



2010 DTIC CONFERENCE
March 22-24, 2010

Celebrating 65 Years of Providing Access to Defense Information

Information Collection Update

March 24, 2010

Mr. Willis Smith, Moderator



Information Collection Update

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Ms. Shari Pitts

Technical Reports Development Team, DTIC

Mr. Jack Rike

Technical Reports Integration Team, DTIC

Ms. Julia Foscue

Special Collections Team, DTIC

Mr. Dave Hyman

Special Collections Team, DTIC



Information Collection Update

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Today's Speakers and Topics

- **Ms. Shari Pitts - Technical Reports (TR) Efforts/Initiatives**
- **Mr. Jack Rike – DoD Security Classification Guides (SCGs)/Index and Electronic Submissions**
- **Ms. Julia Foscue – Research Summaries: Historical Perspective of 45 years**
- **Mr. Dave Hyman – Special Collections (IR&D, T2)**



Information Collection Update

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Technical Reports (TR) Efforts/Initiatives

Ms. Shari Pitts



TR Efforts/Initiatives

Agenda

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- **Outreach/site visits**
- **Collection submission trends (2004 thru 2008)**
- **Other efforts**
 - Collection Analysis
 - Journal Articles
 - Translations via National Ground Intelligence Center's (NGIC's) database Electronic System (Harmony)
 - TR Contributor Collaboration Digitization Effort
 - Loan Processing
- **Technical Reports (TR) submitting resources**
 - “*Submitting Documents*” Web page
 - “*Tutorials and Other Guidance on Submitting to DTIC*” Web page



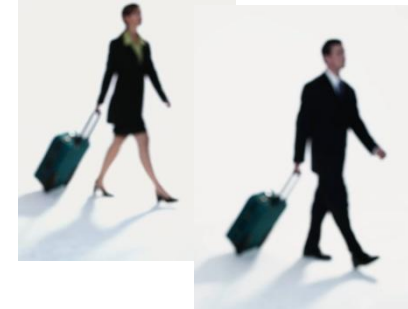
Outreach/Site Visits

During FY 2009

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field A

4 DoD Field Activity Since 2004

- **Office of Naval Research (ONR), Arlington, VA**
- **National Security Agency (NSA), Fort Meade, MD**
- **Naval Post Graduate School (NPS), Monterey, CA**
- **Joint Council on Aging Aircraft (JCAA), Arlington,**
- **Air Force Modernization Directorate/SGRS, Office of the Air Force Surgeon General, Falls Church**
- **Naval Submarine Medical Research Laboratory, Groton, CT**
- **Coast Guard Academy, Groton, CT**
- **Naval War College, Newport, RI**
- **Naval Underwater Weapons Center, Newport, RI**
- **National Ground Intelligence Center (NGIC), Charlottesville, VA**
- **Modeling and Simulation Coordination Office (M&S CO), Alexandria, VA**
- **Defense Threat Reduction Agency, Chemical Biological Integration Branch, Alexandria, VA**





Collection Submission Trends

FY 2004 through 2008

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- Perform analysis of organizations who have submitted to DTIC in the past to determine those who have decreased their submission rate.
- Contact these organizations to advise and determine the possible cause of the decrease, with hopes of either increasing input into DTIC or understanding logical reasons as to why their numbers may have declined (e.g., a decrease in budget).



FY 2004-2008 TR Submissions

Top Performing Organizations for FY 2008

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Top Government – Top 10

1.	Library of Congress, Washington DC (Congressional Research Service)	1,520
2.	Naval Postgraduate School, Monterey, CA	868
3.	Army War College, Carlisle Barracks, PA	358
4.	Government Accountability Office, Washington DC	206
5.	Naval Research Lab, Washington DC	189
6.	Army Research Lab, Aberdeen Proving Ground, MD (Weapons And Materials Research Directorate)	176
7.	Naval War College, Newport, RI (Joint Military Operations Dept)	132
8.	Army Test & Evaluation Command, Alexandria, VA	130
9.	Environmental Protection Agency, Warrenton, VA (Environmental Photographic Interpretation Center)	123
	Army Command & General Staff College, Fort Leavenworth, KS (Advanced Military Studies)	123
	Naval Air Warfare Center, Aircraft Div, Patuxent River, MD	123
10.	Army Command & General Staff College, Fort Leavenworth, KS	113



FY 2004-2008 TR Submissions

Top Performing Organizations for FY 2008

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Top Industry – Top 10

1.	Center for Naval Analysis, Alexandria, VA	352
2.	Charles Stark Draper Lab Inc, Cambridge, MA	342
3.	Concurrent Technologies Corp, Jamestown, Pa	281
4.	California Institute of Technology, Pasadena, CA	215
5.	Rand Corp, Santa Monica, CA	186
6.	Massachusetts Institute of Technology, Cambridge, MA (Instrumentation Lab)	96
7.	Battelle Memorial Institute, Columbus, OH (Dept of Computer Science)	92
8.	Massachusetts University, Amherst, MA (Center for Intelligent Information Retrieval)	85
9.	Institute for Defense Analyses, Alexandria, VA	73
10.	California University, Los Angeles, CA (Dept of Electrical Engineering)	71



FY 2004-2008 TR Submissions

Top Monitoring Organizations for FY 2008

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

1.	Army Medical Research & Materiel Command, Fort Detrick, MD	1,973
2.	Office of Naval Research, Arlington, VA	1,937
3.	Library of Congress, Washington DC (Congressional Research Service)	1,521
4.	Naval Postgraduate School, Monterey, CA	849
5.	Army Research Office Research, Triangle Park NC	707
6.	Defense Advanced Research Projects Agency, Arlington, VA	615
7.	Office of Scientific Research & Development, Washington DC	410
8.	Air Force Office of Scientific Research, Arlington, VA	388
9.	Air Force Office of Scientific Research, Bolling AFB, DC	387
10.	Air Force Research Lab, Wright-Patterson AFB, OH (Materials and Manufacturing Directorate)	379



FY 2004-2008 TR Submissions

Highest Reduction Rate

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Technical Reports (TR) Collection Analysis

Fiscal Year - 2004 thru 2008

EBIE Data Warehouse contains TR Collection data through: Nov 26, 2008

Monitor Code	Monitor Organization	Monitor SLS	Quantity by FY (Based on Submission Date)					Average	% of Reduction (Avg/2004)
			2004	2005	2006	2007	2008		
1 397371	Air National Guard Washington DC	AIR FORCE	54	0	0	0	0	10.8	80.00%
2 427618	National Air Intelligence Center Wright-Patterson AFB OH	AIR FORCE	289	2	1	2	0	58.8	79.65%
3 428725	Air Univ Maxwell AFB AL, School of Advanced Airpower Studies	AIR FORCE	64	2	0	5	0	14.2	77.81%
4 394619	Air Force Logistics Management Center Gunter AFS AL	AIR FORCE	126	17	0	0	0	28.6	77.30%
5 423064	Air Force Occupational Measurement Squadron Randolph AFB TX	AIR FORCE	84	24	1	0	0	21.8	74.05%
6 107300	Defense Intelligence Agency Washington DC	OSD	73	7	6	4	7	19.4	73.42%
7 419158	Academy of Health Sciences (Army) Fort Sam Houston TX, Health Care Administration	US ARMY	93	11	22	0	2	25.6	72.47%
8 444092	Air Force Flight Test Center/XPD Edwards AFB CA, Far West Region Lab	AIR FORCE	35	0	0	15	0	10	71.43%
9 438102	Air Univ Press Maxwell AFB AL	AIR FORCE	36	7	5	4	0	10.4	71.11%
10 014500	Air Univ Maxwell AFB AL	AIR FORCE	140	17	21	24	28	46	67.14%



FY 2004-2008 TR Submissions

Reasons for Decline in Technical Reports

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- **Retirement/Reassignment of Staff:** Staff retired or were reassigned to other duties. STINFO/tech reports function not assigned to another staff member. (Uniformed Services University of the Health Sciences; Navy Bureau of Medicine, Air University, Air Force Logistics Management Center)
- **Reorganization/Realignment:** Organizations were realigned or reorganized, as a result of BRAC or internal realignments. (Several orgs at Redstone Arsenal, Army Strategic Defense Command, Air Force Center for Environmental Excellence)
- **Research Efforts have Declined:** Organization's mission changed to sustainment, with little research. (Ogden Air Logistics Center, Army Aviation And Missile Command)
- **Academic Community Reporting in Journal Literature:** Academics are required to write journal articles instead of technical reports. Journal articles are not sent to DTIC due to the misunderstanding of the policy governing copyright verses Government rights. (ONR, Army Medical Research and Materiel Command)



