

**MPR 2220.1
REVISION N**

**EFFECTIVE DATE: September 20, 2004
EXPIRATION DATE: September 20, 2009**

MARSHALL PROCEDURAL REQUIREMENTS

AD01

SCIENTIFIC AND TECHNICAL PUBLICATIONS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	J	9/30/99	History log added with this revision; previous history contained in Directives Manager's Reference File. Document updated to change ownership from CO01 to AD01; and converted from MMI to MPG format.
Revision	K	2/24/00	Changes the level of delegated authority in Document Content, Paragraph 2, Responsibilities from organization Directors to Department Managers or functional equivalents. Includes the review process relative to export control in paragraphs 3a. and 3b.
Revision	L	7/10/00	Changed references to MWI 2190.1 to MPG 2190.1 in paragraphs P.4.b., 3.a., and 3.b.
Revision	M	5/22/03	Updated Master List URL in footer. Changed NPD 2220.5 to NPD 2200.1 to reflect change in number for this document. Added NPG 1441.1 to paragraph P.4. Updated organization names in paragraphs 2.3 and 2.4. Changed section VII to IX in paragraph 3.5. Added Flow Diagram in paragraph 5.
Revision	N	9/20/2004	Changes per HQ Rules Review Action. Changed font, changed MPG to MPR, changed Department Managers to Directors in 2.1 & 3.5, changed fiscal to calendar, certification to Purchase Order & Document Control Number to Purchase Order Number in 4.

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PREFACE

P.1 PURPOSE

The purpose of this Directive is to set forth procedural requirements for the acquisition, processing, publication, announcement, and dissemination of scientific and technical information and to implement the requirements of the latest edition of NASA Procedural Requirements (NPR) 2200.2, “Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information (STI).”

P.2 APPLICABILITY

This Directive applies to all Marshall Space Flight Center (MSFC) organizational elements and to MSFC contractor personnel who originate scientific and technical information from contracts, grants, or cooperative agreements for publication or presentation within the scope of this Directive.

P.3 AUTHORITY

- a. NPR 2200.2, “Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information (STI)”
- b. NPD 2200.1, “Management of NASA Scientific and Technical Information (STI)”

P.4 APPLICABLE DOCUMENTS

- a. NASA SP-7012, “International System of Units”
- b. NPR 1441.1, “NASA Records Retention Schedules” (NRRS)
- c. MPD 2190.1, “MSFC Export Control Program”

P.5 REFERENCES

- a. NASA SP-7047, “NASA Publications Manual”
- b. NASA SP-7012, “International System of Units”
- c. Government Printing Office (GPO) “Style Manual”
- d. “MSFC Writing Guide” – dated October 1991
- e. “MSFC Editing Guide” – dated November 1980

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P.6 CANCELLATION

MPG 2220.1M dated May 22, 2003

Original signed by
Robin N. Henderson for

David A. King
Director

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DOCUMENT CONTENT

1. DEFINITIONS

Definitions of terms used in this Directive are given in NPR 2200.2, Section 1.7. The NASA scientific and technical reports series is defined and described in Chapter 2 of NPR 2200.2.

2. RESPONSIBILITIES

2.1 Directors of NASA Centers or their designees shall ensure that all NASA scientific and technical information activities under their cognizance are in accordance with NPR 2200.2. This authority is hereby further delegated to all MSFC Directors or functional equivalents and to those appointed to serve in their absence. No other delegation is authorized.

2.2 Officials to whom authority is delegated in this Directive shall ensure that the Center Director is kept fully and currently informed of significant actions, problems, or other matters of substance related to the exercise of this responsibility.

2.3 The MSFC Chief Information Officer (CIO), Office of the CIO, shall be responsible for the operational management of the scientific and technical publications program to include support in the documentation control and preparation of technical reports, which consists of final editing, typing, proofing, printing, and disseminating.

