Army Regulation 70–63
NAVCOMPTINST 7044.5E
AFR 80-26
DNA 7700.9A

RESEARCH, DEVELOPMENT, AND ACQUISITION

DOD IN-HOUSE RDTE ANNUAL ACTIVITIES REPORT

Headquarters
Departments of the Army, The Navy, The Air Force, The Defense Nuclear Agency
Washington, DC
1 September 1981

UNCLASSIFIED

SUMMARY of CHANGE

AR 70-63/NAVCOMPTINST 7044.5E/AFR 80-26/DNA 7700.9A
DOD IN-HOUSE RDTE ANNUAL ACTIVITIES REPORT

This revision--

o Contains an updated DOD Activity Code Listing.

o Adds a new listing of professional and technical personnel by Civil Service
   Occupational Group number and title.

RESEARCH, DEVELOPMENT, AND ACQUISITION

DOD IN-HOUSE RDTE ANNUAL ACTIVITIES REPORT

By Order of the Secretaries of the Army, the Navy, the Air Force, and the Defense Nuclear Agency:

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*This Joint regulation supersedes AR 70-63/NAVCOMPTINST 7044.5D/AFR 80-26, 1 November 1978.

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1. Purpose.

This joint regulation prescribes responsibilities and guidance for the preparation of the DOD In-House RDTE Annual Activities Report.

2. Applicability.

This regulation applies to the Departments of the Army, Navy, and Air Force, the Defense Nuclear Agency and the Uniformed Services University of the Health Sciences. It does not apply to the Reserve Components of any Service.

3. Background.

The DOD In-House RDTE Annual Activities Report has been published since 1966 as directed by DODI 7700.9. This DOD Instruction was canceled and responsibility for publication transferred to the Department of the Army by authority of DDRE Memorandum, 1 January 1971: Action on DOD Directives and Instructions. DDRE Memorandum, 8 July 1976, again designated the Department of the Army as executive agency for assembling the laboratory and test center data from the three Services and publishing a report annually.

4. Policy.

Because of the report's credibility, wide use, and value to laboratory management, great care must be taken in preparing and submitting accurate data. When possible, the same person or group will prepare data for the report annually to insure thorough familiarity with the requirements of this regulation.

5. Uses of the DOD In-House RDTE Annual Activities Report (RCS DD–DR&E(A)1041).

a. The annual report will be used by the DOD and Service management agencies in the review, analysis, and evaluation of in-house RDTE activities.

b. This report has played a vital role in many decisions relating to DOD in-house laboratory management. It has been widely used within the Services, 0MB, other Government agencies, and the Congress.

6. Responsibilities.

a. The Commanding General, US Army Materiel Development and Readiness Command (CG, DARCOM) will develop policy, procedures, and guidance covering this report.

b. Commanders and heads of RDTE organizations of all Services will insure that data are submitted to DARCOM promptly and accurately in accordance with this regulation.

7. Explanation of terms.

For purposes of this regulation, the following terms apply:

a. In-house (Government-owned and Government-operated) research, development, test, and evaluation (RDTE) activities. Those DOD organizational entities engaged in performing work in any or all of the categories of RDTE, regardless of the appropriation from which funds are used. The RDTE effort, however, should represent a minimum of 25 percent of the total effort of each entity reporting in order to be considered as an RDTE activity.

b. Total obligational authority (TOA). Authority for the total financial resources available for obligation of the specific year being reported. This includes unobligated authority carried forward from the prior year and all obligational authority received or made available for obligation in the year being reported, including the unobligated authority which will be carried forward into the following year.

8. Procedures.

a. Each organizational entity whose in-house RDTE effort represents a minimum of 25 percent of the total in-house effort will be reported. In-house RDTE effort is the in-house manpower working on RDTE programs or the amount of RDTE obligational authority used in-house. A further explanation may be found under footnote 10, appendix A. Purely administrative or headquarters-type organizations such as systems commands, commodity commands, and systems divisions are excluded. Additions to, and deletions from, the number of such RDTE entities will be reported annually to DARCOM, at the address in *e*(1)(a) below.

b. Each DOD component will submit, by 1 December of each year, a report of all data required by this regulation to the appropriate headquarters listed in *e* below. These components will forward the report accompanied by a transmittal letter signed by the Director or Commanding Officer certifying that the data have passed the laboratory data edits in either appendix B or C. Headquarters will review the submissions for accuracy and then forward them with the letter of transmittal and list of inclosures to DARCOM, ATTN: DRCDE–PA, 5001 Eisenhower Ave., Alexandria, VA 22333

c. Best estimates will be used when actual data are not available. No classified information will be included.

d. Keypunched card formats will be used in preparing the reports. (See app. A.)

e. Reviewing headquarters for the Service activities are shown below.

(1) Department of the Army.

(a) DARCOM activities.

US Army Materiel Development and Readiness Command
ATTN: DRCDE–PA
5001 Eisenhower Avenue
Alexandria, VA 22333

(b) Medical R&D activities.
US Army Medical R&D Command
ATTN: SGRD–RM–C
Fort Detrick
Frederick, MD 21701

(c) Corps of Engineers activities.

HQDA (DAEN–RDL)
WASH, DC 20314

(2) *Department of the Navy activities.*
Office of the Comptroller ATTN: NCB35
Internal Review, Systems & Reports Division
Department of the Navy
WASH, DC 20350

(3) *Department of the Air Force activities.*
Air Force Systems Command
AFSC/TEUX
Andrews AFB, MD 20334

(4) *Defense Nuclear Agency activities.*
Armed Forces Radiobiological Institute
Defense Nuclear Agency
Washington, DC 20305

9. Cross-checks.
All data cards must pass the edit criteria in appendixes B or C before being submitted to DA. Inaccurate or incomplete data cards will be returned for correction.

10. Defense organizational facility.
The DOD Activity Code List (app D) identifies activities which must submit reports. All activities must use the appropriate code number as required by card formats. DA activities requiring code numbers should apply to the appropriate headquarters listed in paragraph 8*e*(1); Navy activities should communicate with the agency listed in paragraph 8*e*(2); and Air Force activities with the agency listed in paragraph 8*e*(3).

Appendix A
INSTRUCTIONS FOR COMPLETING DATA CARDS
Keypunched card formats.

