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NATIONAL SECURITY AGENCY  
Washington 25, D. C.

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TECHNICAL LIBRARY DIVISION  
BULLETIN NO. 3

22 July 1955

ASTIA SERVICES AVAILABLE AT NSA

I. INTRODUCTION

In 1951 the Secretary of Defense established the Armed Services Technical Information Agency (ASTIA) to "provide an integrated program of scientific and technical services for the Department of Defense and its contractors". ASTIA Headquarters is physically located at the Wright-Patterson Air Force Base, Dayton, Ohio, with a Washington office at the Library of Congress. ASTIA absorbed activities previously carried on separately by the Navy Research Section and the Central Air Documents Office. In accordance with the provisions of the directive, copies of all technical or scientific reports in the general fields of research and development produced by contractors of the Defense Agencies or received by anyone of the Defense Departments are deposited with ASTIA. ASTIA catalogs these reports, announces their availability, and sends copies on request to any Agency or contractor having a specific need for the data in the performance of an official military or other governmental function. Thus ASTIA serves as a depository for technical reports, an information center, and a distribution Agency.

II. RELATIONSHIP OF NSA TO ASTIA

As an Agency of the Department of Defense, NSA is eligible to receive services from ASTIA. Copies of technical and scientific reports are received based on standard requirements for automatic distribution and as a result of specific requests.

III. SERVICES WHICH ASTIA RENDERS NSA

1. Automatic Distribution. NSA selects from the ASTIA Distribution Guide fields of interest in which it desires coverage from the current acquisitions of ASTIA. Using this list as a guide ASTIA supplies to NSA, on a continuing basis, catalog cards, and when available, microcards whose subject matter falls within these fields. (See the Appendix for a list of the NSA fields of interest which ASTIA uses to select distribution to this Agency.)

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2. Microcards. The microcard is a 3" x 5" index card with a photographic reduction of a document reproduced and laminated to its back. Up to 60 pages can be put on one card. It can be read with the aid of a microcard reader and serves in lieu of the document.
3. Title Announcement Bulletin. NSA receives periodic editions of ASTIA's Title Announcement Bulletin (TAB) which reflects the reports ASTIA has received since the publication of the previous TAB. Circulation of the TAB may be arranged for FROD units through the Documents Branch (NSA-762) and for the remainder of the Agency through the Technical Library Division, Reference and Circulation Branch (NSA-181).
4. Bibliographies. ASTIA furnishes, on request, Report Bibliographies which provide an up-to-date picture of what has been done by whom in any particular field within ASTIA's purview. These are particularly useful when new projects are developed in fields in which NSA had not previously received ASTIA's services. A Comprehensive Bibliography which extends beyond the ASTIA collection and covers the entire range of literature pertinent to a given technical field may also be provided by ASTIA on a transfer of funds basis.
5. Service to NSA Contractors. ASTIA will provide, upon authorization by NSA, the same services to NSA contractors as it does to NSA itself, with two exceptions. The material which the contractor receives must be pertinent to the subject matter of the contract, and there is a small percentage of documents which are for military use only which they can not receive. This service makes it unnecessary for NSA to support its contractors with technical papers which ASTIA can provide.

#### IV. USE OF ASTIA SERVICES BY NSA EMPLOYEES

1. Request Channel. Any of the above services which ASTIA renders can be obtained by NSA employees through the Technical Library Division. (Code 131 - Ext. 60248).

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2. Document Requests.

- a. Urgent Procurement. Should an employee of NSA have an immediate need for a report which has been listed in ASTIA's TAB he can secure it through the Technical Library Division, Reference and Circulation Branch. When ordering such a report the requestor should specify the AD number (the ASTIA control number), title, author, producing agency, and contract number if known. Only under extraordinary circumstances will the Library attempt to procure a report in hard copy form if it already holds the report in micro form.
  
- b. Normal Procurement. The NSA Library Reports Accessions List is the primary reference source for technical reports available at NSA. If an employee of NSA is interested in a report listed in the TAB which is within NSA's fields of interest, as indicated in the Appendix, he can be reasonably sure that NSA will eventually receive it. If he does not need the report at the moment, but may require it at some future date it will be more economical to wait until the receipt of the report is announced in the NSA Library Reports Accessions List rather than ordering it from the TAB.

