



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D C. 20350-1000

SECNAVINST 3900.29D

ONR 36

16 January 1997

SECNAV INSTRUCTION 3900.29D

From: Secretary of the Navy

Subj: STANDARD FORMAT REQUIREMENTS FOR SCIENTIFIC AND TECHNICAL REPORTS

Ref: (a) American National Standards Institute ANSI Z39.18-95
(b) DOD Federal Acquisition Regulation Supplement 235.071(d), "Final Scientific or Technical Reports"

1. Purpose. To notify naval activities of standard format requirements for scientific and technical reports. This instruction updates references pertaining to format requirements and should be read in its entirety.

2. Cancellation. SECNAVINST 3900.29C.

3. Action. All scientific and technical reports prepared by, or for, the Department of the Navy shall comply with reference (a), ANSI Z39.18, "Scientific and Technical Reports: Organization, Preparation, and Production." Additional implementing instructions are not required. Specifically:

a. In-House Reports. All Navy and Marine Corps activities responsible for the preparation of scientific and technical reports will follow the provisions of ANSI Z39.18, and will ensure that a completed Standard Form (SF) 298 (2-89), Report Documentation Page, is included in every report distributed externally by any activity.

b. Contractor, Subcontractor, and Grantee Reports. All Navy and Marine Corps scientific, technical, and/or other military personnel responsible for the management of scientific and technical work shall invoke ANSI Z39.18 in their statement of procurement requirements for scientific and technical reports. In addition, reference (b) requires that a completed SF 298, Report Documentation Page, be included in every copy of all scientific or technical reports, and that each responsible contracting officer will ensure this requirement is met.

c. Preparation of SF 298. SF 298 shall be completed according to instructions on the form.



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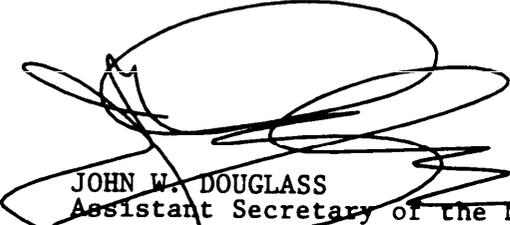
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4. Availability. ANSI Z39.18 is stocked at the Naval Inventory Control Point, 700 Robbins Avenue, Philadelphia, PA 19111-5098 for issue to DOD activities only. Other government agencies, contractors, private concerns, or other requesters may obtain this document from:

NISO Press Fulfillment Center
P. O. Box 338
Oxon Hill, MD 20750-0338

1-800-282-6476

5. Forms. SF 298 (2-89), NSN 7540-01-280-5500, is available from the General Services Administration.



JOHN W. DOUGLASS
Assistant Secretary of the Navy (RDA)

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