The referenced footnote number or symbol in the text is typed a half-space above the appropriate line of text without any type of restrictive mark or punctuation. Footnotes to tables should be typed directly below the table.

REFERENCE MATERIAL:

TEXT REFERENCE: Refer to sources of information by placing the reference number (as listed at the end of the report) in parentheses and on the line of type. When several references are cited at one time, place their numbers in consecutive order, separated by commas, within one pair of parentheses. If authors are named in the text, place the appropriate number of the bibliographic item after the author's name. Example: "Freidman (4) described c...." Note: Format of the American Psychological Association (APA) may be used in lieu of the above. Classified documents should NEVER be referenced in an unclassified work. If limited documents are referred to the following statement should accompany the reference: Limited document [reason, i.e. export control], but no limited information from this reference has been included in this report.

APPENDICES: When one or more appendices are used, designate them Appendix A, Appendix B, etc. Number figures, tables, and equations with the letter designation of the appendix in which they fall (for example, A-1, B-1). Title each appendix. However, even though the option to number the appendices A-1, A-2, etc., is offered, sequential page numbering at the bottom center of the report must continue throughout the entire report. (See sample appendix pages in the back of guide.)

BIBLIOGRAPHY:

A bibliography lists sources of information not referenced in the text. Like text references, **Classified documents should NEVER be referenced in an unclassified work.** If limited documents are referred to the following statement should accompany the reference: **Limited document [reason, i.e. export control], but no limited information from this reference has been included in this report.**

Citing Internet/World Wide WEB

Citation styles for Internet publications are still evolving. Like most references, a Web document ideally should have an author, a title, and a date. The nature of the document should be given in brackets immediately following the title, i.e. [Database], [Electronic data file], [FTP archive], [WWW document], etc.

Samples of citations:

FTP:

Bixley, T. S. (1995) *Sentient microfilaments: A tempest in a tubule.*
[On-line].

<ftp://blahblah.princeton.edu/pub/harnad/psyc.95.3.26/conscious>.

World Wide Web page:

Bixley, T. S. (1995) *Sentient microfilaments Home Page.*[On-line].

<http://www.microfilaments.com/consciousness/synchronicity.html>.

For additional detailed guidance, please refer to the Web Extension to American Psychological Association Style (WEAPAS), Proposed standard for referencing on-line documents in scientific publications:

Land, T. [a.k.a. Beads] (1996, September 26). *Web Extension to American Psychological Association Style (WEAPAS)* (Rev. 1.3.2) [WWW document].

<http://www.nyu.edu/pages/psychology/WEAPAS/>

Other sources:

Beckleheimer, J. (1994). *How do you cite URLs in a bibliography?* [WWW document]. <http://www.nrlssc.navy.mil/meta/bibliography.html>

Walker, J. R. (1995, April). *ACW style sheet; MLA-style citations of electronic sources* [WWW document].

<http://www.cas.usf.edu/english/walker/mla.html>

Glossary of Terms: Define unusual terms either in the text or as a footnote the first time they are used in the text. When many such terms are used, list them in alphabetical order with definitions in a glossary.

SECTION 5

SAMPLE

**UNCLASSIFIED/
UNLIMITED - IN HOUSE**

SAMPLE

ASC-TR- 96-XXXX

**EXPLOITATION OF LASER
LIGHTS**



**R. STEELE
B. JONES**

SEPTEMBER 1996

FINAL REPORT FOR 1 MARCH 1994 - 30 SEPTEMBER 1996

Approved for public release; distribution unlimited

**YOUR DIVISION
AERONAUTICAL SYSTEMS CENTER
AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AFB OH 45433-7XXX**

SAMPLE

**UNCLASSIFIED/
UNLIMITED
CONTRACTOR**

SAMPLE

WL-TR-96-XXXX



**SUMMARY REPORT OF THE DESIGN
FACILITY**

**K. Russell
M. Gibson**

**Sunrise Laboratory
PO Box 400
Sample City NY 15213-5555**

JULY 1995

FINAL REPORT FOR JULY 27, 1994 - JULY 26, 1995

Approved for public release; distribution unlimited

**YOUR DIRECTORATE
WRIGHT LABORATORY
AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OH 45433-7XXX**

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**UNCLASSIFIED/
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WL-TR-96-XXXX

