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**Scientific/Research and Development**

**MANAGEMENT OF SCIENTIFIC AND  
TECHNICAL INFORMATION**

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OPR: SAF/AQT  
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Pages: 7  
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- 1.** The process of exchanging information is an essential of research, development, test, and evaluation (RDT&E) and studies and analysis (SA). Air Force participation in this process conserves diminishing resources and promotes progress by enabling those involved in RDT&E to take advantage of the efforts of others. This directive provides policy to ensure that the Air Force complies with Department of Defense (DoD) directions, instructions, and policies when it publishes, disseminates, retrieves, exchanges, and stores Scientific and Technical Information (STINFO).
- 2.** Management of STINFO within the Air Force involves the production of information in various media, the protection of that information by proper classification and distribution controls, and effective dissemination by publishing and depositing it in central information repositories so that it is available to all who need the information.
- 3.** The Air Force will produce, protect, and disseminate STINFO as an integral part of its RDT&E and SA efforts. See **Attachment 1** for measures used to comply with this policy.
  - 3.1. The Air Force will establish and support adequate information and communications services relating to STINFO in support of its RDT&E and SA efforts. This involves all aspects of collecting, producing, disseminating, controlling, protecting, and applying STINFO.
  - 3.2. The Air Force will exchange STINFO with the public and private sectors, including academia, to share Air Force technologies and exploit technologies developed elsewhere.
  - 3.3. The Air Force will provide releasable defense technical, planning, requirements, budget, and acquisition information to industrial or other organizations capable of engaging in defense research, development, and acquisition programs.
  - 3.4. The Air Force will ensure that all scientific and technical data concerning Air Force RDT&E and SA efforts are reviewed from the standpoint of controlling distribution. Data will be expeditiously made available to the research, development, and engineering communities throughout DoD, other Federal agencies, state and local governments, academia, industry, and other private individuals, consistent with appropriate distribution controls.

**4. The following responsibilities and authorities are established:**

4.1. SAF/AQT is designated the Department of the Air Force office of primary responsibility for the Air Force STINFO program and will appoint an Air Force STINFO Program Manager who is the single focal point for STINFO as required by DoD Directive 3200.12, *DoD Scientific and Technical Information Program*, February 15, 1983.

4.2. Commanders and directors of the activities at **Attachment 2** will appoint a local STINFO Officer whose full-time duty assignment will be to represent the commander or director and to serve as the single, authoritative point of contact for STINFO matters within the command or activity. The local STINFO Officer will establish, manage, and monitor the program and perform the duties described in AFI 61-201, *Responsibilities of the Local STINFO Officer* (formerly AFR 83-1).

**5. Terms Explained:**

**5.1. Air Force Program Manager.** Individual appointed at SAF/AQT to provide Air Force-wide programmatic guidance for the program.

**5.2. Defense Technical Information Center (DTIC).** Under the operational control of the Office of the Director of Defense Research and Engineering, DTIC provides for the acquisition, storage, announcement, retrieval, and secondary distribution of technical documents.

**5.3. Local Scientific and Technical Information Officer.** Individual appointed by the local commander to carry out and enforce compliance with the various elements of the US Air Force STINFO Program.

**5.4. Technical Document.** Any recorded information or data, regardless of its physical form or characteristics, that contains scientific and technical information or technical data including production, engineering, and logistics information. Excluded are official Air Force publications, which are not distributed through the Defense Technical Information Center.

**5.5. Work-Unit Information Summary.** The set of data elements that describe, for separate research, development, test, and evaluation efforts, what is being accomplished, the performer, location, sponsor, cost, and progress to date. Submitted to the Defense Technical Information Center for inclusion in the Work-Unit Information System, a database that makes available information on current work in progress.

**6. See Attachment 3** for DoD publications implemented by this policy directive and for other Air Force directives and instructions with which it interfaces.

