

**Instructions for Completing the ARC 310 Form
(Last Update: March 1, 2002)**

1. At the top of Side 1, fill in your **RTOP or Contract #, Org Code, Publication/Presentation Title, Author Name(s)**, and **journal/conference name** (if any). Code INR staff: RTOP/contract# at <http://in.nas.nasa.gov/Groups/INR/author.html>.
2. Put an **"X"** in the appropriate boxes in the Publications Category. Most INR publications are **Informal or Non-NASA Publications**, and are **Unclassified**.
3. **Ignore Side 2** of the form, unless you are using Publication Office services.
4. **Print the ARC 310 form.**
5. Have document **reviewed by two people. Make the recommended changes/corrections.**
6. When reviewers approve document content, **have reviewers sign and date ARC310 form.**
7. **Attach corrected publication/presentation** to the ARC 310 form.
8. **Code IN (NAS) instructions: Give completed NF1676, ARC310, ACR1676A, and publication/presentation copy to Shelley Marshall** (N258/222-12, Ext. 4-4402, M.S. 258-5, smarshall@mail.arc.nasa.gov) who will complete processing and disposition of the forms. Shelley will notify you by email, usually within four weeks, when final approval of the forms is received.

Please report form changes to me (Bryan Biegel, bbiegel@mail.arc.nasa.gov), so that I can update the online form at:
<http://science.nas.nasa.gov/Groups/SciTech/author.html>
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