2.4 The Group Lead, Information Technology (IT) Systems Engineering Group, through the Document Availability Authorization (DAA) Representative, Technical Publications staff, shall be responsible for processing of DAA Forms, including the identification of the appropriate Project Officer or Technical Monitor, when necessary.

2.5 MSFC Program/Project Officers/Managers and Technical Monitors shall ensure that all documents containing scientific and technical information produced under MSFC sponsorship are appropriately published or made available in accordance with this Directive and NPR 2200.2.

2.6 The Director, Procurement Office, shall follow the instructions provided by the Assistant Administrator for Procurement to ensure that appropriate provisions, as applicable, are included in MSFC contracts and grants to fulfill the intent of this Directive and NPR 2200.2.

3. PROCEDURE

The procedural requirements for review and approval of the NASA STI Report Series, symposium presentations and external publications are contained in NPR 2200.2. MSFC specific requirements are as follows:

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3.1 When a document is authored/sponsored by an MSFC employee, the employee shall (1) coordinate any required technical or professional reviews, (2) complete and staff NASA Form 1676 relative to export control requirements in accordance with NPR 2200.2, MPD 2190.1, and this MPR, (3) determine the appropriate Report Series in conjunction with the technical publications staff located in the Office of the CIO, and (4) submit the document with NASA Form 1676 to the technical publications staff for publication.

3.2 When a document is authored/sponsored under a contract, grant, or cooperative agreement, the cognizant technical monitor (e.g., the COTR) shall (1) conduct a technical review of the document, (2) complete and staff NASA Form 1676 relative to export control requirements in accordance with NPR 2200.2, MPD 2190.1, and this MPR, (3) recommend appropriate distribution for the document, and (4) submit the document with NASA Form 1676 to the Office of the CIO, technical publications staff.

3.3 If a document is being published in an external publication, the author/sponsor or cognizant technical monitor shall (1) determine applicable page and reprint charges and (2) submit reprint orders with a completed and signed NASA Form 1676 and a color justification memo (if applicable) to the technical publications staff.

3.4 With respect to Section II of NASA Form 1676, any questions pertaining to the appropriate security classification shall be coordinated with the Protective Services Department. Documents that contain information pertaining to national security or nuclear energy shall be referred to the Protective Services Department for review and approval.

3.5 With respect to Section IX of NASA Form 1676, only MSFC Directors or functional equivalents, including individuals designated to act in the absence of those individuals, shall sign.

4. RECORDS

RECORD	REPOSITORY	PERIOD OF TIME
Document Availability Authorization (DAA) NASA Form 1676	Reference copy maintained in Technical Publications filed by calendar year.	NRRS 2/8/D/1(a) Temporary. Destroy 2 years after meeting or publication date cited on the DAA form or when 5 years old, whichever is sooner.
STI Formal Series Reports Published reports and background files	Final published copy and background information maintained in Technical Publications filed by report number.	NRRS 2/8/A/1 Temporary. Retire to Federal Records Center (FRC) at end of fiscal year in which document is published. Destroy when 10 years old.