JOHN E. JAQUISH , Lt General, USAF  
Principal Deputy, Assistant Secretary of the Air Force  
for Acquisition

## Attachment 1

### MEASURES AND DISPLAY OF COMPLIANCE WITH POLICY

**A1.1.** SAF/AQT will evaluate compliance with Air Force STINFO policy by reviewing data submitted by the locally appointed STINFO Officers and Office of Secretary of Defense-directed feedback reports from the DTIC. SAF/AQT will equate success with positive trends, which equate to continual process improvements. Air Force instructions subordinate to this policy directive will contain reporting requirements, which will be based upon approved Air Force reporting systems consisting of various report control symbols (RCS) inputs. Reporting will include:

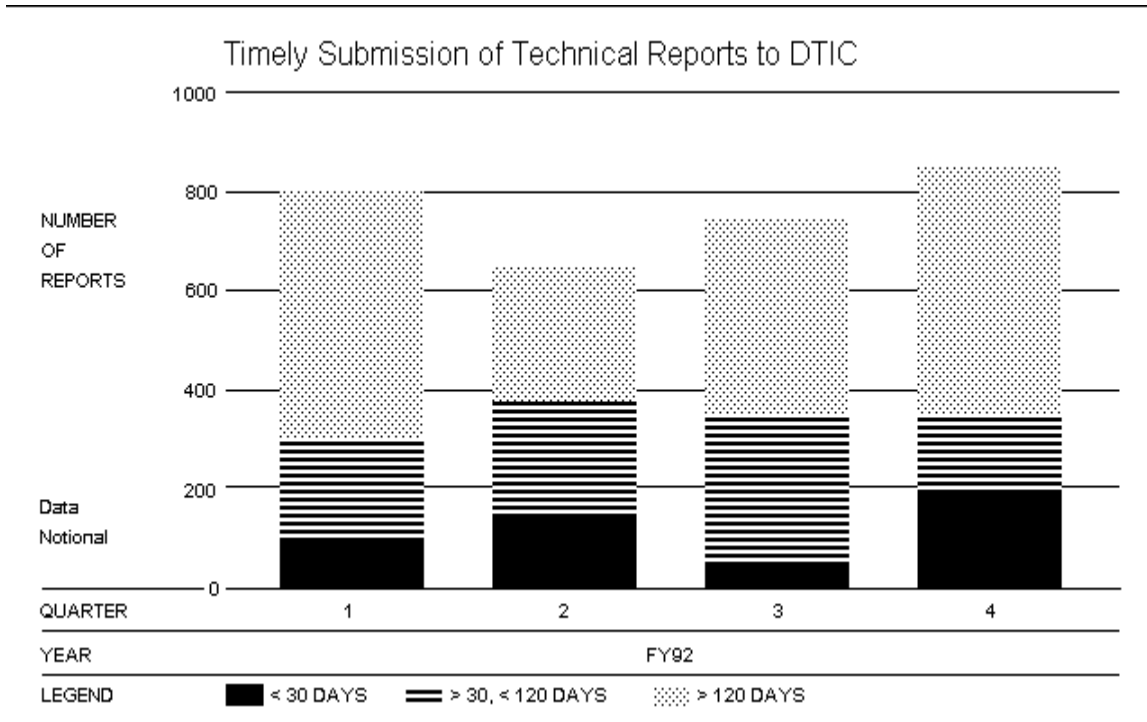
A1.1.1. Number of technical reports generated by in-house and extramural efforts and submitted to DTIC (including completeness and timeliness of reporting [**Figure A1.1.**]). Timeliness is reflected by how long it takes to publish the final report (and submit it to DTIC) after the work has been completed. The desired trend is for the total number of technical reports submitted to DTIC to increase. A second trend is to decrease the number of reports that take more than 120 days to submit.

A1.1.2. Timeliness of work-unit information summaries and the percentage of up-to-date summaries in the DTIC database (**Figure A1.2.**). The desired trend is the increasing number of summaries in the database over time along with a decreasing percentage over 12 months old.