Table A–1
INSTRUCTIONS FOR COMPLETING DATA CARDS

Format No.	Title
1	Personnel
2	Property
3	Program
4	RDTE in-house program
5	RDTE out-of-house program
6	Source of funds
7	Statement of accomplishment
8	Miscellaneous
9	Laboratory identification

Table A–2
PERSONNEL DATA CARD (FORMAT NO. 1) (All fields right-justified zero-filled)

Field	Name	Card columns
1	*Card Number.* Enter number 1 to indicate personnel data cards.	1
2	*Defense Organizational Facility.* Enter appropriate code number from DOD Activity Code Listing. Activities which have not previously submitted must obtain code number from organization to whom data are provided.	2–7
3	*Sequence.* Blank. Do not fill in with zeros.	8
4	*Total Authorized Military.*[1] Enter the total authorized strength, both officer and enlisted.	9–13
5	*Total Authorized Civilian.*[1] Enter the total authorized civilan strength.	14–18
6	*Military with Bachelor's Degree.*[1] Enter the total number of professional[2] military (officer and enlisted) holding only a bachelor's degree. Do not include holders of master's or doctor's degrees.	19–22
7	*Civilians with Bachelor's Degree.*[1] Enter the total number of professional[2] civilians holding only a bachelor's degree. Do not include holders of master's or doctor's degrees.	23–26
8	*Military with Master's Degree.* Enter the total number of professional military (officer and enlisted) whose most advanced degree is a master's degree. Do not include holders of doctor's degrees.	27–30
9	*Civilians with Master's Degree.* Enter the total number of professional civilians whose most advanced degree is a master's degree. Do not include holders of doctor's degrees.	31–34
10	*Military with Doctor's Degree.* Enter the total number of professional military (officer and enlisted) whose most advanced degree is a doctorate.	35–38
11	*Civilians with Doctor's Degree.* Enter the total number of professional civilians whose most advanced degree is a doctorate.	39–42
12	*Professional Military with no College Degree.* Enter the number of professional military (officer and enlisted) who hold no degree but who are considered professionals as defined in footnote 2.	43–46
13	*Professional Civilians with no College Degree.* Enter the total number of professional civilians who hold no degree, but who are rated as professionals under the terms of footnote 2.	47–50
14	*Total Wage Board Employees.*[1] Enter the total authorized strength of wage board employees. This is the only field where wage board employees will be counted other than field 5.	51–54
15	*Total Classified Act Employees.*[1] Enter the total authorized strength of classified act employees including PL 313's.	55–58
16	*Techicians.*[3] Enter the total numher of civilian personnel classified as doing the work of a laboratory technician. These are generally subprofessionals and exclude wage board and military wage board equivalents.	59–62

Table A–2
PERSONNEL DATA CARD (FORMAT NO. 1) (All fields right-justified zero-filled)—Continued

Field	Name	Card columns
17	*Professional Civilian Supervisors.*[4] Enter the total number of civilian professionals who are classified as, or performing the duties of, a supervisor of other personnel.	63–66
18	*Professional Military Supervisors.*[4] Enter the total number of military professionals who are classified as, or performing duties of, a supervisor of other personnel.	67–70
19	*Military Technicians and Skilled Trades.* Include all military personnel not included in any of the above categories (fields 6 through 18) and who are not in administrative type positions.	71–74
20	*Blank.* Do not fill in with zeros.	75–80

Notes:

[1] Fields 4, 5, 14, and 15 specify authorized strengths. Include foreign nationals. Fields 6 through 13 and 16 through 19 specify actual strengths. Summer hires, co-ops, students, and patients are excluded. Degrees must be earned from an accredited college or university. Associate or honorary degrees are excluded. Fields 14 and 15 must equal field 5.

[2] Professionals include full-time Government scientific and engineering personnel actively engaged in RDTE activities.

  (a) In the case of civilians it will include all those holding positions which fall into the categories shown In appendix F.

  (b) Military professionals, both officer and enlisted, actively engaged in RDTE activities, should be identified with the functions described in the above referenced civilian job series.

  (c) Lawyers, accountants, chaplains, social workers, and educators should be excluded.

[3] A technician is defined generally as a nonprofessional (excluding wage board) working on an RDTE project or program in support of a professional.
In the case of civilians it will include, but not necessarily be limited to, those holding positions which fall into the categores of the civil service occupational groups shown in appendix F.

[4] Professional supervisor-refers to professionals who spend a major portion of their time in the direction and or administration of analytical, scientific, or technical efforts. This includes the executives of the organization and the principal line and staff offices concerned with the technical efforts. Middle and first line management includes such individuals as group leaders, research managers, section heads, project leaders, research supervisors, department heads, and branch heads who spend *over half of their time* in managing, directing, planning, and administering the activities of others. Field 17 should not be greater than the total of fields 7, 9, 11, and 13. Field 18 should not be greater than the total of fields 6, 8, 10, and 12.

Table A–3
PROPERTY DATA CARD (FORMAT NO. 2) (All fields right-justified zero-filled)

Field	Name	Card columns
1	*Card Number.* Enter number 2 to indicate property data card.	1
2	*Defense Organizational Facility.* Enter appropriate code number from DOD Activity Code Listing.	2–7
3	*Sequence.* Blank. Do not fill in with zeros.	8
4	*Acres Owned.* Enter the total number of acres fee-owned. Include land which is public domain. In cases involving tenants who are also R&D activities, the tenants will indicate only the acreage occupied solely by them. The owning activity will account for the remainder including any acreage occupied by non-R&D tenants. Exclude all easements and permits. Round to nearest acre.	9–15
5	*Acres Leased.* Enter the total number of acres leased from other than DOD activities.	16–22
6	*Acquisition Cost of Real Property.*[5] Enter the total acquisition cost of all land, buildings, capital equipment (in excess of $200) and improvements. Each reporting activity is responsible for reporting this information for those facilities assigned to, or leased or occupied by it. An R&D owner will not report this information for the facilities assigned to, or occupied by its R&D tenants as they must report this information separately. Do not report acreage or real property in buildings rented from private owners.	23–29
7	*Acquisition Cost of Equipment.*[6] Enter the total acquisition cost of all quipment. Each reporting activity is responsible for reporting this information for those facilities assigned to, or occupied and utilized by it. An R&D owner will not report this information for the facilities assigned to or occupied by its R&D tenants as they must report this information separately. Installed equipment reported under field 6 will not he included.	30–36
8	*Laboratory Space.*[7] Enter the total number of square feet of building space determined to be laboratory space. Each reporting activity is responsible for reporting this information for those facilites assgned to, or leased, or occuped by it.	37–43

Table A–3
PROPERTY DATA CARD (FORMAT NO. 2) (All fields right-justified zero-filled)—Continued