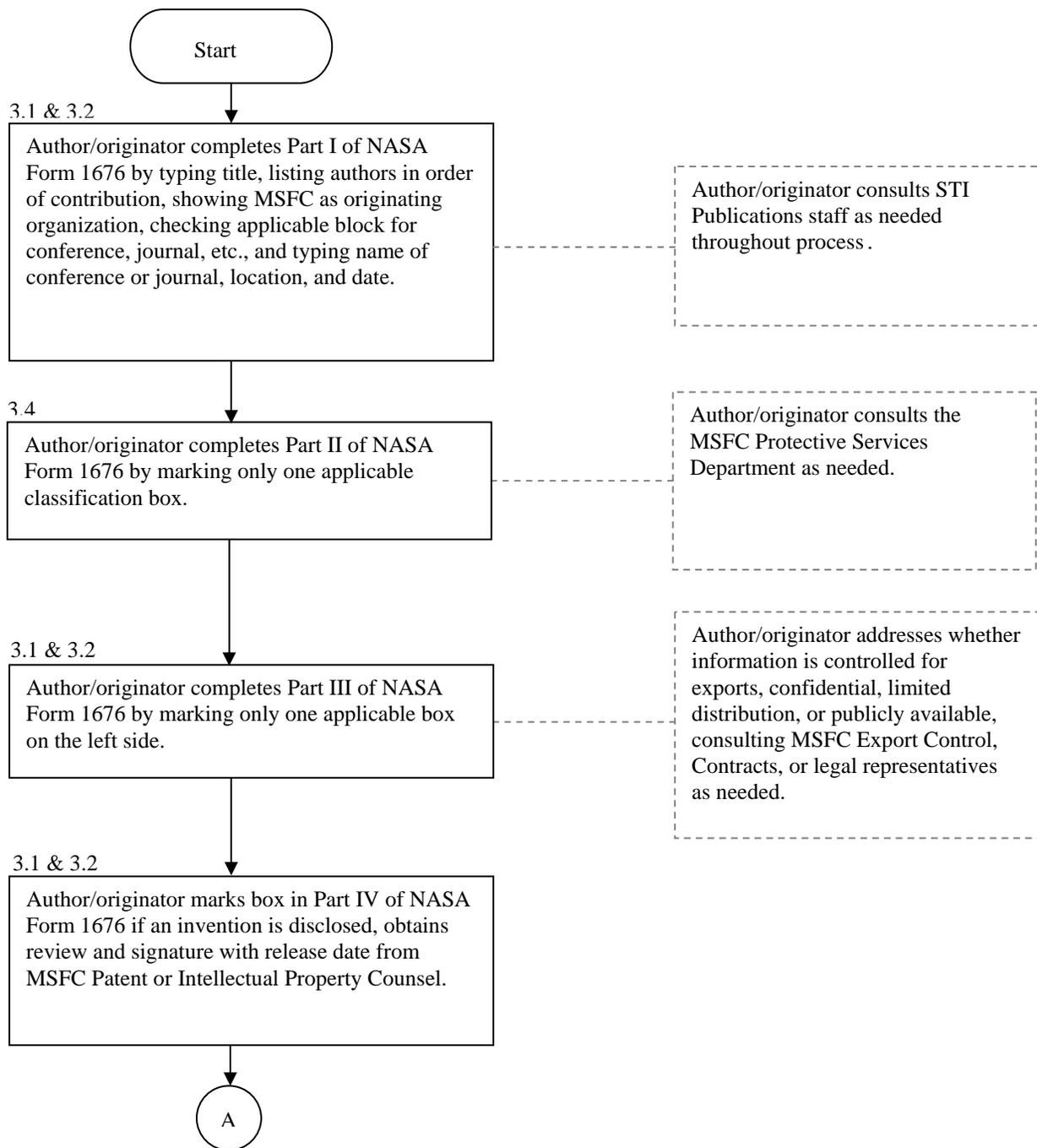
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Document Availability Authorization (DAA) Records on Contractor Final Reports by contract number	Reference copy maintained in Technical Publications filed by contractor report number.	NRSS 2/8/D/2(a) Temporary. Destroy no later than 5 years after date of publication or when 6 years old, whichever is sooner.
Reprint Order Files Reference copies document request for payment for reprints, page charges, and color charges, to scientific journals	Copy of Purchase Order and background information maintained in Technical Publications filed by Purchase Order Number.	NRRS 5/1/F Temporary. Destroy upon completion of contract or when no longer needed, whichever is sooner.

