



National
Aeronautics and
Space
Administration

NASA Scientific and Technical Information (STI) Document Availability Authorization (DAA)

(Instructions for completing this form are on page 4)

- NEW DAA
 REVISION TO EXISTING DAA
(Attach Copy)

POTENTIAL LESSONS LEARNED? NO YES (Also submit to Review Committee at <http://lis.nasa.gov>)

1a. DOCUMENT IDENTIFICATION

TITLE		AUTHOR(S)	
POINT OF CONTACT (If different from author)		E-MAIL	ADDRESS
COTR OR CENTER-DESIGNATED OFFICIAL		E-MAIL	ADDRESS
ORIGINATING NASA CENTER AND ORGANIZATION		PERFORMING NASA CENTER AND ORGANIZATION (If different)	
CONTRACT NUMBER	GRANT NUMBER	INTERAGENCY NUMBER	OTHER DOCUMENT NUMBER(S)

1b. TYPE OF STI

<input type="checkbox"/> ABSTRACT <input type="checkbox"/> BOOK NAME OF PUBLISHER: _____ <input type="checkbox"/> CONFERENCE PAPER <input type="checkbox"/> CONFERENCE PRESENTATION CONFERENCE NAME/SPONSOR: _____ CONFERENCE LOCATION: _____ DATES: _____ TO: _____ <input type="checkbox"/> ORAL/VISUAL PRESENTATION ADDITIONAL INFORMATION: _____ <input type="checkbox"/> NASA STI SERIES REPORT (See NPR 2200.2) <input type="checkbox"/> TECHNICAL PUBLICATION (TP) <input type="checkbox"/> TECHNICAL MEMORANDUM (TM) <input type="checkbox"/> CONTRACTOR REPORT (CR) <input type="checkbox"/> CONFERENCE PUBLICATION (CP) <input type="checkbox"/> SPECIAL PUBLICATION (SP) <input type="checkbox"/> TECHNICAL TRANSLATION (TT)	<input type="checkbox"/> DOCUMENT FOR PUBLIC WEB SITE (Must meet requirements in NPR 2810.1, chapter 11, for publishing on the Internet) <input type="checkbox"/> DOCUMENT FOR INTERNAL NASA WEB SITE URL: _____ PERSISTENT URL (If applicable): _____ <input type="checkbox"/> OTHER (Periodical, format, etc.) _____ <input type="checkbox"/> JOURNAL ARTICLE JOURNAL NAME/PUBLISHER _____ <input type="checkbox"/> IF A PREPRINT (draft or revision being sent to journal), DO YOU WANT IT DISSEMINATED TO: <input type="checkbox"/> ONLY THE PUBLISHER <input type="checkbox"/> NASA AND ITS CONTRACTORS <input type="checkbox"/> US GOVERNMENT AGENCIES AND THEIR CONTRACTORS <input type="checkbox"/> PUBLIC <input type="checkbox"/> IF A REPRINT (article published by journal) BEING SENT TO NASA CENTER FOR AEROSPACE INFORMATION TO ADD TO STI DATABASE, DID YOU GET PERMISSION FROM THE PUBLISHER TO DISTRIBUTE TO PUBLIC? <input type="checkbox"/> YES (Attach copy of permission) <input type="checkbox"/> NO
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2. UNCLASSIFIED STI

STI IS UNCLASSIFIED. (This form may only be used for Unclassified information. See NPR 1600.1, chapter 5.)

3. AVAILABILITY CATEGORY

3a. PUBLICLY AVAILABLE STI (See instructions)

YES NO (See 3 (b, c, and/or d) and 4)

3b. EXPORT-CONTROLLED INFORMATION (Contact your Export Control Administrator for help)

INTERNATIONAL TRAFFIC IN ARMS REGULATIONS (ITAR)

EXPORT ADMINISTRATION REGULATIONS (EAR)

GIVE THE US MUNITIONS LIST (USML) CATEGORY:

GIVE THE EXPORT CONTROL CLASSIFICATION NUMBER (ECCN) :

OF THE COMMERCE CONTROL LIST (CCL)

3c. PROPRIETARY/SENSITIVE INFORMATION (See NPR 2200.2, Chapter 4)

