Guide to Technical Publishing

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

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MARCH 1997
**REPORT DOCUMENTATION PAGE**

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2. REPORT DATE  
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6. AUTHOR(S)  
   BURKE, J.A., DORN, L.J., HALL, W.J.  
   AND SCHAFFER, S.

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)  
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   WRIGHT LABORATORY  
   AIR FORCE MATERIEL COMMAND  
   WRIGHT PATTERSON AFB OH 45433-7523

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   AIR FORCE MATERIEL COMMAND  
   WRIGHT PATTERSON AFB OH 45433-7523

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12b. DISTRIBUTION CODE

13. ABSTRACT (Maximum 200 words)  
    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 MHNOS.

14. SUBJECT TERMS  
    TECHNICAL REPORTS

15. NUMBER OF PAGES  
    56

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

NSN 7540-01-280-5500
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<tr>
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<tr>
<td>Block 3. <strong>Type of Report and Dates Covered.</strong> State whether report is interim, final, etc. If applicable, enter inclusive report dates (e.g. 10 Jun 87 - 30 Jun 88).</td>
</tr>
<tr>
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</tr>
<tr>
<td>Block 5. <strong>Funding Numbers.</strong> To include contract and grant numbers; may include program element number(s), project number(s), task number(s), and work unit number(s). Use the following labels:</td>
</tr>
<tr>
<td>C - Contract</td>
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<td>G - Grant</td>
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<td>PE - Program</td>
</tr>
<tr>
<td>Element</td>
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<tr>
<td>Block 6. <strong>Author(s).</strong> 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).</td>
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</tr>
<tr>
<td>Block 10. <strong>Sponsoring/Monitoring Agency Report Number.</strong> <em>(If known)</em></td>
</tr>
<tr>
<td>Block 11. <strong>Supplementary Notes.</strong> Enter information not included elsewhere such as: Prepared in cooperation with...; Trans. of...; To be published in.... When a report is revised, include a statement whether the new report supersedes or supplements the older report.</td>
</tr>
</tbody>
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| Block 12a. **Distribution/Availability Statement.** Denotes public availability or limitations. Cite any availability to the public. Enter additional limitations or special markings in all capitals (e.g. NOFORN, REL, ITAR). |
| Block 12b. **Distribution Code.** |
| Block 13. **Abstract.** Include a brief *(Maximum 200 words)* factual summary of the most significant information contained in the report. |
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| Block 15. **Number of Pages.** Enter the total number of pages. |
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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.
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DRAFT REPORT REQUIRING EDITING

☐ SUBMIT DRAFT FOR EDITING TO WL/DORT USING WL FORM 79, REQUEST FOR EDITING AND PUBLISHING SUPPORT


☐ SINGLE SIDED, DOUBLE SPACED

☐ MANDATORY ELEMENTS:
  ☐ COVER
  ☐ SF 298, REPORT DOCUMENTATION PAGE
  ☐ PROPER DISTRIBUTION STATEMENT

EDITED DRAFT RETURNED TO ORGANIZATION WITHIN 60 DAYS WITH TRANSMITTAL LETTER AND NOTICE PAGE

☐ PRODUCE "CAMERA READY" MANUSCRIPT
  ☐ EDIT CHANGES MADE
  ☐ SINGLE SPACED
  ☐ NOTICE PAGE WITH SIGNATURES
  ☐ PUBLIC RELEASE (OTHER THAN 6.1 FUNDED) MUST HAVE PR CASE NUMBER AND DATE APPROVED
  ☐ ORIGINAL GRAPHICS/HALF TONES

☐ SUBMIT TO WL/DORT FOR PRINTING (IF REQUIRED) AND DISTRIBUTION
  ☐ INDICATE NUMBER OF PRINTED COPIES DESIRED
  ☐ PROVIDE MAILING LABELS FOR DISTRIBUTION
  ☐ ORIGINAL MANUSCRIPT RETURNED TO MONITOR FROM PRINTERS
  ☐ PRINTED COPIES SENT TO MAILING LABEL LOCATIONS
  ☐ EXTRA COPIES FORWARDED TO MONITOR