Field	Name	Card columns
9	*Administrative Space.*[7] Enter the total number of square feet of building space determined to he administrative space (usually that portion occupied by the headquarters staff and excludes scientists' or engineer's offices in a laboratory. Each reporting activity is responsible for reporting this information for those facilities assigned to, or leased, or occuped by it.	44–50
10	*Other Space.*[7] Enter the total number of square feet of all remaining building space. Each reporting activity is responsible for reporting this information for those facilities assigned to, or leased, or occupied by it.	51–58
11	*Tenancy.* Indicate whether the activity owns the property it occupies by entering the letter "P." If it is a tenant on other Federal property, enter the letter "F." If it is a tenancy on non-federally owned property enter the letter "N." If it is a combination of any of these, enter the letter "C."	59
12	*Blank.* Do not fill in with zeros.	60
13	*Scientific and Engineering (S&E) Equipment.*[8] Enter the total acquisition cost of all S&E equipment on hand. This figure should be a part of the figure reported under field 7 of this card and can never exceed the figure reported under field 7.	61–68
14	*Equipment Acquisitions (S&E equipment only).* Enter the acquisition cost of S&E equipment acquired during the prior fiscal year with nonproject funds. This figure is also a part of the figure in field 13.	69–73
15	*Equipment Acquisition (S&E equipment only).* Enter the acquisition cost of S&E equipment acquired during the prior fiscal year with project funds. This figure is also a part of the figure in field 13.	74–78
16	*Blank.* Do not fill in with zeroes.	79–80

Notes:

[5] Each reporting activity will be responsible for determining and reporting the cost of real property. This should also include the cost of installed equipment. Dollars will be expressed in thousands rounded to the nearest thousand. For example, $2,517,830 will be entered as 2518. This figure will represent the true total investment over the life of the activity for real property on hand as of the reporting date.

[6] Each reporting activity will be responsible for determining and reporting the cost of personal property. This cost will include those costs incurred by the acquisition (including installation when applicable) of all property other than real property. It will include personal property such as machine tools, environmental test equipment, furniture, laboratory equipment, vehicles, etc. Items having a unit cost of less than $200 may be excluded. Dollars will be expressed in thousands rounded to the nearest thousand. For example, $2,517,830 will be entered as 2518. The figure will represent the cost of all personal property acquired throughout the life of the activity, to the reporting date, that is still on hand.

[7] When reporting space, the data in fields 8, 9, and 10 should include only walled and roofed building space. It should not include such things as parking lots, open storage areas, or lean-tos.

[8] Scientific and engineering equipment is defined as any equipment with a useful life of more than 1 year, intended for use in science and engineering in a laboratory. Excluded are—

(a) Facilities acquired under the Military Construction Program, e.g., wind tunnels.

(b) Built-in laboratory fixtures when acquired with the buildings, e.g., workbenches or sinks. Equipment acquired for installation in existing structures should be included.

(c) Office equipment. administrative equipment, and maintenance equipment.

(d) Items costing less than $200.

(e) Production equipment, e.g., lathes, milling machines, or jig borers.

(f) ADP equipment and calculators of all types which are wholly-owned. Dollars will he expressed in thousands rounded to the nearest thousand for all equipment items.

Table A–4
PERSONNEL DATA CARD (FORMAT NO. 3) (All fields right-justified zero-filled)

Field	Name	Card columns
1	*Card Number.* Enter number 3 to indicate program data card.[9]	1
2	*Defense Organizational Facility.* Enter appropriate code number from DOD Activity Code Listing.	2–7
3	*Budget Year.* Enter appropriate code for applicable year on each of two cards from the following codes: Past fiscal year: enter P Current fiscal year: enter C	8
4	*RDTE Appropriations In-House.*[10] Enter the total obligational authority for RDTE conducted in-house regardless of source.	9–14
5	*RDTE Appropriations Out-of-House.*[11] Enter the total obligational authority for RDTE conducted out-of-house regardless of source.	15–20
6	*Procurement Appropriations In-House.* Enter the total obligational authority for procurement in-house regardless of source.	21–26
7	*Procurement Appropriations Out-of-House.* Enter the total obligational authority for procurement out-of-house regardless of source.	27–32
8	*Operation and Maintenance (O&M) Appropriations In-House.* Enter the total obligational authority for O&M in-house regardless of source.	33–38
9	*Operation and Maintenance (O&M) Appropriations Out-of-House.* Enter the total obligational authority for O&M out-of-house regardless of source.	39–44
10	*Military Construction (MILCON) Appropriations.* Enter total obligational authority for MILCON.	45–50
11	*Military Pay and Allowances (MPA).* Enter MPA using standard rates.	51–56
12	*Other Appropriations In-House.* Enter total obligational authority for all other appropriations in-house regardless of source.	57–62
13	*Other Appropriations Out-of-House.* Enter the total obligational authority for all other appropriations out-of-house regardless of source.	63–68
14	*Housekeeping and Administrative Expenses.* This cost will actually *reflect the overhead cost to operate* the laboratory or facility. It should include such things as costs of utilities, rents, janitorial services, guard and fire protection, supplies, administrative and support services such as supply, personnel, printing, and maintenance of buildings and grounds. It should not include costs of materials or direct labor costs of scientists, engineers, technicians, draftsmen, and machinists supporting the RDT mission. In cases involving tenants who are also R&D activities, the tenants will indicate indicate total cost involving their activity only. Hosts who are R&D activities will not duplicate these costs nor include such costs which may be attributed to non-R&D tenants unless the non-R&D tenants are not reimbursing the host for these costs. This figure *should not* be the total obligational authority for the activity.	69–74
15	*Blank.* Do not fill in with zeros.	75–80

Notes:

[9] Card formats 3, 4, 5, and 6 are inputs for management review and not for accounting or budget purposes. However, there must be consistency in the total dollars reported per appropriation for each fiscal year on these card formats. All dollars will be expressed in thousands rounded to the nearest thousand. For example, $2,517,820 will be entered as 2518.

[10] In-house: Total obligational authority reported under this category is for activities performed or to be performed by the organizational entity. Their work is carried on directly by their own personnel. Care should be taken to include under in-house performance the costs of supplies and equipment essentially of an 'off-the-shelf' nature, which are procured for use in in-house research and development. This would also include travel, publications, and other types of support services. Excluded from the in-house total are the expenses for planning and administering contracts and grants for out-of-house work.

[11] Out-of-house: Total obligational authority reported under this category is for activities performed or to be performed by other than the organizational entity. Out-of-house performers may include other departmental or DOD organizational entities, industrial firms, educational institutions, not-for-profit institutions, and private individuals. Included as out-of-house work are all expenses paid the out-of-house performers, as well as the expenses incurred in planning and administering these programs by personnel of the organizational entity. This would also include travel and other supporting services.