FY 2004-2008 TR Submissions

Reasons for Decline in Technical Reports

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- **Internal Restricted Access:** Posting Technical Reports to a restricted access internal Web site. (Air Force Occupational Measurement Squadron, Randolph AFB)
- **Posting Documents to Digital Library/Web Site:** Documents are posted to a digital library in lieu of submitting to DTIC. (National Defense University, Air Force Center for Environmental Excellence)
- **Source Code Assignments:** Contractors not identifying the correct monitor organization (Air Force Research Lab, Office of Naval Research) or the source code is assigned to the directorate level, instead of the parent organization. (Army Medical Research and Materiel Command, Army War College, Air Force Flight Test Center)
- **No Contractor Requirement:** Contractors were not required to prepare technical reports. (Army Aviation and Missile Command)
- **Exemption of Intelligence Information:** DoD Directive 3200.12 exempts the submission requirement of intelligence information. (National Air Intelligence Center, Defense Intelligence Agency)



Other Efforts

Collection Analysis

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- **Collection Analysis**
 - Provide an analysis of an organization's current collection in the TR database.
 - This analysis includes statistics of the number of citations, along with the number of those citations which have the full text available, broken out by:
 - Total number documents for that organization
 - Number of documents which are Unclassified vs. Classified
 - Number of documents which are Unlimited vs. Limited
 - Yearly submission rate



Other Efforts

Collection Analysis

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Citations

SPACE AND NAVAL WARFARE SYSTEMS COMMAND, SAN DIEGO CA

<http://enterprise.spawar.navy.mil/>
Source Code = 432084 & 434488

Full-Text

Collection Analysis

	Citations*	Full-Text*	Notes
<i>as of 22 July 2008</i>			
Total Collection	2311	1597	69% Full-Text of Total Collection
Unlimited Distribution (Public Release)	1415	1119	61% of Total Collection
Limited Distribution	896	478	39% of Total Collection
Unclassified Documents	0	0	89% of Total Collection
Classified/Limited Distribution	253	1	28% of Limited, 11% of Total Collection
Journal Articles (20-Distribution Code)	253	249	11% of Total Collection (All Unlimited Distribution)
Yearly Submission Rate (CY) (based on Report Dates)			
2008	23	23	Latest submission = 3 Jun 2008 (submitted 25 Jun 2008)
2007	55	54	
2006	131	130	
2005	108	105	
2004	136	132	
2003	145	138	
2002	140	130	
2001	123	117	
2000	144	138	
TOTAL 2000's (YTD)	1,005	967	Average = 112
1999	179	167	
1998	122	112	
1997	53	48	
1996	56	45	
1995	74	68	
1994	64	41	
1993	75	45	DTIC began digitizing documents in 1995. Full-Text documents before 1995 were either received after 1995 or were digitized.
1992	85	39	
1991	116	12	
1990	59	10	
Total 1990's	883	587	Average = 88
1980's	115	23	
1970's	255	17	
1960's	52	2	
1950's	1	1	Oldest document = 24 Nov 1958 (submitted 23 Jun 2005)
TOTAL	2,311	1,597	



Total Collection

Unlimited & Limited Documents

Unclassified & Classified Documents

Yearly Submission Rate
(based on Report Date)

* NOTE: This includes unclassified, only.



Other Efforts

Journal Articles

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- Acquire journal articles written under DoD R&D funded projects:
 - Sent to DTIC from sponsoring agencies (by STINFOs, POCs, Authors).
 - Request articles from authors and institutions found through database alerts from (American Institute of Physics, Proquest, EBSCO) and listserv memberships.
 - Download articles from institution portals and databases using deep Web searching techniques
- Challenges:
 - Some portals are restricted to Communities of Interest
 - Misunderstanding of Copyright Laws
 - Publishers cannot legally assert copyright in a U.S. Government work.
 - They may claim copyright in original added material such as new text, an abstract, subheadings, decorative elements, graphics, photographs, etc
 - **It is suggested that agencies develop standard guidance for their authors and work to educate the publishers with whom the agency regularly deals.**



Other Efforts

Miscellaneous

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- **Translations:**
 - Renewed effort to obtain unclassified translations via National Ground Intelligence Center (NGIC) database, Harmony. **(DTIC on SIPRNET)**
- **TR Contributor Collaboration Digitization Effort:**
 - Provide full text for those documents in the TR database which currently do not have full text available or the current full text is of low quality.
 - Using older documents in a hard-copy or digital format.
 - Provide a better quality document than could be retrieved from the microfiche or which is currently available.
- **Loan Processing:**
 - Borrow hard-copy documents not currently in the TR collection for digitization.



TR Submitting Resources

“Submitting Documents” Web Page



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The Defense Technical Information Center (DTIC®) facilitates information exchange throughout the Defense establishment to support our nation's warfighters. [Read More](#)

DTIC encourages everyone in the Defense community to participate in the program by submitting all appropriate materials for inclusion in our databases.

DTIC maintains the following databases:

- **DTIC's Technical Report Database:** Scientific and technical documents and reports that convey the results of Defense-sponsored research, development, test and evaluation (RDT&E) efforts.
- **Research Summaries:** Established to provide a rapid exchange of technical and management data describing ongoing DoD research and technology efforts at the Work Unit level. DTIC's second-largest database consists of descriptions of technical content, performers, monitors, and funding sources for DoD research and technology efforts.
- **Independent Research and Development (IR&D):** Defense-related independent research and development (IR&D) effort summaries are contributed to DTIC on a voluntary basis by the Defense industry.
- **Defense Technology Transfer Information System (DTTIS):** DTIC in cooperation with the military departments and various defense agencies.

Submit Documents

- **Electronic Submission**
 - Benefits and How It Works
 - SBIR/STTR TR Toolkit
 - STINT-TR/EDOC
- **Guidance on Submitting Docs**
 - Distribution Statements
 - Distribution Limitations
 - PDF Documents
 - Tutorials and Other Guidance
 - IR&D Contributor's Guide
 - Selection Criteria
- How to Submit
- What to Submit
- Why Submit



TR Submitting Resources

“Tutorials & Other Guidance” Web Page



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Tutorials and Other Guidance for Submitting Documents to DTIC

Additional information and assistance with preparing and submitting documents to DTIC may be found in the following presentations, brochures, fact sheets.

General Information

Brochure - Submitting Technical Reports (TR)

A brochure which provides general information on DTIC's Technical Reports submission process, to include: the benefits associated with submitting, the kinds of information and information formats DTIC selects and Points-of-Contacts for submitting data to DTIC.

Presentation - DTIC Overview and Submitting Documents to DTIC

A presentation which provides an overview of DTIC's mission, the benefits of DTIC's services, provides examples of DTIC's products, explains the Research Development Test & Evaluation (RDT&E) cycle and guidelines for submitting documents to DTIC.

Document Preparation - Report Cover, Markings and SF-298

Standard - ANSINISO Z39.18-2005, Scientific and Technical Reports - Preparation, Presentation, and Preservation

This Standard outlines the elements, organization, and design of scientific and technical reports, including guidance for uniform presentation of front and back matter, text, and visual and tabular matter in print and digital formats, as well as recommendations for multimedia reports.

Presentation - Interim & Final Reports Preparation & Submission

A presentation which provides a tutorial for preparing a document cover and SF-298, Report Documentation Page, for Interim and Final reports. Information includes distribution statement format, Data Rights, Export Control and other markings, as well as detailed instruction for completing the SF-298.

