ALL PURPOSE CHECKLIST

TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA
AFRL QUALITY FINAL TECHNICAL REPORT (TR)

OPR
AFRL/CSC

No.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph) **Contract No. or Local Identifier**:_____	Author (Y/N/NA)	WU MGR (Y/N/NA)	STINFO (Y/N/NA)
1.	Is the TR a comprehensive description of the research and NOT just a journal article, briefing charts, collection of status reports, restatement of the statement of work, or a duplicated report submitted for another work unit?	Yes	Yes	Yes
2.	Does the TR contain the required elements of a scientific report per AFRL ANSI/NISO Standard Z39.18 -2005 (this includes methods, assumptions, procedures, results and discussion, conclusions, recommendations, and references)?	Yes	Yes	Yes
3.	Is the TR logically organized and developed in one file/one format (PER CDRL)?	Yes	Yes	Yes
4.	Is the writing clear and concise, accurately depicting all the data (positive and negative) and does the TR contain all the necessary information to duplicate the research, if necessary?	Yes	Yes	Yes
5.	Are all parties responsible for the data properly acknowledged for their contribution?	Yes	Yes	Yes
6.	Are all classified data properly marked and are markings properly placed (i.e., pages marked with highest classification, top/bottom, paragraphs marked, etc.)?	Yes	Yes	Yes
7.	Are data rights content properly identified (portion marked, etc.,) throughout the report per assertions rights at contract award?	Yes	Yes	Yes
8.	Is data that is delivered with less-than-unlimited rights contained only in an appropriately marked appendix to the final report (except for contracts awarded under the SBIR or STTR program)? Is there a waiver to this requirement with written approval from the Technical Director?	Yes	Yes	Yes
9.	Are all formulas and equations clearly presented?	Yes	Yes	Yes
10.	Are all technical terms defined in a glossary and are all acronyms, abbreviations, and symbols properly defined (if needed)?	Yes	Yes	Yes
11.	Are all references that are cited in the text listed with a full citation in the references list?	Yes	Yes	Yes
12.	Are there any supporting documents that need to be appended to the TR?	Yes	Yes	Yes
13.	Have there been any meetings with the Government in which notes were taken regarding the TR, has the author reviewed the notes to ensure that all requirements have been addressed?	Yes	Yes	Yes
14.	Is there a signed notice page that indicates correct data rights per the data rights section of the contract?	Yes	Yes	Yes
15.	Are specific pages and/or sections marked in the "location of data rights" within the data rights legend?	Yes	Yes	Yes
16.	Have all appendices been identified and included in the TR?	Yes	Yes	Yes
17.	Is the SF 298, *Report Documentation Page,* properly completed?	Yes	Yes	Yes
18.	Has a distribution statement and export control been addressed?	Yes	Yes	Yes
19.	Does the distribution statement reflect the appropriate reason(s) and audience for the TR content?	Yes	Yes	Yes

COMMENTS (If additional space is needed, enter comments on back of form)

AUTHOR:(print)_____**Signature**_____**Date**_____

WU MGR:(print)_____**Signature**_____**Date**_____

STINFO:(print)_____**Signature**_____**Date**_____