

TECHNICAL PUBLICATION PROCESSING INFORMATION INSTRUCTIONS

The C-22 form must be accompanied by a completed NF1676 (Document Availability Authorization or DAA). Send the completed forms and the report to the DAA Representative at Mail Stop 21-8.

1. Authors

Persons who performed the work described in the scientific and technical information (STI) document, who can effectively defend the main technical content to a peer group. (Unless someone else is designated as a contact person, questions about the report will be directed to the first author, who will be contacted to check the report.)

Affiliation

To be chosen from the pull-down menu

Organizational Code

The author's assigned organizational code

Telephone number

Onsite number at which the author can be reached during business hours

Mail stop

Onsite location where mail will be sent

Room number

Onsite room to which printed copies will be delivered (first author or contact person only)

Contact

Person designated as contact instead of the first author

C-22 initiated by

Person completing the form

Date

Current date

2. Report title

Must match title on the STI document and on the NF1676. (The title is needed to ensure that documentation stays with the correct job.)

3. Report type

See NPR 2200.2, section 2, and Appendix D.

NASA published (i.e., assigned a NASA report number)

Classifications of material published by the NASA STI Program (e.g., TM, TP, CR, etc.)

Not NASA published (i.e., not assigned a NASA report number)

Classifications of reports not published by NASA or given a NASA report number, but entered into the NASA Aeronautics and Space Database (NA&SD), announced, and archived

Abstract

Presentation

Material presented orally at a conference, symposium, seminar, or other meeting, not published by NASA or given a NASA report number. (This kind of report is entered into NA&SD, announced, and archived; the author is recognized ("credited") as having produced the report.)

Oral presentation, viewgraphs

Journal article/book/chapter

Web document that contains STI

Material restricted based on the Limited Exclusive Rights contract clause. (This kind of report is not entered into NA&SD, not announced, and not archived; the author is not recognized ("credited") as having produced the report.)

TECHNICAL PUBLICATION PROCESSING INFORMATION INSTRUCTIONS

4. Original funding number

Organizational code of division that paid for the research upon which this STI is based. In many cases, STI production costs are fully paid by the Logistics and Technical Information Division (LTID) with the exception of printing costs. A work breakdown structure (WBS) number is required to support internal STI tracking processes.

5. Subject category(ies) number

Used to catalog NASA STI reports and to determine recipients for Standard Distribution reports. (Choose up to three numbers from NASA's Scope and Subject Category Guide.)

Subject keywords

Used to index and retrieve information in NA&SD and the NASA Technical Reports Server (NTRS). (Must be from NASA Thesaurus. Choose up to seven terms.)

Trade names used

Indicate whether any trade names (e.g., Tyvek, Cray, Teflon, IBM, Cessna, etc.) are used in a report so that the proper disclaimer can be displayed on the back of the title page.

6. Additional information for contractor or grant reports only

Contract or grant number

Contract or grant number under which research was funded when work was performed by a contractor or grantee (e.g., NAS-3 12345 or NAG3-1234)

Monitor

Glenn Civil Service employee who supervised the contract under which this STI was generated

Monitor's telephone number

Onsite number at which the contract monitor can be reached during business hours

Monitor's mail stop

Onsite mail stop where material and final reports will be mailed

Monitor's organizational code

The contract monitor's assigned organizational code

7. Processing information

Self explanatory.

8. Management reviews

Reviews of NASA STI reports to ensure that they conform to NASA professional standards (See NPR 2200.2, section 4.3). Intellectual property officer (IPO) review may be required by Glenn funding program or project management.

9. Technical reviews

Reviews of NASA STI reports to ensure that they are technically accurate (See NPR 2200.2, section 4.3).

10. Export and dissemination review, required via NF1676

1a. Authors

Record additional authors if more than five are listed on the STI document

Continuation

Section available to record additional information

Selection of the correct series in which a document is published should be based on the content of an author's manuscript and the needs of an identifiable readership. The preliminary determination is made by the author in conjunction with the NASA Lead Center or Center Publications Office. It is subject to the approval of the NASA Headquarters Office or Center review process.