Submit Documents

- Electronic Submission**
- Guidance on Submitting Docs**
 - Distribution Statements**
 - Distribution Limitations**
 - PDF Documents**
 - Tutorials and Other Guidance**
- IR&D Contributor's Guide**
- Selection Criteria**
- How to Submit**
- What to Submit**
- Why Submit to DTIC**



Information Collection Update

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

DoD Security Classification Guides (SCGs)/ Index and Electronic Submissions

Mr. Jack Rike



Information Collection Update

Agenda

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

DTIC's Role & History with Security Classification Guides (SCG) & Index

- DoD 5200.1-I Index of Security Classification Guides
- Technical Reports (TR)
- Electronic Submissions



SCG Guides & Index

DTIC's Role in the SCG's & Index

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- Collect & Disseminate Guides
- Input Data from the DD Form 2024, Jul 86 (EF-V1) into the Security Classification Guide Database
- Create Index DoD 5200.1-I



SCG Guides & Index

SCG Index History

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- 1989 Created & Produced the SCG Index in Paper for OUSD/I
- 2000 DTIC Made Index Available Online
 - Web Page – Private STINET
 - Nonprint – PDF & Database
- 2010 Permission by OSD to Work on Developmental Searchable Web Site



SCG Guides & Index

SCG Subject Areas Examples

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- Anti-Submarine Warfare
- Anti-Missile Missiles
- Bombs
- Chemical Warfare
- Intelligence
- Countermeasures



SCG Guides & Index

Sample SCG Index Contributors

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- Air Force

- Air Force Research Lab (AFRL)
- Air Force Material Command (AFMC)

- ARMY

- Army Communication-Electronics Command (CECOM)
- Army Armament Research Development and Engineering Center (ARDEC)
- Army Tank-Automotive Command (TACOM)



SCG Guides & Index

FOR OFFICIAL USE ONLY



DOD O-5200.1-I

INDEX OF SECURITY CLASSIFICATION GUIDES SEPTEMBER 1996

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(Scientific & Technical Information Network)

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Current DoD Index of Security Classification Guides

DOD 5200.1-I

Files are in [Adobe Acrobat](#) format.

Any questions about this index or its contents, please contact DTIC-OCA, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6218, Jack Rike (703) 767-8040 or Carolyn Williams (703) 767-9043, tr@dtic.mil.

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Electronic Submissions

Electronic Submissions to TR Database

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Acceptable Media:

DTIC accepts and disseminates documents in a variety of media:

- DTIC still accepts traditional **print (paper) media** documents
- DTIC also accepts certain types of **nonprint (CD, DVD, etc.) media**
- **Electronic media** is now the most common



Electronic Submissions

History of Electronic Submissions

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

1991- DTIC started processing nonprint (DTIC's First electronic reports)

- **1995 - DTIC Started alpha testing EDOCs and Processing**
- 1996 - DTIC started beta testing
- 1998 - Full-text online
- 2001 - Color online



Electronic Submissions

History of Electronic Submissions

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Contributors who provided 1st beta testing in 1996:

- Carnegie Mellon University (CMU-SEI)
- Army War College (AWC)
- Air Force Institute of Technology (AFIT)



Electronic Submissions

History of Electronic Submissions

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Formats initially accepted in 1996:

- Word
- PostScript (Adobe)
- LaTeX



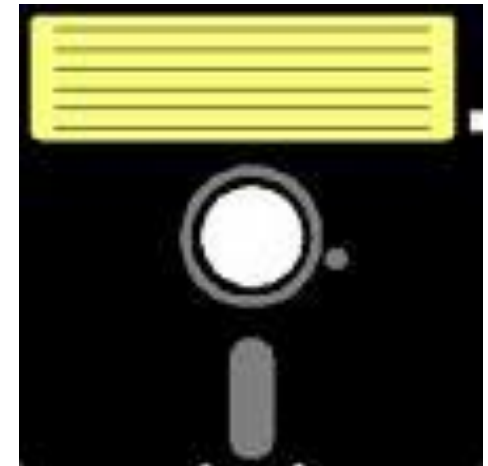
Electronic Submissions

History of Electronic Submissions

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Submitted and accepted in 1996:

- 5 ¼" Diskettes
- 3 ½" Diskettes
- Email





Electronic Submissions

History of Electronic Submissions

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

2001 - Created Electronic Input Systems

- Systems
 - STINT-TR (DTIC, AFRL)
 - EDOC (DTIC)
 - SBIR Toolkit (DTIC)



Electronic Submissions

Technical Reports Submission Toolkit (SBIR Reviewer Version) - Windows Internet Explorer provided by DTIC F...

SMALL BUSINESS INNOVATION RESEARCH (SBIR) PROGRAM

**TECHNICAL
REPORTS
SUBMISSION
TOOLKIT**



using the Standard Form (SF) 298

**For Help:
1.703.767.9001**

- [help](#)
- [registration](#)
- [feedback](#)
- [exit](#)

SUBMITTERS

1

Why Submit Technical Reports?

2

Quick Tour of the Toolkit

3

Submitters: Prepare and Submit Your SF298 and Report

REVIEWERS

4

DoD Reviewers: Review Assigned SF298s and Reports

5

Overview of SF298 Reviewer Process



Electronic Submissions

STINT-TR/EDOC Registration

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- If you have already registered online with DTIC and received your DTIC user code and userid, please complete the Electronic Document Submission Registration Form.
- If you have NOT registered online with DTIC, please register with DTIC at <http://www.dtic.mil/dtic/registration>. After you have received your DTIC user code and userid, please complete the Electronic Document Submission Registration Form.
- You will be notified via email after your application has been processed.

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Electronic Document Submission Registration Form

Contributor: To assist DTIC[®] in providing you with an electronic document submission system that meets your needs, please fill out the following registration form and submit it to DTIC in order to utilize the system.




Part I. Contributor Information





Your Name:	<input type="text"/>
Organization Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
ZIP:	<input type="text"/>
Commercial Phone:	<input type="text"/>
DSN:	<input type="text"/>
E-mail Address:	<input type="text"/>
Have you registered with DTIC	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, click here)
Your User Code	<input type="text"/>
Your Username	<input type="text"/>
Your IP Address	<input type="text"/>

(if unknown, [click here](#))

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Electronic Document Submission
SF 298 

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DD Form 2345 
DD Form 254 
DTIC Form 55

Your IP Address

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[Part II. Document Information](#)

1. What types of documents will you be sending?(Check all that apply)

- Unclassified - Unlimited (U2) documents only (Distribution Statement A)
- Unclassified - Limited (UL) documents only (Distribution Statement B-F, or X)

2. What types of file formats will you be sending?(Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> PDF (.pdf) | <input type="checkbox"/> MS Word (.doc) |
| <input type="checkbox"/> TIFF (.tif) | <input type="checkbox"/> MS Excel (.xls) |
| <input type="checkbox"/> MS PowerPoint (.ppt) | <input type="checkbox"/> Text (.txt) |
| <input type="checkbox"/> Wordperfect (.wpd) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Rich Text (.rtf) | <i>(Provide format below)</i> |
| <input type="checkbox"/> PostScript (.ps) | <input type="text"/> |

3. Approximately how many documents will you submit per year?

- less than 10
- 11-20
- more than 20

Submit

Reset

Task	Description
Initiate	Create a citation by filling an electronic SF298 Form
Assign	Assign contributors to work on a Citation
View/Work	View and work assigned Citations
Review/Submit	Review Citations, Attach Technical reports and submit the Technical Report to DTIC
Administration	<p>For contributors and focal points :</p> <ul style="list-style-type: none"> Update my user info. Unlock Citations, set default prefill values. Search and delete citations. Review older citations. Generate statistic reports.
	<p>For administrators:</p> <ul style="list-style-type: none"> Create, Modify/Delete users. Add/Update citation Remarks. Update my user info. Unlock Citations, set default prefill values. Search and delete citations. Review older citations. Generate statistic reports.



Technical Report (TR) Submissions



[Initiate](#)

[Assign](#)

[View/Work](#)

[Review/Submit](#)

[Administration](#)

Initiate Citation

DIRECTIONS:

1. Fill in the information in each block you have available.
2. IMPORTANT: YOU MUST CLICK THE "SAVE" BUTTON or the "SUBMIT TO ..." LOCATED NEAR THE BOTTOM OF THIS PAGE TO SAVE YOUR WORK.
3. Use the question mark (?) if you need help on an individual block.
4. Required fields are labeled with **RED** text.

REPORT DOCUMENTATION PAGE

DTIC Form Approved

Form Approved

DTIC Form 0704

subject to any penalty for failing to comply with a collection of information if it does not display a currently valid UMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.

1. REPORT DATE

?

2. REPORT TYPE

?

3. DATES COVERED (FROM - TO)

through

4. TITLE AND SUBTITLE

?

Title:

Subtitle:

Volume No:

Volume Title:

Title Class:

5a. CONTRACT NUMBER

?

5b. GRANT NUMBER

?