- LIMITED RIGHTS DATA
- SMALL BUSINESS INNOVATION RESEARCH (SBIR/STTR)
 - LIMITED UNTIL DATE (mm/dd/yyyy): _____
 - IMMEDIATE RELEASE APPROVED TO CATEGORIES INDICATED IN 3d
- TRADE SECRET/COMMERCIAL CONFIDENTIAL OTHER THAN LIMITED RIGHTS OR SBIR DATA
 - LIMITED UNTIL DATE (mm/dd/yyyy): _____
 - IMMEDIATE RELEASE APPROVED TO CATEGORIES INDICATED IN 3d
- SENSITIVE BUT UNCLASSIFIED (SBU)

- PRODUCED UNDER SPACE ACT AGREEMENT & SUBJECT TO § 303(b) OF THE SPACE ACT
 - LIMITED UNTIL DATE (mm/dd/yyyy): _____
 - IMMEDIATE RELEASE APPROVED TO CATEGORIES INDICATED IN 3d
- COPYRIGHTED (If copyrighted, check with Center Patent or Intellectual Property Counsel)
 - CAN BE RELEASED TO PUBLIC (Attach approval)
 - MUST BE RESTRICTED TO CATEGORIES INDICATED IN 3d
- CONTAINS PUBLIC-WEB-SENSITIVE INFORMATION PER NPR 2810.1
- DOCUMENT DISCLOSING AN INVENTION (Complete Section 4)

NAME OF APPROVING OFFICIAL

TITLE OF APPROVING OFFICIAL

3d. DISTRIBUTION LIMITATIONS (See instructions)

- US GOVERNMENT AGENCIES AND US GOVERNMENT AGENCY CONTRACTORS ONLY
- US GOVERNMENT AGENCIES ONLY
- NASA PERSONNEL AND NASA CONTRACTORS ONLY
- NASA CONTRACTORS AND US GOVERNMENT ONLY
- NASA PERSONNEL ONLY
- DISTRIBUTION LIMITED TO US PERSONS
- AVAILABLE ONLY WITH APPROVAL OF THE FOLLOWING ISSUING OFFICE:

- LIMITED UNTIL DATE (mm/dd/yyyy): _____

4. DOCUMENT DISCLOSING AN INVENTION

CHECK IF THIS DOCUMENT/PRESENTATION DISCLOSES AN INVENTION AND ROUTE TO HQ OR CENTER PATENT OR INTELLECTUAL PROPERTY COUNSEL (See instructions)

I CERTIFY THAT THIS DOCUMENT MAY BE RELEASED ON (mm/dd/yyyy): _____

PATENT COUNSEL NAME

DATE

5. BLANKET AVAILABILITY AUTHORIZATION (Optional) (See instructions)

I APPROVE ALL DOCUMENTS ISSUED UNDER THE FOLLOWING CONTRACT, GRANT, OR PROJECT NUMBER TO BE PROCESSED AS CHECKED IN SECTIONS 2 AND 3(a-d)

I GRANT THIS AVAILABILITY AUTHORIZATION ON (mm/dd/yyyy): _____

CONTRACT NUMBER _____ GRANT NUMBER _____ PROJECT NUMBER _____ TASK NUMBER _____

APPROVING OFFICIAL	ORG CODE	E-MAIL	DATE
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I HEREBY CHANGE THE BLANKET AVAILABILITY AUTHORIZATION DATED (mm/dd/yyyy): _____

RESCINDED - FUTURE DOCUMENTS MUST HAVE INDIVIDUAL DOCUMENT AVAILABILITY AUTHORIZATIONS

MODIFIED - LIMITATIONS ON ALL DOCUMENTS SHOULD BE CHANGED TO CONFORM TO BLOCKS AS CHECKED IN SECTIONS 2 AND 3

NAME	ORG CODE	E-MAIL	DATE
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6. AUTHOR/ORIGINATOR VERIFICATION

I BELIEVE THAT THIS PUBLICATION:

DOES CONTAIN ITAR/EAR/EXPORT-CONTROLLED, PROPRIETARY/SENSITIVE INFORMATION, AND/OR DISCLOSES AN INVENTION AND THE APPROPRIATE LIMITATION IS CHECKED IN SECTIONS 3 AND/OR 4