TASK ORDER 3 - CONCEPT REFURBISHMENT



**T. Magnum
N. Bridges**

**PHILBIN & GIFFORD, INC.
WEST PALM BEACH, FLORIDA 33410-9600**

AUGUST 1995

FINAL REPORT FOR 01 APRIL 1995 - 30 JUNE 1995

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critical technology August 1996. Other requests for this document shall be
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**WARNING - This document contains technical data whose export is restricted by the Arms
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SAMPLE

CLASSIFIED/
LIMITED

SAMPLE

SECRET

WL-TR-96-XXXX

**EXPLOITATION OF LASER LIGHTS DRAFT
REPORT (U)**



T. JONES
P. PIPER

LASER EVALUATOR LABORATORY
1234 AVIONICS CIRCLE
WPAFB OH 45430-7321

JANUARY 1995

FINAL REPORT FOR 01/01/94 -- 01/1/95

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DESTRUCTION NOTICE - Follow the procedures in DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM), section 5-705, or DoD 5200-1-R, Information Security Program Regulation, Chapter IX.

Derived from: FTD-EXPLAN 200-91-3. 1 MAR 91

Declassify on: Source Document Marked "OADR"
Date of Source 1 MAR 91

AERO PROPULSION & POWER DIRECTORATE
WRIGHT LABORATORY
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WRIGHT-PATTERSON AIR FORCE BASE OH 45433-7251

SECRET

SAMPLE

TECH MEMO COVER

SAMPLE

WL-TM-96-xxxx

**TRANSITION ON CASCADES AT LOW
REYNOLDS NUMBERS**

J. Hardcastle

June 17-20, 1996

FINAL REPORT 1 NOVEMBER 1995--9 JULY 1996



Approved for public release; distribution unlimited

**YOUR DIRECTORATE
WRIGHT LABORATORY
AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE, OH 45433-7XXX**

[If journal article, include following statement]

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SUBJECT TO COPYRIGHT PROTECTION IN THE UNITED STATES*

SECTION 6

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 61-204
27 JULY 1994

Scientific/Research and Development

DISSEMINATING SCIENTIFIC AND TECHNICAL INFORMATION

2. Marking Technical Documents with Distribution-Limitation and Export-Control Statements:

2.1. Mark all technical documents that may be disseminated outside the DoD with one of the seven distribution statements listed in attachment 2, and the following export control notice if the document contains export-controlled technical data. **NOTE:** Distribution

statements provide options ranging from unlimited distribution to no secondary distribution without specific approval of the originator. Review the data categories before assigning a distribution statement, and use only the statements in attachment 2. Fill in the reason, the date of determination, and the controlling DoD office.

WARNING--This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., 2751) and the Export Administration Act of 1979, as amended (Title 50, U.S.C., A) subject to severe criminal penalties see sample warning on page 29 of this guide Directive 5230.25 and afi 61-204.

2.2. When providing technical documents to personnel from another DoD activity, mark documents to minimize the chance that DoD personnel might inadvertently give documents to inappropriate recipients.

2.3. Mark unclassified limited documents (i.e., documents not approved for public release) and classified documents with the following:

DESTRUCTION NOTICE--For classified documents, follow the procedures in DoD 5220.22-M, *Industrial Security Manual*, section 11-19, or DoD 5200.1-R, *Information Security*, sections 1.4.2 and 1.4.3. **Revised -** see sample destruction on page 31 of this guide destruction of the document.