5c. PROGRAM ELEMENT NUMBER

?

6. AUTHOR(S)

?

5d. PROJECT NUMBER

?

7. PERFORMING ORGANIZATION NAME AND ADDRESS

?

Name:

Address:

Address:

City:

State:

Zip:

8. PERFORMING ORGANIZATION REPORT NUMBER

?

9. SPONSORING/MONITORING AGENCY NAME AND ADDRESS

?

Name:

Address:

Address:

City:

State:

Zip:

10. SPONSOR/MONITOR'S ACRONYM(S)

?

11. SPONSOR/MONITOR'S REPORT NUMBER(S)

?

12. DISTRIBUTION/AVAILABILITY STATEMENT



Distribution:

- A. Approved for public release; distribution unlimited
- B. Distribution authorized to US Government agencies only
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Choose the appropriate reason for the distribution: Enter the date of determination:

- Administrative or Operational Use
- Contractor Performance Evaluation
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Richard Thornett
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 Valerir Maddox
 Patricia Mawby
 Rajkumari Bezwada
 Joyce Isaac
 Starlet Greene
 Michael Paige
 Elizabeth Cornell

Clear Selection

Assign	82	Method for Operational Warfare	03	
Assign	83	Advanced Fuel Control for the Next Generation Helicopter	24-JUN-03	
Assign	83	Advanced Fuel Control for the Next Generation Helicopter	24-JUN-03	
Assign	84	Advanced Fuel Control for the Next Generation Helicopter	24-JUN-03	
Assign	86	Advanced Fuel Control for the Next Generation Helicopter	24-JUN-03	
Assign	89	Test	30-JUN-03	
Assign	90	Aerospace SensorComponent and Subsystem Investigation and Innovation-1 (ASCSII-1)	01-JUL-03	



Technical Report (TR) Submissions

[Initiate](#)[Assign](#)[View/Work](#)[Review/Submit](#)[Administration](#)

Statistics Report (Details)

DIRECTIONS: Items in **red** are required.

1. Select the Start and End Dates for your report.
2. Enter additional search criteria (Title, SLS, Initiator) on reports submitted to DTIC
3. Click on the SUBMIT button to request the report of reports submitted to DTIC between and including the Start/End Dates and satisfying any additional search criteria
OR
4. Click on reset to clear the selections and start over again.

Select Report Start Month: Jan

Select Report End Month: Jan

Enter Report Start Year:

Enter Report End Year:

Report title:

Initiator:

Select SLS:

Details for Reports Submitted to DTIC

Cit_ID	Report	Title	Authors	Associated Filename
3372	-JUL-2004	Measured Characteristics of Selected S-Band Coaxial-to-Waveguide Adaptors		J:\Electronic Submission TR\Submitted\Submitted_In_E_Doc\August\09 - 13 August\tr744.pdf
	Submitted	Submitted By	Primary SLS	
	10-AUG-04	Jack Rike	D-Department of Defense (DoD)	
	Remarks:	ADA425440		
Cit_ID	Report	Title	Authors	Associated Filename
3373	-JUL-2004	Multispecies Reacting Flow Model for the Plasma Efflux of an ETC Igniter—Application to an Open-Air Plasma Jet Impinging on an Instrumented Probe		J:\Electronic Submission TR\Submitted\Submitted_In_E_Doc\August\09 - 13 August\tr745.pdf
	Submitted	Submitted By	Primary SLS	
	10-AUG-04	Jack Rike	D-Department of Defense (DoD)	
	Remarks:	ADA425645		
Cit_ID	Report	Title	Authors	Associated Filename
	-JUL-2004	Hybrid Fiber Sizings for Enhanced Energy Absorption in Glass-Reinforced Composites		J:\Electronic Submission TR\Submitted\Submitted_In_E_Doc\August\09 - 13 August\tr747.pdf



Electronic Submissions

Sample Documents Selected

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- Annual Reports from the DoD Labs
- Conference Proceedings & Papers
- Congressional Documents (DoD-related)
- Research, Development, Test and Evaluation (RDT&E) Reports
- Science & Technology Planning Documents
- Patents & Patent Applications (DoD-related)
- Other types in our Selection Criteria:

<http://www.dtic.mil/dtic/submit/guidance/criteria/index.html>



Electronic Submissions

Sample Documents Not Selected

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- Brochures, Catalogs & Posters
- Conference Programs and Agendas
- Decision Papers
- Memoranda: Inter-Office, MOAs, (MOUs)
- Operating Instructions
- Procedures
- Technical Manuals

Please call us if you are unsure about your collection.



Information Collection Update

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

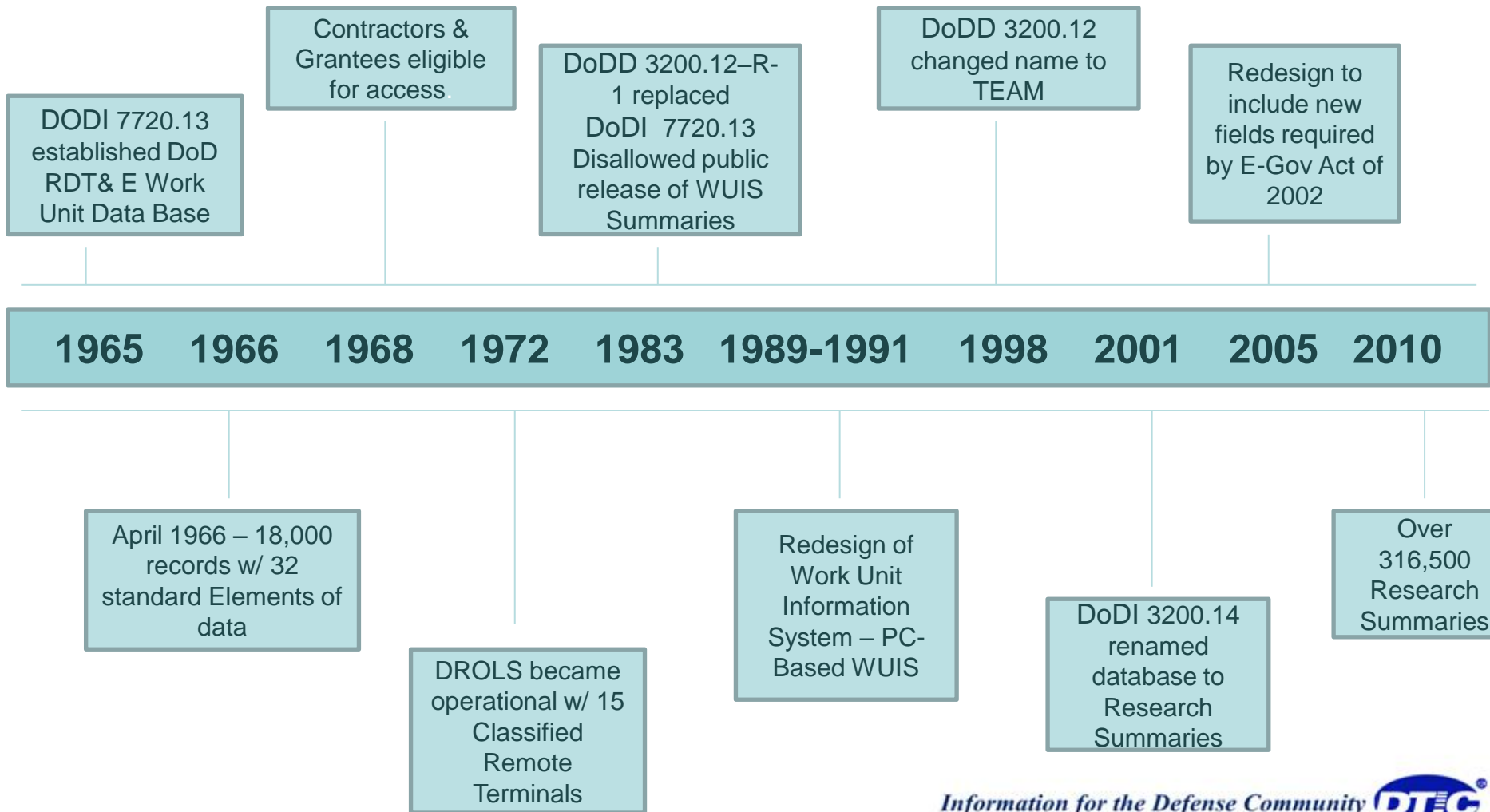
Research Summaries: Historical Perspective of 45 Years