☐ MONITOR RECEIVES DTIC FORM 50 WITH ASSIGNED "AD" NUMBER AND ANNOTATES CASE FILE DATA
CAMERA READY OR DRAFT SBIR REPORT NOT REQUIRING EDITING

☐ SUBMIT TO WL/DORT USING WL FORM 79, REQUEST FOR EDITING AND PUBLISHING SUPPORT


☐ SINGLE SIDED, SINGLE SPACED

☐ “CAMERA READY” MANUSCRIPT WITH:
  ☐ COVER
  ☐ SF 298, REPORT DOCUMENTATION PAGE
  ☐ PROPER DISTRIBUTION STATEMENT
  ☐ NOTICE PAGE WITH SIGNATURES
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  ☐ ORIGINAL GRAPHICS/HALF-TONES

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  ☐ ORIGINAL MANUSCRIPT RETURNED TO MONITOR FROM PRINTERS
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  ☐ EXTRA COPIES FORWARDED TO MONITOR

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**DATA ITEM DESCRIPTION**

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1. TITLE
   Scientific and Technical Reports

2. IDENTIFICATION NUMBER
   DI-MISC-80711

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

6. DTIC APPLICABLE
   X

6b. GIDEAP APPLICABLE

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

9. APPLICABLE FORMS
   SF 298

9b. AMSC NUMBER
   S4578

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
<table>
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<tr>
<td>4. AUTHORITY (Data Acquisition Document No.)</td>
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<td>DI-MISC-80711/T</td>
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<td>7. DD 2140 EQ XX</td>
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<td>ON/R</td>
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<td>11. AS OF DATE</td>
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<td>14. REMARKS</td>
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<td>Tailored to require the official WL emblem* to be placed in the upper right hand corner of the front cover with affected entries adjusted as required (WL will supply a copy of the emblem); Block 10, para 10.3 is clarified so that distribution to DOD will be through Air Force distribution channels.</td>
</tr>
<tr>
<td>Approval/disapproval by letter from the Air Force within 60 days after receipt. Disapproval requires correction/resubmission within 30 days after receipt of Air Force comments.</td>
</tr>
<tr>
<td>Draft report shall be unbound, in standard size type, double-spaced and unpocketed. Reproducible shall be a CAMERA READY, unbound, suitable for offset reproduction, and shall incorporate all changes made in the corrected draft. All photos shall be glossy finished. Submit the reproducible with the final corrected version only.</td>
</tr>
<tr>
<td>The contractor is reminded that the DoD 5220.22M, National Industrial Security Program Operating Manual (NISPOM), Chapter 4, Paragraph 4-208(a), dated January 1993, requires that records be maintained when documents derive classified from multiple sources.</td>
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(*or ASC, as appropriate)
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9. PRIME CONTRACTOR CODE SD835 Raytheon Service Company 2 Wayside Road Blvd Burlington MA 01803

10. ADMINISTERED BY CODE S2205A DPRO Raytheon Co Spencer Lab, Wayside Avenue Burlington MA 01803-3901

11. SHIPPED FROM (other than 9) CODE FOB: Same as Block 9

12. PAYMENT WILL BE MADE BY CODE SC1016 DFAS-Columbus Center DFAS-CO/Busker Hill P.O. Box 182077 Columbus OH 43218-2077

13. SHIPPED TO CODE FY7624 AL/CFBS ATTN: Vance Skowronski Brooks AFB OH 78235-5000

14. MARKED FOR CODE Same as Block 13

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This completes all requirements for contract F33615-86-C-0546. No final DD 254 required.

