Headquarters
Department of the Army
Washington, DC
DD Month YYYY

***Army Regulation 70-45**

Effective DD Month YYYY

SCIENTIFIC AND TECHNICAL INFORMATION

RESEARCH, DEVELOPMENT AND ACQUISITION

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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Administrative Assistant to the
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Summary. This regulation establishes the Department of the Army Scientific and Technical Information (STINFO) Program, implementing DOD Directive 3200.12, pertinent provisions of Public Law 94-282 (42 USC 6602), and Public Law 96-480 (15 USC 3710). These provisions govern the handling and utilization of results derived from scientific research, development, test, evaluation and manufacturing technology.

Army Management Control Process. This regulation does not contain management control provisions.

Applicability.

a. This regulation applies to all active Army, Army National Guard and the Army Reserve organizations, including the civil work elements of the Corps of Engineers, that do the following:

(1) Direct, administer, perform, and support Non-Civil Works Program research, development, manufacturing, test, and evaluation programs.

(2) Originate, collect, store, issue, and lend documented resources of scientific and technical information. Examples include technical libraries, medical research libraries, technical information centers, and technical information analysis centers in support of research, development, test, and evaluation programs. It does cover scientific and technical information published on Compact Disk - Read Only Memory (CD-ROM) medium.

b. This regulation does not apply to--

(1) Acquisition, documentation and testing of information resources governed by the AR 25 Series Regulations.

(2) Communication and display of information relating to technical data-management programs or

(3) Electronic interchange of information which is considered to be administrative correspondence [e.g.: e-mail].

Proponent and Exception Authority. The proponent of this publication is the Assistant Secretary of the Army (Research, Development and Acquisition) (ASA(RDA). The ASA(RDA) has the authority to approve exceptions to this publication that are consistent with controlling law and regulation. The ASA(RDA) may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Supplementation. Supplementation of this regulation is prohibited unless prior approval is obtained from HQ AMC (AMCRD-IT), Alexandria, VA 22333. An example of local supplementation which would be approved are the locally-tailored scientific and technical information pamphlets.

Suggested Improvements. The proponent of this regulation is the Assistant Secretary of the Army (Research, Development and Acquisition). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
ATTN: SARD-TS
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

with copies to U. S. Army Materiel Command, ATTN: AMCLD-TI, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

*This regulation supersedes AR 70-9, 1 June 1981; AR 70-11, 10 April 1986; AR 70-14, 13 November 1985; AR 70-22, 15 March 1971; AR 70-26, 15 July 1975; AR 70-31, 10 March 1986; AR 70-35, 17 June 1988; and AR 70-45, 1 February 1984 which are hereby rescinded. The forms associated with those regulations will be retained

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CHAPTER 1
INTRODUCTION

1-1 PURPOSE

This regulation establishes policies and assigns responsibilities for the Army's Scientific and Technical Information (STINFO) Program and the Army Information for Industry (AIFI) Program. Included are policies and principles for--

a. Reporting research and development (R&D), technology, Army Studies, R&D Unfunded Studies, Cooperative R&D Agreements (CRDAs), Army Potential Contractor Program (APCP), Advanced Planning Briefing for Industry (APBI), Technical Objective Document (TOD), and Contracted Advisory and Assistance Services (CAAS) at the work-unit level via the Work-Unit Information Summary, DD Form 1498.

b. Originating, preparing, reviewing, marking, and disseminating technical documentation and information.

c. Use of appropriated funds to pay page charges and reprint costs for publishing open-literature material on DA-conducted or sponsored research in scientific and technical journals.

d. Army support and use of the facilities and services of the Defense Technical Information Center (DTIC).

e. Marking of technical documents, including production engineering, logistics information, materiel requirements documents, and briefings. These markings denote the extent to which documents are available for distribution, release, and dissemination without further approval or authorization.

f. Operating, using, and establishing and disestablishing Centers for Analysis of Scientific and Technical Information (hereinafter referred to as "information analysis centers"--IACs).

g. Sponsoring or cosponsoring meetings involving either unclassified or classified DOD information. For such meetings, it gives the policy for Army participation in meetings, states who may authorize attendance, and explains policy on publishing and distributing meeting proceedings. It does not apply to meetings attended only by Government or military personnel, meetings on a specific contract or project conducted by a DOD activity, or meetings conducted by a cleared contractor and attended only by cleared contractor personnel directly involved in the performance of a contract or project.

h. Industry support and use of the Technical and Industrial Liaison Office (TILO).

1-2 REFERENCES

Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3 EXPLANATION OF ABBREVIATIONS AND TERMS

Abbreviations and terms used in this regulation are explained in Appendix B.

1-4 POLICIES

a. A coordinated and comprehensive STINFO program will--

(1) Promote the advancement of science and technology.

(2) Facilitate conduct and management of research, engineering, study, and management support programs.

(3) Control unwarranted duplication of research, development, studies, and analyses.

b. The STINFO Program will provide for the interchange of STINFO within, among, and through the organizations listed below.

(1) DA components and their current and potential contractors.

(2) Federal agencies and their current and future contractors.

(3) The national and international university, not-for-profit and non-profit institutions, professional societies, business, industry, and the scientific community.

c. All completed Research, Development, Test, and Evaluation (RDT&E) efforts will be documented. All will be made available to approved recipients through DTIC. (For journal articles, see Paragraph 4-1*g*).

d. Uncompleted RDT&E efforts may be documented in technical reports, review articles in professional journals, or as monographs in order to enhance the dissemination of information prior to the publishing of a final report. Such intermediate documents may be entered into the DTIC repository, particularly when they contain information whose timely dissemination is desirable.

1-5 OBJECTIVES

Objectives of the STINFO Program are to increase the effectiveness of--

a. Scientific and engineering documentation.

b. Identification, evaluation, and adoption of better ways of processing, communicating, and transferring technical information. This includes increasing the effectiveness of the following--

(1) Information science, computer science, and communications science. (Computer science and communications science as used here are limited to the development of display, documentation, storage, retrieval, and delivery aspects of technical information.)

(2) Storage media. Examples include paper copy, microfilm, CD-ROM, hybrid forms (such as video), as well as digital and analog electronic media.

(3) Information processing and accessing information from both direct and remote sources.

(4) Publications, symposia, conferences, and meetings, as well as the documentation and communication of the results of such activities as proceedings, papers, reports, and monographs.

(5) Technical information needed for, or resulting from, research, development, studies, and analysis.

c. Increase the exchange of RDT&E and management data among managers, scientists, and engineers.

1-6 CONCEPT

The Army STINFO Program is accomplished by decentralized Army activities as they execute the Army's RDT&E program.

1-7 BACKGROUND

a. The Army STINFO program recognizes the impact of sharing releasable information within and between agencies and activities of the Department of Defense (DOD) and non-DOD entities. These entities include other Federal, state, academic, not-for-profit, non-profit, and commercial organizations.

b. Additionally, the Army STINFO program supports the Domestic Technology Transfer Program.

1-8 APPLICABILITY

This regulation establishes the policy for the preparation and publishing of technical reports, preparation and submission of work-unit information summaries. It also includes publication in technical and professional journals, technical meetings, and centers for analysis of scientific and technical information. It does not apply to the following:

a. TOP SECRET documents or material.

b. Cryptographic and communications security.

c. Communications and electronic intelligence and other categories of a similar nature that may be designated by the Defense Intelligence Agency.

d. Administrative papers, memoranda, and reports, and contract or grant proposals.

e. Information furnished to the United States by foreign governments when the release of such information is restricted or otherwise controlled by international agreement.

f. Registered documents or publications.

1-9 RESPONSIBILITIES

a. Assistant Secretary of the Army (Research, Development and Acquisition). The ASA (RDA) has Department of the Army responsibility for the Army STINFO program and delegates Army-wide management responsibility for the Program (except for the Army Civil Works program) to the Commanding General, U.S. Army Materiel Command (AMC). The ASA (RDA) has Army staff responsibility for RDA Information for industry programs and establishes policy and guidelines for release of RDA planning and budget documents that originate in the OASA(RDA).

b. Assistant Secretary of the Army (Civil Works) (ASA(CW). The ASA (CW) has Department of the Army responsibility for the Army Civil Works program and delegates Army-wide management responsibility for the Army Civil Works Program to the Chief of Engineers.

c. Deputy Chief of Staff for Operations and Plans (DCSOPS). The DCSOPS establishes policy and guidelines for releases of materiel requirements documents that originate in the office of the DCSOPS.

d. Deputy Chief of Staff for Intelligence (DCSINT). The DCSINT serves as the final authority for determining the releasability of U.S. Classified information to foreign owned contractors. The DCSINT resolves conflicts in release determinations. As the Army Senior Intelligence Officer, the DCSINT provides guidance on, and is the final approval authority for, release of intelligence information to contractor.

e. The Chief of Engineers has the Army responsibility for the Army Civil Works program and delegates Civil Works science and technology management responsibility for the Program to the Director, Research and Development, in his office.

f. Commanding General, U. S. Army Training and Doctrine Command (CG, TRADOC). The CG, TRADOC establishes policy and guidelines for release of materiel requirements documents that originate in TRADOC.

g. Commanding General, U.S. Army Materiel Command (CG, AMC). The CG, AMC delegates management responsibility for the Army STINFO Program to the Deputy Chief of Staff for Research, Development and Engineering, AMC and the Army Information for Industry Program to the Deputy Chief of Staff for Acquisition, AMC.

h. Deputy Chief of Staff for Research, Development and Engineering (DCSRDE), U.S. Army Materiel Command. The DCSRDE, AMC, will designate an Army STINFO manager who will be the DA Executive Agent for the STINFO program. The STINFO manager will develop policy and procedures and provide implementation guidance for all aspects of the STINFO program including management of the Army's participation in the DOD Work-Unit Information System (WUIS). The latter includes--

(1) Establishing Army policy on matters pertaining to the WUIS in accordance with applicable DOD and Army regulations.