2.4. You do not have to put a distribution statement on contractor-technical proposals or documents submitted in anticipation of award of contracts. Follow the guidelines in paragraphs 2.5.3 [correction: 2.6.3] and 6.3 when working with contractor technical proposals that contain contractor limited rights data.

2.5. Guidance on release of software is in AFI 33-114, *Command, Control, Communications, and*

Computer (C4) Software Management. **NOTE:** Only the software developer or office of primary responsibility may release source code; secondary distribution is limited to the application software (the object code).

2.6. The following is specific guidance for assigning distribution statements:

2.6.1. Distribution statements A-X may be applied to unclassified Air Force technical

documents, while only distribution statements B-F may be applied to classified documents.
AFI 61-204 Attachment 1 27 July 1994

2.6.2. When a classified document is declassified, retain the original distribution statement until the controlling office either removes or changes the statement. When a classified document is declassified and has no distribution statement, handle the document as distribution F until the controlling office assigns a distribution statement.

2.6.3. Mark and control scientific and technical documents that include contractor-imposed limited-rights legends and computer software that includes contractor-imposed restricted-rights legends according to subpart 27.4 [revised: 27.71] of the Defense Federal Acquisition Regulation Supplement.

2.6.4. Do not disseminate technical documents in draft or preliminary form without assigning distribution statements.

2.7. Distribution statements remain in effect until the controlling DoD office changes or removes them. Each controlling DoD office must establish a procedure for reviewing its documents periodically or when they receive a request for the document for possible changes or removal of distribution statements. For unclassified documents, the controlling DoD office must obtain public release determination according to AFPD 35-1 before assigning distribution statement A.

2.8. Controlling DoD offices must notify DTIC and other concerned document-dissemination activities when:

- Program management responsibility is transferred, addresses of designated controlling DoD offices are changed, or controlling DoD offices are redesignated.
- Classification markings, distribution statements, or export control statements are changed or removed.

2.9. For technical publications, place the distribution statement on the front cover, title page, and SF 298, **Report Documentation Page**. If the technical document is not intended for publication and does not have a cover or title page, stamp, print, or write the distribution statement on the front page of the document.

2.10. When possible, put the portions of the document that contain information requiring distribution limitation in an appendix or separate volume to permit broader distribution of the basic document. Write the abstract on the SF 298 so that the information in the abstract will not have a limited distribution (i.e. that it is approved for public release).

2.11. You must include distribution statements and export-control notices on newly created documents.

2.11.1. You do not need to apply markings to technical documents that were created before the implementation of this instruction until someone asks for them. Mark and control them properly before disseminating them.

2.11.2. When older documents contain superseded distribution statements, convert the statements as follows:

2.11.2.1. Assign distribution statements C, B, E, and F to technical documents bearing distribution statements 2, 3, 4, and 5 of superseded DoD Directive 5200.20, *Distribution Statements (Other than Security) on Technical Documents*, 29 March 1965, respectively.

2.11.2.2. Do not reevaluate technical documents with distribution statements A and B of canceled DoD Directive 5200.20, *Distribution Statements on Technical Documents*, 24 September 1970 or documents with distribution statements A-F contained in Secretary of Defense Memorandum "Control of Unclassified Technology with Military Applications," 18 October 1983.

DISTRIBUTION STATEMENTS AND THEIR CORRESPONDING REASONS FOR USE

DISTRIBUTION A. Approved for public release; distribution unlimited.
DISTRIBUTION B. Distribution authorized to US Government agencies only (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office).
DISTRIBUTION C. Distribution authorized to US Government agencies and their contractors (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office).
DISTRIBUTION D. Distribution authorized to DoD and US DoD contractors only (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office).
DISTRIBUTION E. Distribution authorized to DoD components only (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office).
DISTRIBUTION F. Further dissemination only as directed by (controlling office) (date of determination) or DoD higher authority.
DISTRIBUTION X. Distribution authorized to US Government agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with DoDD 5230.25 (date of determination). Controlling DoD office is (insert).

