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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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2010

[Printable Format \(PDF\)](#)

Subject: Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information

Responsible Office: Office of the Chief Information Officer

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Appendix I. Documentation, Approval, and Dissemination Procedures

I.1 General Procedures

I.1.1 Planning a Publication. When planning a publication, authors should contact the NASA Center Technical Publications or STI Manager to discuss the publication's outline and format, production, authorization, review and approval, printing or reproduction (if applicable), distribution, and deadline requirements.

I.1.2 Assessing the Publication. The NASA Center Technical Publications Manager assesses, with the author and his or her technical management, the following:

- a. Series in which the STI Report Series will be published, based on the content and intended audience and the applicable subject categories. (See Appendices B and H.)
- b. Review and approval requirements.
- c. Level of edit and production effort.
- d. Artwork and functional color requirements.
- e. Estimated length and number of copies (if applicable).
- f. Electronic file requirements.

I.1.3 Cost Estimates. The NASA Center Technical Publications Manager coordinates with the Center Printing Officer to estimate the required production and printing costs (if applicable) and provides the resulting cost information to the author.

I.1.4 Funding Availability. Contact the Center Technical Publication Manager to determine the existing policy for funding of the publication, if applicable.

I.1.5 Report Numbers. The NASA Center Publications Office obtains a report number in the appropriate series from NASA CASI, if applicable.

I.1.6 Required Reviews. The author or COTR ensures that the required reviews are completed and approvals obtained. (See Chapter 4.)

I.1.7 Delivery. The author delivers the manuscript to the NASA Center Publications Office in draft, final, or camera-ready form (if the report is to be printed or reproduced in hard copy) accompanied by the following:

I.1.7.1 Report Documentation Page (RDP). A completed Report Documentation Page (RDP), SF-298, which is included as the last page of the report for all NASA STI reports other than SPs. (See section 2.5.5.) For SPs, a completed RDP should be included but submitted as a separate file.

I.1.2 Document Availability Authorization (DAA) - NF-1676. (See Chapter 4.) While production of the report may continue prior to the submittal and approval of this form, the DAA must be completed and signed before the report is

submitted for publication or dissemination external to NASA or presented at internal meetings or conferences at which foreign nationals may be present or loaded to a website.

I.1.7.3 Additional Approvals. This includes any other approvals and/or authorizations required by NASA Headquarters Office or Center authorizations including, but not limited to, publishing and release authorizations, funding authorization, professional and technical review approvals, security officer approvals, and printing and duplicating authorizations.

I.1.8 Standards Conformance. The NASA Center Technical Publications Manager ensures that the manuscript is reviewed for conformance to the standards in section 2.5 and NASA Headquarters or Center standards and recommends and/or incorporates final changes to produce the final copy.

I.1.9 Initial Review. The author and the Center Technical Publications Manager review and approve the final copy.

I.1.9.1 Acquiring Report Numbers and Print Volumes (if applicable). The NASA Center Technical Publications Manager acquires the appropriate report number from NASA CASI. (See section I.2.1.2.) NASA CASI disseminates STI in electronic formats. If an author or Center also determines the need to print the document in hard copy, it is the responsibility of the respective Center to do so in addition to supplying the electronic file to NASA CASI. For alternative forms of electronic media (videotapes, DVD's), contact your Center Technical Publications Manager for requirements.

I.2 NASA STI Report Series Numbers

I.2.1 STI Report Series Numbers

I.2.1.1 ANSI/NISO-Based Numbering System. The STI program uses a standard numbering system based on ANSI/NISO Z39.23, "Standard Technical Report Number (STRN) Format and Creation," to ensure the assignment of unique report numbers to the NASA STI Report Series. The report numbers are composed essentially of the Agency acronym (NASA), a series acronym (e.g., TM), a publication year (e.g., 2005), and the report number. The report number appears on the front cover, title page, and RDP of all NASA STI Report Series in the standard STI report number format, e.g., NASA/TM--2005-123456. Report numbers for revised reports, reports comprising more than one volume, or reports with supplements must include the appropriate suffix(es), e.g., NASA/TM--2005-123456/REV2, NASA/TM--2005-123456/VOL2, NASA/TM--2005-123456/SUPPL2. If more than one suffix is used, it is connected to the other suffix(es) with a hyphen, e.g., NASA/TM--2005-123456/REV2-VOL2.

I.2.1.2 Requesting Report Numbers. Report numbers should be requested during the development of a NASA STI Report Series. Report numbers are obtained by sending a request for the report number to NASA CASI Help Desk. Send the request via mail, fax, or e-mail. The request must be made by a Center Publications Office representative, and it must include the requester's name, phone number, fax number, mail stop, e-mail address, and the type of report number requested. The report number will be issued to the recipient within one working day of the request receipt.

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