

**INSTRUCTIONS FOR PREPARING AND SUBMITTING  
REPORTS FOR COST-TYPE IWR WORK**

The following information supplements the Technical Records and Data Article (VI) of the Administrative Instructions specified as applicable to the IWR:

1. A cover should be prepared following the attached format. The document identification number is to be the Interworks Requisition Number and is to be placed in the upper right hand corner of the cover. The standard gray covers with plastic spiral binding without the proprietary imprinting may be used and are preferred for final reports. Interim Progress Reports may be in letter format but all reports should bear the IWR number.
2. The title page is to be essentially a duplicate of the cover with the important addition of the clause shown on attached sample.
3. A table of contents should be prepared as a convenience to appropriate readers.
4. An abstract of the report should be prepared. The abstract should summarize the facts and emphasize the results of the report. The abstract should be placed after the table of contents.
5. There should be no distribution within Bettis indicated in or on the report.
6. No Laboratory or Division documentation (memorandum number, scientific paper number, etc.) is to be used.
7. The Laboratory or Division is not to use any of its normal Proprietary Statements since the work utilized Government funds and the Government has sole responsibility to establish any restrictions.
8. The Laboratory or Division should not insert reports into its or the Corporation Technical Information System pending authority for release. (See #10 below.)
9. Six technical reports are to be furnished in accordance with the above specifications. The final report that describes the results of the test, the data obtained during the test, the actions taken to satisfy the test procedure and which reports anomalies, problems, etc. resulting during the test shall be provided within one week of test completion. All copies of the report are to be transmitted by letter directly to the Buyer identified on the interworks requisition.
10. In the event that the Laboratory or Division wishes to make any release whatsoever either within the Corporation, or to serve as a basis for technical papers or other reports for outside release, the transmittal letter called for in Item 9 above should so state and indicate the extent of the distribution or further usage desired. Since all reports prepared on Bettis IWRs are the property of the Government, any external release whatsoever including within the Corporation, must be negotiated with the Naval Reactors Laboratory Field Office (NRLFO) by Bettis. If approval is granted by NRLFO for the subsequent release of the report, instructions will be provided by Bettis as to the documentation to be applied to the report and such other pertinent information as is necessary.

SAMPLE COVER FORMAT

I.W.R. 12345678

**REPORT TITLE**  
(Use Capital Letters)

**Author (s)**  
(Use Initial Capitals)

**Date**  
(Use Initial Capitals; Month and Year Report is Submitted)

(Standard Corporation imprint may be placed here.)

SAMPLE TITLE PAGE

I.W.R. 12345678\*

**REPORT TITLE**  
(Use Capital Letters)

**Author (s)**  
(Use Initial Capitals)

**Department**  
(Use Initial Capitals)

**Date**  
(Month and Year Report Submitted; Use Initial Capitals)

This report was prepared by the \_\_\_\_\_, \_\_\_\_\_  
as part of I.W.R. 12345678\* under Contract 78844\*  
for the Bettis Atomic Power Laboratory, Pittsburgh, Pennsylvania,  
operated for the U. S. Department of Energy by  
Bechtel Marine Propulsion Corp.

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\* Apply proper references identified in IWR