(2) Providing contractor support for the input of DD Forms 1498.

(3) Serving as the Army representative to the Defense Technical Information Center (DTIC).

(4) Chairing Army WUIS committees.

i. Deputy Chief of Staff for Acquisition, U.S. Army Materiel Command. The DCSAQ, AMC, designates an Army Information for Industry Manager (AIFIM) who will--

(1) Provide staff management for the Technical and Industrial Liaison Offices (TILOs).

(2) Provide staff management for operation of the Army Potential Contractor Program (APCP).

(3) Provide staff management for research and development (R&D) unfunded studies.

(4) Coordinate scheduling of Advanced Planning Briefings for Industry (APBIs).

(5) Provide supplemental instructions regarding these programs.

(7) Act as liaison with TRADOC regarding the draft and approved requirements documents for industry.

j. The Army Simulation Modeling Agency (ASMA), Office of the Deputy Under Secretary of the Army for

Operations Research (ODUSA(OR). The ASMA will set Army policy on the reporting of Army studies and analyses and will monitor Army compliance with reporting requirements.

k. Heads of materiel developing agencies. The heads of materiel developing agencies (materiel developers) issue supplements to this regulation, thus establishing policy and guidelines for implementation of this regulation by their agencies. The agencies will submit copies of the supplements to HQDA (SARD-TS) for approval and to CG, AMC (AMCAQ) for information. The head of each agency will establish an Information for Industry Program (IFIP) structured to meet the requirements of the agency as well as the policies and guidelines of this regulation.

l. Commanders of major Army commands. Commanders of major Army commands not covered by paragraph *g* above may establish an IFIP if desired; however, IFIPs so established will follow the provisions of this regulation.

m. Army commanders and directors. Army commanders and directors of laboratories, centers, and studies and analysis activities will appoint local STINFO managers and WUIS focal points at separate geographic locations. Appointments will be in writing and submitted to the DA Executive Agent.

n. Local STINFO Managers. The local STINFO managers are responsible for--

(1) Overseeing the STINFO program and ensuring that all aspects of the program are properly implemented.

(2) Issuing local written guidance, such as pamphlets and hand outs.

(3) Providing training and indoctrination to program participants.

(4) Developing standing operating procedures (SOPs) and controls to ensure that DTIC databases (WUIS, Technical Reports, and Independent Research and Development--IR&D) are searched prior to initiating or making significant changes to R&D and technology efforts, and Army studies and analyses. Other sources of information concerning ongoing research, such as appropriate commercial databases, should be used as well.

(5) Establishing SOPs for the efficient primary distribution of technical reports generated by activities under their control, including contractors and grantees.

(6) Establishing SOPs to ensure that all reports are marked for distribution to prevent unauthorized disclosure. (Distribution statements are described in Chapter 6.) Destruction instructions should also be marked on the report so that when reports are no longer needed, it can be properly destroyed.

(7) Cooperating with DTIC for DTIC secondary distribution.

(8) Ensuring that two copies of each technical report (or journal article) are forwarded by the sponsoring Army activity to DTIC concurrently with primary distribution (Paragraph 3-4*d*). (For journal articles, see Paragraph 4-1*g*).

(9) Establishing responsibility for controlling security and distribution statements in cases of jointly sponsored efforts.

(10) Informing DTIC of changes in status of security or distribution of reports.

(11) Referring all requests for technical information in document form that are received directly from, or on behalf of, foreign nationals/governments/contractors (other than those that are processed through contracting-officer channels) to HQDA (DAMI-POC) through command foreign-disclosure channels enclosing copies of the documents requested and including a suitable detailed recommendation for either releasing or withholding the documents. If the documents in question are classified, recommendations must be consistent with policies in AR 380-10 governing such disclosures.

(12) Reporting on STINFO program when necessary.

o. Local WUIS Focal Points. The focal points will ensure that the following are accomplished:

(1) Establishing and maintaining up-to-date SOPs for the preparation and submission of DD Forms 1498.

(2) Ensuring accurate, complete, and timely submission of DD Forms 1498 describing ongoing work according to the standards set by this regulation.

(3) Reviewing and approving all exceptions to literature searches and DD Form 1498 submissions.

(4) Ensuring complete reporting. Included will be ongoing audits and inspections as appropriate.

CHAPTER 2
Work-Unit Information Summaries

2-1. POLICY

a. Literature Search for the Work-Unit Information Summaries.

(1) To minimize uncoordinated duplication of effort and identify relevant supporting information for the Work-Unit Information Summaries, the responsible organization will ensure that a literature search of the DTIC databases (cf., Paragraph 2-2*a*), appropriate commercial databases, and the open literature will be conducted prior to (but within one year of)--

(a) Initiating any in-house effort.

(b) Arranging for work to be performed by other government agencies (OGA).

(c) Requesting contractual services (except in the case of a Broad Agency Announcement (BAA), where literature searches will be performed to support the decision to award an Army contract resulting from a proposal submitted in response to the BAA).

(d) Making significant changes to on-going efforts.

(e) Submitting topics for the Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) Pilot Program solicitations.

(f) Confirming the unique and innovative nature of unsolicited proposals.

(2) One literature search may be conducted for a work-unit effort (including a work-unit effort that comprises more than

one performance method) provided the search items (i.e., key words, key phrases) are comprehensive and applicable.

(3) Literature Search Exceptions. A literature search is not required for work-unit efforts involving--

(a) Supplies or equipment

(b) Routine data collection.

(c) Data analysis.

(d) Equipment installation.

(e) Programming or computational support.

(f) Maintenance & support services.

(g) Efforts involving routine engineering.

(h) Conferences and symposia.

(i) Strategic intelligence data analysis.

(j) Training.

b. Definition of what is to be reported. The size and depth of the effort reported on a single DD Form 1498 will be determined by technical considerations, not by funding level or personnel requirements. A DD Form 1498 will be prepared for--

(1) Each technically distinct in-house and extramural research and technology effort. This is regardless of program, program category, or appropriation, that is performed by an [illegible] Army activity. These include uniquely numbered contracts--including Small Business Innovation Research (SBIR))/Small Business Technology Transfer (STTR) Pilot Program--or grants awarded for the performance of R&D and technology, UFSs, and CRDAs. Some large contracts and grants may need to be subdivided among several Work-Unit Information Summaries when the tasks are technically distinct.

(2) Army studies and analyses.

(3) All contracts, grants, cooperative agreements, or "other transactions"--including those for services, supplies, or equipment--for U.S. academic institutions, to satisfy the requirement for the Department of Defense to input to the Committee on Academic Science and Engineering (CASE) reporting system.

(4) When an effort comprises more than one performance method, (in-house, contract, grant, or other government agency), a separate DD Form 1498 must be prepared for each.

c. A DD Form 1498 is not required for--

(1) Supplies or equipment used in R&D work (except in the case of an academic institution).

(2) Routine data collection.

(3) Data analysis.

(4) Equipment installation.

(5) Programming or computational support.

(6) Maintenance and support services.

(7) Routine engineering.

(8) Efforts involving strategic intelligence data analysis, wherein the sharing of such information could compromise the national defense.

(9) Conferences and symposia.

(10) Training.

d. Security level and distribution authorization. In order to maximize the sharing of information about on-going Army-supported work, DD Forms 1498 will be prepared to permit access and use by the DOD contractor community as much as possible. To accomplish this objective, distribution statements C and D (see section 6-3) will be used to the maximum extent possible and every attempt will be made to keep the information contained in a record unclassified. Records that contain planned expenditures or levels of planned obligations will not be released outside DOD.

e. Updating. Submit updates to DD Forms 1498 when a significant change occurs, or upon completion or termination of the work-unit effort. Document technical progress and major milestone events.

f. Closing Out. Submit a DD Form 1498 upon completion of a work-unit effort. Upon completion of every work-unit effort, a final report will be prepared in accordance with Chapter 3 of this regulation. If a technical report is not written for the work accomplished, explain why on the DD Form 1498.

2-2. RESPONSIBILITIES

a. The need and extent of the literature search for the DD Form 1498 is the responsibility of the [illegible] laboratory, center, or study and analysis activity. The research leader must exercise good scientific and technical judgment of the need for and extent of the literature search. The Contracting Officer's Technical Representative (or principal investigator) normally is responsible for submitting the DD Form 1498. The following are exceptions to this general rule:

(1) DOD agencies who transfer funds to a non-DOD government agency, or otherwise sponsor non-DOD government agency work are responsible for filing all DD Forms 1498 associated with the work.

(2) DOD agencies who receive funds from another DOD agency or who otherwise conduct work for another DOD agency are responsible for filing all DD Forms 1498 associated with the work.

b. Literature searches for the DD Form 1498 can be conducted via DTIC's Defense RDT&E On-Line System (DROLS). DROLS comprises the WUIS, technical-report, and IR&D databases. Projects involving the technical areas of manpower and personnel, education and training, simulation and training devices, and human factors engineering should have the specialized DTIC database MATRIS searched. The complete literature search and analysis will be retained in the active work unit file for the life of the project, and after completion, in the historical file. The historical file should be retired and/or destroyed in accordance with AR 25-400-2, the Modern Army Recordkeeping System (MARKS).

c. Reporting policy.

