

**Army Regulation 70–31**

**Research, Development, and  
Acquisition**

# **Standards for Technical Reporting**

**Headquarters  
Department of the Army  
Washington, DC  
20 June 2018**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 70–31  
Standards for Technical Reporting

This major revision, dated 20 June 2018—

- o Changes responsibilities from the Deputy Chief of Staff for Research, Development, and Acquisition to the Deputy Assistant Secretary of the Army for Research and Technology for technical documentation (para 4).
- o Changes the current standard for technical report writing to ANSI/NISO Z39.18–2005 (R2010) (paras 8*a* and 8*e*).
- o Requires that scientific and technical reports use DODI 5230.24 for guidance on standards for distribution statements (paras 8*c*, 9*f*, and 10*b*(2)).
- o Requires that scientific and technical reports use DODM 3200.14, Vol 1 for guidance on submission of technical reports (paras 8*e* and 9*h*(2)).
- o Requires that scientific and technical reports use DODD 5105.73 for guidance on submission of technical reports (para 9*h*(1)).
- o Provides current disposition instructions for scientific and technical reports (para 10*b*).
- o Requires redaction of personal health information and personally identifiable information from scientific and technical reports (para 10*e*).

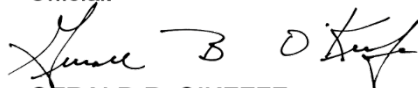
Effective 20 July 2018

**Research, Development, and Acquisition  
Standards for Technical Reporting**

By Order of the Secretary of the Army:

**MARK A. MILLEY**  
General, United States Army  
Chief of Staff

Official:



**GERALD B. O'KEEFE**  
Administrative Assistant to the  
Secretary of the Army

States, and the U.S. Army Reserves, unless otherwise stated.

**Proponent and exception authority.** The proponent of this regulation is Assistant Secretary of the Army (Acquisition, Logistics and Technology). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Assistant Secretary of the Army (Acquisition, Logistics and Technology) (SAAL–ZT), 103 Army Pentagon, Washington DC 20310–0103.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Assistant Secretary of the Army (Acquisition, Logistics and Technology) (SAAL–ZT), 103 Army Pentagon, Washington, DC 20130–0103.

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

**History.** This publication is a major revision.

**Summary.** This regulation implements DODD 5230.25 and establishes ANSI/NISO Z39.18–2005 (R2010) as the current formatting standard for technical reports.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United

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**Glossary**

\*This regulation supersedes AR 70–31, dated 10 March 1986.

## 1. Purpose

This regulation sets policies, responsibilities, procedures, and standards for originating, preparing, reviewing, marking, and disseminating technical documentation.

## 2. References

See appendix A.

## 3. Explanation of abbreviations and terms

See the glossary.

## 4. Responsibilities

*a. Assistant Secretary of the Army (Acquisition, Logistics and Technology).* The Deputy Assistant Secretary of the Army for Research and Technology (DASA(R&T)) on behalf of the ASA (ALT) is responsible for Department of the Army (DA) policy for technical documentation.

*b. Commanders of Army commands, Army service component commands, and direct reporting units.* These commanders will—

- (1) Ensure compliance with the provisions of this regulation.
- (2) Issue supplemental guidance to Department of Defense (DOD) components as required.
- (3) Ensure heads of subordinate components follow the guidance provided in DODD 5230.25.

*c. Authors of scientific and technical reports.* These authors will follow the guidance in this regulation for creating and submitting documentation.

## 5. Withholding provision

The Secretary of Defense may withhold from public disclosure, notwithstanding any other provision of law, any technical data with military or space application in the possession of, or under the control of, the Department of Defense, if such data may not be exported lawfully without an approval, authorization, or license under Executive Order 12525 or the Arms Export Control Act (see DODD 5230.25).

## 6. Scope

This regulation covers formal documentation of the objectives, approach, and results of Army-sponsored research, development, test, and evaluation (RDTE) despite security classification. Formal documentation is the permanent, final record of notable technical achievement and should be retained based on the requirements in AR 25–400–2. Formal documentation allows the DOD to multiply gains on the resources invested for the benefit of the larger Defense community for a longer period of time. Specifically excluded are the following:

- a.* DOD programs involving day-to-day operations of the warfighter, unless required for scientific and technical analysis.
- b.* DOD scientific and technical information that the intelligence community produces.
- c.* Signals intelligence and communications security information, as defined in DODI O–3115.07 and DODI 8523.01.