Table A–5
RDTE IN-HOUSE PROGRAM DATA CARD (FORMAT NO. 4) (All fields right-justified zero-filled)

Field	Name	Card columns
1	*Card Number.* Enter number 4 to indicate RDTE in-house program data card.	1
2	*Defense Organizetional Facility.* Enter appropriate code number from DOD Activity Code listing.	2–7

3	*Budget Year.* Enter appropriate code for applicable year on each of two cards from the following codes:
	
	  Past fiscal year: enter P
	  Current fiscal year: enter C
		8

4	*Research.* Enter total obligational authority for research 6.1 program elements conducted in-house.	9–14
5	*Exploratory Development.* Enter total obligational authority for exploratory development 6.2 program elements conducted in-house.	15–20
6	*Advanced Developments.* Enter total obligational authority for advanced development 6.3 program elements conducted in-house.	21–26
7	*Engineering Developneet.* Enter total obligational authority for engineering development 6.4 program elements conducted in-house.	27–32
8	*Management Support.* Enter total obligational authority for management support 6.5 program elements conducted in-house.	33–38
9	*Operational Systems Support.* Enter total obligational authority for all operational systems support with RDTE funds conducted in-house. This item is interpreted in its broadest sense to include operational developments outside the systems areas, and not included in any of the above categories.	39–44
10	*All other RDTE.* Enter total obligational authority for all other RDTE. This should include non-Defense funds for work which is conducted in-house.	45–50
11	*Total RDTE.* Enter total obligational authority for RDTE conducted in-house. This will be a total of fields 4 through 10 and will be the same as field 4 on Card Format No.3.	51–56
12	*Blank.* Do not fill in with zeros.	57–80

Table A–6
RDTE OUT-OF-HOUSE PROGRAM DATA CARD (FORMAT NO. 5) (All fields right-justified zero-filled)

Field	Name	Card columns
1	*Card Number.* Enter number 5 to indicate RDTE out-of-house program data card.	1
2	*Defense Organizational Facility.* Enter appropriate code number from DOD Activity Code listing.	2–7
3	*Budget Year.* Enter appropriate code for applicable year on each of two cards from the following codes: Past fiscal year: enter P Current fiscal year: enter C	8
4	*Research.* Enter total obligational authority for research 6.1 program elements conducted out-of-house.	9–14
5	*Exploratory Development.* Enter total obligational authority for exploratory development 6.2 program elements conducted out-of-house.	15–20
6	*Advanced Development.* Enter total obligational authority for advanced development 6.3 program elements conducted out-of-house.	21–26
7	*Engineering Development.* Enter total obligational authority for engineering development 6.4 program elements conducted out-of-house.	27–32
8	*Management Support.* Enter total obligational authority for management support 6.5 program elements conducted out-of-house.	33–38
9	*Operational Systems Support.* Enter total obligational authority for all operational systems support with RDTE funds conducted out-of-house. This item is interpreted in its broadest sense to also include operational developments outside the systems area and not included in any of the above categories.	39–44
10	*All Other RDTE.* Enter total obligational authority for all other RDTE. This should include non-Defense funds for work which is conducted out-of-house.	45–50
11	*Total RDTE.* Enter total obligational authority for RDTE conducted out-of-house. This will be a total of fields 4 through 10 and will be the same as field 5 on Card Format No. 3.	51–56
12	*Research With Universities.* Enter total obligational authority for research (6.1) conducted out-of-house with colleges or universities.	57–62
13	*Research With Industry.* Enter total obligational authority for research (6.1) conducted out-of-house with industry.	63–68
14	*Exploratory Development With Universities.* Enter total obligational authority for exploratory development (6.2) conducted out-of-house with colleges or universities.	69–74
15	*Exploratory Development With Industry.* Enter total obligational authority for exploratory development (6.2) conducted out-of-house with industry.	75–80

Table A–7
SOURCE OF FUNDS DATA CARD (FORMAT NO. 6) (All fields right-justified zero-filled)

Field	Name	Card columns
1	*Card Number.* Enter number 6 to indicate source of funds data card.	1
2	*Defense Organizational Facility.* Enter appropriate code number from DOD Activity Code listing.	2–7
3	*Budget Year.*[12] Enter appropriate code for applicable year on each of two cards from the following codes: Past fiscal year: enter P Current fiscal year: enter C	8
4	*RDTE Source of Funds, Departmental.* Enter the total obligational authority for RDTE funds received from all sources within the Military Departments of which the activity is a part.	9–14
5	*RDTE Source of Funds, Other DOD.* Enter the total obligational authority for RDTE funds received from the other Military Departments or Defense agencies.	15–20
6	*RDTE Source of Funds, Non-Department of Defense.* Enter the total obligational authority for RDTE funds received from sources outside DOD.	21–26
7	*Procurement Source of Funds, Departmental.* Enter the total obligational authority for procurement funds received for all sources within the Military Department of which the activity is a part.	27–32
8	*Procurement Source of Funds, Other DOD.* Enter the total obligational authority for procurement funds received from the other DOD agencies.	33–38
9	*Procurement Source of Funds, Non-Department of Defense.* Enter the total obligational authority for procurement funds received from sources outside DOD.	39–44
10	*O&M Source of Funds, Departmental.* Enter the total obligational authority for O&M funds received from all sources within the Military Department of which the activity is a part.	45–50
11	*O&M Source of Funds, Other DOD.* Enter the total obligational authority for O&M funds received from all other DOD sources.	51–56
12	*All Other Funds, Sources of, Departmental.*[13] Enter the total obligational authority for all other funds received from all sources within the Military Department of which the activity is a part.	57–62
13	*All Other Funds, Sources of, Other DOD.* Enter the total obligational authority for all other funds received from the other Military Departments or Defense agencies.	63–68
14	*All Other Funds, Sources of, Non-Department of Defense.*[13] Enter the total obligational authority for all other funds received from sources outside DOD.	69–74
15	*Blank.* Do not fill in with zeros.	75–80

Notes:

[12] Total funds on this card format for each fiscal year should equal the total funds in fields 4 through 13 on Card Format No. 3.

[13] "All Other Funds" on this card format include Military Construction Appropriations, Military Pay and Allowances Appropriations, and "Other Appropriations," as shown on Card Format No. 3.