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<th>21. CONTRACT QUALITY ASSURANCE</th>
<th>22. RECEIVER'S USE</th>
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<td>A. ORIGIN</td>
<td>Quantities shown in column 17 were received in apparent good condition except as noted.</td>
</tr>
<tr>
<td>☐ CQA ✒ 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.</td>
<td>DATE RECEIVED: 05SEP97</td>
</tr>
<tr>
<td>DATE</td>
<td>SIGNATURE OF AUTH GOVT REP</td>
</tr>
<tr>
<td>TYPED NAME AND OFFICE</td>
<td>THOMAS MAGNUM Chief, Investigative Lab Branch</td>
</tr>
</tbody>
</table>

* Quantity received by the Government is the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity received below quantity shipped and enclose.
TIME FRAMES FOR TECHNICAL REPORT PUBLISHING

<table>
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<tr>
<th>DRAFT RECEIVED</th>
<th>EDITED DRAFT RETURNED</th>
<th>CAMERA READY SUBMITTED</th>
<th>SENT TO PRINTING</th>
<th>TO DISTRIBUTION</th>
<th>MAILED OUT</th>
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<td>80 DAYS</td>
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<td>e.</td>
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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.


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

#### REQUEST FOR EDITING AND PUBLISHING SUPPORT

<table>
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<th>LEVEL</th>
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<tr>
<td>1. CONTRACT NUMBER</td>
<td>2. PROGRAM ELEMENT</td>
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<td>N. Bridges</td>
<td>WL/FLA</td>
<td>227-255-2465</td>
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</table>

7. NO PRINTING (DTIC & Library Only) send: SF 298, this FORM, signed Notice Page. 2 copies of report

8. COMPLIANCE CHECK & PRINT send: SF 298, this FORM, signed notice page, mailing label

EDIT, RETURN FOR CAMERA READY send: SF 298, this FORM

9. TITLE

Development of Methods Including Methods for...

10. SUBTITLE

Interim Report

11. TYPE REPORT

FINAL INTERIM

12. INCLUSIVE DATES (MO/YS)

FROM: 3 Mar 96 TO: 3 Mar 97

13. PAGE COUNT

179

14. CLASSIFICATION

UNCLEARED CONFIDENTIAL SECRET

15. WARNING

NF RD FRD

16. DTIC EXEMPT

YES NO

17. DTIC EXEMPT REASON

18. Y N

SF 298 INCLUDED
NOTICE RELEASE PAGE INCLUDED
CONTAINS LICENSE RIGHTS (SBIR)
CONTAINS PROPRIETARY (Limited Rights)
CONTAINS SOFTWARE OR CODE
CONTAINS EXPORT CONTROLLED INFORMATION
LAB DIRECTORS FUNDS USED
SBIR PHASE 1 (send 2 copies)
SBIR PHASE 2
COPYRIGHT

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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).
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20. REASON (Check one)

ADMINISTRATIVE OR OPERATIONAL USE
CONTRACTOR PERFORMANCE EVALUATION
CRITICAL TECHNOLOGY
DIRECT MILITARY SUPPORT
TEST & EVALUATION
FOREIGN GOVERNMENT INFORMATION
PREMATURE DISSEMINATION
PROPRIETARY INFORMATION
SOFTWARE DOCUMENTATION
SPECIFIC AUTHORITY

21. PA (Public Affairs) Number and Date Cleared:

22. REMARKS:

23. SUPERVISOR'S SIGNATURE

WL FORM 79 JUN 96 (EF) (FORMFLOW)
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.
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____
      Refers to Security classification Guide Yes____ No____
   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

______________________________ (Division level signature/title)
THE NAME, Asst for Research & Technology
Light Fixtures Division, Stellar Directorate

______________________________ (Higher echelon signature--if applicable)
ADDITIONAL INFORMATION

1. The following statement is applicable (check one)

(X) All references are unclassified/unlimited and are available to the public.

( ) References #__________________________ are subject to distribution limitation. No limited information from these references is included in the document for which clearance is being requested.

( ) No references are contained in attached material.