(1) Efforts will be reported within 30 working days after the local action has occurred. Local actions include--

(a) Acceptance of approval to initiate, change, complete, or terminate an in-house effort.

(b) Award of a contract or grant, or a change or supplement to an existing contract or grant that affects the

description of work, level of funding, identity of a principal investigator, or duration of the effort.

(c) Transfer of funds to a DOD or non-DOD government agency (i.e., Military Interdepartmental Purchase Request (MIPR).

(d) Changes to, completion of, or termination of any effort.

(2) The information in each DD Form 1498 will be reviewed, revised, and updated for submission at least once a year to report progress until completion of the project.

(3) For Army studies and analyses efforts, a DD Form 1498 will be entered into the system with all known information prior to the award of a contract.

d. Reporting the DD Form 1498.

(1) Unclassified efforts can be entered into the DTIC DROLS. Those organizations that do not have access to DTIC DROLS will mail their work units to the Defense Technical Information Center, ATTN: DTIC-OCP, 8725 John Kingman Rd, STE 0944, Ft. Belvoir, VA 22060-6218 in hardcopy form for input by DTIC personnel..

(2) Classified efforts (confidential and secret) can be entered into the DTIC DROLS via a classified/dedicated terminal at the site of the originator. Those organizations that do not have access to classified/dedicated terminals will mail their classified work units directly to the Defense Technical Information Center, ATTN: DTIC-OCP, 8725 John Kingman Rd, STE 0944, Ft. Belvoir, VA 22060-6218 in hardcopy form for input by DTIC personnel.

(3) Logistics efforts: If the study topic is logistics, copies of the DD Form 1498 will be mailed to the Defense Logistics Studies Information Exchange (DLSIE), U.S. Army Logistics Management Center, Fort Lee, VA 23801. This is in addition to the submission to DTIC.

(4) Final Reports: A final report will be prepared for each work effort.

e. For those efforts determined to be exempt from reporting requirements, a nonapplicability statement will be documented and retained in the file for the effort.

CHAPTER 3
TECHNICAL REPORTS

3-1 SCOPE

This regulation covers formal documentation of the objectives, approach, and results (both intermediate and final) of Army-sponsored RDTE. Formal documentation is the permanent record of a technical effort; it forms the basis for a tangible end product. Specifically excluded are the following:

a. Preliminary informal results of studies that require dissemination for immediate action.

b. Reports prepared to convey fiscal, administrative, or other nontechnical information.

c. Progress or letter reports prepared by contractors or grantees primarily to indicate, for administrative purposes, the status of R&D efforts.

d. Technical reports prepared primarily to satisfy requests from organizations outside the Department of Defense (DOD) and that essentially duplicate the primary official Government document.

3-2 OBJECTIVES

The objectives of this chapter are to--

a. Attain and maintain quality and effectiveness of the results of Army RDTE by establishing and maintaining standards for technical reporting.

b. Provide a medium for completing the efforts of RDTE to--

(1) Enable review of technology, reference to technology, and transfer of technology.

(2) Maximize the flow of technical information and minimize uncoordinated duplication of effort.

3-3 POLICY

a. All completed RDT&E efforts sponsored by DA will be promptly documented. This documentation is the responsibility of director of the laboratory, center, or study and analysis activity. The technical report is the principal document produced as a result of a completed scientific or technical effort.

b. Proceedings of Army-sponsored technical meetings, conferences, symposia, and monographs written under DA sponsorship will be considered technical reports for the purposes of this regulation. All must be submitted to DTIC within 10 work days from the date of publication (or date received from the printer).

c. The laboratory notebook is the permanent record of the status, progress, and results of the professional work of the laboratory employee. The technical library of the laboratory, center, or study and analysis activity will set up requisition, issuance, and storage procedures for all laboratory notebooks. AR 27-60, Intellectual Property, regulates laboratory notebooks maintenance and AR 25-400-2, the Modern Army Recordkeeping System (MARKS), defines disposition procedures.

d. Distribution statements will be placed on all technical reports published by Army activities, other government agencies for work sponsored by the Army, and Army contractors--see Chapter 6.

e. DA encourages and endorses publishing in recognized professional journals. Publication in the professional journals will satisfy the Army reporting requirements set forth in this chapter if the additional requirements described in Chapter 4 are also satisfied.

f. The technical report for any Army-sponsored R&D effort must be submitted to DTIC within 6 months of the completion of any work that can be reported as a technical achievement. Technical reports may encompass one or more work units. In the interest of referring to related material, the

work-unit information summaries associated with this report should be annotated on the Report Documentation Page (see paragraph 3-4*a*) rather than in the report itself.

3-4 RESPONSIBILITIES

a. The background, objectives, methodology, and results of technical efforts having valid scientific merit will be documented as soon as practicable; these documents must adequately represent the subject at the time of publication; and internal and/or external reviews are to be instituted for each report. (These responsibilities apply despite the presence or absence of approval signatures in the report.) Release authority will be verified for sensitive documents. The release authority is the responsibility of director of the laboratory, center, or study and analysis activity. A Standard Form 298, Report Documentation Page, will be completed and included in technical reports prepared by or for DA.

b. The performing organization will develop primary distribution lists for appropriate subject categories and update these lists at least yearly. Organizations will maintain records of their primary distribution in order to advise direct recipients in cases where report classifications are changed.

c. Technical reports will be distributed within security and legal constraints to--

(1) Fulfill the DA policy of making the maximum amount of information available to the public.

(2) Promote domestic technology transfer.

d. Primary distribution will be made to the sponsoring office, to DTIC, and to others on the formal distribution list. Technical information reports classified higher than Secret, and those dealing with electronic communication, telemetry, intelligence, and communications security, will be sent directly to the sponsoring office and to the National Security Agency Reference Center for Scientific and Technical Information.

e. DTIC will perform the following:

(1) Provide secondary distribution.

(2) Announce and distribute all classified and unclassified reports (Confidential and Secret, not associated with special access requirements).

(3) Forward all unclassified unlimited reports to the National Technical Information Service (NTIS) for distribution to the general public.

f. Contracting officers will take the necessary actions to have technical reporting requirements incorporated in the contract by means of DD Form 1423 (Contract Data Requirements List).

g. Security requirements. DA policy for safeguarding defense information, including information exempt from release under the Freedom of Information Act, will apply to the preparation, classification, dissemination, and protection of technical reports. (See AR 25-55 and AR 380-5 for guidance.)

h. Disposition instructions. All technical reports, training manuals, and new equipment products must contain dissemination and destruction instructions. (Chapter 6 and AR 25-400-2.)

(1) Unclassified unlimited reports. These reports will contain the statement:

"Destroy this when no longer needed. Do not return it to the originator."

(2) Classified reports. When a classified technical report is no longer needed, destroy the report according to AR 380-5. Army contractors will destroy the report per the Industrial Security Manual, DOD 5200.22-M: National Industrial Security Program Operations Manual (NISPOM), Section 5-705. All others will return the report to the Army sponsoring agency.

i. Copyright material. A copyright is an exclusive property right granted by the Government to authors or proprietors for protection of their literary and other intellectual product. Copyrighted material may be incorporated into a publication prepared by or for DA only with the written consent of the copyright owner or upon approval of the Secretary of the Army, The Judge Advocate General (TJAG), or the TJAG designee. (See AR 25-30 for guidance.)

j. Rights in technical data. Claims by a contractor to limited rights in technical data (on items, components, or processes developed at private expense) in a technical report will be governed by the terms of the contract.

k. Patents. In-house unclassified reports that contain patentable subject matter will be referred immediately to patent personnel. Patent personnel will evaluate these reports to determine whether prompt filing of a patent application is warranted. These unclassified reports will not be distributed outside the U.S. Government. They will be marked with a distribution statement per Paragraph 6-3; Distribution Statement A will not be used.

(1) When a patent application covering the subject matter in the report has been filed with the Patent and Trademark Office, Distribution Statement A may be used if appropriate. Recipients of the report will be informed of any changes to the distribution statement.

(2) Contractor invention disclosures should be handled according to the Contract Clauses prescribed by FAR 27.303.

l. Trade names and manufacturers. Technical reports will not contain material that implies that the Government endorses or favors a project or service manufactured or provided by a specific supplier. The use of a trade name or product name may be necessary for better understanding; for example, the technical report invokes the evaluation of a commercially available product. If so, the report should contain a statement saying that the citation of trade or manufacturers' names does not constitute an endorsement by DA.

m. Disclaimer statements are not to be placed in a technical report that relates to the report's technical content.

n. Caveats. Caveats that may be required to qualify the contents of a technical report will identify:

(1) The nature of the caveat.

(2) The specific portions qualified.

(3) The degree of qualification.

(4) The reasons.

o. Distribution of technical reports.

(1) Policy for distribution. The Army sponsoring agency will determine the primary distribution list and any limitations on subsequent distribution of technical report prepared by or for that agency. The sponsoring agency will make primary distribution or may require contractors to do so.

(2) Responsibilities for distribution. When technical reports are sent to DTIC, the sponsoring agency will be responsible for executing the DTIC form 50 (DTIC Accession Notice) and SF 298, and forwarding it with 2 copies of each report, including classification and distribution instructions, to DTIC. Subsequently, DTIC forwards unclassified and unlimited distribution technical reports to the NTIS for sale to the general public. DTIC distributes limited distribution reports according to the limitations imposed by the sponsoring agency. When limitations on release to the general public are no longer required, the sponsoring agency will inform DTIC and other recipients on the primary distribution list.

p. Reports from foreign sources. Any Army agency that has agreements to receive technical reports from governmental components of the United Kingdom, Canada, or Australia will ensure that copies of the technical reports are sent to DTIC with clear statements on limitations of distribution, if any, imposed by the originating country.