## 7. Objectives

The objectives of this regulation are as follows:

- a.* Attain and maintain quality and effectiveness of the results of Army RDTE by establishing, implementing, and maintaining standards for technical reporting.
- b.* Provide a medium for completing the efforts of RDTE to—
  - (1) Enable review of technology, reference to technology, and transfer of technology.
  - (2) Maximize the flow of technical information and minimize the duplication of effort.

## 8. Procedures

*a.* Authors of scientific and technical reports will promptly document all completed scientific and technical RDTE sponsored by the DA. All technical reports must be submitted to the Defense Technical Information Center (DTIC) within 10 work days from the date of publication. The principal document representing the culmination of a completed notable scientific and technical effort will be in the form of the technical report that is formatted in accordance with ANSI/NISO Z39.18–2005 (R2010).

*b.* Proceedings of Army-sponsored technical meetings, conferences, symposia, and monographs written under DA sponsorship will be considered technical reports for the purposes of this regulation.

*c.* Distribution statements will be placed in all technical documents, to include technical reports, per DODI 5230.24.

*d.* Documents, studies, and data sets produced under intramural and extramural science and technology programs consisting of basic research (Budget Activity (BA) 1 funds), applied research (BA 2 funds), and advanced technology development (BA 3 funds) will be archived by DTIC.

(1) Organizations submitting technical reports should follow instructions provided on the DTIC website (<http://www.dtic.mil/dtic>).

(2) DTIC submissions must be accompanied by an SF 298 (Report Documentation Page), which contains an abstract of the publication, and forwarded to the DTIC within 10 work days of the release of the original publication.

*e.* The technical report for any Army-sponsored research and development (R&D) that does not meet these criteria must be formatted as described in ANSI/NISO Z39.18–2005 (R2010). It must be submitted to the DTIC within 6 months of the completion of any work that can be reported as a technical achievement (see DODM 3200.14, Vol 1 for guidance on submission of technical reports to DTIC). This technical report may encompass one or more work units. In the interest of referring to related material, the work unit or units associated with this report should be notated in the SF 298 attached to the technical report rather than in the report manuscript.

## 9. Process

*a.* Technical aspects of the progress of any given R&D effort may be documented before project completion in publications such as interim or partial reports that will be included in later, final technical reports should not be submitted to the DTIC repository. These may include technical surveys and management reports as well as some technical notes and data summaries. These documents are subordinate to the final technical report and, therefore, are not entered into the DTIC repository. However, significant technical information reported in these documents will be synopsisized, abstracted, summarized, or reviewed, as appropriate, in the final technical report.

*b.* The Army activity performing or sponsoring the work in whole or in part is responsible for primary distribution of all documents (see DODM 3200.14, Vol 1).

*c.* Uniform procedures and controls to distribute technical reports will be set up to maintain compatibility with other recognized Government technical documentation systems.

*d.* Technical reports will be distributed within security and legal constraints to—

(1) Fulfill the DA policy of making the maximum amount of information available to the public.

(2) Promote internal U.S. technology transfer. Initial or primary distribution will be made to the sponsoring office and to the Defense Technical Information Center, 8725 John J. Kingman Road, Fort Belvoir, VA 22060–6218. DTIC accepts information classified at the following levels: “Foreign Unclassified in Confidence,” “Foreign Restricted,” “Confidential,” and “Secret.” Technical information reports that are classified as “Top Secret,” “Registered,” “Cryptographic and Communications Security,” and “Communications and Electronics Intelligence” will not be accepted by DTIC. Further primary distribution may include Government agencies; their contractors; grantees; industrial, independent, and professional groups; and persons with a verified need to know and valid security clearance for the subject matter.

*e.* The Army sponsoring agency will determine the primary distribution list and any limitations on later distribution of technical reports prepared by or for that agency. The sponsoring agency will make primary distribution or may require contractors to distribute technical reports. In special cases that involve related technical effort by other groups, the sponsoring agency may distribute additional copies of its applicable reports. The agency must first determine that it is clearly in the Government's interest to so expedite the related technical effort.