_________________________  00 MONTH 97
Signature of Requester  Date

2. The technology contained in the material proposed for release:

a. Is (1) being applied, (2) nearing application (maturing), (3) __ years or more away from application (select one or more, as appropriate).

b. Resulted from technical efforts funded under Program Element ______6.5______ (identify PE, i.e., 6.1, 6.2, etc.).

ARPA FUNDED, has management responsibility been transferred to Wright Laboratory?  Yes ____ No ____

SMALL BUSINESS (SBIR) FUNDED (6.5), have limitations been considered?

Yes  X  No __________

c. Is the latest state-of-the-art:  Yes  X  No ______

d. Has subject matter previously been released to the public:  Yes ____ No  X  

e. Intended application: (if applicable, name specific weapon system or BMW related) This is a generic study and not applicable to any specific weapon systems


3. Other applicable comments or rationale to justify clearance for public release, i.e., previously cleared case numbers:

   None


4. Government point of contact (name, symbol, and telephone):  Lt. G.I.Flywight, WL/LIT, 54321
MANDATORY ADDRESSES
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)

SAF/AQ
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)

ASC/NAIC/TIA Bldg 11A
1970 Monahan Way Ste 1
Wright-Patterson AFB OH 45433-7208
(NOFORN and ORCON materials ONLY)
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.

<table>
<thead>
<tr>
<th>SENDING ORGANIZATION</th>
<th>OFFICE SYMBOL</th>
<th>STREET ADDRESS</th>
<th>AFB ST 12345-6789</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEIVING ORGANIZATION</td>
<td>OFFICE SYMBOL</td>
<td>STREET ADDRESS</td>
<td>AFB 12345-6789</td>
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[actual size of label is approximately 2” x 4”]
SAMPLE
DOCUMENT RECEIPT & DESTRUCTION CERTIFICATE
AF FORM 310 (FOR SECRET REPORTS)

<table>
<thead>
<tr>
<th>DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. TO: Company Name (or Office Symbol)</td>
</tr>
<tr>
<td>Att: John Doe</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>CITY, STATE Zip</td>
</tr>
</tbody>
</table>

3. DATE 4. CONTAINER NO.

5. DESCRIPTION OF DOCUMENT(S): Include overall classification, number of copies, and originator.
6. FILE NUMBER (if present) 7. DATE
7. DATE RECEIVED 8. NAME, ORGANIZATION, AND PHONE NUMBER (DSNI)
8. SIGNATURE OF RECIPIENT

DESTRUCTION CERTIFICATE
10. THE DOCUMENT(S) LISTED ABOVE WERE
11. DATE
12. TYPE OR PRINTED NAME AND SIGNATURE OF WITNESSING
13. TYPE OR PRINTED NAME AND SIGNATURE OF WITNESSING
   OFFICIAL  OFFICIAL

AF FORM 310, NOV 95 (EF-V7) (PREFERENCE) PREVIOUS EDITION WILL BE USED.

14. TO AVOID TRACER ACTION, RETURN SIGNED RECEIPT BY 15. DATE

DOCUMENT RECEIPT
16. I ACKNOWLEDGE RECEIPT OF THE ABOVE DOCUMENTS
17. 9. DATE RECEIVED 10. NAME, ORGANIZATION, AND PHONE NUMBER (DSNI)
11. SIGNATURE OF RECIPIENT

DESTRUCTION CERTIFICATE
13. THE DOCUMENT(S) LISTED ABOVE WERE
14. COMMITTED TO CENTRAL
15. DATE
16. TYPE OR PRINTED NAME AND SIGNATURE OF WITNESSING
17. TYPE OR PRINTED NAME AND SIGNATURE OF WITNESSING
   OFFICIAL  OFFICIAL

