

**BY ORDER OF THE
COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 36-141**

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Personnel



**RESIDENT FACULTY, STAFF, AND STUDENT RESEARCH
PUBLICATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFIT publications are classified into five broad categories: Technical Reports, Technical Memoranda, Material Developed for Classroom Use, Theses, and Dissertations. This instruction establishes publication standards, administrative procedures, and format requirements for these publications. Its purposes are to aid the interchange of scientific, managerial, and technical information and to reduce the cost of preparing, reproducing, and distributing such reports while at the same time assuring their quality. This instruction does not apply to articles published in archival journals. This instruction is applicable to AFIT's resident schools and to AFIT/CI students.

I. TECHNICAL REPORTS:

1.1. A Technical Report (TR) is any preliminary or final technical document written for the permanent record to document results of research. These reports are intended for a significant DoD and civilian audience who may secure the documents from the Defense Technical Information Center (DTIC) and the National Technical Information Service. These reports may enjoy wide dissemination and provide at least one indicator of faculty quality. The writing and research should be of the highest quality. The report format must comply with ANSI/NISO 239.18-1995 (Scientific and Technical Reports—Elements, Organization, and Design).

1.2. Each school has the responsibility of assigning AFIT TR numbers. The sequence is AFIT/School Symbol/TR-Calendar Year-Order Number, e.g., AFIT/EN-TR-02-03.

1.3. One copy of the TR will be sent to DTIC and one copy to the AFIT library.

2. TECHNICAL MEMORANDA:

2.1. A Technical Memorandum (TM) is designed to fill the need between material developed for classroom use and formal TRs. The TM is an internal working document, which may serve several purposes. It may be but is normally not sent to DTIC.

2.1.1. The TM may report the essential information also contained in an article being submitted for publication in an archival journal. The time from submission to publication in nationally recognized journals may be as long as 12 to 20 months. The TM provides a means of documenting this research for immediate use. Further, it may preserve detailed data and discussion pertinent to the research concerned but beyond the scope of that normally contained in a journal article.

2.1.2. The TM may be an interim or final report of faculty consulting research activities. Because such reports are normally written for the supporting agencies, they may hold little interest for a more general audience.

2.1.3. The TM may report institutional research. For instance, the TM may describe significant studies of major curriculum evaluations. As such, it provides a permanent record for future use.

2.2. TMs are internal documents but may on occasion, as a courtesy, be supplied to the official DoD agencies (other than the supporting agency) that may benefit from the information they contain. Each release outside of AFIT must have the approval of the Dean (or designee) of the school in which the TM is written.

2.3. TM numbers are assigned by the school's Dean. They consist of the following five elements: AFIT-School Symbol-TM-Calendar Year-Sequence Number: for example, AFIT-EN-TM-96-6.

2.4. Because TMs are internal documents; the style and format requirements are not rigidly specified. Nevertheless, they should reflect the scholarly quality of a university faculty. Each TM must contain a properly completed SF 298, Report Documentation Page.

3. MATERIAL DEVELOPED FOR CLASSROOM USE: Materials developed for course work, such as workbooks, handouts, lecture notes, viewgraphs, manuals, etc., are intended for a limited classroom audience and are generally subject to fairly rapid change. These materials are processed at the department level. Format and style are the responsibility of the Course Director. More permanent forms of course material should be considered for development as textbook material and commercial publication.

4. THESES: See the EN Operating Instruction on theses and dissertations for resident students. For AFIT/CI students, theses and dissertations are treated as Technical Reports in accordance with section 1, with the exception of the formatting requirement that may be superseded by the civilian university formatting requirements.

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