V. ASTIA LOANS

1. Duration. Documents are received from ASTIA on either short term or indefinite loan. Short term loans are made when copies can not be made, when extra copies are not available, or when the document is not needed for a longer period. All documents are received from ASTIA on the understanding that when they are no longer required they will be returned. Most ASTIA loans, however, are for an indefinite period and may be kept as long as they are needed.

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2. Format. Reports requested from ASTIA may be received in any one of three forms. Normally NSA requests to ASTIA are sent before the document is microcarded. As a result most requests are filled by hard copies or photocopies. If the document is susceptible of microcarding, and it has been so processed before receipt of the NSA request, the document will be sent in that form.

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APPENDIX

NSA receives from ASTIA index and microcards pertaining to documents whose subject matter falls within the following categories.

- I. Aircraft and Flight Equipment
  - 1. Aircraft Instruments
  
- II. Astronomy, Geophysics and Geography
  - 1. Astronomy
  - 2. Cartography
  - 3. Climatology
  - 4. Geomagnetism
  - 5. Meteorology
  - 6. Mineralogy
  - 7. Oceanography
  - 8. Seismology
  
- III. Chemical Warfare
  - 1. Pyrotechnics
  
- IV. Chemistry
  - 1. Physical Chemistry
  
- V. Communications
  - 1. Combat Information Centers
  - 2. Radio Communications
  - 3. Sound Recording and Amplifications
  - 4. Television
  - 5. Wire Communications
  
- VI. Detection
  - 1. Acoustic
  - 2. Direction Finders
  - 3. Infrared
  - 4. Magnetic
  - 5. Optical
  - 6. Radar and Radio

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- VII. Electrical Equipment
  - 1. Batteries
  - 2. Control and Protective Equipment
  - 3. Distribution Equipment
  - 4. Heating and Lighting Equipment
  - 5. Power Equipment
  
- VIII. Electronics and Electronic Equipment
  - 1. Antennas
  - 2. Components and Accessories
  - 3. Electronic Theory
  - 4. Electronic Tube Devices
  - 5. Modulation Studies
  - 6. Wave Propagation
  
- IX. Ground Transportation Equipment
  - 1. Special Purpose Vehicles
  
- X. Guided Missiles
  - 1. Guidance and Control
  - 2. Handling and Launching
  - 3. Warheads and Fuses
  
- XI. Installations and Construction
  - 1. Air Conditioning and Refrigeration Equipment
  
- XII. Materials (Non-Metallic)
  - 1. Adhesives and Sealants
  - 2. Ceramics
  - 3. Lubricants
  - 4. Miscellaneous Materials
  - 5. Paints and Finishes
  - 6. Plastics
  - 7. Rubber and Elastomers
  
- XIII. Mathematics
  - 1. Pure Mathematics
  - 2. Statistics
  
- XIV. Medical Sciences
  - 1. Visual and Auditory Studies

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- XV. Military Sciences and Operations
  - 1. Defense
  - 2. Intelligence
  - 3. Logistics
  - 4. Organization and Administration
  
- XVI. Nuclear Physics and Nuclear Chemistry
  - 1. Atomic Structure
  - 2. Nuclear Reactions
  - 3. Radioactivity
  - 4. Reactors and Particle Accelerators
  - 5. Health Physics
  - 6. Military Applications
  
- XVII. Ordnance
  - 1. Fire Control and Bombing Systems
  
- XVIII. Personnel and Training
  - 1. Personnel Procurement and Administration
  
- XIX. Photography and other Reproduction Processes
  - 1. Cameras
  - 2. Photographic Processes, Techniques and Equipment
  - 3. Miscellaneous Reproduction Processes, Techniques and Equipment
  
- XX. Physics
  - 1. Acoustics
  - 2. Crystallography
  - 3. Electricity and Magnetism
  - 4. Optics
  - 5. Quantum Mechanics
  - 6. Solid State Physics
  - 7. Spectra and Molecular Theory
  - 8. Thermodynamics
  
- XXI. Production and Management
  - 1. Fabrication
  - 2. Management, Accounting, and Public Relations
  - 3. Plant Design and Production Planning
  - 4. Quality Control
  - 5. Tooling

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- XXII. Psychology and Human Engineering
  - 1. Psychometrics
  
- XXIII. Research and Research Equipment
  - 1. Administration and Programs
  - 2. Computers
  - 3. Instrumentation
  - 4. Laboratories and Test Facilities
  - 5. Methods and Techniques
  
- XXIV. Social Sciences
  - 1. Documentation and Library Science
  - 2. Languages and Literature