Table A–8
STATEMENT OF ACCOMPLISHMENT DATA CARD (FORMAT NO. 7)

Field	Name	Card columns
1	*Card Number.* Enter number 7 as statement of accomplishment card.	1
2	*Defense Organizational Facility.* Enter appropriate code number from DOD Activity Code Listing.	2–7
3	*Sequence*[14,15] Use the appropriate letter according to the following code. List five current significant programs on which the laboratory is working, on cards coded, A, B, C, D, and E. Four sequence cards coded F, G, H, and I will be used for summarizing the mission. Twelve cards coded K, L, M, N, P, R, S, T, U, V, W, and X will be used to summarize the major equipment and facility capabilities of the laboratory. One sequence card coded Y will be used for identifying the commanding officer and the civilian technical director or chief scientist. Only one card for each of the above coded letters (A, B, C, etc.) will he submitted but a card must be submitted for each letter even if it contains no information beyond identification.	8
4	*Mission and Capability Statements.*[14] The functions, capabilities, programs, mission, and names will be written in this space in accordance with the above coding. *Abbreviations must be limited to those which are commonly understood by the average person.* Proper sequential coding must be maintained and the end of one sentence and the beginning of the next must be separated by a period. The names on card Y will be left adjusted. A dollar sign should he punched in column 69 if no data are contained in columns 69–80. A dollar sign should be punched in columns 9 and 69 if no data are provided in columns 9–80.	9–80

Notes:

[14] Words are not to be split between consecutive cards except as are normally hyphenated. Include hyphens. Abbreviations are acceptable but must be capable of being correctly understood by readers unfamiliar with the subject. The Technical Facility Capability registers for each Military Department may be used as a guide in preparing the narrative on major equipment and facility capabilities.

[15] The following abbreviations should he used: Cdr for Commander, CO for Commanding Officer; Tech Dir for Technical Director; Sci Dir for Scientific Director; Ch Sci for Chief Scientist; and Pres for President.

Table A–9
MISCELLANEOUS DATA CARD (FORMAT NO. 8) (All fields right-justified zero-filled)

Field	Name	Card columns
1	*Card Number.* Enter number 8 as miscellaneous data card.	1
2	*Defense Organizational Facility.* Enter appropriate code number from DOD Activity Code listing.	2–7
3	*Sequence.* Blank. Do not fill in with zeros.	8
4	*Patent Applications.* Enter total number of patent disclosures made during the prior fiscal year. Only those for which a patent disclosure number (serial number) has been issued should be counted.	9–11
5	*Papers Published by In-House Authors.*[14] Enter total number of papers published during prior fiscal year.	12–15
6	*Technical Reports.*[17] Enter total number of technical reports completed during prior fiscal year.	16–20
7	*Civilian Graduate Students.* Enter total number of civilian full-time employees doing graduate work on a part-time basis.	21–24
8	*Military Graduate Students.* Enter total number of active duty military personnel doing graduate work on a part-time basis.	25–27
9	*Full-Time Graduate Work or Fellowship (Civilian).* Enter the total number of civilian employees who were assigned to full-time fellowship or graduate programs during the prior fiscal year.	28–30;
10	*Full-Time Graduate Work or Fellowships (Military).* Enter the total number of active duty military personnel who were assigned to full-time graduate or fellowship programs during the prior fiscal year.	31–33
11	*Technical Society Meetings.* Enter the total number of military and civilian personnel who attended technical society meetings during the prior fiscal year. This should reflect man-meeting attendance. For example, if one person attends three different meetings, the figure to be included in reporting should be three.	34–37
12	*Blank.* Do not fill in with zeros.	38–80

Notes:

[16] Papers published—A published paper must be an original in-house work that has been published in an editorial review journal. It should not include state-of-the-art summaries or things of this nature. The author must be a full-time Government employee at the time of writing. This can include an individual on a full-time fellowship, such as for a year, or it may include a professor on a term appointment such as for a year. In the case of joint authorship only one of the authors must qualify as full-time under this definition.

[17] Technical reports—These are technical documentary reports related to scientific or engineering work and which are clearly identified by the laboratory as such. These must be prepared solely by in-house personnel as defined in footnote 16.

Table A–10
LABORATORY IDENTIFICATION DATA CARD (FORMAT NO. 9) (All fields left justified. Do not zero fill telephone numbers.)

Field	Name	Card columns
1	*Card Number.* Enter number 9 for laboratory identification card.	1
2	*Defense Organizational Facility.* Enter appropriate code number from DOD Activity Code Listing, appendix D.	2–7
3	*Card Sequence Identification.* Enter A on the first (Laboratory Address) of two cards and complete fields 4A, SA, 6A, and 7A. Enter B on the second (Responsible Individual) card and complete fields 4B, 5B, 6B, 7B, 8B, and 9B.	8
4A	*Laboratory Name.*[18] Enter the name of reporting laboratory.	9–52
5A	*Laboratory Address.*[18,19] Enter the city and State location of reporting laboratory.	53–74
6A	*Laboratory ZIP Code.* Enter the ZIP code address of reporting laboratory.	75–79
7A	*Blank.* Do not fill in with zeros.	80
4B	*Blank.* Do not fill in with zeros.	9–18
5B	*Laboratory Telephone Number Type.* Enter AV if an AUTOVON number is used. Enter CM for a commercial number.	19–20
6B	*Laboratory Telephone Number.* Enter a 7-digit number if AUTOVON. Enter a 10-digit number if commercial, the first three being the area code. Oversea installations should enter an AUTOVON number if available, or enter number of the responsible CONUS agency.	21–33
7B	*Responsible Individual.* Enter the name of the individual who prepared the report and to whom inquiries regarding the accuracy of the submission and deviations from the previous report may be submitted.	34–60
8B	*Responsible Individual Telephone Number.* See field 5B.	61–62
9B	*Telephone Number of Responsible Individual.* See field 6B. If an extension is required, simply enter EXT and the number after entering the telephone number.	63–80

Notes:

[18] The laboratory name and address should be submitted as it appears in last year's report. If a change has been made, it should be reflected in the card submission and in an accompanying letter noting same.

[19] The State entry should be in accordance with the approved two-letter State abbreviations (app E). Oversea activities should enter the full name of the country they are located in.

Appendix B
LABORATORY DATA EDITS CROSS-CHECKS

The following cross-checks must be made before cards are submitted. These cross-checks will be made by the USAMSSA computer to verify *your* accuracy. Cards will be returned for correction if the edit is not passed.