*f.* DTIC, applicable DOD information analysis centers, and the local DOD technical library or repository that supports the activity for sponsoring and creating the documents will be recipients of the primary distribution at the same time (see DODM 3200.14, Vol 1). All DOD components generating or responsible for technical documents will determine their distribution availability and mark them appropriately before primary distribution. Only the controlling office or higher authority may authorize distribution beyond the distribution statement (see DODI 5230.24). Subsequently, the DTIC will make available the unclassified and unlimited distribution technical reports to the National Technical Information Service of the Department of Commerce for sale to the general public. When limitations on release to the general public are no longer required, the sponsoring agency will inform DTIC and other recipients on the primary distribution list.

*g.* The requiring activity will determine any technical reporting requirements associated with the requirement and provide DD Form 1423 (Contract Data Requirements List) as part of the contract requirements package.

*h.* The DTIC—

(1) Provides systems, technologies, and analytical tools to promote exchange of information and ideas among scientists, engineers, and warfighter communities to facilitate discovery, dissemination, and collaboration (see DODD 5105.73).

(2) Acts as a central coordinating point for DOD science and technology information databases and systems, and investigate and demonstrate new supporting technology for those applications (see DODM 3200.14, Vol 1).

## **10. Additional instructions on technical reports**

*a. Security requirements.* Basic DA procedures for safeguarding defense information, including information exempt from release under the Freedom of Information Act, apply to the preparation, classification, dissemination, and projection of technical reports (see DODM 5200.01, Vol 4; AR 25–55; and AR 380–5 for guidance).

*b. Disposition instructions.* All technical reports, training manuals, and new equipment products must contain dissemination and destruction instructions (see AR 380–5 and AR 25–400–2). A report requiring special handling may have to contain special disposition instructions.

(1) *Unclassified reports.* For unclassified publications, use “DESTRUCTION NOTICE – Destroy by any method that will prevent disclosure of contents or reconstruction of the document” (see AR 380–5 and DA Pam 25–40).

(2) *Classified reports.* Classified and sensitive documents will be marked to show the highest classification/sensitivity of information contained in the document. Classified documents and other material will be retained only if they are required for effective and efficient operation of the command or if their retention is required by law or regulation (see AR 380–5; DODM 5200.01, Vol 3; and DODI 5230.24 for procedures). For classified publications, use “DESTRUCTION NOTICE – Follow the procedures in AR 380–5 and DODI 5230.24.”

*c. Copyrighted material.* Proponents are responsible for ensuring that the material published in printed works or in electronic formats and links to online resources conform to the copyright laws of Title 17, United States Code (17 USC), AR 25–30, and AR 27–60.

*d. Rights in technical data and software (algorithms).* Claims by a contractor to limited rights in technical data (on items, components, or processes developed at private expense) and software in a technical report will be governed by the terms of the contract.

*e. Redaction of personal health information and personally identifiable information.* The Army is required to protect personal health information and personally identifiable information in all media, including abstracts or reproduced copies of records. The Army will protect personal health information and personally identifiable information through appropriate safeguards (see AR 40–66 and AR 25–22).

*f. Patents.*

(1) DOD activities are encouraged to pursue the patenting and licensing of inventions that result from DOD R&D efforts, consistent with 35 USC 200 and to complete patent security reviews in accordance with DODD 5535.02.

(2) Contractor invention disclosures should be handled in accordance with the contract clause in the contract (see FAR 52.227–11 and FAR 52.227–13).

*g. Trade names and trademarks.* Army publications will use standard Army nomenclature or specification instead of trade names or trademarks. Technical reports will not contain material that implies that the Government endorses or favors a specific commercial product, commodity, or service. The use of a trade name or product name must be kept to a minimum whenever possible. If necessary, the product should contain a disclaimer, such as “The use of either trade or manufacturers’ names in this report does not constitute an official endorsement of any commercial products. This report may not be cited for purposes of advertisement” (see DA Pam 25–40 and AR 25–30). The proponent’s servicing Staff Judge Advocate will review and address questions concerning the use of trade names and trademarks.

*h. Army nomenclature.* Army publications will use standard Army nomenclature or specification according to JP 1–02 and ADRP 1–02.

*i. General statement that disclaims responsibility for the contents of the report.* Those statements will not be placed in a technical report.

*j. Caveats.* Caveats that may be required to qualify the contents of a technical report will identify:

- (1) The nature of the caveat.
- (2) The specific portions qualified.
- (3) The degree of qualification.
- (4) The reasons.