Ms. Julia Foscue



Research Summaries Timeline

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004





Registration Form - Then

REGISTRATION FOR SCIENTIFIC AND TECHNICAL INFORMATION SERVICE <i>(No carbon paper required)</i>				APPROVING OFFICIAL FORWARD COMPLETED FORM TO:	Defense Technical Information Center Attn: DTIC-FDRB, Cameron Station Alexandria, VA 22304-6145	Form 1540 OSR No. 1540-224 Expires Aug 31, 1989				
PART I - REQUESTER APPLICATION <i>(Please TYPE or PRINT all information except signature)</i>					FOR DTIC USE ONLY					
1. ORGANIZATION NAME		2. TELEPHONE NUMBER	3. NEW DTIC USER <i>(X if applicable or enter DTIC User Code)</i>	4. PRIME CONTRACT / GRANT / PROGRAM		DOD USER CODE				
5. ADDRESS <i>(Street, City, State and Zip Code)</i>		a. COMMERCIAL ()		a. NUMBER <i>(One only)</i>		CHARGE CATEGORY CODE				
		b. AUTOVON		b. EXPIRATION DATE		CONTRACT SPONSOR				
6. ATTN LINE OF RECIPIENT <i>(Present DTIC users - retain same recipient on all applications)</i>		7. CAGE (FSC) CODE	9. SECURITY CLASSIFICATION REQUIRED <i>(X as applicable)</i>	10. SPECIAL SECURITY CLASSIFICATION REQUIRED <i>(X as applicable)</i>		USER CLASSIFICATION				
		8. MILITARILY CRITICAL TECHNICAL DATA AGREEMENT CERTIFICATION NO.	a. UNCLASSIFIED	a. NATO	FACILITY SECURITY CLEARANCE					
11. REQUESTING OFFICIAL		b. CONFIDENTIAL	b. RESTRICTED DATA	CONTRACT SECURITY CLEARANCE <i>(X as applicable)</i>						
a. NAME	b. TITLE	c. SECRET	c. CNWDI			TYPE	RD	NATO	CNWDI	
c. SIGNATURE		c. DATE SIGNED	12. DEMAND PRODUCTS / SERVICES <i>(X as applicable)</i>	a. UNCLASS / LIMITED		b. CLASS / LIMITED				
			c. UNCLASS / UNLIMITED							
PART II - PRIME CONTRACTOR APPROVAL <i>(If Part I is a Subcontractor)</i>				PART III - SUBJECT FIELDS OF INTEREST <i>(Required for Unclassified and Classified Services)</i>						
13. ORGANIZATION NAME		14. TELEPHONE NUMBER	Circle required codes below. First number is the subject field; the second is the more specific group. See Subject Field Names, reverse side.							
15. ADDRESS <i>(Street, City, State and Zip Code)</i>		a. COMMERCIAL ()								
		b. AUTOVON								
15.a. SUBCONTRACT NUMBER		b. EXPIRATION DATE	01-01	05-04	08-06	11-12	15-03	17-05-01	19-08	21-08-02
17. REQUESTING OFFICIAL		a. NAME	01-02	05-05	08-07	12-01	15-03-01	17-05-02	19-08-01	21-09
		b. SIGNATURE	01-03	05-06	08-08	12-02	15-03-02	17-06	19-09	21-09-01
c. DATE SIGNED		01-03-01	05-07	08-09	12-03	15-03-03	17-07	19-10	21-09-02	
		01-03-02	05-08	08-10	12-04	15-04	17-07-01	19-11	22-01	
		01-03-03	05-09	08-11	12-05	15-05	17-07-02	19-12	22-02	
		01-03-04	06-01	08-12	12-06	15-06	17-07-03	19-13	22-03	
		01-03-05	06-02	09-01	12-07	15-06-01	17-07-04	20-01	22-04	
		01-03-06	06-03	09-02	12-08	15-06-02	17-08	20-02	22-05	
		01-03-07	06-04	09-03	12-09	15-06-03	17-09	20-03	23-01	
		01-03-08	06-05	09-04	13-01	15-06-04	17-10	20-04	23-02	
		01-03-09	06-06	09-05	13-02	15-06-05	17-11	20-05	23-03	
		01-03-10	06-07	09-06	13-03	15-06-06	18-01	20-06	23-04	
		01-03-11	06-08	09-07	13-04	15-06-07	18-02	20-06-01	23-05	
		01-03-12	06-09	10-01	13-05	16-01	18-03	20-07	23-06	
		01-04	06-10	10-02	13-06	16-02	18-04	20-08	24-01	
		01-05	06-11	10-03	13-06-01	16-02-01	18-05	20-09	24-02	
		01-06	06-12	10-04	13-07	16-03	18-05-01	20-10	24-03	
		02-01	06-13	11-01	13-08	16-04	18-05-02	20-11	24-04	
		02-02	06-14	11-02	13-09	16-04-01	18-06	20-12	24-05	
		02-03	06-15	11-02-01	13-10	16-04-02	18-07	20-13	24-06	
		02-04	07-01	11-03	13-10-01	16-04-03	18-08	20-14	24-07	
		02-05	07-02	11-04	13-11	16-05	18-09	20-15	25-01	
		02-06	07-03	11-05	13-12	17-01	18-10	21-01	25-02	
		03-01	07-04	11-06	13-13	17-02	19-01	21-02	25-03	
		03-02	07-05	11-06-01	14-01	17-03	19-01-01	21-03	25-04	
		03-03	07-06	11-06-02	14-02	17-04	19-02	21-04	25-05	
		04-01	08-01	11-07	14-03	17-04-01	19-03	21-05	ALL	
		04-02	08-02	11-08	14-04	17-04-02	19-04	21-06		
		05-01	08-03	11-09	14-05	17-04-03	19-05	21-07		
		05-02	08-04	11-10	15-01	17-04-04	19-06	21-08		
		05-03	08-05	11-11	15-02	17-05	19-07	21-08-01		
DTIC-FDRB MUST BE NOTIFIED OF ANY CHANGES IN THE ABOVE INFORMATION.										
<i>(For DTIC Use Only)</i>										





Electronic Registration - Now



DTIC and DDR&E Registration Request

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 - Access and edit to DoDTechipedia
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Submit

I am a U.S. Federal Government Employee (Not in DoD)

Please enter your email address:

Submit

I am a U.S. DoD/Government Contractor

or Registered with a DoD Potential Contractor Program, or participating in SBIR, or affiliated with an institution designated:

- a Historically Black College/University (HBCU),
- a Hispanic Serving Institution (HSI),
- a Native American Tribal College or University (TCU),
- a Minority Institution (MI),
- a DEPSCoR Institution
- a Foreign Government or Foreign Embassy

I don't have a CAC

I have a CAC



What Is This?

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004





Input Transmittal Form

R&T WORK UNIT INFORMATION SYSTEM INPUT TRANSMITTAL FORM			
Submit this form with machine-readable work unit data and accompanying DD Form 1498 source documents and unformatted file listings to: DEFENSE TECHNICAL INFORMATION CENTER (DTIC-TIR) CAMERON STATION, ALEXANDRIA, VIRGINIA 22314			
1. STATISTICAL SUMMARY OF TRANSACTION FILE CONTENTS:			
TRANSACTION TYPE	NUMBER OF SUMMARIES	NUMBER OF PUNCH CARDS OR CARD IMAGES	
NEW			
CHANGE			
TERMINATION			
COMPLETION			
CORRECTION			
TOTAL			
2. FORM OF MACHINE-READABLE INPUT:			
<input type="checkbox"/> MAGNETIC TAPE, NO. OF REELS _____		<input type="checkbox"/> PUNCH CARDS, NO. OF BOXES _____	
3. MAGNETIC TAPE DESCRIPTION		REEL _____ OF _____	REEL _____ OF _____
PHYSICAL REEL NUMBER			
FILE IDENTIFICATION			
CREATION DATE			
END OF REEL (EOR) OR END OF FILE (EOF) SIGNAL			
NUMBER OF SUMMARIES			
NUMBER OF CARD IMAGES			
4. CHECK ADDITIONAL MATERIAL ENCLOSED AND FURNISH COUNT WHERE APPLICABLE:			
<input type="checkbox"/> _____ DD FORM 1498 SOURCE DOCUMENTS			
<input type="checkbox"/> _____ MAGNETIC TAPE LISTINGS			
<input type="checkbox"/> _____ PUNCH CARD LISTING			
REMARKS:			
REPORTING AGENCY		NAME & SIGNATURE OF RESPONSIBLE INDIVIDUAL	
DATE OF SUBMISSION		TELEPHONE NUMBER OF RESPONSIBLE INDIVIDUAL	



Notification of Processing



DEFENSE LOGISTICS AGENCY
DEFENSE TECHNICAL INFORMATION CENTER
CAMERON STATION
ALEXANDRIA, VIRGINIA 22314

DTIC-TIM

SUBJECT: Work Unit Information System Input

TO:

1. Reference:

2. Your submission to the Work Unit Information System (WUIS) is reflected on the enclosed Contributor Summary Lists (CSLs) or DD Forms 1498m. Your data has been processed into the DTIC data base as follows:

a. _____ summaries were processed. At your request, printouts for these summaries are not returned.

b. _____ summaries were processed, but input contained errors which impair the quality of the data base. Prompt action to correct these errors is required. (Enclosure _____).

c. _____ summaries were processed which require accuracy review. (Enclosure _____).