"REASON"	STATEMENT					
	B	C	D	E	F	X
ADMINISTRATIVE OR OPERATIONAL USE. To protect technical or operational data or information from automatic dissemination under the international exchange program or by other means. This protection covers publications required solely for official use or strictly for administrative or operational purposes. This statement may be applied to manuals, pamphlets, technical orders, technical reports, and other publications containing valuable technical or operational data.	X	X	X	X		
CONTRACTOR PERFORMANCE EVALUATION. To protect information in management reviews, records of contractor performance evaluation, or other advisory documents evaluating programs of contractors.	X			X		
CRITICAL TECHNOLOGY. To protect information and technical data that advance current technology or describe new technology in an area of significant or potentially significant military application or that relate to a specific military deficiency of a potential adversary. Information of this type may be classified. When unclassified, technology is export controlled.	X	X	X	X		
DIRECT MILITARY SUPPORT. The document contains export-controlled technical data of such military significance that release for purposes other than direct support may jeopardize an important technological or operational US military advantage. Designation of such data is made by competent authority in accordance with DoDD 5230.25.				X		
FOREIGN GOVERNMENT INFORMATION. To protect and limit distribution in accordance with the desires of the foreign government that furnished the technical information. Information of this type normally is classified at CONFIDENTIAL or higher in accordance with DoD 5200.1-R	X	X	X	X		
PREMATURE DISSEMINATION. To protect patentable information on systems or processes in the developmental or concept stage from premature dissemination.	X			X		
PROPRIETARY INFORMATION. To protect information not owned by the US Government and protected by a contractor's "limited rights" statement, or received with the understanding that it not be routinely transmitted outside the US Government.	X			X		
SOFTWARE DOCUMENTATION. Releasable only in accordance with DoDI 7930.2.	X	X	X	X		
TEST AND EVALUATION. To protect results of test and evaluation of commercial products or military hardware when such disclosure may cause unfair advantage or disadvantage to the manufacturer of the product.	X			X		
SPECIFIC AUTHORITY. To protect information not specifically included in the above reasons and discussions but which requires protection in accordance with valid documented authority such as Executive Orders, classification guidelines, DoD or DoD-component regulatory documents. When filling in the reason, cite "specific authority (identification of valid documented authority)."	X	X	X	X	X	

SECTION 7

Unlimited, Statement A
Sample Notice Page

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THIS REPORT IS RELEASABLE TO THE NATIONAL TECHNICAL INFORMATION SERVICE (NTIS). AT NTIS, IT WILL BE AVAILABLE TO THE GENERAL PUBLIC, INCLUDING FOREIGN NATIONS.

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Sign
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Sample Notice Page (2 Year Rights - 1992 and earlier)

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(SBIR PROGRAM)

Contract Number:

Contractor:

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Small Business Innovation Research Program (SBIR)
Sample Notice Page (4 Year Rights - 1993-1995)

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(SBIR PROGRAM)**

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**Small Business Innovation Research Program (SBIR)
Sample Notice Page (5 Year Rights - 1996-present)**

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SBIR DATA RIGHTS LEGEND

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Sample of Limited With Proprietary Information
[NOT FOR SBIR USE] Sample Notice Page

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Limited [Without Proprietary Information]
Sample Notice Page

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SECTION 8

PRINTING AND CAMERA READY COPY

Printing -- WL/DORT will fund the printing of up to 50 copies of each report submitted and the mandatory distribution copies (DTIC, WL/DORT and AUL/LSAD). Organizations requesting more than fifty copies will be required to transfer sufficient funding to WL/DORT using a "Authority to Cite Funds" letter (see sample at p. 44.1) to cover any additional costs. Because of the high costs involved, reports requiring color reproduction will be handled on a case-by-case basis. Call 55197 for a color printing price estimate.