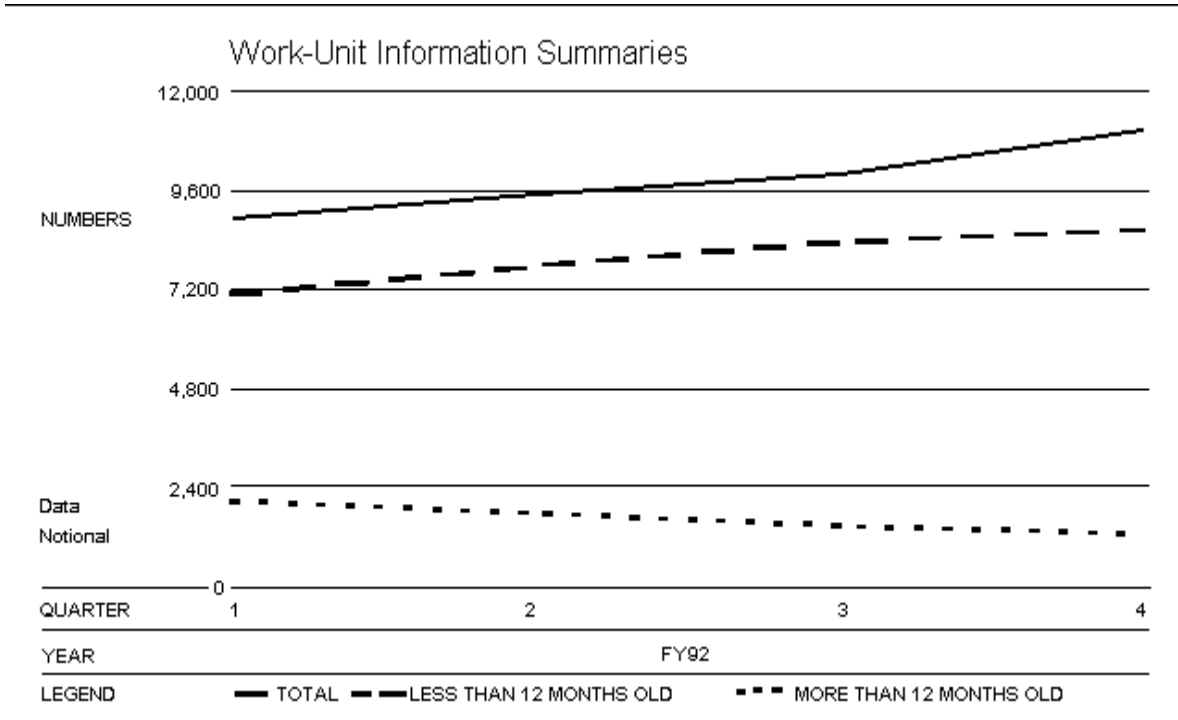
A1.1.3. New starts and major modifications for which literature searches are completed and documented (**Figure A1.3.**). The objective is to have at least one literature search performed for every new start and major modification. The desired trend is the decreasing difference between the numbers of new starts and major modifications on one hand and the number of literature searches on the other.

**A1.2.** SAF/AQT will tabulate the results of quarterly reporting in an annual report to be published and distributed. This will allow deficiencies (i.e., failures to improve) to be identified and activities to compare their efforts with others.

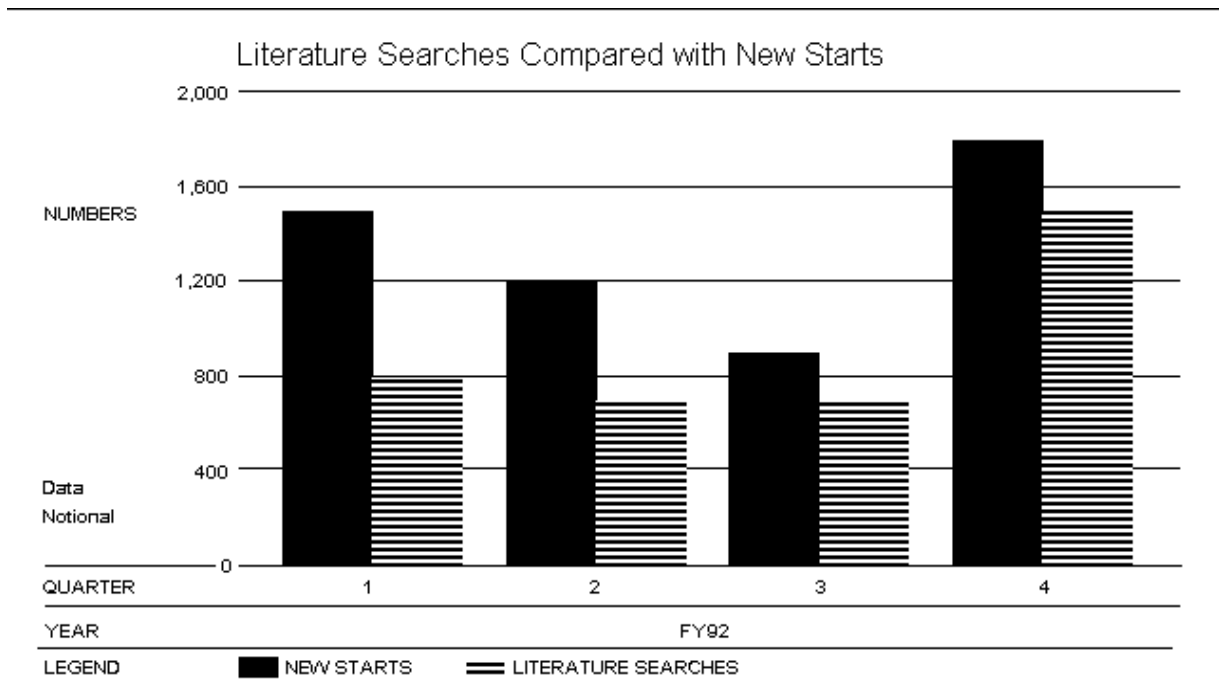
**Figure A1.1. Sample Metric of Timely Submission of Technical Reports to DTIC.**