*k. Reports from foreign sources.* Any Army agency that receives foreign government information will protect the information and will not declassify or release it to another nation or to the public without the express permission of the originating government. All foreign government information contained in U.S. classified documents should be identified (see AR 380–5 and DODM 5200.01, Vol 2).

## Appendix A

### References

#### Section I

##### Required Publications

**ANSI/NISO Z39.18–2005 (R2010)**

Scientific and Technical Reports – Preparation, Presentation, and Preservation (Cited on the title page.) (Available at [http://www.niso.org/apps/group\\_public/projects.php](http://www.niso.org/apps/group_public/projects.php).)

**DODD 5105.73**

Defense Technical Information Center (DTIC) (Cited in para 9*h*(1).) (Available at [http://www.esd.whs.mil/dd/dod-issuances/.](http://www.esd.whs.mil/dd/dod-issuances/))

**DODD 5230.25**

Withholding of Unclassified Technical Data From Public Disclosure (Cited in para 4*b*(3).) (Available at [http://www.esd.whs.mil/dd/dod-issuances/.](http://www.esd.whs.mil/dd/dod-issuances/))

**DODI 5230.24**

Distribution Statements on Technical Documents (Cited in para 8*c*.) (Available at [http://www.esd.whs.mil/dd/dod-issuances/.](http://www.esd.whs.mil/dd/dod-issuances/))

**DODM 3200.14, Vol 1**

Principles and Operational Parameters of the DoD Scientific and Technical Information Program (STIP): General Processes (Cited in para 8*e*.) (Available at [http://www.esd.whs.mil/dd/dod-issuances/.](http://www.esd.whs.mil/dd/dod-issuances/))

#### Section II

##### Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

**ADRP 1–02**

Terms and Military Symbols

**AR 11–2**

Managers' Internal Control Program

**AR 25–22**

The Army Privacy Program

**AR 25–30**

Army Publishing Program

**AR 25–55**

The Department of the Army Freedom of Information Act Program

**AR 25–400–2**

The Army Records Information Management System (ARIMS)

**AR 27–60**

Intellectual Property

**AR 40–66**

Medical Record Administration and Healthcare Documentation

**AR 380–5**

Department of the Army Information Security Program

**DA Pam 25–40**

Army Publishing Program Procedures

**DODD 5535.02**

DOD Patent Security Review Process (Available at [http://www.esd.whs.mil/dd/dod-issuances/.](http://www.esd.whs.mil/dd/dod-issuances/))

**DODI 8523.01**

Communications Security (COMSEC) (Available at <http://www.esd.whs.mil/dd/dod-issuances/>.)

**DODI O-3115.07**

Signals Intelligence (SIGINT) (Available at <http://www.esd.whs.mil/dd/dod-issuances/>.)

**DODM 5200.01, Vol 2**

DOD Information Security Program: Marking of Classified Information (Available at <http://www.esd.whs.mil/dd/dod-issuances/>.)

**DODM 5200.01, Vol 3**

DOD Information Security Program: Protection of Classified Information (Available at <http://www.esd.whs.mil/dd/dod-issuances/>.)

**DODM 5200.01, Vol 4**

DOD Information Security Program: Controlled Unclassified Information (CUI) (Available at <http://www.esd.whs.mil/dd/dod-issuances/>.)

**Executive Order 12525**

Termination of Emergency Authority for Export Controls (Available at <https://www.archives.gov/federal-register/executive-orders/disposition>.)

**FAR 52.227-11**

Patent Rights – Ownership by the Contractor (Available at <http://farsite.hill.af.mil/vmfara.htm>.)

**FAR 52.227-13**

Patent Rights – Ownership by the Government (Available at <http://farsite.hill.af.mil/vmfara.htm>.)

**JP 1-02**

Military and Associated Terms (Available at [http://www.dtic.mil/doctrine/new\\_pubs/jointpub.htm](http://www.dtic.mil/doctrine/new_pubs/jointpub.htm).)

**17 USC 101**

Subject Matter and Scope of Copyright (Definitions) (Available at <http://uscode.house.gov/>.)

**22 USC, Chapter 39**

Arms Export Control Act

**35 USC 200**

Patent Rights in Inventions Made With Federal Assistance (Policy and objective) (Available at <http://uscode.house.gov/>.)

**Section III****Prescribed Forms**

This section contains no entries.