3. Enclosure _____ is a listing of your input transactions which were processed and card images of any data which could not be processed. Error messages indicate the reasons for data rejection.

4. Enclosure _____ is a listing in accession number order of your records in the data base as of _____.

5. Magnetic tapes or punchcards are returned as follows:

a. Enclosure _____ is _____ magnetic tapes numbered:

_____ ()

_____ ()

_____ ()

b. Enclosure _____ is _____ boxes of punchcards.

FL-82
APR 81

Figure 4-2
DTIC Notification of Processing R&T Work Unit Data Base
(1 of 2)



Army & Navy Key Punch Cards

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Figure AP2.F1. Army Fixed-Field Input Card Formats (T01 to T12, V01 to V02), continued

COMMON CONTROL DATA		45	
1	2	3	4
AGENCY ACCESSION	DATE OF SUMMARY	YEAR MONTH DAY	ARMY COORD MISSION OBJECTIVE (ONE PER CARD)
1	2	3	4
AGENCY ACCESSION	DATE OF SUMMARY	YEAR MONTH DAY	ARMY NARRATIVE MISSION OBJECTIVE

Figure AP3.F1. Navy Fixed-Field Input Card Formats (A02 to B01)

COMMON CONTROL DATA		32		32	
1	2	3	4	5	6
AGENCY ACCESSION	DATE OF SUMMARY	YEAR MONTH DAY	REP OFFICER ORG SYMBOL	PRIM OFFICER ORG SYMBOL	SECOND CONTRIBUTING NUMBER CODES
1	2	3	4	5	6
AGENCY ACCESSION	DATE OF SUMMARY	YEAR MONTH DAY	PROGRAM ELEMENT	PROJECT	TASK AREA
			1001	1002	1003
			PROGRAM ELEMENT	PROJECT	TASK AREA



Unique Army Fields

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Army Primary Project	Army Performing Organization Location Code
Army Primary Project Serial Number	Army Performing Organization Type Code
Army Monitoring Division Code	Army Cumulative Partial Contract or Grant Code
Army Installation Code	Army Foreign Intelligence Considered
Army Prior Program Element	Army Coded Mission Objective
Army Prior Project	Army Narrative Mission Objective
Army Prior Project Serial Number	Army Resp. Organization Location Code
Army Prior Task Number	Army Resp. Organization Identification Code
Army Prior Work Unit Number	
Army Resp. Organization Installation Digraphs	
Army Responsible Org. Installation Second Digraph	
Army Responsible Org. Installation Third Digraph	
Army Performing Organization Identification Code	



Unique Navy Fields

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Navy Product Area Number Code

Navy Product Area Title

Responsible Individual's Title

Navy Responsible Individual's Org. Symbol

Principal Investigator's Title

Navy Primary Sub-element Number

Navy Principal Investigator's Organization Symbol



DD 1498 - March 1983

APPENDIX B

DoD 3200.12-R-1

RESEARCH AND TECHNOLOGY WORK UNIT SUMMARY				1. AGENCY ACCESSION	2. DATE OF SUMMARY	REPORT CONTROL SYMBOL
3. DATE PREV. SUMMARY	4. KIND OF SUMMARY	5. SUMMARY SCTY.	6. WORK SECURITY	7. REGRADING	8. DISB'N INSTR'N	9. LEVEL OF EUM A. WORK UNIT
10. NO. CODES	PROGRAM ELEMENT	PROJECT NUMBER	TASK AREA NUMBER	WORK UNIT NUMBER		
a. PRIMARY						
b. CONTRIBUTING						
c. CONTRIBUTING						
11. TITLE (Precede with Security Classification Code)						
12. SUBJECT AREAS						
13. START DATE	14. ESTIMATED COMPLETION DATE	15. FUNDING ORGANIZATION	16. PERFORMANCE METHOD			
17. CONTRACT/GRANT			18. RESOURCES ESTIMATE			
a. DATE EFFECTIVE	EXPIRATION		FISCAL YEARS	a. PROFESSIONAL WORKYEARS	b. FUNDS (in thousands)	
b. CONTRACT/GRANT NUMBER						
c. TYPE	d. AMOUNT					
e. KIND OF AWARD	f. CUM/TOTAL					
19. RESPONSIBLE DOD ORGANIZATION			20. PERFORMING ORGANIZATION			
a. NAME			a. NAME			
b. ADDRESS (include zip code)			b. ADDRESS			
c. NAME OF RESPONSIBLE INDIVIDUAL			c. NAME OF PRINCIPAL INVESTIGATOR			
d. TELEPHONE NUMBER (include area code)			d. TELEPHONE NUMBER (include area code)			
21. GENERAL USE			f. NAME OF ASSOCIATE INVESTIGATOR (if available)			
MILITARY/CIVILIAN APPLICATION:			g. NAME OF ASSOCIATE INVESTIGATOR (if available)			
22. KEYWORDS (Precede EACH with Security Classification Code)						
23. TECHNICAL OBJECTIVE 24. APPROACH 25. PROGRESS (Precede rest of each with Security Classification Code)						



Original Fields in 1988

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- | | |
|-------------------------------------|--|
| 1 Agency Accession | 17C Contract Type |
| 2 Date of Summary | 17D Contract/Grant Amount |
| 3 Date of Previous Summary | 17E Kind of Award |
| 4 Kind of Summary | 17F Contract/Grant Cumulative Dollar Total |
| 5 Summary Security | 18 Resource Estimate |
| 6 Work Security | 19A Responsible DOD Org. Name |
| 7 Regrading | 19B Responsible DOD Org. Address |
| 8 Distribution Instructions | 19C Responsible Individual |
| 9 Level of Summary | 19D Responsible Individual's Phone # |
| 10 Number/Codes | 20A Performing Organization Name |
| 11 Title | 20B Performing Organization Address |
| 12 Subject Areas | 20C Principal Investigator |
| 13 Start Date | 20D Principal Investigator's Phone # |
| 14 Estimated Completion Date | 20F/G Associate Investigators |
| 15 Funding Organization | 21E Military/Civilian Application |
| 16 Performance Method | 22 Keywords |
| 17A1 Contract | 23 Technical Objective |
| 17A2 Contract/Grant Expiration Date | 24 Approach |
| 17B Contract/Grant Number | 25 Progress |