**Figure A1.2. Sample Metric of Work-Unit Information Summaries.**



**Figure A1.3. Sample Metric of Literature Searches Compared With New Starts.**



## **Attachment 2**

### **ACTIVITIES THAT REQUIRE FULL-TIME STINFO OFFICERS**

Air Force Materiel Command.

Aeronautical Systems Center.

Electronic Systems Center.

Human Systems Center.

Space and Missiles Systems Center.

Armstrong Laboratory.

Phillips Laboratory.

Rome Laboratory.

Wright Laboratory.

Ogden Air Logistics Center.

Oklahoma Air Logistics Center.

Sacramento Air Logistics Center.

San Antonio Air Logistics Center.

Warner Robins Air Logistics Center Air Force Flight Test Center.

Arnold Engineering Development Test Center.

Civil Engineering Development Test Center.

Air Force Space Command.

Air Training Command.

Air Combat Command.

Air Mobility Command.

Air Force Communications Command.

Air Force Communications Agency.

Air Force Technical Applications Center.

Air Force Operational Test and Evaluation Center.

Air Force Academy.

Air Force Center for Environmental Excellence.

## Attachment 3

### PUBLICATIONS WITH RELATED POLICIES AND INSTRUCTIONS

#### *DoD Implemented Publications*

DoD Directive 3200.12, *DoD Scientific and Technical Information Program* February 15, 1983

DoD 3200.12-R-1, *Research and Technology Work Unit Information System Regulation*, August 1983

DoD 3200.12-R-2, *Centers for Analysis of Scientific and Technical Information Regulation*, January 1985

DoD Directive 5200.12, *Conduct of Classified Meetings*, July 27, 1992

DoD Instruction 5200.21, *Dissemination of DoD Technical Information*, September 27, 1979

DoD Directive 5230.24, *Distribution Statements on Technical Documents*, March 18, 1987

DoD Directive 5230.25, *Withholding of Unclassified Technical Data From Public Disclosure*, November 6, 1984

DoD Directive 5230.27, *Presentation of DoD-Related Scientific and Technical Papers at Meetings*, October 6, 1987

#### *Interfaced Publications*

AFPD 61-1, *Management of Air Force Science and Technology*, formerly AFR 80-3

AFI 61-201, *Responsibilities of the Local STINFO Officer*, formerly AFR 83-1

AFI 61-202, *AF Technical Publications Program*, formerly AFR 83-2

AFI 61-203, *R & T Work-Unit Information System*, formerly AFR 80-12

AFI 61-204, *Controlling the Distribution of Classified and Unclassified STINFO*, formerly AFRs 80-30, 80-34, and 83-3

AFI 61-205, *Sponsoring or Cosponsoring, Conducting, and Presenting DoD-Related Scientific and Technical Papers at Unclassified and Classified Conferences, Symposia, and Other Similar Meetings*, formerly AFR 80-43

AFI 61-207, *Air Force Information for Industry Offices*, formerly AFR 80-11

AFI 61-208, *Air Force Potential Contractor Program*, no former publication

AFI 61-209, *Advance Planning Briefings for Industry*, no former publication

AFR 80-39 (Joint Departmental Publication), *Certification and Registration for Access to Scientific and Technical Information*, May 5, 1977