Table B–1
Cross Checks

CARD 3	SUM OF FIELDS	4 thru 13	MUST EQUAL	CARD 6	SUM OF FIELDS	4 thru 14
CARD 3	FIELD	4	MUST EQUAL	CARD 4	FIELD	11
CARD 4	SUM OF FIELDS	4 thru 10	MUST EQUAL	CARD 4	FIELD	11
CARD 3	FIELD	5	MUST EQUAL	CARD 5	FIELD	11
CARD 5	SUM OF FIELDS	4 thru 10	MUST EQUAL	CARD 5	FIELD	11
CARD 3	SUM OF FIELDS	4 and 5	MUST EQUAL	CARD 6	SUM OF FIELDS	4 thru 6
CARD 3	SUM OF FIELDS	6 and 7	MUST EQUAL	CARD 6	SUM OF FIELDS	7 thru 9
CARD 3	SUM OF FIELDS	8 and 9	MUST EQUAL	CARD 6	SUM OF FIELDS	10 and 11
CARD 3	SUM OF FIELDS	10 thru 13	SHOULD ALSO BE INCLUDED IN	CARD 6	FIELDS	12 thru 14
CARD 1	SUM OF FIELDS	14 and 15	MUST EQUAL	CARD 1	FIELD	5
CARD 1	FIELDS	17	CANNOT EXCEED	CARD 1	SUM OF FIELDS	7, 9, 11, 13
CARD 1	FIELD	18	CANNOT EXCEED	CARD 1	SUM OF FIELDS	6, 8, 10, 12

Notes:
   If there are no data in card columns 69 through 80, insert a $ sign in card column 69. If there are no data in card columns 9 through 68, insert a $ sign in card column 9. This is applicable to cards 7 and 9 only.

Appendix C
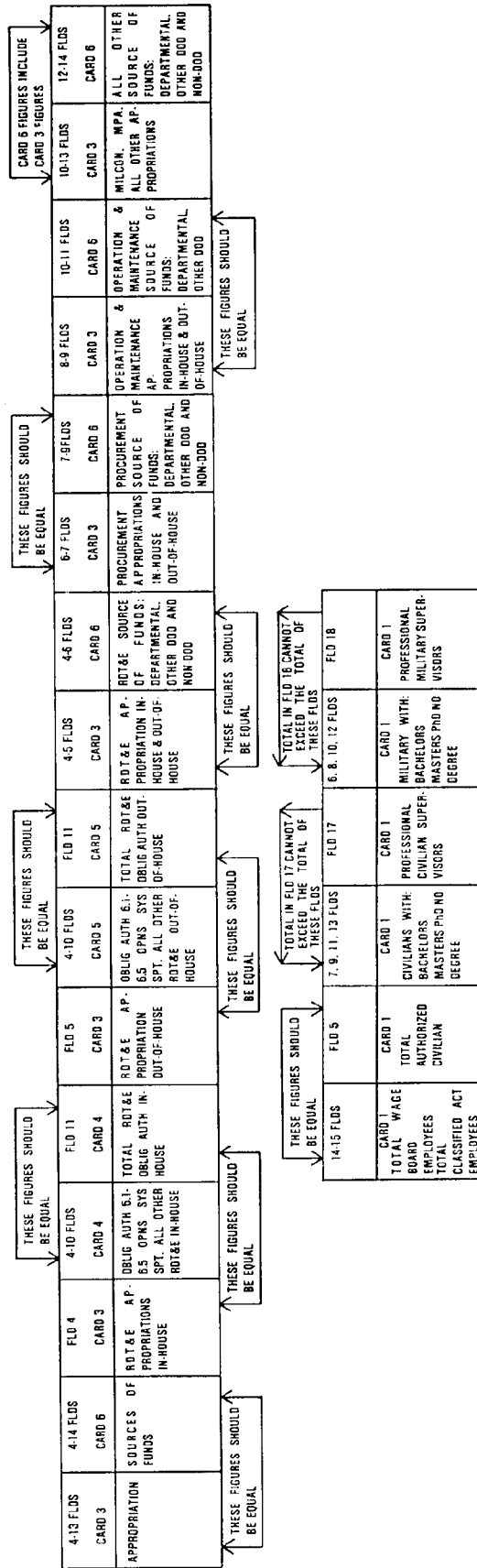## LAB DATA EDITS CROSS CHECKS

Lab Data Edits Cross Checks.

Figure C–1. Lab Data Edits Cross Checks.

Appendix D
DOD ACTIVITY CODE LISTING

Identifies activities which must submit reports.