AF FORM 310, NOV 95 (EF-V7) (PREFERENCE) PREVIOUS EDITION WILL BE USED.
<table>
<thead>
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<th>Major Section</th>
<th>Required Elements</th>
<th>Optional Elements</th>
<th>Explanatory Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FRONT MATTER:</strong></td>
<td></td>
<td>Cover</td>
<td>protects printed report</td>
</tr>
<tr>
<td>Page numbers of Front Matter:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>always page i</td>
<td>Title Page</td>
<td></td>
<td>provides information for description and bibliographic control</td>
</tr>
<tr>
<td>(ii is the back side of i)</td>
<td>Notices</td>
<td></td>
<td>used on cover and title page to call attention to restrictions or limitations on distribution</td>
</tr>
<tr>
<td></td>
<td>Report Documentation Page</td>
<td></td>
<td>used by federal agencies for database building</td>
</tr>
<tr>
<td></td>
<td>Abstract</td>
<td></td>
<td>briefly informed of purposes, scope, and findings</td>
</tr>
<tr>
<td>iii (always)</td>
<td>Table of Contents</td>
<td></td>
<td>outlines organization &amp; scope of a report</td>
</tr>
<tr>
<td>iv</td>
<td>List(s) of Figures and Tables</td>
<td></td>
<td>required for 5 or more figures or tables or any combination thereof; optional for fewer than 5</td>
</tr>
<tr>
<td>v</td>
<td>Foreword</td>
<td></td>
<td>provides background or context for a report</td>
</tr>
<tr>
<td>vi</td>
<td>Preface</td>
<td></td>
<td>announces purpose and scope; acknowledges contributions of non-authors</td>
</tr>
<tr>
<td>vii</td>
<td>Acknowledgments</td>
<td></td>
<td>used if acknowledgments are too lengthy to present in preface</td>
</tr>
<tr>
<td>etc.</td>
<td></td>
<td></td>
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<tr>
<td><strong>TEXT (BODY)</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Summary</td>
<td></td>
<td>summarizes problem, results, conclusions, recommendations</td>
</tr>
<tr>
<td></td>
<td>Introduction</td>
<td></td>
<td>states subject, purpose, scope and plan for developing report</td>
</tr>
<tr>
<td></td>
<td>Methods, Assumptions, and Procedures</td>
<td></td>
<td>describes research methodology</td>
</tr>
<tr>
<td></td>
<td>Results and Discussions</td>
<td></td>
<td>presents findings and discusses their significance</td>
</tr>
<tr>
<td></td>
<td>Conclusions</td>
<td></td>
<td>presents substantiated findings, discusses their implications, and presents author's opinion</td>
</tr>
<tr>
<td></td>
<td>Recommendations</td>
<td></td>
<td>suggests a course of action</td>
</tr>
<tr>
<td></td>
<td>References</td>
<td></td>
<td>cites sources of information used by author(s) of report</td>
</tr>
<tr>
<td><strong>BACK MATTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>can be placed in front matter</td>
<td></td>
<td>Appendixes</td>
<td>contain supplemental information not essential to the text</td>
</tr>
<tr>
<td></td>
<td>Bibliography</td>
<td></td>
<td>lists additional sources of information not cited in the text of a report</td>
</tr>
<tr>
<td></td>
<td>List(s) of Symbols, Abbreviations, and Acronyms</td>
<td></td>
<td>used to explain the meaning of symbols, abbreviations, and acronyms; needed if there are more than 5 not readily recognized as standard</td>
</tr>
<tr>
<td></td>
<td>Glossary</td>
<td></td>
<td>defines and explains unfamiliar terms</td>
</tr>
<tr>
<td>We require this only for classified reports</td>
<td></td>
<td>Distribution List</td>
<td>gives permanent record of initial distribution of a report</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Ambient pressure (mm Hg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxygen debt$^a$</td>
</tr>
</tbody>
</table>

(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:


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:

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

World Wide Web page:


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:

Other sources:


**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.
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
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

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WRIGHT LABORATORY
AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OH 45433-7XXX
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T. Magnum
N. Bridges

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

AUGUST 1995

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Distribution authorized to U.S. Government agencies and their contractors; critical technology August 1996. Other requests for this document shall be referred to WL/XXX, Wright-Patterson AFB, Ohio 45433-7xxx

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WL-TR-96-XXXX

TASK ORDER 3 - CONCEPT REFURBISHMENT

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N. Bridges

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AUGUST 1995

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WRIGHT-PATTERSON AIR FORCE BASE, OH 45433-7XXX
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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[Include this statement with any reproduced portions.]