DOES NOT CONTAIN ITAR/EAR/EXPORT-CONTROLLED, PROPRIETARY/SENSITIVE INFORMATION, NOR DOES IT DISCLOSE AN INVENTION AND MAY BE RELEASED AS INDICATED ABOVE

NAME	ORG CODE	E-MAIL	DATE
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7. NASA PROJECT OFFICIAL (COTR/designated official, or Technical Monitor) / DIVISION CHIEF REVIEW OF 1 THROUGH 6

APPROVED FOR DISTRIBUTION AS MARKED

REASON: _____

NOT APPROVED (Give reason) ►

NAME	TITLE	E-MAIL	DATE
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8. EXPORT CONTROL ADMINISTRATOR CONFIRMATION

PUBLIC RELEASE IS APPROVED (Information is not export controlled.)

EXPORT-CONTROLLED LIMITATION(S) INDICATED IN SECTIONS 3b AND 3d HAVE BEEN CHANGED TO:

EXPORT-CONTROLLED LIMITATIONS IN BLOCKS 3b, 3d, AND 6 ARE APPROVED AND ASSIGNED TO THIS DOCUMENT

ITAR USML CATEGORY _____
 NUMBER: _____
 EAR CCL ECCN _____
 NUMBER: _____

CENTER/HQ EXPORT CONTROL ADMINISTRATOR NAME	E-MAIL	DATE
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9. FINAL APPROVAL BY PROGRAM MANAGER

APPROVED FOR DISTRIBUTION AS MARKED

REASON: _____

NOT APPROVED (Give reason) ►

DATE DOCUMENT PUBLISHED/RELEASED: _____

NAME	E-MAIL	DATE
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10. DISPOSITION

10a. DISPOSITION (Center Optional)

ADDITIONAL APPROVALS BY CENTER, IF APPLICABLE (OPTIONAL):

SIGNATURE: _____ E-MAIL: _____ DATE: _____

SIGNATURE: _____ E-MAIL: _____ DATE: _____

10b. DISPOSITION (Required)

SEND TO CENTER DAA REPRESENTATIVE (SEE INSTRUCTIONS)

NAME OF DAA REPRESENTATIVE	DATE
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SEND TO CENTER TECHNICAL PUBLICATIONS OFFICE SEND TO NASA CENTER FOR AEROSPACE INFORMATION (CASI) (e-mail: help@sti.nasa.gov)

INSTRUCTIONS FOR COMPLETING NF 1676

When to Use. Use for STI to be published, released, or presented external to NASA or presented at internal meetings or conferences at which foreign nationals may be present. NPD 2200.1 gives authority and defines STI. See also NPR 2200.2. Encrypt electronic STI that is limited/restricted or export-controlled (NPD 2910.1). Do not use this form for classified STI. See also <http://www.sti.nasa.gov/nasaonly/publish/publish.html>.

Approvals. NASA centers have different workflows to accommodate this form. A typical approval cycle is given below; however, check with your center Document Availability Authorization (DAA) representative or STI Manager to see if your center has an alternative workflow and information on electronic routing. Steps include:

1. Author, contracting officer's technical representative (COTR), or NASA official completes blocks 1 and 2.
2. Author, COTR, or NASA official recommends information in blocks 3, 4, and 6, as appropriate.
3. If the document or presentation contains information that discloses an invention, the HQ or Center Patent or Intellectual Property Counsel must approve the release in block 4. Patent Counsel approval may be required for all STI; check with your DAA representative or STI Manager.
4. Block 5 is OPTIONAL. This block can be used when all STI under a specific contract, grant, project, or task number is approved to have the same distribution. One approved NF 1676 must be on file that cites the specific number. All subsequent STI must contain the cited number. You must provide a copy of the approved NF 1676 on file with each STI item.
5. NASA Project Official, COTR, or technical monitor (for STI from contractor that NASA elects to publish) and Division Chief (for NASA-authored STI) approves in block 7. Supervisor should review prior to having Division Chief approve.
6. Center Export Control Administrator (CEA) certifies in block 8 that the information in blocks 3b, 3d and 6 is correct or corrects the information.
7. Program Manager approves in block 9. Program Manager should be cognizant, at a management level, of the technical content.
8. If center requires additional approvals, use block 10a.
9. Send STI to DAA representative and technical publications office (block 10b). DAA representative signs in block 10b and sends an electronic copy of STI and NF 1676 to the NASA Center for AeroSpace Information (CASI) for inclusion in the NASA Aeronautics and Space Database (<http://www.sti.nasa.gov>) and/or NASA Technical Reports Server.