Camera ready technical reports and memos should be unbound and suitable for offset reproduction (i.e. high quality, legible with clear lettering and sharp line drawings, graphs/illustrations). Photographs should be glossy finished. **NOTE: Faintly printed or light contrast graphics or photographs will not reproduce well, if at all.** *Previously Edited Reports* - camera ready reports should include all the changes and corrections of the edited technical report draft and follow the Contract Data Requirements List (DD Form 1423-1) specifications.

All pages, except the cover and notice page, should be numbered. The page count on the SF 298 needs to match the total number of pages in the camera ready report. **Missing pages will delay the final printing.**

Include the following with each camera ready:

a. **Return of Edited Draft Letter** [provided by WL/DORT with any edited report --for non-edited camera ready copies, request copy of letter from WL/DORT]. Indicate the number of printed copies required. Review the letter's checklist for:

- (1) If public release and not 6.1 funded, approval from ASC/PA [date and public release number]
- (2) Review/approval by ASC/ASR for all foreign address mailings
- (3) JON monitor's signature
- (4) Certification of contractor imposed limited rights or right to view export controlled information.

b. **Signed Notice Page.** Three signatures are required: monitor, supervisor, and 3-ltr Chief. Technical reports cannot be sent to printing without this signed document.

c. **Camera ready cover.** Should contain the technical report number, author, title, distribution/availability statements (identical to those listed on the REQUEST FOR EDITING AND SUPPORT [WL Form 79] and SF 298), export control warning (if applicable), destruction notice, and the complete issuing directorate address.

d. **Report Documentation Page, SF 298.** Number this page i. Do not number the back of the SF 298. Begin the Table of Contents page with iii. The information provided on the SF 298 should match that given on the REQUEST FOR EDITING AND SUPPORT worksheet. In block 20, LIMITATION OF ABSTRACT, mark SAR (Same As Report). See page 10 of this guide for sample SF 298.

e. **Self-adhesive, mailing labels.** Type on the same label your organization's return address and the report destination (do not use labels that require water or glue) . Indicate the number of copies for each address. Excess printed copies will automatically go to the originating office. **Labels for the following mandatory distribution addresses are required:**

DEFENSE TECHNICAL INFORMATION CENTER [2 copies]
DTIC-OMI
8725 JOHN J KINGMAN ROAD SUITE 0944
FT BELVOIR VA 22060-6218

WL/DORT BLDG 22 [1 copy--2 copies if Statement A]
2690 C STREET STE 4
WRIGHT-PATTERSON AFB OH 45433-7411

AUL/LSAD, BLDG 1405 [1 copy]
600 CHENNAULT CIRCLE
MAXWELL AFB AL 36112-6424

5. **Classified camera ready technical reports require special handling.**

a. The address in block 2 of the DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE, AF Form 310, should read:

88th CG/SCCIAPD (VAULT), Bldg 281
4165 COMMUNICATIONS BLVD, Door 11
WRIGHT-PATTERSON AFB OH 45433-5603

When filling out AF 310s for classified camera readies, blocks 3,4 and 6 should be left blank. The Printing Office (PDO) will fill in this information when they make distribution.

b. It is very important to keep each AF 310 in exactly the same order as the distribution list and the mailing labels. It is recommended that double, laser-printed labels be used. The outer and inner label for each address should be directly across from each other. Please note: The return address on label should be your organization's address and not the 88th CG/SCCIAPD (VAULT) address. Names of individuals can appear on the inside labels of Air Force addressees only. Do not put individual names on Army, Navy or contractor mailing labels. Individual names do, however, need to be put on all AF 310s regardless of address location.

c. Send copies of classified reports to the mandatory addresses listed above.

d. Include a distribution list as the last page of the classified report, annotate in the Table of Contents and page number sequentially.

e. Indicate the number of printed copies required, check the appropriate boxes on the **Return of Edited Draft** letter, return the letter with the finalized classified camera ready, and follow standard security and distribution practices.