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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
AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OH 45433-7251

SECRET
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

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

[If journal article, include following statement]

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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., chapter 5) and the Export Administration Act of 1979, as amended. Subject to severe criminal penalties. 61-204.

Revised -
see sample warning on page 29 of this guide

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:


Revised -
see sample destruction on page 31 of this guide

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
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.

**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). |
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<th>&quot;REASON&quot;</th>
<th>STATEMENT</th>
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<tr>
<td>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.</td>
<td>X X X X</td>
</tr>
<tr>
<td>CONTRACTOR PERFORMANCE EVALUATION. To protect information in management reviews, records of contractor performance evaluation, or other advisory documents evaluating programs of contractors.</td>
<td>X X</td>
</tr>
<tr>
<td>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.</td>
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</tr>
<tr>
<td>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.</td>
<td>X</td>
</tr>
<tr>
<td>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</td>
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</tr>
<tr>
<td>PREMATURE DISSEMINATION. To protect patentable information on systems or processes in the developmental or concept stage from premature dissemination.</td>
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<td>SOFTWARE DOCUMENTATION. Releasable only in accordance with DoDI 7930.2.</td>
<td>X X X X</td>
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<tr>
<td>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.</td>
<td>X X</td>
</tr>
<tr>
<td>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 &quot;specific authority (identification of valid documented authority).&quot;</td>
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SECTION 7

Unlimited, Statement A
Sample Notice Page

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Sign
[monitor signature block]

Sign
[supervisor signature block]

Sign
[3-ltr chief signature block]

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[monitor signature block]  [supervisor signature block]

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

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Sample of Limited With Proprietary Information
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__________________________  ____________________________
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§ 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 directive 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
MEMORANDUM FOR WL/FIBA 10/10/96
Attn: Monitor

FROM: WL/DORT
2690 C St Ste 4
Wright-Patterson AFB OH 45433-7411

SUBJECT: Return of Edited Draft

1. Your unclassified/unlimited report, WL-TR-96-XXXX, is attached. It must be returned to the contractor with the editorial and technical review for review and correction. The contractor must then prepare a camera ready copy of the report within 30 days in accordance with the CDRL. The camera ready copy should be returned to WL/DORT.

2. Thank you for your cooperation. If you have any questions, please do not hesitate to call (55197).

STINFO & Technical Editing
Technical Information Branch
1st Ind,

TO: WL/DORT

1. The attached approved camera ready report is forwarded for printing. Please have ____ copies printed.

2. The following requirements apply:

   [ ] A signed notice page is included.
   [ ] A set of mailing labels is attached.
   [ ] ASC/PA has approved public release.
   [ ] Release number: _____ - __________, dated: ____________________.
   [ ] The SF 298 has been "sanitized" and can be released to DTIC.
   [ ] I certify that any mailings to foreign addresses have been reviewed and approved by ASC/ASR, Foreign Disclosure.
   [ ] I certify that if this report contains contractor imposed limited rights it has been approved by the contracting officer.
   [ ] I certify that if this report contains export controlled information, all nongovernment addresses on mailing labels are registered with the Defense Logistics Services Center (DLSC). Their phone number is 1-800-352-3572.

1 Atch
Camera Ready Report

______________________________
(JON Monitor's Signature)
MEMORANDUM FOR WL/FIBA 10/10/96

Attn: Monitor

FROM: WL/DORT
2690 C St Ste 4
Wright-Patterson AFB OH 45433-7411

SUBJECT: Return of Edited Draft

1. Your classified/limited report, WL-TR-96-XXXX, is attached. It must be returned to the contractor with the editorial and technical review for review and correction. The contractor must then prepare a camera ready copy of the report within 30 days in accordance with the CDRL. The camera ready copy should be returned to WL/DORT.

