



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

SECNAVINST 3900.29E
ONR 03R
17 July 2009

SECNAV INSTRUCTION 3900.29E

From: Secretary of the Navy

Subj: STANDARD FORMAT REQUIREMENTS FOR SCIENTIFIC AND
TECHNICAL REPORTS

Ref: (a) American National Standard Institute (ANSI)
Z39.18-2005, "Scientific and Technical Reports:
Organization, Preparation, and Production"
(b) DoD Federal Acquisition Regulation Supplement
235.072(d), "Final Scientific or Technical Reports"
(c) SECNAV M-5210.1

1. Purpose. To notify naval activities of standard format requirements for scientific and technical reports. This instruction updates references pertaining to format requirements and should be read in its entirety.

2. Cancellation. SECNAVINST 3900.29D.

3. Action. All scientific and technical reports prepared by, or for, the Department of the Navy shall comply with reference (a). Specifically:

a. In-House Reports. All Navy and Marine Corps activities responsible for the preparation of scientific and technical reports will follow the provisions of reference (a) and will ensure that a completed Standard Form (SF) 298, Report Documentation Page, is included in every report distributed externally by any activity.

b. Contractor, Subcontractor, and Grantee Reports. All Navy and Marine Corps scientific, technical, and/or other military personnel responsible for the management of scientific and technical work shall invoke reference (a) in their statement of procurement requirements for scientific and technical reports. In addition, reference (b) requires that a completed

SF 298, Report Documentation Page, be included in every copy of all scientific or technical reports, and that each responsible contracting officer will ensure this requirement is met.

c. Preparation of SF 298. SF 298 shall be completed according to instructions on the form.

d. Implementation. Additional implementing instructions are not required.

4. Availability

a. Reference (a) is available for issue to Department of Defense activities from:

Naval Inventory Control Point, Code 006
700 Robbins Avenue
Philadelphia, PA 19111-5098

b. Reference (a) may be obtained by request of other government agencies, contractors, private concerns, or others from:

National Information Standards Organization
One North Charles Street
Suite 1905
Baltimore, MD 21201

Phone: 301-654-2512
Toll-free: 866-957-1593
Fax: 410-685-5278
Web site: <http://www.niso.org/>

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (c).

6. Report and Forms

a. Report. Office of Management and Budget (OMB) Control Number 0704-0188 has been assigned to the reports contained in paragraph 3.

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b. Forms. SF 298, Report Documentation Page, is available from the General Services Administration, <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>.



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