CHAPTER 4
PUBLICATION AND REPRINTS OF ARTICLES IN SCIENTIFIC AND TECHNICAL JOURNALS

4-1. POLICIES.

a. It is Army policy to encourage Army scientific and technical personnel to publish research results in recognized journals. Such publication is an important part of the Army's R&D program.

b. Publication of scientific and technical accomplishments in professional journals may be used to satisfy the requirements for scientific and technical reporting in Chapter 3 if the work reported was sponsored by 6.1 or 6.2 funds. Authors select the journal and comply with the journal's publication procedures and schedules.

c. Army personnel may acquire reprints of their own scientific and technical articles for distribution.

d. Costs incurred in publishing scientific results in professional journals are considered a necessary part of research. Payment of these costs, including early payment which is required by some journals, is subject to the conditions in Paragraph 4-2.

e. Before an article is submitted for publication in a professional journal, it must be identified as official or unofficial. The technical management of the author's activity will review and validate the technical content of the article, approve the article for publication, and verify that--

(1) The article's dissemination will enhance Army-related R&D programs.

(2) Defense security requirements including the provisions of AR 530-1 are satisfied.

(3) The release is in accordance with AR 360-5, Chapter 4.

(4) The publisher is informed that official material is "Not subject to copyright law."

f. Authors may accept payment for articles that are determined to be unofficial, but may not accept payment for official material.

g. In the case of official material, authors will submit two copies of the article to DTIC along with a completed SF 298. When the material is unofficial and published in a copyrighted journal, authors will simply forward the completed SF 298 to DTIC. The form will refer interested parties to the journal by citing the issue and page numbers.

4-2. PAGE CHARGES.

If page charges are incurred, project or other fund sources may be used if all the following conditions are met:

a. The charge made by the journal meets established policy applied to all contributors and does not discriminate against the Government.

b. The cost of publication is not entirely borne by the Government and publication is not exclusively for the Government.

c. The article is concise and must be published in a reasonable page space according to accepted journalism practice. (DA Pam 310-20 and the Government Printing Office Style Manual provide valuable guidance on style practice and current usage.)

d. Any illustrations, figures, graphs, or tables featured in the article are simple. (ANSI/NISO Z39.18-1995 may be use for guidance.)

e. The article is submitted to the publisher through official Army channels and meets requirements for the release of technical information.

f. Billing charges from journals for published articles must contain a statement similar to the following:

> For services performed in the review, editing, and publication of information on results of research performed by Department of Army personnel.

4-3. ACQUISITION OF REPRINTS.

Reprints of official material may be acquired from the original publisher on a reimbursable basis using their customer funds.

4-4. ADDITIONAL REQUIREMENTS

a. One copy of each paper planned for publication will be submitted to the project officer or program manager simultaneously with its submission for publication.

b. After publication, copies of published papers will be submitted to the project officer or program manager designated by the sponsor, and

c. The following caveat will appear on all journal literature releases of the manuscript:

> Opinions, interpretations, conclusions, and recommendations are those of the author and are not necessarily endorsed by the U.S. Army.

d. Before publication in a journal, technical reports generated from R&D sponsored by other than Program 6.1 or 6.2 funds will be reviewed and approved by the Army sponsor according to Army information-release policies and procedures. (See AR 360-5 for policies and procedures on review, clearance, and release of public information.) Further, certain unclassified technical information may be withheld from public disclosure if it may jeopardize an important U.S. technological or operational advantage. The provisions of this restriction are mandated by DOD Directive 5230.25.

e. All manuscripts funded or supported by DA that are to be submitted by Army employees, military personnel, contractors, or grantees for publication in scientific journals must carry an acknowledgment such as:

> The research described herein was sponsored by (name of sponsoring organization), Department of the Army Grant or Contract No. ( ).

f. Army policy allows the publication and public presentation of unclassified contracted fundamental research results. The mechanism for control of information generated by Army-funded contracted fundamental research in science, technology, and engineering performed under contract or grant at colleges, universities, and non-government laboratories is security classification. No other type of control is authorized unless required by law.

CHAPTER 5.
DISSEMINATION OF SCIENTIFIC AND TECHNICAL INFORMATION

5-1 OBJECTIVES.

Army RDT&E activities are to cooperate with and support DTIC to the maximum extent possible. DTIC's mission is to provide timely, effective, and efficient bibliographic processing, announcement, and secondary distribution of DOD-generated or -sponsored technical reports and documents as permitted by security and other recognized controlling statements. DTIC's objectives are--

a. Active and continuing acquisition of all technical reports pertinent to the RDT&E efforts of DOD.

b. Prompt and properly-indexed announcements of newly acquired technical reports.

c. Timely responses to requests for technical reports and other documentation services.

d. Rapid notification of the availability of technical reports to Information Analysis Centers.

e. Increased effectiveness of information flow with other U.S. Government agencies through cooperatively developed standards and improved methods for report dissemination.

f. High standards for processing and distributing technical reports.

5-2 DISTRIBUTION STATEMENTS, OTHER MARKINGS, AND SPECIAL HANDLING.

a. Chapter 6 prescribes the use of distribution statements and other markings on all documents/reports containing technical information, to include those bearing a security classification per AR 380-5. Secondary distribution by DTIC is governed exclusively by such statements/markings, either singly or in tandem. Except for reports marked for special access, DTIC recognizes only those distribution statements authorized in Chapter 6.

b. Technical reports marked for special handling are excluded from routine provisions for distribution statements. Such documents may be supplied to DTIC if dissemination is not forbidden; however, their processing, announcement, and all distribution will be controlled by separate and special arrangements made between DTIC and the controlling DA office acting under authority of applicable Army regulations.

CHAPTER 6.
DISTRIBUTION STATEMENTS AND OTHER MARKINGS

6-1 APPLICABILITY AND SCOPE.

a. This chapter applies to--

(1) All newly created technical documents generated by or related to Army RDT&E programs. It also applies to engineering drawings, standards, specifications, technical manuals, blueprints, drawings, plans, instructions, computer software and documentation, briefings, materiel requirements documents, and other information that can be used or adapted for use to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any Army equipment or technology concerning such equipment.

(2) Unclassified technical data and information, under Army control that may have military application and that may not be exported lawfully without an approval authorization.

(3) Budget and planning information.

b. This chapter does not apply to technical documents categorized as cryptographic and communications security, communications and electronic intelligence, and other categories that may be designated by the Director. National

4-4. ADDITIONAL REQUIREMENTS

a. One copy of each paper planned for publication will be submitted to the project officer or program manager simultaneously with its submission for publication.

b. After publication, copies of published papers will be submitted to the project officer or program manager designated by the sponsor, and

c. The following caveat will appear on all journal literature releases of the manuscript:

> Opinions, interpretations, conclusions, and recommendations are those of the author and are not necessarily endorsed by the U.S. Army.

d. Before publication in a journal, technical reports generated from R&D sponsored by other than Program 6.1 or 6.2 funds will be reviewed and approved by the Army sponsor according to Army information-release policies and procedures. (See AR 360-5 for policies and procedures on review, clearance, and release of public information.) Further, certain unclassified technical information may be withheld from public disclosure if it may jeopardize an important U.S. technological or operational advantage. The provisions of this restriction are mandated by DOD Directive 5230.25.

e. All manuscripts funded or supported by DA that are to be submitted by Army employees, military personnel, contractors, or grantees for publication in scientific journals must carry an acknowledgment such as:

> The research described herein was sponsored by (name of sponsoring organization), Department of the Army Grant or Contract No. ( ).

f. Army policy allows the publication and public presentation of unclassified contracted fundamental research results. The mechanism for control of information generated by Army-funded contracted fundamental research in science, technology, and engineering performed under contract or grant at colleges, universities, and non-government laboratories is security classification. No other type of control is authorized unless required by law.

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b. Prompt and properly-indexed announcements of newly acquired technical reports.

c. Timely responses to requests for technical reports and other documentation services.

d. Rapid notification of the availability of technical reports to Information Analysis Centers.

e. Increased effectiveness of information flow with other U.S. Government agencies through cooperatively developed standards and improved methods for report dissemination.

f. High standards for processing and distributing technical reports.

5-2 DISTRIBUTION STATEMENTS, OTHER MARKINGS, AND SPECIAL HANDLING.

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(2) Unclassified technical data and information, under Army control that may have military application and that may not be exported lawfully without an approval authorization.

(3) Budget and planning information.

b. This chapter does not apply to technical documents categorized as cryptographic and communications security, communications and electronic intelligence, and other categories that may be designated by the Director. National

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a. One copy of each paper planned for publication will be submitted to the project officer or program manager simultaneously with its submission for publication.

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c. The following caveat will appear on all journal literature releases of the manuscript:

> Opinions, interpretations, conclusions, and recommendations are those of the author and are not necessarily endorsed by the U.S. Army.

d. Before publication in a journal, technical reports generated from R&D sponsored by other than Program 6.1 or 6.2 funds will be reviewed and approved by the Army sponsor according to Army information-release policies and procedures. (See AR 360-5 for policies and procedures on review, clearance, and release of public information.) Further, certain unclassified technical information may be withheld from public disclosure if it may jeopardize an important U.S. technological or operational advantage. The provisions of this restriction are mandated by DOD Directive 5230.25.

e. All manuscripts funded or supported by DA that are to be submitted by Army employees, military personnel, contractors, or grantees for publication in scientific journals must carry an acknowledgment such as:

> The research described herein was sponsored by (name of sponsoring organization), Department of the Army Grant or Contract No. ( ).

f. Army policy allows the publication and public presentation of unclassified contracted fundamental research results. The mechanism for control of information generated by Army-funded contracted fundamental research in science, technology, and engineering performed under contract or grant at colleges, universities, and non-government laboratories is security classification. No other type of control is authorized unless required by law.

