

Order

U S DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

CT 1710.2B

02/13/90

SUBJ PREPARATION AND ISSUANCE OF FORMAL REPORTS, TECHNICAL NOTES, AND  
OTHER DOCUMENTATION.

1. PURPOSE. This order establishes policy and provides guidance and procedures governing the issuance and release of technical documentation to the Technical Center.
2. DISTRIBUTION. This order is distributed to section level at the Technical Center and is of interest to all who write, review, approve, edit, print, transcribe, distribute, and release technical documents.
3. CANCELLATION. Order CT 1710.2A, Preparation and Issuance of Technical Documents, dated June 1980, and Order CT 1710.3, Preparation and Issuance of Technical Notes, dated May 1983 are cancelled.
4. REFERENCE. Guidelines are provided in Order 1700.8D, Standards for Preparing, Printing, and Distributing Federal Aviation Administration Formal Technical Reports, and in FAA STD-005D, Preparation of Specification Documents.
5. POLICY. Technical documentation shall be clearly defined and identified since it is considered one of the Technical Center's most important products. It constitutes a body of knowledge important as a history of the Technical Center's work and as a potential basis for future research and design. All technical documentation generated by the Technical Center or its contractors shall conform to one of the formats listed in paragraph 6, and shall be numbered, issued, and distributed in conformance with the requirements of this Order. All documentation shall be centrally deposited, retrievable, widely publicized, and distributed.
6. DESCRIPTION. The types of technical documents most often used are formal reports, data reports, program and project plans, operations plans, equipment/system descriptions, and specification documentation packages. Each type document has a specific use. Depending on the objective and scope of the documentation and the distribution requirement, an informal Technical Note may be prepared. The format for a Technical Note is usually the same as a formal report (see Order 1700.8D). A brief description of each report follows:
  - a. Formal Report. A formal report is defined as interim or final. An interim report is issued during the course of a program or project to reflect completion of a specific phase of work when the work effort is of a long duration or complex nature. A final report is issued to signify formal completion of a program or project, a major portion thereof, or a group of related programs or projects. The procedures and format for

Distribution A-Z-4; including tenants and contractors

Initiated By ~~ACM-600~~

ANG-EZ3

maximum of two single-spaced, typed pages. It must include a DOT Form 1700.7, Technical Report Documentation Page (see appendix 2), and a Technical Documentation Clearance Record. See appendix 2 for sample of a cover. Technical Notes are approved by the division manager.

7. RESPONSIBILITIES. The following delineates responsibilities of the various participants involved in preparation of technical documents:

a. Author. Responsibilities encompass the following:

- (1) Writes the report.
- (2) Assures the project objectives are clearly stated.
- (3) Provides accurate conclusions and recommendations as required.
- (4) Assures that technical content is accurate.
- (5) Attaches clearance form to indicate program/branch manager approval.
- (6) Works with technical editor to assure editorial quality and compliance with agency and local standards.
- (7) Cites organizations or persons who must receive copies of the report.
- (8) Obtains sponsor approval when required.

b. Program/Branch Manager. Responsibilities encompass the following:

- (1) Assures all necessary documentation schedules are contained as milestones in the appropriate technical program documents, program plans, and project plans.
- (2) Assures documentation conforms to the requirements of this order.
- (3) Determines technical accuracy of the report and assure that conclusions are substantiated.
- (4) Determines the need for additional reviewers.
- (5) Adds any additional organizations or persons who must receive copies of the report.

**8. SPECIAL HANDLING.**

a. Unusual circumstances, such as material that is sensitive in nature, necessitates that a technical document/report be given special handling in its generation, processing, and review. Any of the above documents could receive special handling if the situation warrants.

b. Special handling must be approved by the Service Director.

9. REPORTS DISTRIBUTION. Distribution is made by the NAS Information Research Section, ACM-413, in accordance with distribution lists provided by the originating organization and the following requirements.

a. Two copies of all reports of research, development, or testing performed by Technical Center/contractor personnel will be deposited in the Technical Center Library, ACM-651.

b. One copy of all formal reports and Technical Notes will be sent to the Office of Public Affairs, ACT-5.

c. Four copies of all formal reports and Technical Notes will be sent to the Department of Transportation Library and Distribution Services Division, 10A; Services Section, M493.2 (two copies are for retention by the section, and two copies are forwarded through the Defense Technical Information Center (DTIC) to the National Technical Information Service (NTIS) to be made available for sale to the public).

d. One copy of a formal report or Technical Note is sent to Human Resource Management Staff, APS-11, for inclusion in announcements of technical reports.

e. The following is in addition to foregoing distribution:

(1) Formal reports will be distributed according to the FAA standard and the divisions' basic distribution lists. A copy of the FAA standard list is attached as appendix 3.

