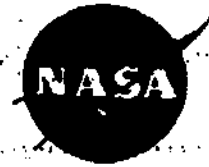


National Aeronautics and
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Moffett Field, CA 94035-1000



JAN 27 1995

Reply to Airm of AF:262-1

TO: Branch Chiefs, Flight Management and Human Factors Division
FROM: AF/Chief, Flight Management and Human Factors Division
SUBJECT: Publication Review Policy for Code AF

The following review processes are being established for publications (reports, articles, conference papers, "think" papers) prepared by researchers in the AF Branches. These review processes include publications by civil servants, at-Ames grantees, and support service contractors.

All publications should be reviewed by at least one peer, preferably two. The reviews are intended to ensure technical accuracy within the limits of the reviewer's capabilities. Accordingly, the reviewer is, in the same sense as the author, responsible for the work as a representative of NASA research, and her/his signature is significant in this sense.

All publications **MUST** be reviewed by the cognizant Branch Chief. Your signature attests to the fact that you have reviewed the document and found it correct as far as possible, valuable in some sense, and a valid representation of NASA research. You should also ensure that the form FF427 for NASA HQ has been completed. In addition, your review must ensure that programmatic or political issues are dealt with appropriately.

All publications **MUST** be reviewed at the Division level. Seth Anderson or Key Dismukes are delegated the authority to review the publications for the Division. Additionally, Vic Lebacqz will review some percentage of the publications. Seth and Key will keep a running list of the publications that have been reviewed. A reasonable amount of time must be allowed for the Division part of the process.

This review policy is consistent with previous Ames guidelines, and is intended to provide one means of ensuring high quality of this aspect of the Division's products. Please be sure the Branch members are aware of this policy and help you to follow it. As part of this process, a modified ARC 310 is attached for Division use in cases

for which the Publications Branch is not being used or when the 310 form is for other reasons not appropriate. The 310 form is also fine if that is your preference.

Lebacqz 1/27/95

for Gregory W. Condon

Enclosure

cc:

AF:243-1/JVLebacqz

AF:262-1/RShowman

AF:262-1/SAnderson

AF:262-1/KDismukes