Table D–1
DEPARTMENT OF THE ARMY

AEROMEDICAL RESEARCH LABORATORY, Ft Rucker, AL 36362	DA0008
AIR DEFENSE BOARD, El Paso, TX 79916	DA0049
AIRBORNE BOARD, Ft Bragg, NC 28307	DA0105
ARMOR AND ENGINEER BOARD, Ft Knox, KY 40121	DA0050
ARMY RESEARCH OFFICE, Research Triangle Park, NC 27709	DA0133
ATMOSPHERIC SCIENCES LABORATORY, White Sands, NM 8802	DA0061
AVIATION BOARD, Ft Rucker, AL 36362	DA0090
AVIATION DEVELOPMENT TEST ACTIVITY, Ft Rucker, AL 36362	DA0091
AVIATION ENGINEERING FLIGHT ACTIVITY, Edwards AFB, CA 93523	DA0031
AVIATION RESEARCH & TECHNOLOGY LABORATORIES, Moffet Field, CA 94935	DA0030
AVIONICS R&D ACTIVITY, Ft Monmouth, NJ 07703	DA0064
BALLISTIC RESEARCH LABORATORY, Aberdeen Proving Ground, MD 21005	DA0022
BIOMEDICAL LABORATORY, Aberdeen Proving Ground, MD 21010	DA0115
CHEMICAL SYSTEMS LABORATORY, Aberdeen Proving Ground, MD 21010	DA0038
COLD REGIONS R&D LABORATORY, Hanover, NH 03755	DA0024
COLD REGIONS TEST CENTER, APO Seattle, WA 98733	DA0044
COMBAT SURVEILLANCE & TGT ACQUISITION LAB, Ft Monmouth, NJ 07703	DA0067
COMMUNICATIONS & ELECTRONICS BOARD, Ft. Gordon, GA 30905	DA0101
COMMUNICATIONS ELECTRONICS COMMAND, Ft Monmouth, NJ 07703	DA0153
CONSTRUCTION ENGINEERING RESEARCH LABORATORY, Urbana, IL 61820	DA0006
DUGWAY PROVING GROUND, Dugway, UT 84022	DA0042
ELECTRONIC PROVING GROUND, Ft Huachucha, AZ 85613	DA0054
ELECTRONIC WARFARE LABORATORY, Ft Monmouth, NJ 07703	DA0063
ELECTRONICS TECHNOLOGY AND DEVICES LABORATORY, Ft Monmouth, NJ 07703	DA0062
ENGINEER TOPOGRAPHIC LABORATORIES, Ft Belvoir VA 22060	DA0004
ENGINEER WATERWAYS EXPERIMENT STATION, Vicksburg, MS 39180	DA0005
FIELD ARTILLERY BOARD, Ft Sill, OK 73503	DA0051
FIRE CONTROL & SMALL CALIBER WEAPONS SYSTEMS LAB, Dover, NJ 07801	DA0098
HARRY DIAMOND LABORATORIES, Adelphi, MD 20783	DA0025
HUMAN ENGINEERING LABORATORY, Aberdeen Proving Ground, MD 21005	DA0026
INFANTRY BOARD, Ft Benning, GA 31905	DA0047
INSTITUTE OF DENTAL RESEARCH, Washington, DC 20012	DA0009
INSTITUTE OF SURGICAL RESEARCH, Ft Sam Houston, TX 78234	DA0007
INTELLIGENCE AND SECURITY BOARD, Ft Huachucha, AZ 85613	DA0107
KWAJALEIN MISSILE RANGE, MARSHALL ISLANDS, Marshall Islands, APO San Francisco 96555	DA0071
LARGE CALIBER WEAPONS SYSTEMS LABORATORY, Dover, NJ 07801	DA0093
LETTERMAN ARMY INSTITUTE OF RESEARCH, Presidio, San Francisco, CA 94129	DA0020
MATERIALS AND MECHANICS RESEARCH CENTER, Watertown, MA 02132	DA0027
MATERIEL SYSTEMS ANALYSIS ACTIVITY, Aberdeen Proving Ground, MD 21005	DA0057
MATERIEL TESTING DIRECTORATE, Aberdeen Proving Grounds, MD 21005	DA0046
MEDICAL BIOENGINEERING R&D LABORATORY, Ft Detrick, MD 21701	DA0068
MEDICAL RESEARCH & DEVELOPMENT COMMAND, Ft Detrick, MD 21701	DA0059
MISSILE COMMAND, Redstone Arsenal, AL 35898	DA0033
MOBILITY EQUIPMENT R&D COMMAND, Ft Belvoir, VA 22060	DA0034
NATICK LABORATORIES, Natick, MA 01760	DA0029
NIGHT VISION & ELECTRO-OPTICS LABORATORY, Ft Belvoir, VA 22060	DA0069
RESEARCH INSTITUTE FOR BEHAVIORAL & SOCIAL SCIENCES, Alexandria, VA 22333	DA0002
RESEARCH INSTITUTE OF ENVIRONMENTAL MEDICINE, Natick, MA 01760	DA0015
SIGNALS WARFARE LABORATORY, Vint Hill, VA 22186	DA0103
TANK AUTOMOTIVE COMMAND LABORATORIES, Warren, MI 48090	DA0092
TOXIC AND HAZARDOUS MATERIALS AGENCY, Aberdeen Proving Ground, MD 21010	DA0229

Table D–1
DEPARTMENT OF THE ARMY—Continued

TROPIC TEST CENTER, Ft Clayton, CZ 34004	DA0045
WALTER REED ARMY INSTITUTE OF RESEARCH, Washington, DC 20012	DA0016
WHITE SANDS MISSILE RANGE, White Sands, NM 88002	DA0043
YUMA PROVING GROUND, Yuma, AZ 85364	DA0055

Table D–2
DEPARTMENT OF THE NAVY

AEROSPACE MEDICAL RESEARCH LABORATORY, Pensacola, FL 32508	N66452
AIR DEVELOPMENT CENTER, Warminster, PA 18974	N62269
AIR PROPULSION CENTER, Trenton, NJ 08628	N62376
AIR TEST CENTER, Patuxent River, MD 20670	N00421
ARCTIC RESEARCH LABORATORY, Barrow, AK 99723	N65266
ATLANTIC FLEET WEAPONS TRAINING FACILITY, Roosevelt Roads, PR 00635	N0017A
BIODYNAMICS LABORATORY, NEW ORLEANS, LA 70189	N66863
BIOSCIENCES LABORATORY, Oakland, CA 94625	N62759
CIVIL ENGINEERING LABORATORY, Port Hueneme, CA 93043	N68305
CLOTHING & TEXTILE RESEARCH FACILITY, Natick, MA 01760	N62367
COASTAL SYSTEMS CENTER, Panama City, FL 32407	N61331
DAVID W. TAYLOR SHIP R&D CENTER, Bethesda, MD 20084	N00167
DENTAL RESEARCH INSTITUTE, NTC, Great Lakes, IL 60088	N65786
ENVIRONMENTAL PREDICTION RESEARCH FACILITY, Monterey, CA 93940	N66856
EXPLOSIVE ORDNANCE DISPOSAL FACILITY, Indian Head, MD 20640	NO464A
HEALTH RESEARCH CENTER, San Diego, CA 92138	N63116
MEDICAL RESEARCH INSTITUTE, Bethesda, MD 20014	N64223
MEDICAL RESEARCH UNIT NO.2, Manila, Philippines 96528	N62814
MEDICAL RESEARCH UNIT NO.3, Cairo, Egypt 09527	N61751
OCEAN R&D ACTIVITY, Bay St Louis, MS 39529	N68462
OCEAN SYSTEMS CENTER, San Diego, CA 92152	N66001
OFFICE OF NAVAL RESEARCH, Washington, DC 22217	N00014
ORDNANCE MISSILE TEST FACILITY, White Sands, NM 88002	N61762
PACIFIC MISSILE TEST CENTER, Point Mugu, CA 93042	N63126
PERSONNEL RESEARCH & DEVELOPMENT CENTER, San Diego, CA 92152	N68221
RESEARCH LABORATORY, Washington DC 20375	N00173
SUBMARINE MEDICAL RESEARCH LABORATORY, Groton, CT 06340	N66596
SURFACE WEAPONS CENTER, Dahlgren, VA 22448	N60921
UNDERSEA RANGES DEPARTMENT, USC Newport, RI 02840	N63821
UNDERWATER SYSTEMS CENTER, Newport RI 02840	N66604
WEAPONS CENTER, China Lake, CA 93555	N60530
WEAPONS EVALUATION FACILITY, Kirtland AFB, NM 87117	N62654