(2) Technical Notes will be distributed according to the divisions' basic distribution lists.

(3) Division managers approve initial distribution to organizations or persons not listed on the basic distribution lists.

(4) FAA standard and Technical Center divisions' basic distribution lists will be deposited in the Technical Center Library, ACM-651.

f. All reports will include a distribution statement as described in paragraph 10.

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Appendix 2

APPENDIX 2  
SAMPLES OF TECHNICAL REPORT  
COVERS AND ACCOMPANYING TECHNICAL REPORT  
DOCUMENTATION PAGES

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Appendix 2

APPENDIX 2. COVER - FAA FINAL REPORT

DOT/FAA/CT-89/14,1

FAA Technical Center  
Atlantic City International Airport  
N.J. 08405

# Controller Evaluation of Initial Data Link Air Traffic Control Services: Mini Study 2 Volume I

Nicholas J. Talotta, et al.

March 1989

Final Report

This document is available to the U.S. public  
through the National Technical Information  
Service, Springfield, Virginia 22161.



U.S. Department of Transportation  
Federal Aviation Administration

2/13/90

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Appendix 2

APPENDIX 2. COVER - CONTRACTOR FINAL REPORT

DOT/FAA/CT-89/9

FAA Technical Center  
Atlantic City International Airport  
N.J. 08405

## Airplane Tests of Enhanced Emergency Smoke Venting

Elliott L. Maylor

Boeing Commercial Airplanes  
P.O. Box 3707  
Seattle, Washington 98124-2207

March 1989

Final Report

This document is available to the U.S. public  
through the National Technical Information  
Service, Springfield, Virginia 22161.



U.S. Department of Transportation  
Federal Aviation Administration

APPENDIX 2. COVER - TECHNICAL REPORT WITH  
NTIS DISTRIBUTION

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**Air Traffic Controller Scanning  
and Eye Movements in Search  
of Information - A Literature  
Review**

Earl S. Stein Ph.D.

March 1989

DOT/FAA/CT-TN89/9

This document is available to the U.S. public  
through the National Technical Information  
Service, Springfield, Virginia 22161.



U.S. Department of Transportation  
Federal Aviation Administration

Technical Center  
Atlantic City International Airport, N. J. 08405

APPENDIX 2. COVER - TECHNICAL NOTE

WITHOUT NTIS DISTRIBUTION

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**Aircraft Reply and Interference  
Environment Simulator (ARIES)  
Software Principles of  
Operation**

Jeffrey Livings  
James Davis  
Charles Dudas  
Mark Schoenthal

November 1988

DOT/FAA/CT-TN88/18

Document is on file at the Technical Center  
Library, Atlantic City International Airport, N.J. 08405



U.S. Department of Transportation  
Federal Aviation Administration  
Technical Center  
Atlantic City International Airport, N.J. 08405



APPENDIX 1. TECHNICAL NOTE/REPORT FORMAT FROM  
PAGES 11, 13, AND 14 OF DOT/FAA/AF-89/1 TRANSMITTED BY FAA  
ORDER 1700.8D

(1) Technical Report Documentation Page (DOT F 1700.7). Include one completed Technical Report Documentation Page as the first right-hand page after the cover in each report or volume. A model completed page is shown in figure 2A with instructions for completing the documentation page for the author's use in figure 2B. Adequate and accurate completion of this page is essential to assist documentation of a report by libraries. The documentation page also may be distributed in lieu of copies of the published report. Blank forms are available from the DOT Subsequent Distribution Section, M-494.3. For contractors and grantees, the documentation page is available from the contracting officer.

(2) Preface. Among possible uses, a preface may show the relation of the work reported on to associated efforts, give credit for the use of copyrighted material, and acknowledge significant assistance received. Limit acknowledgments to personnel and organizations associated with the program.

(3) Table of Contents. In the table of contents list principal headings as they appear in the report with the page numbers on which the headings occur. Do not list items from the front matter. Start the table of contents on a right-hand page.

(4) List of figures. Furnish a list of figures. List figure number, legend, and page number of each illustration. Abbreviate lengthy legends.

(5) List of Tables. Furnish a list of tables. List table number, caption, and page number of each table. Abbreviate lengthy captions.

(6) List of Abbreviations and Symbols. For less common or specialized terms, define abbreviations and symbols where first introduced in the text. When abbreviations and symbols are numerous, furnish a separate list with definitions. If a list is used, include source organization symbols, e.g., IEEE, ANSI, etc.

(7) Executive Summary. The executive summary is a concise presentation of the key elements of the report with particular emphasis on those elements which are important to managers and decisionmakers.

e. Body of Report.