[date]

MEMORANDUM FOR: WL/DORT

FROM: WL/xxxx

SUBJECT: Authority to Cite Funds
ACTION MEMORANDUM

1. WL/xxxx has allocated \$0000.00 from the WL/xxx FY97 [insert 4-digit fund code] budget to cover costs for printing WL-TR-97-xxxx through the STINFO office.
2. You are authorized to cite the following funds to cover these printing costs:

5773600 297 47WL xxxxxx xxxxxx xxx xxxxxx 503000 F03000
3. Request that you forward a copy of the MIPR to WL/xxxx, Name of Point of Contact, to assist in financial tracking.
4. Technical point of contact is the Name of the Monitor, ext xxxxx. Financial questions may be directed to Name of Financial Manager, ext xxxxx.

NAME
Financial Management Division
Directorate

SECTION 9

JOURNAL ARTICLES

The Air Force encourages its scientific and technical personnel to publish research results in recognized journals -- an important part of the Air Force's R & D program.

- The majority of articles must be cleared prior to publication with the Public Affairs Office
[Sample of internal request letter for PA approval can be found on page 11 of this guide]
 - Contracted fundamental research which is 6.1 funded does not require PA clearance.
 - 6.2 funded university and college projects only require classification review.
- A copy of each article published is needed by the STINFO office and WL/DORT will forward copy to DTIC

[Note: Even though the article may be in national/international literature sources, DTIC needs a copy of the article to ensure that it maintains its **COMPREHENSIVE COLLECTION** of DoD official, technical information.]

***** sample journal article *****

Transition on Turbine Blades and Cascades at Low Reynolds Numbers

Richard B. Rivir*
Wright Lab Directorate
US Air Force Wright Laboratory
Wright-Patterson AFB, Ohio

Abstract

The words that follow are merely randomly selected excerpts from an article, as this is an example only. Unpredicted losses in the low pressure turbine during operation at high altitudes has stimulated current interest in transition, and separation at low Reynolds numbers. In the turbine, free stream turbulence levels or unsteadiness resulting from vane wakes, passage vortices, and end wall horseshoe vortices exceeds the unsteadiness levels associated with a fully turbulent boundary layer.

In our work on low pressure, low Reynolds number turbine flows we have a few new measurements of transition, transition length and turbulence scales to add

Introduction

The commonly held physical picture of the transition process is illustrated schematically in Figure 1. Two D Tollmien Schlichting waves are amplified, breaking down into Emmons spots which propagate as a wedge with a following quiet wedge region until the boundary layer has become fully turbulent. Turbine transitions

***Associate Fellow**

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SECTION 10

DTIC ACCESSION NOTICE,
DTIC FORM 50

The ASC/WL STINFO is responsible for ensuring that ASC/WL technical publications are sent to the Defense Technical Information Center (DTIC) for inclusion in their comprehensive collection of DoD official technical information.

DTIC acknowledges the receipt of reports and other information by sending a DTIC Form 50 to the STINFO office. The DTIC Form 50 indicates the unique accession number (i.e., AD#.....) assigned to the specific technical report or memo. This DTIC Form 50 is forwarded, in turn, to the submitting organization by STINFO after the accession number has been entered into the STINFO report database.

DEFENSE TECHNICAL INFORMATION CENTER 8725 John J Kingman Ft. Belvoir, VA 22060-6218 OFFICIAL BUSINESS PENALTY FOR PRIVATE USE, \$300		
AD NUMBER	DATE	DTIC ACCESSION NOTICE
1. REPORT IDENTIFYING NUMBER		REQUESTOR: 1. Put your mailing on reverse of form. 2. Complete items 1 and 3. Attach form to reports mailed to DTIC. 4. Use unclassified information only. 5. Do not order documents for 6 to 8 weeks.
A. ORIGINATING AGENCY		
B. REPORT TITLE AND/OR NUMBER		
C. MONITOR REPORT NUMBER		
D. PREPARED UNDER CONTRACT NUMBER		
2. DISTRIBUTION STATEMENT		DTIC: 1. Assign AD Number 2. Return to requestor
DTIC Form 50		PREVIOUS EDITIONS ARE

ELECTRONIC SUBMISSION OF TECHNICAL REPORTS TO DTIC

The Defense Technical Information Center is accepting the electronic delivery of the full text of scientific and technical engineering (STEI) for storage and dissemination.