Table D–3
DEPARTMENT OF THE AIR FORCE

*AERO PROPULSION LABORATORY, Wright Paterson AFB, OH 45433	DF0602
AEROSPACE MEDICAL RESEARCH LABORATORY, Wright Paterson AFB, OH 45433	DF0213
ARMAMENT DIVISION, Eglin AFB, FL 32542	DF0916
ARNOLD ENGINEERING DEVELOPMENT CENTER, Tullahoma, TN 37389	DF0918
*AVIONICS LABORATORY, Wright Paterson AFB, OH 45433	DF0303
EASTERN SPACE AND MISSILE CENTER, Patrick AFB, FL 32925	DF0001
ENGINEERING AND SERVICES CENTER/RD, Tyndall AFB, FL 32403	DF0550
*FLIGHT DYNAMICS LABORATORY, Wright Paterson AFB, OH 45433	DF0604
FLIGHT TEST CENTER, Edwards AFB, CA 93523	DF0914
FRANK J. SEILER RESEARCH LABORATORY, USAF Academy, CO 80840	DF9998
GEOPHYSICS LABORATORY, Hanscomb AFB, MA 01731	DF0124
HUMAN RESOURCES LABORATORY, Brooks AFB, TX 78235	DF0427
*MATERIALS LABORATORY, Wright Paterson AFB, OH 45433	DF0105
OFFICE OF SCIENTIFIC RESEARCH, Washington, DC 20332	DF0210
ROCKET PROPULSION LABORATORY, Edwards AFB, CA 93523	DF0608
ROME AIR DEVELOPMENT CENTER, Griffiss AFB, NY 13441	DF0301
SCHOOL OF AEROSPACE MEDICINE, Brooks AFB, TX 78235	DF0212
WEAPONS LABORATORY, Kirtland AFB, NM 87117	DF0506
WESTERN SPACE AND MISSILE CENTER, Vandenberg AFB, CA 93437	DF0920
4950 TEST WING, Wright Paterson AFB, OH 45433	DF4950
6585TH TEST GROUP, Holloman AFB, NM 88330	DF6585

Notes:
* Part of Wright Aeronautical Laboratory, Wright Paterson AFB, Ohio 45433.

Table D–4
DEPARTMENT OF DEFENSE

ARMED FORCES RADIOBIOLOGY RESEARCH INSTITUTE, Bethesda, MD 20014	HD3622

Appendix E
TWO-LETTER STATE ABBREVIATIONS

Two Letter State Abbreviations

Table E–1
Two Letter State Abbreviations

Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	LA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

Appendix F
LISTING OF OCCUPATIONAL GROUPS AND JOB SERIES FOR RDTE PROFESSIONALS AND TECHNICIANS

F–1. Professionals.

Full-time Government scientific and engineering personnel actively engaged in RDTE activities. In the case of civilians this will include all those holding positions that fall into the following categories under the Civil Service Occupational Groups and Series of Classes, General Schedule:

Table F–1
Professionals

101	Social Science
150	Geography
180	Psychology
184	Sociology
190	General Anthropology
193	Archeology
401	Biology
403	Microbiology
405	Pharmacology
408	Ecology
410	Zoology
413	Physiology
414	Entomology
430	Botany
434	Plant Pathology
435	Plant Physiology
486	Plant Quarantine & Pest Control
437	Horticulture
440	Genetics
454	Range Conservation
457	Soil Conservation
460	Forestry
470	Soil Science
471	Agronomy
480	General Fish & Wildlife
482	Fishery Biology
486	Wildlife Biology
487	Husbandry
498	Home Economics
601	General Health
602	Medical Officer
644	Medical Technologist
660	Pharmacist
662	Optometrist
665	Speech Pathology and Audiology
668	Podiatrist
680	Dental Officer
690	Industrial Hygiene
695	Food and Drug Officer
696	Food and Drug Inspection
701	Veterinary Medical Science
801	General Engineering
803	Safety Engineering
804	Fire Prevention Engineering
806	Materials Engineering
807	Landscape Architecture
808	Architecture
810	Civil Engineering
819	Sanitary Engineering
830	Mechanical Engineering
840	Nuclear Engineering
850	Electrical Engineering
855	Electronic Engineering
861	Aeronautics Engineering
871	Naval Architecture
880	Mining Engineering
881	Petroleum Production and Natural Gas Engineering
890	Agriculture Engineering
892	Ceramic Engineering

893 Chemical Engineering
894 Welding Engineering
896 Industrial Engineering
1221 Patent Adviser
1223 Patent Classifying
1224 Patent Examining
1225 Patent Interference Examining
1226 Design Patent Examining
1301 Physical Science Administration
1306 Health Physics
1310 Physics
1313 Geophysics
1315 Hydrology
1320 Chemistry
1321 Metallurgy
1330 Astronomy and Space Science
1340 Meteorology
1350 Geology
1360 Nautical Science
1370 Cartography
1372 Geodesy
1380 Forest Products Technology
1382 Food Technology
1384 Textile Technology
1386 Photographic Technology
1510 Actuary
1515 Operations Research
1520 Mathematics
1529 Mathematical Statistician
1530 Statistics
1540 Cryptography
1550 Computer Sciences

Notes:

Military professionals, both officer and enlisted, actively engaged in RDTE activities should be identified with the functions described in the above referenced civilian job series. Lawyers, accountants, chaplains, social workers, and educators should be excluded.

F–2. Technicians.

Generally nonprofessionals working on an RDTE project or program in support of a professional. In the case of civilians, it will include, but will not be limited to, those holding positions that fall into the following categories of the Civil Service Occupational Groups and Series of Classes, General Schedule:

Table F–2
Technicians

181 Psychological Technician
404 Biological Laboratory Technician
421 Plant Pest Control Technician
455 Range Technician
458 Soil Conservation Technician
462 Forestry Technician
622 Medical Aid (Sterile Supplies)
625 Morgue Attendant
636 Physician Medicine & Rehabilitation Therapy Asst
642 Nuclear Medicine Technician
645 Medical Technician
646 Pathology Technician
647 Medical Radiology Technician
649 Medical Machine Technician
650 Medical Technical Asst
661 Pharmacy Technician
667 Orthotist and Prothetist
681 Dental Assistant
682 Dental Hygiene
683 Dental Laboratory Technicians
698 Environmental Health Technician
699 Health Aid
704 Animal Health Technician
802 Engineenng Technician

Table F–2
Technicians—Continued

817	Surveying Technician
818	Engineering Drafting
856	Electronic Technician
895	Industrial Engineering Technician
1311	Physical Science Technician
1316	Hydrologic Technician
1341	Meteorological Technician
1371	Cartographic Technician
1374	Geodetic Technician
1521	Mathematics Technician
1531	Statistical Clerical & Administrative
1541	Cryptanalysis

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