Current Worksheet

Research Summary (RS) Worksheet

1. Accession Number Sub: (Source ID)			1A. Activity Code		1. Transaction Type Sub/Kind Version		3. Status of Effort		4. Performing Method		5. Performance Type		6. Date of Summary	
7. Preceding Sum. Date		8. Start Date		9. End Date		10. Effort Security Code						11. Eff. Sec. Add. Notice		
12. Record Security Classification				15. Distribution Code				19. Distribution Reason						
10. Restricted Title														
10A. Public Title														
11A1. Taxonomy Name					11B1. Taxonomy Main Category					11C1. Taxonomy Subcategory				
12. Linking Accession Number					13. Local Control Number					14. Search Data				
15. Subject Categories			16.1 Mission Area Code			16.2 Function Code			16.3 Technology Code					
17. Responsible Org. Source Code			17B. Responsible Organization DoDACC/DUNS			17C. Responsible Service/Agency			17.1 Responsible Organization Name					
17.2 Responsible Organization Component Name														
17.3 Responsible Organization Location				17.4 Responsible Individual Name				17.4A. Responsible Secondary Name						
17.5 Responsible Individual Office Sym.				17.5A. Responsible Secondary Office Symbol			17.6 Responsible Individual Phone		17.6A. Responsible Secondary Phone					
17.7 Responsible Individual DSN Number			17.7A. Responsible Secondary DSN Number			17.8 Responsible Individual Email			17.8A. Responsible Secondary Email					
18. Perf. Org. Source Code		18A. Performing Org. DoDACC/DUNS Number			18B. Performing Organization Type			18.1 Performing Organization Name						
18.2 Performing Organization Component Name				18.3 Performing Organization Location				18.4 Performing Individual name						
18.5 Performing Individual Office Symbol			18.6 Performing Individual Phone			18.6A Performing Individual Email			18.7 Performing Individual DSN Number					
18.8 Associate Investigator Names				18.8A Associate Investigator Phone				18.8B Associate Investigator Email						
30. Primary Program Element (PE) Number				31. 1 st Contributing Program Element (PE) Number				32. 2 nd Contributing Program Element (PE) Number						
30A. Primary Project Number				31A. 1 st Contributing Project Number				32A. 2 nd Contributing Project Number						
30A1. Primary Budget Activity Number				31A1. 1 st Contributing Budget Activity Number				32A1. 2 nd Contributing Budget Activity Number						
30B. Primary Task Number				31B. 1 st Contributing Task Number				32B. 2 nd Contributing Task Number						
30. Primary Funding Data			31. 1 st Contributing Funding Data			32. 2 nd Contributing Funding Data			33. Contract Rollup Indicator					
Fiscal Year	Dollars	Work Years	Fiscal Year	Dollars	Work Years	Fiscal Year	Dollars	Work Years						
C1	C2	C3	C1	C2	C3	C1	C2	C3	C					
D1	D1	D3	D1	D1	D3	D1	D2	D3	D					
E1	E1	E3	E1	E1	E3	E1	E2	E3	E					
F1	F1	F3	F1	F1	F3	F1	F2	F3	F					
G1	G1	G3	G1	G1	G3	G1	G2	G3	G					

30. Primary Funding Data			31. 1 st Contributing Funding Data			32. 2 nd Contributing Funding Data		
30B. Current Fiscal Year Funding			31B. Current Contributing Current Fiscal Year Funding			32B. Current Contributing Current Fiscal Year Funding		
34. Contract/Grant/Trans. Number Sub: (Procurement Identifier)			34.1 Contract Effective Date		34.2 Contract Expiration Date		34.3 Contract Face Value	
34.4 Contract Cumulative to Date			34.4B 1 st Contributing Total to Date			34.4C 2 nd Contributing Total to Date		
35. Keywords:								
36. Objective Class Code			36.1 Functional Objective					
36.2 Public Objective								
37. Approach Class Code			37.1 Approach					
38. Program Class Code								
38.1 Program:								
39. Product Set Number			39.1 Prod. Title Class. Code		39.2 Product Title			
39.3 Product ID/Report Number			39.4 Product AD Number		39.5 Product Indicator		39.6 Product Date	
40. Domestic Technology Transfer			40A. Technology Transition Opportunities:					
40B Advanced Concept Technology Demonstration (ACTD)			41. Study Category		42. Special Study Subject		44. Primary Project Serial Number	
45. International Source: Considered			46. Processing Date		47. Receipt Date		48. Descriptor: Class. Code	
48.1 Descriptors:			49. Thrust Area:		50. Defense Technology Area		50A. Defense Technology Sub area:	
51. Metric Set Number			51A. Primary Metric					
51B. Metric - Measure								
51C. Metric - Unit of Measure			51D. Metric - Baseline Standard		51E. Metric - Base Year		51F. Metric - Current Standard	
51G. Metric - Proposed Standard			51H. Metric - Year Achievement anticipated					
52. Congressional Add NEW in 06			53. Joint Functional Concept NEW in 06			53A. Joint Functional Capabilities NEW in 06		

Red Lettering – Critical Control Fields in RS	Green Blocks = System Generated – DO NOT FILL
Yellow Blocks – 2007 E-Gov Fields	Gray Blocks = E-Gov Fields (Former).



Requesting Products

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

REQUEST FOR DTIC DATABASE PRODUCTS See Instructions on Reverse				1. DoD USER CODE		FOR DTIC USE ONLY REPORT CONTROL NUMBER	
2. FROM:				3. CONTRACT/GRANT/PROGRAM NO.		DATE RECEIVED	
				4. NAME OF REQUESTER		5. OFFICE CODE	
				6. CHECK ONE <input type="checkbox"/> DoD <input type="checkbox"/> GOVT <input type="checkbox"/> CONT		7. REQUESTER'S TELEPHONE NUMBER	
8a. DATABASE(S) TO BE SEARCHED	8b. FREQUENCY ONE TIME	9a. CLASSIFICATION		8b. CHECK IF DESIRED AND AUTHORIZED		10. DATA SOURCE(S) DESIRED	
		UNCLASS.	RESTRICTED DATA	ARMY	ALL DoD		
TR BIBLIOGRAPHIC	8c. ACCOMPANYING OUTPUT INDEXES TABLE OF CONTENT	CONF.	CNWDI	NAVY	ALL SOURCES		
IR&D (DoD Only)		SECRET		AIR FORCE			
REFERRAL LISTING		11. DATE REQUESTED		12. DATE RESULTS NEEDED	13. NUMBER OF COPIES		
9. REQUEST TITLE				15. REPORT SEQUENCE (MIS)		16. SCOPE OF SEARCH	
				a.		MOST RECENT 2/10 YEAR FILE	
17. EXISTING DTIC FORMAT (MIS ONLY)				b.		COMPL/TERM WUIS	
				c.		SPECIFIC YEAR RANGE (TO)	
18. INFORMATION REQUIRED (IN NARRATIVE FORMAT)				d.			
19. INDICATE DESIRED DATA ELEMENTS AND PHYSICAL ARRANGEMENTS (Not needed if Item 17 is completed)(MIS ONLY)							
FOR DTIC USE ONLY		REVIEWED BY		LIAISON		REMARKS	
5.		ANALYST	CLERK	ASSIGNED BY	ASSIGNED TO		
6.							
7.		OUT CLASSIFICATION		PHONE REQUEST TAKEN BY	DATE MAILED OUT		
8.		U	C	S			

DTIC FORM 84
SEP 86

PREVIOUS EDITIONS OF DTIC FORMS 4 AND 64 ARE OBSOLETE.





New Activities

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- NRAD Space and Naval Warfare Systems Command (SPAWAR) – re-activated (2000)
- FTG Holloman AFB – 46th Test Group



Information Collection Update

Special Collections

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Celebrating Years of Collecting and Disseminating Unique Information for Defense Use

Mr. Dave Hyman



DTIC's Special Collections

The Collections

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Celebrating Two Unique Information Resources:

- Independent Research & Development (IR&D) – 35 years
- Defense Technology Transfer (T2) Information System (DTTIS) – almost 25 years



DTIC's Special Collections

IR&D – What Is It?

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Independent Research & Development (IR&D)

- Industry Science & Engineering (S&E) information, performed by Defense contractors, of “potential interest” to DoD
- Unique collection, nothing comparable
- Used to understand Industry R&D efforts, reduce DoD R&D redundancy
- Unclassified, limited; Distribution B; Access Agreement
- Only accessible to registered DoD staff
- **Proprietary**



DTIC's Special Collections

IR&D – What's New?

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Independent Research & Development **(IR&D)**

- IR&D auto-included with any DTIC Online Access Controlled (DOAC) query w/ permissions
- Can view only IR&D using “Category” on right side of DOAC screen (click on “IRD”)
- Detailed info and .pdfs available at DOAC and Private STINET
- 553 new records in 2009, +174,000 records since 1975



DTIC's Special Collections

IR&D – Contributor's Guide Update - 1

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Independent Research & Development **(IR&D)**

- Contributors Guide updated, revamped
 - Under “Submit Documents” info at DTIC Online
 - Available online directly at:
<http://www.dtic.mil/dtic/submit/guidance/irdmanual/index.html>
 - Searchable using one's browser



DTIC's Special Collections

IR&D – Contributor's Guide Update - 2

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

IR&D Contributor's Guide

- Same structure (Chapters, Appendices)



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Independent Research & Development Database Contributors Guide

The Defense Technical Information Center (DTIC) plays a vital role in the collection and dissemination of IR&D information by collecting IR&D summaries from industry and putting them in the centralized IR&D database accessible to DoD scientists, engineers, and analysts. By submitting to this database, DOD contractors provide DOD with important information on their IR&D projects, which helps DOD identify potential solutions for DOD needs.