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e. Increased effectiveness of information flow with other U.S. Government agencies through cooperatively developed standards and improved methods for report dissemination.

f. High standards for processing and distributing technical reports.

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CHAPTER 6.
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a. This chapter applies to--

(1) All newly created technical documents generated by or related to Army RDT&E programs. It also applies to engineering drawings, standards, specifications, technical manuals, blueprints, drawings, plans, instructions, computer software and documentation, briefings, materiel requirements documents, and other information that can be used or adapted for use to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any Army equipment or technology concerning such equipment.

(2) Unclassified technical data and information, under Army control that may have military application and that may not be exported lawfully without an approval authorization.

(3) Budget and planning information.

b. This chapter does not apply to technical documents categorized as cryptographic and communications security, communications and electronic intelligence, and other categories that may be designated by the Director. National

(2) Contractor installations.

(3) Universities or colleges.

(4) Nonprofit institutions.

(5) Other Government installations.

b. Subject matter covered by an IAC falls into either of the following two categories:

(1) Discipline-oriented. The subject area will be all or a clearly defined part of a recognized scientific or engineering discipline that has its own literature or professional traditions.

(2) Mission-oriented. The subject area will be a specific weapons system or military activity of special interest to the Department of the Army and therefore an area that requires an interdisciplinary approach.

c. No specific size is required in order to qualify as an IAC. Units performing the essential functions of an IAC may range from the part-time service of a single individual up to the full- and part-time services of several hundred individuals.

7-2 FUNCTION

a. The input to the IACs comprises the world's scientific and technical results drawn from published literature, unpublished documents, meetings or symposia, personal visits, or from any other sources or media available, both foreign and domestic. An aggressive information acquisition program is a necessary prerequisite for the establishment of an IAC. IACs do not seek to replicate existing collections; rather IACs establish links to access and use information relevant to their mission and scope. Data are forms of information in this context.

b. The IACs analyze technical information using staff experts. In addition to a staff that is technically trained in the field of specialization and in information processing, a distinguishing characteristic of an IAC is in the use of laboratory personnel working in the area of specialization as consultants. This requires day-to-day contact between these IAC specialists and significant R&D activities in their field.

c. The IACs evaluate and condense technical information. The critical process of evaluation involves expert judgement of new information through analysis, comparison, and appraisal relative to information previously acquired. Information is condensed, summarized, and retained. Information is stored so that it can be presented in a form to meet user requirements ranging from highly condensed information for management to detailed information for bench scientists and engineers. This entails a continuous refinement of indexing and retrieval methods.

d. The IACs provide individual user services. Foremost, the IAC answers questions. Communications can consist of specific items of evaluated data or information, current summaries of technical trends, comprehensive state-of-the-art analysis, and specialized advisory services. The IAC also provides services relating to identification and filling of gaps in information and to preparation of vocabularies for their area of specialization.

7-3 POLICY

a. DOD policies for IACs are described in DOD 3200.12-R-2. The Department of the Army endorses the concept of IACs.

b. IACs supported by the Department of the Army provide service to the entire DOD community, where appropriate. Further, some Department of the Army IACs provide services to other Federal agencies and their contractors.

c. IACs are usually associated with technical organizations engaged in RDT&E efforts.

d. Classified information will be disseminated and safeguarded in accordance with AR 380-5 and AR 380-10. Limitations for release of documents, as set forth in this regulation, will be similarly observed with respect to release of information extracted from all documents bearing a release limitation.

7-4 RESPONSIBILITIES

a. Each IAC is, as a minimum requirement, responsible for--

(1) Acquiring and storing, under bibliographical control, the available world's literature in its subject area of technical specialization.

(2) Acquiring and storing, under bibliographical control, the available unpublished reports, memoranda, and miscellaneous documents related to technical aspects of its subject area of specialization.

(3) Developing and maintaining reasonable and periodic contact, through personal visits or correspondence, with senior investigators or practitioners engaged in technical work related to its specialized subject areas.

(4) Participating in and/or planning major technical conferences or symposia in the IAC's subject area of technical specialization.

b. Each IAC is responsible for performing the following operations:

(1) Identify, collect, and retain those documents and other source material that provide useful additions to the knowledge or understanding of the center's subject area of technical specialization.

(2) Abstract and/or extract from each document retained or each source of knowledge (letter, phone call) which provides information concerning a significant technical event relating to the center's subject area.

(3) Prepare critical reviews of monographs, or equivalent publications on the state-of-the-art in selected segments of the center's subject area.

c. Each IAC is, as a minimum requirement and within the limits of security and the need to know, responsible for--

(1) Distributing, periodically, a list of new and significant publications in its subject area, complete with abstract or extract, and reflecting an evaluation of the published work.

(2) Answering inquiries for information from qualified persons in the Army or, in some instances of wider assignment, from any qualified person.

(3) Providing for visits to the center by qualified persons seeking information.

(4) Preparing and/or distributing state-of-the-art reports, monographs, or equivalent publications on selected segments of the center's subject area.

d. Each IAC is responsible for the distribution to the DTIC of all formally issued documents, other than correspondence in response to inquiries.

e. Each IAC is responsible for observing prescribed security policy for the handling of classified documents. No restrictions are placed upon receipt of material of any classification or designated special categories, provided that the center has personnel qualified to receive the material and has established appropriate security safeguards.

f. Information analysis centers will not provide secondary distribution of Army generated reports; this is a mission of DTIC.

7-5 ESTABLISHMENT AND DISESTABLISHMENT OF INFORMATION ANALYSIS CENTERS

As mission priorities are changed, the need for IACs also change. Information analysis centers may be created or eliminated. DOD policies for establishment or disestablishment are described in DOD 3200.12-R-2.

a. The Army activity responsible for sponsoring the IAC will notify the Deputy Assistant Secretary of the Army for Research and Technology, [illegible] establish or disestablish the information analysis center at least six months before the proposed date of establishment or disestablishment.

b. The Deputy Assistant Secretary of the Army for Research and Technology must approve the establishment or disestablishment of an Army-sponsored information analysis center at least four months before the proposed date of establishment or disestablishment.

c. In a disestablishment concurrent with the above information, the Chief of the center will be notified to inventory the IAC's document collection including those prepared by the IAC. This includes, in particular, all holdings not subject to accessioning by DTIC and those not yet accessioned by DTIC.

d. At least 90 days prior to disestablishment, the Deputy Assistant Secretary of the Army for Research and Technology and DTIC will be responsible for the examination, on-site, of the IAC's non-DTIC holdings and the disposition determinations for those holdings.

CHAPTER 8
SPONSORING OR COSPONSORING AND CONDUCTING CLASSIFIED AND UNCLASSIFIED MEETINGS

8-1 POLICY

Army activities sponsor or cosponsor meetings when essential information must be disseminated promptly and widely or when it is in the interest of the Army to exploit critical discoveries and innovations. Sponsoring or cosponsoring meetings involving either unclassified or classified DOD information is governed. For such meetings, this section gives policy for Army participation in meetings, states who may authorize attendance, and explains policy on publishing and distributing meeting proceedings. It does not apply to meetings attended only by Government or military personnel, meetings on a specific contract or project conducted by a DOD activity, or meetings conducted by a cleared contractor and attended only by cleared contractor personnel directly involved in the performance of a contract or project. Any scientific or technical meeting must be in conformance to Executive Order 12024, and implementing GSA and DoD Regulations for Federal Advisory Committees. Proceedings of Army-sponsored technical meetings will be considered technical reports for the purposes of this regulation, and must be submitted to DTIC within 10 work days from the date of publication (or date received from the printer).

8-2. CRITERIA FOR SPONSORSHIP

a. The Army sponsor of the meeting must ensure that the objectives must meet one of the following criteria:

(1) Be clearly and exclusively for RDT&E objectives.

(2) Support Army requirements.

(3) Be required to disseminate information rapidly about significant discoveries or break-throughs in the state of the art when other methods of dissemination are too slow.

(4) Support the dissemination of advanced planning and/or releasable budget information to the industrial community.

(5) Meeting announcements are sufficiently distributed and timely to allow the desired participation and to satisfy any Congressional requirements. (The Commerce Business Daily must be used to announce all procurement-related conferences such as Advanced Planning Briefings for Industry.)

(6) Attendees must have proper security clearances (for classified meetings) and appropriate need-to-know (for meetings involving limited-distribution information). Need-to-know-may be demonstrated by evidence of a current DOD contract, registration as a DOD Potential Contractor, related IR&D, or a demonstrated R&D capability.

(7) Proceedings are to be distributed as follows:

(a) When possible, publish classified information in a separate document from the general proceedings.

(b) Review all text for releasability and for accuracy of security marking before release.

b. For classified meetings—

(1) The classified meeting (or classified portions thereof) is in the best interest of national security.

(2) Adequate security measures and access procedures must be implemented.

(3) The location or facility selected for classified sessions must allow for proper physical control, storage, protection, and dissemination of classified information.

(4) Criteria (1) through (3) above are met before making a public announcement of a classified meeting.