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<http://armypubs.army.mil>).

**DA Form 11-2**

Internal Control Evaluation Certification

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DD Form 1423**

Contract Data Requirements List (Available at <http://www.esd.whs.mil/directives/forms/>.)

**SF 298**

Report Documentation Page (Available at <https://www.gsa.gov/portal/forms/type/top>.)



## **Appendix B**

### **Internal Control Evaluation**

#### **B-1. Function**

This evaluation addresses the compliance of formal Army-sponsored RDTE documentation with DODD 5230.25 and ANSI/NISO Z39.18-2005 (R2010).

#### **B-2. Purpose**

The purpose of this evaluation is to assist the Army commands and activities with the preparation, review, and distribution of technical reports.

#### **B-3. Instructions**

Answers must be based upon the actual testing of controls (for example, review of files or other documentation). Answers that indicate deficiencies must be explained and the corrective action indicated in the supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

#### **B-4. Test questions**

- a.* Was ANSI/NISO Z39.18-2005 (R2010) used as the standard for formatting the technical report?
- b.* Was the technical report submitted to DTIC for archiving?
  - (1) Was an SF 298 provided along with the technical report submission to DTIC?
  - (2) Was the proper distribution statement issued on the technical report?

#### **B-5. Supersession**

Not applicable.

#### **B-6. Comments**

Help to make this a better tool for evaluating internal controls. Submit comments to the Deputy Assistant Secretary of the Army for Research and Technology (SAAL-ZT), 1700 Army Pentagon, Room 2E525, Washington, DC 20301.

## **Glossary**

### **Section I**

#### **Abbreviations**

**ANSI**

American National Standards Institute

**ASA (ALT)**

Assistant Secretary of the Army (Acquisition, Logistics and Technology)

**BA**

budget activity

**DA**

Department of the Army

**DASA (R&T)**

Deputy Assistant Secretary of the Army for Research and Technology

**DD**

Department of Defense (applicable for forms)

**DOD**

Department of Defense

**DODD**

Department of Defense directive

**DODI**

Department of Defense instruction

**DODM**

Department of Defense manual

**DTIC**

Defense Technical Information Center

**FAR**

Federal Acquisition Regulation

**R&D**

research and development

**RDTE**

research, development, test, and evaluation

**SF**

Standard form

**USC**

United States Code

### **Section II**

#### **Terms**

Note. The terms below apply to this regulation; other related terms are in ANSI/NISO Z39.18–2005 (R2010).

**Contractor**

A person or organization outside the Government with an agreement to provide supplies or services under procedures set up by the Federal Acquisition Regulation (FAR), the Defense FAR supplement, and/or the Army FAR supplement. The term includes both prime and subcontractors.

**Defense Technical Information Center**

The central DOD repository of classified and unclassified scientific and technical reports resulting from DOD sponsorship, other than those maintained by the National Security Agency Reference Center. The DTIC is administered by the Defense

Logistics Agency. The DTIC is devoted to acquisition, announcement, storage, retrieval, and secondary distribution of classified and unclassified DOD technical reports.

**Department of Defense component (sponsoring or funding activity)**

The U.S. Army activity under whose immediate program a document is generated whether the work was done in-house or by contract. In the case of joint sponsorship, the controlling office is determined by advance agreement; it may be either activity, agency, or Service.

**Grantee**

A research organization outside the U.S. Government to which grant funds have been awarded by a DA activity.

**National Security Agency Reference Center for Scientific and Technical Information**

The central repository of scientific and technical reports in certain categories that the DTIC is restricted from handling. These categories include documents classified higher than Secret and/or those dealing with electronic communication, telemetry, intelligence, and communications security.

**National Technical Information Service**

The central U.S. Government repository of unclassified unlimited scientific and technical reports, administered by the Department of Commerce and devoted to the acquisition, announcement, storage, retrieval, and secondary distribution of unclassified Government-sponsored technical reports.

**Performing organization**

The activity, organization, contractor, or grantee that actually performs the work.

**Sponsoring agency**

An activity to which the administrative responsibility for a project, contract, or grant has been delegated (by the controlling office).

**Technical report**

Formal documentation of a reportable technical achievement, body of work, or event. The technical report is one of the main tangible end products of Army-sponsored R&D and is made available through the DTIC.

**Section III**

**Special Abbreviations and Terms**

This section contains no entries.

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