- Electronic processing is currently being tested
 - DTIC will accept documents in Word, WordPerfect, Postscript, ASCII, or PDF
 - Diskette [put all files in one directory]
 - FTP file transfer recommended for multiple documents [Statement A documents only]
 - Include 'read-me' document on how to assemble files and indicate which version of Word or WordPerfect is used.
 - Wants paper copy to accompany electronic document to verify correct information has been transferred
 - Once it has been verified that these transfers have been successful [without loss of data or formatting], paper copies will not be required
 - Report Documentation Page, SF298, is available in FormFlow and Microsoft Word formats and needs to accompany the file
- Documents still will need be screened by STINFO
 - Paper copies preferred for Reports Vault and Air University
- Submissions will be entered into DTIC's electronic documents database
 - Full text accessible documents
 - Retrievable via PDF format
- DTIC identifying AD numbers forwarded to STINFO/organizations via e-mail

SECTION 11

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

7 APRIL 1993
AIR FORCE POLICY DIRECTIVE 61-2

PUBLICATIONS WITH RELATED POLICIES AND INSTRUCTIONS

A2.1. This directive implements the following DoD publications:

Publication Designation	Title	Former Publication or Date
DoD Directive 3200.12	DoD Scientific and Technical Information Program	February 15, 1983
DoD 3200.12-R-1	Research and Technology Work Unit Information System Regulation	August 1983
DoD 3200.12-R-2	Centers for Analysis of Scientific and Technical Information Regulation	January 1985
DoD Directive 5200.12	Conduct of Classified Meetings	July 27, 1992
DoD Instruction 5200.21	Dissemination of DoD Technical Information	September 27, 1979
DoD Directive 5230.24	Distribution Statements on Technical Documents	March 18, 1987
DoD Directive 5230.25	Withholding of Unclassified Technical Data From Public Disclosure	November 6, 1984
DoD Directive 5230.27	Presentation of DoD-Related Scientific and Technical Papers at Meetings	October 6, 1987

A2.2. This directive interfaces with the following Air Force policy directives and instructions:

Publication Designation	Title	Former Publication or Date
AFPD 61-1	Management of Air Force Science and Technology	AFR 80-3
AFI 61-201	Responsibilities of the Local STINFO Officer	AFR 83-1
AFI 61-202	AF Technical Publications Program	AFR 83-2
AFI 61-203	R & T Work-Unit Information System	AFR 80-12

AFI 61-204	Controlling the Distribution of Classified and Unclassified STINFO	AFRs 80-30, 80-34, and 83-3
AFI 61-205	Sponsoring or Cosponsoring, Conducting, and Presenting DoD-Related Scientific and Technical Papers at Unclassified and Classified Conferences, Symposia, and Other Similar Meetings	AFR 80-43
AFI 61-207	Air Force Information for Industry Offices	AFR 80-11
AFI 61-208	Air Force Potential Contractor Program	No Former Publication
AFI 61-209	Advance Planning Briefings for Industry	No Former Publication
AFR 80-39 (Joint Departmental Publication)	Certification and Registration for Access to Scientific and Technical Information	May 5, 1977

Additional related publications:

DTIC/TR-95-5 AD-A302211	DoD STINFO Manager Training Course - STINFO Documentation
DTIC/TR-93-10 AD-A260200	DoD STINFO Manager Training Course - Training Manual