(5) All presentations and/or papers (classified or not) are reviewed as a unit to determine the overall classification level of the meeting.

c. Sponsoring or cosponsoring a meeting should be a formal function of the Army activity with primary responsibility for the subject or field to be covered by the meeting. Papers or presentations from other organizations who are participating in similar or related RDT&E efforts are to be considered for inclusion.

d. Foreign representatives from countries with which DOD has memoranda of understanding and offset arrangements must be afforded an opportunity to compete on a fair and equal basis with U.S. industrial sources for DOD acquisitions, subject to laws, AR 25-30 and any other applicable regulation. They must have access to information required for such participation. Army meeting sponsors must allow representatives of these countries to participate, to the greatest extent possible under established foreign-disclosure and technology-transfer policies, in meetings directly or indirectly related to contract opportunities.

e. Attendance at meetings where classified information is disclosed must be limited to those persons who possess the necessary personal security clearance and whose need-to-know has been positively confirmed.

f. Routine, recurring, and in-house meetings conducted by Army organizations or DOD contractors related to internal operational matters, precontract negotiations, or existing contracts do not require security sponsorship unless they involve foreign participation.

g. A classified conference with foreign attendance requires submission of a message through channels to HQDA DAMI-POC. This message identifies the particulars of the conference and constitutes a formal request for approval to hold a classified conference and must be sent at least 120 days prior to the conference date. No invitations may be extended to the foreign community until DA approval is obtained. Unclassified conferences do not require DA approval; DA should however be notified. The local commander may approve conferences open to the public dealing with releasable public domain material. Foreign nationals desiring to attend an Army sponsored conference should submit a visit request through their respective embassy to DA for approval. Contact the local foreign disclosure office for guidance and assistance whenever planning for a conference. Additional references: AR 380-5 and AR 380-10.

Chapter 9
INFORMATION FOR INDUSTRY

9-1. SCOPE

This regulation is to promote access to releasable defense technical, planning, requirements, budget, and acquisition information to current and potential defense contractors. It establishes responsibilities and policy guidelines for the RDA Information for Industry Program.

9-2. FUNCTIONS AND RESPONSIBILITIES OF THE TECHNICAL AND INDUSTRIAL LIAISON OFFICE (TILO)

a. TILOs may be established at major Army commands, major subordinate commands, centers, field units, and research, development, and engineering centers (RDEC) or by program managers. They serve as the primary points of contact with industry representatives for release of information and guidance on the organization's RDA program. The TILOs support the Army Potential Contractor Program (APCP), the Advanced Planning Briefing for Industry (APBI), R&D unfunded studies, and unsolicited proposals. Each TILO is managed by an Industrial Liaison Officer (ILO) designated by the head of the organization. The ILO will have sufficient technical expertise to represent his or her organization. Qualifications include the ability to review the capabilities and interests of visitors, to describe relevant Army interests and needs, and to advise visitors on doing business with the Army. The organization will provide the ILO with adequate resources and accessible space to serve the requirements of industrial visitors in a professional manner. The head or the organization will inform the Army information for Industry Manager (AIFIM) of the name and location of the ILO. The AIFIM will, in turn, provide policy and guidance on operating the TILO.

b. The ILO is responsible for–

(1) Providing information and guidance on industry participation in RDA programs sponsored by the organization.

(2) Discussing RDA projects and concepts and/or arranging appointments with other knowledgeable individuals and organizations as appropriate.

(3) Disseminating releasable technical, planning, requirements, budget, acquisition, organizational, and operational information in accordance with guidelines issued by originating agencies. The ILO may represent the organization with appropriate technical/professional societies and associations.

c. TILOs may provide unclassified, unrestricted RDA planning information to any qualified individual or organization. Release of unclassified planning information to foreign-owned businesses will be approved through established foreign-disclosure channels. The ILO will be responsible for annotating such documents to indicate that they are being furnished for planning purposes only, and that providing them does not imply a request by the government for industry-sponsored research and development or a desire for submission of specific hardware or study proposals. Further, the ILO will furnish visitors with a statement that the recipient is being furnished documents for internal use only, and should make no secondary distribution unless authorized to do so by the headquarters of the leasing facility. The ILO

retains responsibility for approving the release of information.

d. A qualified individual with a security clearance and need-to-know can review classified research and development planning information at the TILO. The ILO will release classified notes or documents only to the security office of a cleared facility with appropriate storage capability, transmitting the materials through U.S. Postal Service mail channels in accordance with AR 380-5, Chapter 8. In rare cases when properly justified, an officially designated courier may be used. Visits by foreign visitors or by U.S. citizens representing foreign companies will be governed by AR 380-10 and will be coordinated through DCSINT.

e. The command, RDEC or laboratory will clearly identify the TILO on organization charts and literature provided to the public.

9-3. FUNCTIONS AND RESPONSIBILITIES OF THE ARMY POTENTIAL CONTRACTOR PROGRAM (APCP)

a. The APCP is to certify the need-to-know of approved U.S. non-Government organizations that the Army determines to have potential for participation in Army RDA programs as contractor under the APCP, such potential contractors have access to scientific, technical, and planning information from the TILOs and the Defense Technical Information Center (DTIC); in fact, one step in the APCP registration is the simultaneous sponsorship of organizations for scientific and technical services with DTIC. The purpose of the APCP is to support organizations in developing technical competence and concepts for meeting Army materiel requirements. The program provides valuable support to current contractors who may be between contracts and to newly formed companies.

b. The APCP is managed by the Army Information for Industry Manager (AIFIM), who is responsible for providing guidance to implementing organizations and for monitoring compliance with that guidance.

c. The APCP may be implemented by heads of major Army commands, major subordinate commands, centers, field units, and RDECs that have RDA programs. The head of each participating organization will designate an APCP officer, who will be responsible for all APCP actions by the organization, and will submit the name of the APCP officer to the AIFIM.

d. All individuals responsible for the administration of APCP will exercise vigilance to ensure that the program is not used to provide unwarranted access to controlled information. In particular, the following constraints will be observed:

(1) Personnel selected to certify potential U.S. contractors will have the technical competence and familiarity with contracting or grantee programs necessary to judge the subject fields of interest to the applicant. The APCP manager is usually the ILO; however, this is not required.

(2) Certification of potential U.S. contractors will be in accordance with Registration Guide to the Defense Technical Information Center (DTIC) - 1995, which describes the execution of DD Form 1540 (Registration for Scientific and Technical Information Services). This form documents the registrants fields of interest and registers the potential contractor with DTIC. Finally, and in accordance with AR 380-49, the APCP manager will be responsible for the preparation of a DD Form 254 (Contract Security Classification Specification) as part of the APCP registration when the contractor is expected to receive classified information. The AIFIM will be responsible for providing a detailed letter of instruction on this certification process in order to support program consistency.

(3) The APCP manager will not allow certification of a potential contractor for subject fields of interest outside the mission area or the certifying organization or outside the area of competence demonstrated by the applicant. Certification will be based upon third-party confirmation of company fields of interest. To obtain this information, the APCP manager will contact U.S. Government personnel who know the company. If this is not possible, the APCP manager may base a subcontracting history, IR&D technical plans, and so forth.

(4) Intelligence material will not be released to firms on the basis of their APCP registration. Such material may be released only to companies having an Army contract in support of a national security mission, appropriate clearance, and established need-to-know in accordance with DCID No. 1/7, 12 Apr 95, Security Controls on the Dissemination of Intelligence Information.

(5) A potential contractor will be certified for a limited time period deemed adequate for a contractor competent in the field of interest to acquire a contract with a DOD agency. In no case may the certification period exceed three years, but certification may be renewed through reapplication.

(6) The APCP manager will notify the AIFIM of all certifications of potential U.S. contractors and any changes in certification status. This will be done by providing copies of DD Form 1540 and related correspondence submitted to DTIC.

(7) Foreign-owned contractors will not be certified. Instead, each request for access to Army facilities will be considered on a case-by-case basis through established foreign-disclosure channels.

9-4. FUNCTIONS AND RESPONSIBILITIES OF THE RESEARCH AND DEVELOPMENT UNFUNDED STUDIES PROGRAM

a. Industrial, scientific, educational, and other organizations may conduct studies or projects pertaining to Army materiel requirements. These studies could be of greater mutual value if conducted with access to DOD scientific, technical, and planning information and consultation with Army personnel.

b. On request by an organization that is not foreign owned, controlled or influenced (FOCI) and is capable of performing R&D in areas of interest to the Army, wishing to conduct a R&D unfunded study at its own expense, a materiel developing agency may assist by making available for limited consultation Army personnel and agencies the organization needs to accomplish a meaningful study. In this connection, the developing agency will sponsor the study organization for access to classified and unclassified scientific and technical information through the APCP, subject to the constraints specified in Paragraph 9-3*a*.

c. The Army coordinator (usually the ILO) will advise the study organization that the Army will not use an unfunded study to limit competition among sources in any subsequent procurement in the same subject area and will not give a study organization preferred status in any such procurement. The Army coordinator will also advise the study organization that it cannot recover costs of unfunded studies through overhead or general and administrative charges on Federal contracts.

d. Developing agencies will, in their assigned areas, furnish written instructions and guidance to potential study organizations and approve study requests. The agencies will determine validity of requests for studies within their cognizance and, in coordination with other interested agencies and commands, will evaluate the anticipated returns to DA. In determining whether a study is justified, the evaluator should consider such factors as competency of the organization in the proposed study, value to the Army, and level and type of support requested.

e. Information that will assist in conducting the study, such as DA R&D plans and requirements, may be released to qualified organizations through interviews, briefings, and distribution of written documents or correspondence. This release will be subject to security restrictions and need-to-know, and relevant restrictions on the release of scientific, technical, and computer related data.

f. The sponsoring agency will be responsible for certifying the study organizations need-to-know on visit requests to other agencies and commands on an individual basis. Normally, a study organization will address a visit request to the agency head or commander concerned, stating the purpose of the visit, subject areas to be discussed, and specific information requested. Study organizations should refer to DOD 5220.22-M, Chapter 6, for additional information.

g. The sponsoring agency will be responsible for ensuring that study reports are properly distributed and reviewed; giving appropriate recognition, such as a letter of appreciation, to the organization concerned; and taking follow-up actions from the report as appropriate. The study coordinator will inform the AIFIM of all unfunded studies (by copy of the Memorandum of Understanding and scope of work).

h. The study organization will not consider as proprietary the data that the Government supplies either directly or indirectly under this program.