NASA SCIENTIFIC AND TECHNICAL INFORMATION (STI) REPORT TYPES

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Technical Memorandum (TM). This series records scientific and technical findings that are preliminary or of specialized interest for example, "quick-release" reports, working papers, and bibliographies that contain minimal annotation. TMs do not contain extensive analysis. The types of documents assigned to this series include preliminary data ("quick-release" reports), working papers for professional peers beyond the basic work unit or for external circulation, individual papers prepared for presentation at or preprints for professional meetings or symposia, which may or may not be published later in proceedings or journals, and preliminary proceedings of professional meetings or symposia sponsored or cosponsored by NASA. When the proceedings are not complete, the extent of the content, for example, "abstracts only" or "primarily viewgraphs," is indicated in the Supplementary Notes block of SF-298, Report Documentation Page (RDP), theses or dissertations that relate to Agency work, written by NASA employees only, bibliographies that are written by NASA employees, contractors, and grantees, and that present listings of STI literature with minimal annotations, computer program application documentation, limited-use data compilations and reports to other agencies or non-NASA-sponsored research results.

Contractor Report (CR). This series comprises reports of scientific and technical findings by NASA-sponsored contractors, grantees, and cooperative agreement recipients and dissertations or theses by NASA contractors or grantees (if funded by NASA). CRs may contain findings of completed or significant scientific and technical work or findings of preliminary or specialized interest. All CRs are subject to minimum review requirements. A final report or nonrequired report authored by a contractor, grantee, or cooperative agreement recipient may be selected by the NASA Contracting Officer's Technical Representative (COTR) or technical management for publication as a NASA CP, SP, or TP in lieu of publication as a CR. A given report may be published in one series only. Such reports must meet all criteria for the selected series and must be reviewed and approved at the level(s) required for that series.

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For more information, see NASA Procedural Requirement (NPR) 2200.2, Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information.

NPR available online:

<http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=2200&s=2C>

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TECHNICAL PUBLICATION PROCESSING INFORMATION

Attach NASA Form (NF) 1676 (Document Availability Authorization/DAA) for export and dissemination review

1. AUTHORS	AFFILIATION	ORG CODE	TELEPHONE NO.	MAIL STOP	ROOM NO.

CONTACT

C-22 INITIATED BY	DATE
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2. REPORT TITLE

3. REPORT TYPE	See NPR 2200.2 at http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=2200&s=2C
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PUBLISH WITH NASA REPORT NUMBER	CREDIT, NO NASA REPORT NUMBER
<input type="checkbox"/> TP (Technical Publication) <input type="checkbox"/> TM (Technical Memorandum) <input type="checkbox"/> of a presentation or journal article <input type="checkbox"/> CR (Contractor Report) <input type="checkbox"/> of a presentation or journal article <input type="checkbox"/> CP (Proceedings of NASA Conference) <input type="checkbox"/> SP (Special Publication)	<input type="checkbox"/> Abstract <input type="checkbox"/> Presentation (full conference paper) <input type="checkbox"/> Oral presentation, viewgraphs <input type="checkbox"/> Journal article/book/chapter <input type="checkbox"/> Web document that contains STI

4. ORIGINAL FUNDING NUMBER

Note: In many cases, scientific and technical information (STI) production costs are fully paid by the Logistics and Technical Information Division (LTID) with the exception of printing costs. A work breakdown structure (WBS) number is required to support internal STI tracking processes.

5. SUBJECT CATEGORY(IES)	http://www.sti.nasa.gov/sti-tools/
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SUBJECT KEYWORDS (From NASA Thesaurus)	http://www.sti.nasa.gov/sti-tools/	TRADE NAME(S) USED. (List here.)
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6. ADDITIONAL INFORMATION FOR CONTRACTOR OR GRANT REPORTS ONLY

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MONITOR'S TELEPHONE NO.	MONITOR'S ORG CODE

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REQUIRED REVIEWS**8. MANAGEMENT REVIEWS***(Intellectual Property Officer (IPO) signs NF1676, block 3c, if report contains restricted information)*

	NAME ▼	SIGNATURE ▼	DATE ▼
BRANCH CHIEF/ OFFICE HEAD			
DIVISION CHIEF			
TECHNICAL MONITOR (Contractor reports only)			

9. TECHNICAL REVIEWS Assess the technical integrity and merit of the activity or research being performed and the results being documented.

1. NAME	SIGNATURE	DATE
2. NAME	SIGNATURE	DATE
3. NAME	SIGNATURE	DATE

10. EXPORT AND DISSEMINATION REVIEW, REQUIRED

Attach NF1676, Document Availability Authorization (DAA)

<http://forms.grc.nasa.gov/Forms/PublicUser/index.cfm>

1a. AUTHORS (continued)	AFFILIATION	ORG CODE	TELEPHONE NO.	MAIL STOP	ROOM NO.

CONTINUATION (Note items you are continuing)

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