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STINFO & Technical Editing
Technical Information Branch

1st Ind,

TO: WL/DORT

1. The attached approved camera ready report is forwarded for printing. Please have ____ copies printed.

2. The following requirements apply:
   [ ] A signed notice page is included.
   [ ] A distribution list is part of the report.
   [ ] A double set of mailing labels is attached.
   [ ] All paragraphs marked IAW AFR 205-1
   [ ] Distribution will be made to ASC/NAIC/POA and WL/DORT.
   [ ] AF form 310
   [ ] The SF 298 has been “sanitized” and can be released to DTIC.
   [ ] I certify that any mailings to foreign addresses have been reviewed and approved by ASC/ASR, Foreign Disclosure.
   [ ] I certify that if this report contains contractor imposed limited rights it has been approved by the contracting officer.
   [ ] I certify that if this report contains export controlled information, all nongovernment addresses on mailing labels are registered with the Defense Logistics Services Center (DLSC). Their phone number is 1-800-352-3572.
   [ ] I certify that all addressees on the distribution list have the required individual or facility clearances and storage facilities necessary for receipt of this document.

1 Atch
Camera Ready Report

(JON Monitor’s Signature)
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 vorticies, and end wall horseshoe vorticies 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 Tollimien 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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DTIC FORM 50

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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.
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
PUBLICATIONS WITH RELATED POLICIES AND INSTRUCTIONS

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

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<th>Publication Designation</th>
<th>Title</th>
<th>Former Publication or Date</th>
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<td>DoD 3200.12-R-1</td>
<td>Research and Technology Work Unit Information System Regulation</td>
<td>August 1983</td>
</tr>
<tr>
<td>DoD Instruction 5200.21</td>
<td>Dissemination of DoD Technical Information</td>
<td>September 27, 1979</td>
</tr>
<tr>
<td>DoD Directive 5230.27</td>
<td>Presentation of DoD-Related Scientific and Technical Papers at Meetings</td>
<td>October 6, 1987</td>
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A2.2. This directive interfaces with the following Air Force policy directives and instructions:

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<th>Former Publication or Date</th>
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<tr>
<td>AFPD 61-1</td>
<td>Management of Air Force Science and Technology</td>
<td>AFR 80-3</td>
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<td>AFI 61-201</td>
<td>Responsibilities of the Local STINFO Officer</td>
<td>AFR 83-1</td>
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<tr>
<td>AFI 61-202</td>
<td>AF Technical Publications Program</td>
<td>AFR 83-2</td>
</tr>
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<td>AFI 61-203</td>
<td>R &amp; T Work-Unit Information System</td>
<td>AFR 80-12</td>
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**AFPD 61-2**  
**ATTACHMENT 3**  

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<th>Publication</th>
<th>Description</th>
<th>Related Publication(s)</th>
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<td>AFI 61-204</td>
<td>Controlling the Distribution of Classified and Unclassified STINFO</td>
<td>AFRs 80-30, 80-34, and 83-3</td>
</tr>
<tr>
<td>AFI 61-205</td>
<td>Sponsoring or Cosponsoring, Conducting, and Presenting DoD-Related Scientific and Technical Papers at Unclassified and Classified Conferences, Symposia, and Other Similar Meetings</td>
<td>AFR 80-43</td>
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<tr>
<td>AFI 61-207</td>
<td>Air Force Information for Industry Offices</td>
<td>AFR 80-11</td>
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<td>AFI 61-208</td>
<td>Air Force Potential Contractor Program</td>
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<td>AFI 61-209</td>
<td>Advance Planning Briefings for Industry</td>
<td>No Former Publication</td>
</tr>
</tbody>
</table>

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**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