9-5. FUNCTIONS AND RESPONSIBILITIES OF THE COOPERATIVE RESEARCH AND DEVELOPMENT AGREEMENTS (CRDAs) PROGRAM

a. Another source of industry support and assistance is the CRDA. CRDAs are legal documents in which industry, academia and the Army agree to work on a project of mutual interest and for a finite duration. The resulting intellectual property is shared jointly. Industry and academia are free to exploit results of this collaboration for all commercial uses, and the Army reserves license to use the technology for its own purposes. Both partners can contribute personnel, services, facilities, equipment, and other property to the effort; however, only the nonfederal partner is allowed to contribute funding. The advantage of this arrangement is the CRDAs are much easier to implement than funded contracts because no transfer of funds to the nonfederal partner is involved, even though the Government can commit funds to the effort through acquisition of facilities and property. This allows easy access to Army resources that can be used to enhance a technology and bring it to market, while avoiding the long lead times nominally found in the typical Government contracting process.

b. CRDAs are a part of the Army Domestic Technology Transfer Program (DTT). Each Army Laboratory and RDEC has an Office of Research and Technology Applications (ORTA), which actively seeks out technology transfer opportunities within its organization. As the focal point for technology transfer activities, ORTA personnel act as brokers, developing and promoting partnerships through outreach programs and facilitating effective technology directly with the ORTA to match industry, academic and Army partners to further DTT efforts.

9-6. FUNCTIONS AND RESPONSIBILITIES OF THE ADVANCED PLANNING BRIEFING FOR INDUSTRY (APBI) PROGRAM

a. APBIs are formal classified or unclassified presentations to persons outside the U.S. Government describing mid- and long-range RDA plans and programs related to future Army materiel requirements. APBIs are designed to provide current, factual, and definitive information to further the mutually profitable exchange of information with industrial, research, or educational organizations.

b. APBIs may be initiated by any Army command; RDEC; laboratory; or agency. Coordination is required with CG, AMC (ATTN: AMCAQ-B-TILO), to avoid scheduling conflicts and to assist the AMC publication of a consolidated briefing schedule.

c. An APBI may be conducted jointly by the Army developing agency initiating the briefing (the "sponsoring agency") and the Training and Doctrine Command

(TRADOC). Other agencies within the DOD may also take part. Defense-oriented professional societies and trade

n the Domestic Technology Transfer
r than contracting.

. Level II APBIs are follow-on briefings
devoted to specific areas of technology
II APBIs are technical in nature and are
riate, to focus on new areas of
ement. Level II APBIs can also be
logies that the command, RDEC or
est in and is looking for cooperative

Level III APBIs are presolicitation
cquisition Regulation (FAR) 15.404
mation about a projected Request for
lustry comments to the Draft RFP. A
onducted with the release of the Draft
he command, RDEC or laboratory
should make provision for industry
done by providing time for company
presentations to a Government-only audience which permits
company proprietary information to be discussed.

k. To promote the transfer of information, APBI sponsors will be responsible for providing unclassified proceedings directly to attendees not later than 45 days after the APBI. Sponsors may provide copies to non-attendees if security and need-to-know considerations are met. An up-to-date Technical Objective Document (TOD) may be provided in lieu of or in addition to the proceedings. Sponsors of Army APBIs will submit proceedings to DTIC.

9-7. FUNCTIONS AND RESPONSIBILITIES OF THE TECHNICAL OBJECTIVE DOCUMENT (TOD) PROGRAM

a. Each Army laboratory and RDEC may annually prepare TOD based upon Army needs in present and projected ystems. TODs are intended to present a positive image of the reparing organization and its planned program to the xternal community, both Government and non-Government. ODs are used to stimulate Government and non-Government organizations, academic, scientific, and ndustrial, to participate in Army research and development. o this end, the preparer lists scientific and technical bjectives toward which these external organizations can irect their research. TODs also provide relevant planning nformation for RDA programs. Organizations can use the ODs to focus and improve the technical quality and elevance of unsolicited proposals and independent research nd development, and increase technology integration within he Army R&D community. Finally, TODs are intended to ncourage technical discussion between non-Government cientists and engineers and their Army counterparts.

b. TODs will be distributed to a wide audience through irect mailings (developed in part by Commerce Business Daily announcements) as a handout in support of APBIs, by

extending from the current year and projected for 3 to 5 years in the future. Level I APBIs may focus industry and associations may provide administrative support to APBIs under the control of the sponsoring agency. The sponsoring Army agency will give all Army components with related missions the opportunity to contribute to or participate in any APBI.

d. Briefings should be a clear, concise presentation of Army needs and the scientific and technological advances required to most future Army requirements at the least cost and in the most efficient manner. To this end, the briefings should be directed to the long-range planners and research and development personnel rather than to administrative or sales personnel.

e. In addition to the technical presentations, each APBI will include briefings, as appropriate, on the following topics: Manpower and Personnel Integration (MANPRINT), Integrated Logistics support (ILS), and the Army Information for Industry Program.

f. Attendance by foreign nationals will be governed by AR 380-10 and coordinated through DCSINT. The APBI sponsor will notify U.S. attendees and speakers in writing when foreign nationals will attend. The notification will include the requirement that all presentations, whether oral, visual, or documentary, be cleared and authorized for disclosure to these foreign nationals by an agency head to whom this authority has been delegated.

g. The sponsoring agency is responsible for following prescribed policies to confirm clearance and need-to-know of participating personnel or organization representatives attending the briefing, issuing invitations, ensuring security of the briefing site, and following other administrative procedures as established by DODD 5200.12 and AR 380-5.

h. The sponsoring agency is responsible for the technical accuracy, policy, and security classification of all briefing materials. Any briefing material that must be approved by another Army agency for dissemination outside DOD will be submitted to that agency for review at least 60 days before the briefing date. Sponsoring agencies are responsible for reviewing cost and production figures to be released in APBIs. Proprietary information will be excluded from all presentations.

i. To provide adequate depth of industry briefings, there will be three levels of APBIs given to industry at various times during the acquisition cycle. These briefings will provide information ranging from a broad command or laboratory overview of long-term programs and efforts to more focused presentations of near-term efforts and requirements. Within each materiel development agency or laboratory every RDA project with industry interest will be covered by an APBI at least every three years. "Industry interests" includes both potential for industry involvement in the project or industry utilization of the project output.

(1) Level I APBI. The level I APBI is a command, RDEC or laboratory-wide briefing which provides industry with an overview of projected R&D and acquisition planning

academic interest i
(DTT) Program rathe
(2) Level II APBI
to the level I and are
and research. Level
conducted, as approp
technology and procure
used to present techno
laboratory has an inter
R&D partners.
(3) Level III APBI.
conferences. Federal A
addresses specific infor
Proposal (RFP) and ind
level III APBI may be c
RFP as determined by t
j. APBI sponsors
response. This can be

the TILOs, and by DTIC and the National Technical Information Service (NTIS).

c. TODs will ordinarily be limited to a nominal 50 pages and must be organized into the following structure.

(1) Notice. Introduction.

(2) Management Overview.

(a) Mission. This section is a brief statement of the organizations purpose and objectives. The mission constitutes the basis for the existence of the organizations.

(b) Investment Strategy. This section describes the organization's goals and the plans for achieving them. It should discuss the major thrusts and the impact/payoff to the Army, and should describe the major technological deficiencies and how overcoming them would provide new or improved Army capabilities.

(c) Directors Assessment. This "State of the Laboratory/Center" summarizes progress and accomplishments. It may also address manpower and facilities. A discussion of missed opportunities would be appropriate.

(d) Research Programs. This summary or the Laboratory's/Centers 6.1 program should be limited to a brief discussion of the major thrusts and a statement of how the program is integrated with and supports the total program.

(e) Technology Programs. Each discrete technology area that supports the subject area of the TOD is described separately, including the following elements: state-of-the-art, goals and objectives, limiting technical factors, anticipated payoff, and milestones.