Validation of Signature. The following are acceptable methods to provide the official signatures of personnel who approve blocks 2 through 10. The approver may sign digitally (preferred if digital signature is available at the center); or may type his/her name directly into the electronic form; or the author/originator may print the form, have approvers sign it, and scan it to PDF for electronic retention.

Items to Know (Instructions for completing blocks 1-10 of NF 1676)

1. Check "new" or "revision" blocks.
 - 1a. List authors' names in same order and with exact names as on document. For contractor or grantee STI that NASA elects to publish, COTR initiates NF 1676.
 - 1b. Journal article. Decide who you wish to receive your preprint. NASA has the right to release preprints to the public, but not all authors approve this. Unless the publisher has added copyrighted information (e.g., peer review comments, or publisher-prepared summary or abstract) to the published version of a journal article (reprint), NASA has the right to release the reprint for governmental purposes, which includes release to U.S. Government personnel, contractors, and the public. If copyrighted materials are added by the publisher, NASA does not have the right to release reprints without the publisher's permission. See Chapter 4 of NPR 2200.2 and NPR 2810.1.
2. Use form only for unclassified STI.
3. See NPR 2200.2, Chapter 4. If you do not mark Publicly Available in 3a, you must indicate a distribution limitation in 3c. If you mark SBU, also indicate why it is determined to be SBU by marking the additional appropriate block. See NPR 1600.1 and NM-1600-55 for Sensitive But Unclassified (SBU) information.
- 3a. Publicly Available means the STI is unclassified, does not contain export-controlled information (3b) or proprietary information (3c), has no distribution limitations (3d), and if it contains information disclosing an invention (4), it has been cleared by the HQ or Center Patent or Intellectual Property Counsel.
- 3b. See NPR 2190.1.
- 3c. Information marked in this section must be re-reviewed by the originating organization following the "limited until (date)" and a modified DAA must be done before release indicated in 3d can be changed. For information on copyrights, see NPR 2200.2 and contact your center attorney. SBIR is Small Business Innovation Research. STTR is Small Business Technology Transfer. See NPR 2200.2, Chapter 4.
- 3d. If you do not mark Publicly Available in 3a, indicate who can see and receive your document in 3d. Restriction statements must appear on cover, title page, and SF 298 (if applicable). Documents marked "Available Only with Approval of Issuing Office" will have citations (but not the full text) entered into the NASA Aeronautics and Space Database; the issuing office is responsible for handling document requests. NASA personnel & U.S. Government agencies means civil servant personnel.
4. For contractor or grantee-authored work, report invention to NASA according to contract/grant requirements. If NASA-authored work, report inventions in accordance with NPD 2091.1 via eNTRe (the electronic New Technology Reporting web site) at <http://invention.nasa.gov> or using NF 1679.
5. Use this option when you approve or rescind all STI produced under a specific contract, grant, project, or task number to have the same distribution. See Approvals above.
6. As the author, indicate whether or not the information contains export-controlled or proprietary/sensitive information or discloses an invention. Your CEA will verify in block 8 whether information contains export-controlled information.
7. If the distribution is not approved, indicate the reason. As a reminder, the author's supervisor should always review the document prior to having it approved by the approving technical official (e.g., Division Chief) in this block.
8. CEA certifies information in 3b, 3d and 6.
9. Program Manager indicates final approval in block 9 to publish under the conditions stated on this form.
10. DAA representative signs in block 10b. For contractor-generated STI that NASA elects to publish, the NASA responsible official or technical publications office notifies the COTR (or center-designated official) when the document is approved for publication. COTR/center official notifies the contractor.

Additional Help:

Following Forms are Related to Approval Process:

- | | |
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| - Sensitive But Unclassified - NPR 1600.1 and NM-1600-55 | - SF 298, "Report Documentation Page," required for NASA STI-Series reports |
| - Export-controlled information - NPD and NPR 2190.1 | - NF 1686, "Sensitive But Unclassified (SBU)" |
| - Disclosing an invention - NPD 2091.1 | - NF 1679, "Disclosure of Invention and New Technology (Including Software)" |