5. FLOW DIAGRAM

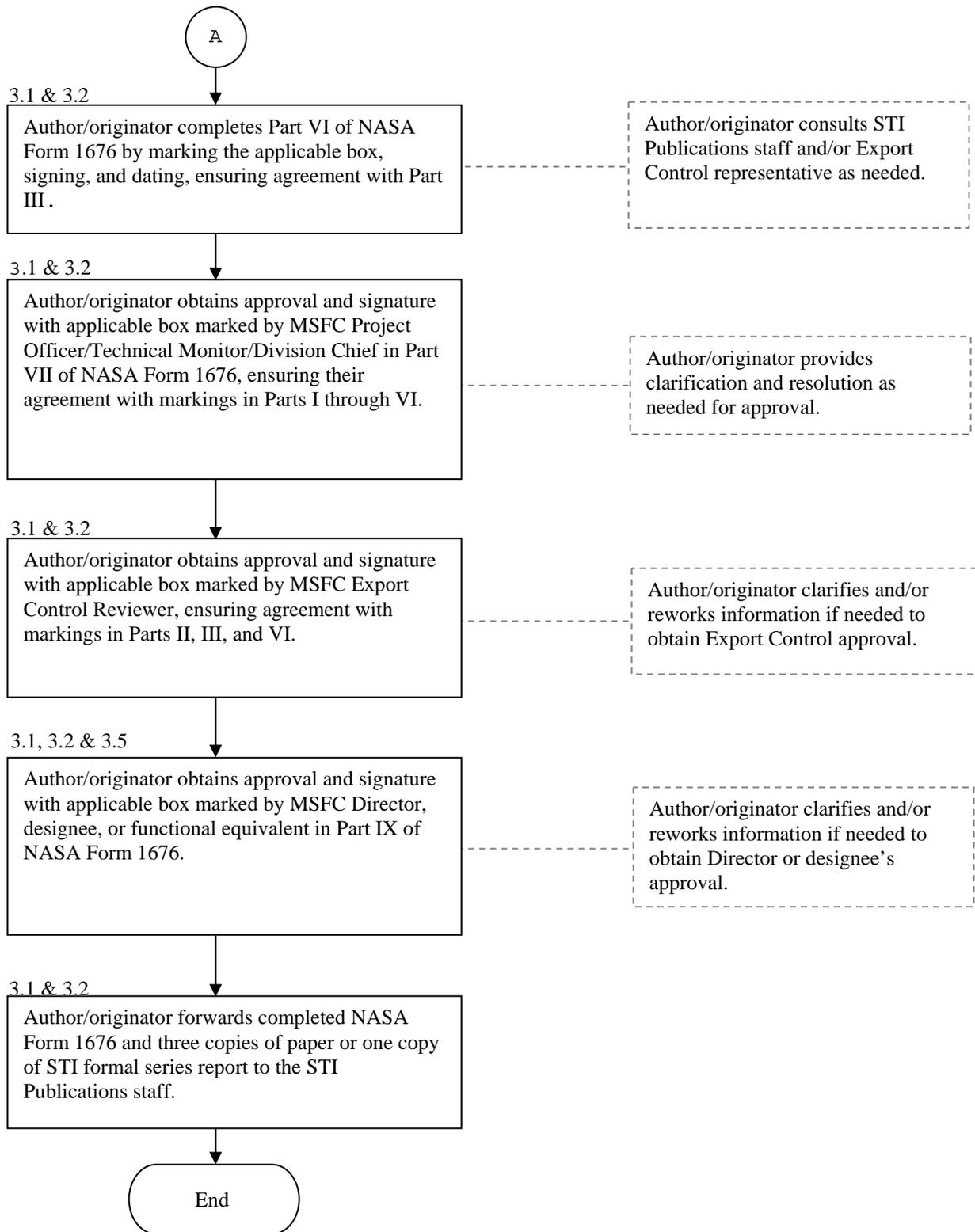
The following DAA NASA Form 1676 flow diagram depicts the NASA STI report series , symposium presentations, and external publication procedural review and approval as defined in Procedure 3.

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(Consult technical publications staff as needed for clarification of procedure.)

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