Appendix A
References

Section 1
Required Publications

AR 5-5
Army Studies and Analyses

AR 25-400-2
The Modern Army Recordkeeping System (MARKS)

AR 27-60
Intellectual Property

AR 70-21
Certification & Registration for Access to DOD Scientific & Technical Information

AR 380-5
Department of the Army Information Security Program

AR 380-10
Technology Transfer, Disclosure of Information, and Contacts with Foreign Representatives

AR 381-1
Security Controls on the Dissemination of Intelligence Information

AR 380-49
Industrial Security Program

AR 530-1
Operations Security

DODD 2040.2
International Transfers of Technology, Goods, Services, and Munitions

DODD 3200.12
DOD Scientific & Technical Information Program

DOD 3200.12-R-1
Research & Technology Work-Unit Information System Regulation

DOD 3200.12-R-2
Centers of Analysis of Scientific & Technical Information Regulation

DOD 3200.12-M-1
Research & Technology Work-Unit Information System Manual

DODD 4205.2
Acquiring and Managing Contracted Advisory and Assistance Services (CAAS)

DODD 5200.12
Conduct of Classified Meetings

DODD 5210.2
Access to and Dissemination of Restricted Data

DOD 5220.22-R
Industrial Security Regulation for Safeguarding Classified Information

DOD 5220.22-M
National Industrial Security Program Operating Manual (NISPOM)

DODD 5230.9
Clearance of DOD Information for Public Release

DODD 5230.11
Disclosure of Classified Military Information to Foreign Governments and Int'l Organizations

DODI 5230.18
DOD Foreign Disclosure and Technical Information System (FORDTIS)

DODI 5230.20
Visits and Assignments of Foreign Representatives

DODI 5230.22
Control of Dissemination of Intelligence Information

DODD 5230.24
Distribution Statements on Technical Documents

DODD 5230.25
Withholding of Unclassified Technical Data from Public Disclosure

DODD 5230.25-PH
Control of Unclassified Technical Data with Military or Space Application,

DODD 5230.27
Presentation of DOD-Related Scientific and Technical Papers at Meetings

DODD 5400.7
Freedom of Information Act Program

DODI 5400.10
OSD Implementation of DOD Freedom of Information Act Program,

ANSI/NISO Z39.18-1995
Scientific and Technical Reports: Elements, Organization and Design (American National Standards Institute)

DTIC/TR-87/17
Information Analysis Centers of the DOD

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 1-210
Participation in Activities of Private Associations

AR 25-55
Freedom of Information Act

AR 70-1
Systems Acquisition Policy and Procedures

AR 70-57
Military-Civilian Technology Transfer

AR 70-74
Independent Research and Development

AR 360-5
Public Information

DA PAM 5-5
Guidance for Army Study Sponsors. Sponsor's Study Directors, Study Advisory Groups, and Contracting Officer Representatives

DA PAM 310-20
Action Officer's Guide to Administrative Publications

DCID No. 1/7
Security Controls on the Dissemination of Intelligence Information

DOD 3200.12-R-4
Domestic Technology Transfer Program Regulation

DODI 3204.1
Independent Research and Development

DODD 8320.1
DOD Data Administration

DODD 8320.1-M
DOD Data Administration Procedures

DODD 8320.1-M-1
DOD Data Elements standardization Procedures

DOD 5200.28-M
ADP Security Manual

Section III
Prescribed Forms

DD Form 254
Contract Security Classification Specification

DD Form 1423
Contract Data Requirements List

DD Form 1498
Work-Unit Information Summary

DD Form 1540
Registration for Scientific and Technical Information Services

Standard Form 298
Report Documentation Page

Appendix B
Glossary

Section I
Abbreviations

APBI
Advanced Planning Briefing for Industry

AIFI
Army Information for Industry

AIFIM
Army Information for Industry Manager

AMC
Army Materiel Command

APCP
Army Potential Contractor Program

ASA (RDA)
Assistant Secretary of the Army (Research, Development and Acquisition)

ASMA
Army Simulation Modeling Office

BAA
Broad Agency Announcement

CG
Commanding General

CG, AMC
Commanding General, U.S. Army Materiel Command

CG, TRADOC
Commanding General, U. S. Army Training and Doctrine Command

CRDA
Cooperative Research & Development Agreement

DA
Department of the Army

COMINT
Communications Intelligence

COMSEC
Communications Security

DCSAQ, AMC
Deputy Chief of Staff for Acquisition, U.S. Army Materiel Command

DCSINT
Deputy Chief of Staff for Intelligence

DCSOPS
Deputy Chief of Staff for Operations and Plans

DCSRDE, AMC
Deputy Chief of Staff for Research, Development and Engineering, U.S. Army Materiel Command

DLSIE
Defense Logistics Studies Information Exchange

DROLS
Defense RDT&E On-line System

DTIC
Defense Technical Information Center

DOD
Department of Defense

DTT
Domestic Technology Transfer

ELINT
Electronic Intelligence

FACA
Public Law 92-463, the Federal Advisory Committee Act

FAR
Federal Acquisition Regulation

FOCI
foreign owned, controlled or influenced

HQDA
Headquarters, Department of the Army

IAC
Information Analysis Center

IFIP
Information for Industry Program

IR&D
Independent Research and Development

ILO
Industrial liaison officer

ILS
Integrated Logistics support

MANPRINT
Manpower and Personnel Integration

NTIS
National Technical Information Service

ORTA
Office Of Research and Technology Applications

ODUSA(OR)
Office of the Deputy Under Secretary of the Army (Operations Research)

OGA
Other Government Agency

RFP
Request for Proposal

R&D
Research and Development

RDA
Research, Development and Acquisition

RDT&E
Research, Development, Test, and Evaluation

STINFO
Scientific and Technical Information

TJAG
The Judge Advocate General

TILO
Technical and Industrial Liaison Office

TOD
Technical Objective Document

UFS
Unfunded Study, Research & Development

WUIS
Work-Unit Information Summary

Section II
Terms

Analysis
The term "analysis" means the qualified and/or quantified evaluation of information requiring technical knowledge and judgment

Center for Analysis of Scientific and Technical Information
A center exclusively concerned with review or analysis of scientific or engineering data will be considered an information analysis center. Such centers are distinguished from documentation centers and libraries, since their functions are primarily concerned with the handling of documents rather than the technical information contained in the documents.

Contracted Fundamental Research
Includes grants and contracts that are (a) funded by budget Category 6.1 ("Research"), whether performed by universities or industry or (b) funded by budget Category 6.2 ("Exploratory Development") and performed on-campus at a university.

Data
Any representation such as characters or analog quantities to which meaning may be assigned. Data is a form of information and may be expressed in digital, graphic, or symbolic form.

Development Test
The engineering test that provides data on safety, the achievability of critical system technical characteristics, refinement and ruggedization of hardware configurations, and determination of technical risks.

Document
Any recorded information or data regardless of its physical form or characteristics including, but not restricted to, the following:

a. Written or printed material (whether handwritten, printed, or typed).

b. Data-processing cards, tapes, or disks.

c. Maps, charts, photographs, negatives, moving or still films, film strips, video recordings, or compact disks.

d. Paintings, drawings, engravings, or sketches.

e. Sound or voice recordings

f. Reproductions of the foregoing by any means or process.

g. Training manuals, new equipment products, and other training publications.

h. Briefing documents.

Field Test
The test, under realistic combat conditions, of the system for use in combat by representative military users.

Focal point, WUIS
The individual responsible for ensuring compliance with WUIS reporting requirements.

Information
The meaning assigned to data, or a description of, extension of, or elaboration on data. Throughout this regulation the term "information" means scientific and technical information, i.e. the meaning assigned to knowledge expressed in verbal or nonverbal symbols.

Inputter.
An individual who enters DD Form 1498 data into the WUIS database by any approved method.

Need-to-know
The demonstration by an industrial, scientific, technical, or educational organization of acceptable evidence of an existing research and development capability, or of a firm and feasible intent to expand the capability. The organization must also possess, or be eligible for, individual and facility security clearance(s) of a classification level consistent with the specific information to be released.

Official material
Articles in which the Government has a proprietary interest and that were prepared at the direction of the author's supervisor or as part of the author's official duties.

Open literature
Published manuscripts and articles cleared or released for public use.

Operational control
The exercise of executive authority and responsibility for the performance of mission tasks assigned, including the responsibility for ensuring appropriate coordination and application of technical guidance.

Page charges
Cost of reviewing, editing, publishing, and dissemination of information through a professional journal.

Primary distribution
The initial distribution of technical documents to a distribution list of recipients under the auspices of the sponsoring DA activity (even when performed by a contractor, grantee, publisher, or other agent designated by the sponsoring DA activity). It does not include movement of reports within an activity or movement between contractor and sponsoring DA activity.

Research and development unfunded study (R&D UFS)
Study of a research and development problem or requirement initiated and conducted by a qualified organization at not direct cost to the Government, but with the approval and support of the U.S. Army.

Routine engineering
Engineering, mathematical, or design calculations or analysis of a routine, repetitive, non-original/non-innovative nature, that could be classified as supporting in nature.

Information
Communicable knowledge or information resulting from, or pertaining to, the conduct and management of research and engineering efforts. Scientific and technical information is used by administrators, managers, scientists, and engineers engaged in scientific and technical efforts and is the basic intellectual resource for, and result of, such efforts.

Scientific and technical personnel
Anyone who is trained or working in the area of physical, life, mathematical, computer, environmental, behavioral, or social sciences or engineering.

Secondary distribution
Any distribution including loan or disclosure of a technical report subsequent to the primary distribution. This is usually as the result of a request, and usually the responsibility of a repository such as DTIC.

Sponsoring Department of the Army Activity
Any DA activity or office that is directly responsible for funding or supervising an Army RDT&E program whether performed in house or by a contract, grant, or study agreement.

Study
Any organized, in-depth, analytical assessment to understand complex issues, improve the quality and timeliness of Army policy development or decision making, provide new insights into, alternative solutions to, or recommendations on, Army issues through the application of scientific methods.

Technical document
Any document, as described above, that contains technical information or technical data.

Technical information
Information, including scientific information, that relates to research, development, engineering, test, evaluation, production, operation, use, and maintenance of munitions and other military supplies and equipment.

Unofficial material
Manuscripts prepared by the Department of the Army civilian or military personnel as private individuals on off-duty time and in which the Government has no proprietary interest. Such articles are unofficial even if the authors were permitted and encouraged by official supervisors to write them, and the articles concern work done as part of Army R&D activities.