(1) General. The contents and organization of the body of a report shall be determined by the nature of the work. However, limit the contents to that information required by the sponsoring organization to inform the reader. Eliminate unnecessary details and appendixes. To reduce primary and secondary reproduction costs and to expedite review, approval, printing, and distribution, keep the number of pages to a minimum.

APPENDIX 1. TECHNICAL NOTE/REPORT FORMAT FROM  
PAGES 11,13 AND 14 OF DOT/FAA/AF-89/1 TRANSMITTED BY FAA ORDER 1700.8D  
(CONTINUED)

(7) Glossary. Define special terms where first introduced the text. When such terms are numerous, list them in alphabetical order in a glossary.

f. Appended Material.

(1) Appendixes. Include appendixes only when essential. Unnecessary appendixes add to printing and storage costs and increase paper consumption. Do not use a separate page to announce an appendix; rather, the appendix identification should appear on the top of the page with the content starting immediately on the same page. Each appendix shall be cited in the table of contents and from the appropriate position in the text of the report. Designate them appendix A, appendix B, etc. When many pages of computer data must be included in the appendixes, produce microfiche in lieu of paper copy to reduce printing costs and conserve paper. Place microfiche in envelope attached to inside back cover.

APPENDIX 1. TECHNICAL NOTE/REPORT FORMAT FROM  
PAGES 11,13 AND 14 OF DOT/FAA/AF-89/1 TRANSMITTED BY FAA ORDER 1700.8D  
(CONTINUED)

INSTRUCTIONS FOR COMPLETING TECHNICAL REPORT DOCUMENTATION PAGE

GENERAL INSTRUCTIONS: Make items 1, 4, 5, 7, 9, 12, 13, and 18 agree with the corresponding information on the report cover. Use all capital letters for main title. Leave items 2, 3, 6, and 22 blank. Complete the remaining items as follows:

- Item 8. Performing Organization Report No.  
Insert if performing organization wishes to assign this number.
- Item 10. Work Unit No.  
Use the number code from the applicable research and technology resume which uniquely identifies the work unit.
- Item 11. Contract or Grant No.  
Insert the number of the contract or grant under which the report was prepared.
- Item 14. Sponsoring Agency Code.  
Insert symbol of FAA sponsoring organization.
- Item 15. Supplementary Notes.  
Enter information not included elsewhere but useful, such as:  
Prepared in cooperation with . . . , Translation of (or by) . . .  
Presented at conference of . . . , To be published in . . . ,  
Other related reports.
- Item 16. Abstract.  
Include a brief (not to exceed 200 words) factual summary of the most significant information contained in the report. An abstract should state the purpose, methods, results, and conclusions of the work efforts. For the purpose, include a statement of goals (objectives, aims). For methods, include experimental techniques or the means by which the results were obtained. Results (findings) are the most important part of the abstract and selection should be based on one, or several of the following: new and verified events, findings of permanent value, significant findings which contradict previous theories or findings which the author knows are relevant to a practical problem. Conclusions should deal with the implications of the findings and how they tie in with studies in related fields. Do not repeat title or other items provided on this page. When a report consists of a number of volumes include the title of each of the other volumes in each abstract.
- Item 17. Key Words.  
Select specific and precise terms or short phrases that identify the principal subjects covered in the report.

APPENDIX 3. STANDARD DISTRIBUTION LIST - FINAL REPORTS

ZPS - 344 Technical Report Unlimited (Public Distribution)

FAA HEADQUARTERS

AAP-1 (1)  
ADA-20 (1)  
ADM-10 (1)  
ALG-300 (1)  
APA-300 (1)  
APS-1 (1)  
APS-11 (1) J. Nigro  
M-493.2 (4)

For Airport Technology Reports:

Airport Regional Offices 1 cy ea

AAL-600  
ACE-600  
AEA-600  
AEU-500  
AGL-600  
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ASW-600  
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ANM-60 (2)  
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ASW-52A4 (2)  
AWP-62.2 (2)  
AAL-5 (1)

APPENDIX 3. STANDARD DISTRIBUTION LIST - FINAL REPORTS (CONTINUED)OTHER (UNIVERSITIES, EMBASSIES, NASA)

British Embassy  
Civil Air Attache Safety Ofc  
3100 Massachusetts Avenue, NW  
Washington, DC 2000-03605

NASA STI Facility  
Attn: C. Barnes, Acquisitioner  
Document Processing Section  
P.O. Box 8757  
BWI Airport, MD 21240

Embassy of Australia  
Civil Air Attache  
1601 Massachusetts Avenue, NW  
Washington, DC 2003-62205

Civil Aviation Authority (5)  
CAA Central Library  
45-59 Kingsway  
London, WC2B 6TE England

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Berkeley, CA 5472-00001

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