This manual provides specific instructions and establishes uniform data elements for the input of data on contractor IR&D projects to the DOD IR&D database.

Individual chapters and appendices may be accessed using the links below or the menu to the right **under Guidance on Submitting Docs**.

- [Chapter 1 - General Information](#)
- [Chapter 2 - Preparation and Submission](#)
- [Chapter 3 - Data Element Descriptions](#)
- [Chapter 4 - Media Preparation and Transmission](#)
- [Appendix A - Overview Descriptions](#)
- [Appendix B - Subject Categories and Subcategories](#)
- [Appendix C - Lessons Learned](#)
- [Appendix D - Transmittal Check Sheet](#)

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- Guidance on Submitting Docs**
 - [Distribution Statements](#)
 - [Distribution Limitations](#)
 - [PDF Documents](#)
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 - IR&D Contributor's Guide**
 - [Overview Descriptions](#)
 - [Subject Categories and Subcategories](#)
 - [Lessons Learned](#)
 - [Transmittal Check Sheet](#)
 - [General Information](#)
 - [Preparation and Submission](#)
 - [Data Element Descriptions](#)
 - [Media Preparation and Transmittal](#)
- Selection Criteria**
- How to Submit**
 - [TR Database](#)
 - [Proprietary IR&D](#)
- PDF with AD Numbers**



DTIC's Special Collections

IR&D – Contributor's Guide Update - 3

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

IR&D Contributor's Guide

- Submission media guidelines made current



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Chapter 4 - Media Preparation and Transmittal of Data

A. Media Preparation

The preferred media for submitting IR&D documents to DTIC are write-once (CD-R) CD-ROMs. Other types of CD-ROM media are acceptable with the understanding, by the submitter, that they are, possibly, not as secure as write-once CD-ROM media. Should some situation exist in which non-CD-ROM media is considered for submission of IR&D data to DTIC, please inform the DTIC Contact Point before preparing your IR&D submission so that further guidance can be provided.

1. Multiple CD-ROMs

Multiple CD-ROMs are acceptable, especially in lieu of compression software. In this case, please label multiple CD-ROMs appropriately (for example, CD 1 of 2; CD 2 of 3, etc.).

B. Transmittal Check Sheet

Contributors to the IR&D database are strongly encouraged to include both a printed and electronic version (as one of the documents on the main/first submission CD-ROM) of the transmittal check sheet (Appendix D) with each submission. This sheet will serve as a useful "check list" for ensuring a complete IR&D submission, as well as, serve as a helpful guide to your IR&D submission by DTIC staff who process your

Submit Documents

- Electronic Submission
- Guidance on Submitting Docs
 - Distribution Statements
 - Distribution Limitations
 - PDF Documents
 - Tutorials and Other Guidance
 - IR&D Contributor's Guide**
 - Overview Descriptions
 - Subject Categories and Subcategories
 - Lessons Learned
 - Transmittal Check Sheet
 - General Information
 - Preparation and Submission
 - Data Element Descriptions
 - Media Preparation and Transmittal
- Selection Criteria
- How to Submit
 - TR Database
 - Proprietary IR&D
- PDF with AD Numbers



DTIC's Special Collections

IR&D – Contributor's Guide Update - 4

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

IR&D Contributor's Guide

- Robust “Lessons Learned”



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Appendix C - Lessons Learned

The purpose of this list is to identify some common lessons learned that have been accumulated. We ask that you, the contributors, review this list prior to submitting your IR&D data to DTIC to help improve the overall processing time and delivery of your data to DOD users. We also encourage you to share your lessons learned with the contributor community by submitting them to IR&D program manager.

1. Wrong source code, accession number, or Tech Plan FY.
2. Do not put dashes into accession numbers. The correct construction of an accession number is FYXXXXXX where FY represents the last 2 digits of the Fiscal Year of the IR&D submission and XXXXXX represents the accession number of the IR&D project.
3. Do not divide any parts of an IR&D projects summary over multiple documents. Every part of an IR&D project summary should be contained within one document for submission to DTIC.
4. Save IR&D projects summaries for submission to DTIC as Word. doc's named as the accession number of the IR&D project summary. In other words, IR&D project summary 01123456

Submit Documents

- Electronic Submission
- Guidance on Submitting Docs
 - Distribution Statements
 - Distribution Limitations
 - PDF Documents
 - Tutorials and Other
 - Guidance
- IR&D Contributor's Guide
 - Overview Descriptions
 - Subject Categories and Subcategories
 - Lessons Learned
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 - Preparation and Submission
 - Data Element Descriptions
 - Media Preparation and Transmittal
- Selection Criteria
- How to Submit
 - TR Database
 - Proprietary IR&D
- PDF with AD Numbers



DTIC's Special Collections

IR&D - Program Revitalization

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Independent Research & Development (IR&D)

- New OSD Program Office
 - One of DoD's largest R&D expenditures
 - Want to better understand what that investment represents
 - Developing proposals to make submission of IR&D info mandatory
 - Also seeking to reinvigorate Military Component use of IR&D technical information
 - **Independent!**



DTIC's Special Collections

IR&D - On DoDTechipedia

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Independent Research & Development (IR&D)

- DoDTechipedia presence

- Blog:

- <https://www.dodtechipedia.mil/dodwiki/pages/viewpage.action?pageId=18416063>

- “Technology Discovery” Portal

- <https://www.dodtechipedia.mil/dodwiki/pages/viewpage.action?pageId=18415863>



DTIC's Special Collections

IR&D - Program Information

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Independent Research & Development (IR&D)

IR&D Program on Web: NOT Proprietary

Department of Defense
Independent Research
and Development

IR&D



Welcome to the DOD IR&D Program Web Site

- Home
- IR&D Program
- Law, Regs, & Policy
- DTIC Database
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<http://www.dtic.mil/ird>

DoD Components are required ([AT&L IR&D Policy Memo](#)) to consider the work and accomplishments of contractor IR&D programs when planning, programming and budgeting for DOD-funded R&D. The purpose of this site is to promote the exchange of information about IR&D projects and Defense technological needs between the DOD and defense contractors. In addition to describing IR&D Program responsibilities and activities, this site provides links to other DOD Web sites that contain information about DOD R&D, mission needs, and operational requirements.



DTIC's Special Collections

DTTIS – What Is It?

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Defense Technology Transfer Information System (DTTIS)

- DTIC-hosted, for use by DoD Technology Transfer (T2) community
- Only aggregation of DoD T2 info
- Valuable T2 Program tool
- CAC-enabled
- Almost 25 years of data, +9K records
- **Proprietary**



DTIC's Special Collections

DTTIS – Data Details

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Defense T2 Information System (DTTIS)

- Information from Services about their T2 agreements (CRADAs, EPAs, PLAs)*
- Demographic reporting, Full-text search
- While agreement is open it is **proprietary**
- Information is **proprietary** for 5 yrs after agreement is closed

- * CRADA – Cooperative Research and Development Agreement
- EPA – Educational Partnership Agreement
- PLA – Patent License Agreement



DTIC's Special Collections

DTTIS – Source Codes

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Defense T2 Information System (DTTIS)

- DTIC Source Codes required
 - For both Federal and non-Federal partners
 - Record will be rejected and will need to be resubmitted
- Fast, easy process
- Please contact me



Points of Contact

Technical Reports

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Ms. Shari Pitts

Information
Collection Division

703-767-9001

DSN 427-9001

spitts@dtic.mil

Mr. Jack Rike

Information
Collection Division

703-767-8040

DSN 427-8040

jriike@dtic.mil



Points of Contact

Research Summaries

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Ms. Julia Foscue
Information
Collection Division
703-767-8031
DSN 427-9000
jfoscue@dtic.mil

Mr. James Bossett
Information
Collection Division
703-767-9000
DSN 427-9000
jbossett@dtic.mil



Points of Contact

Information Collection Division

DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

Mr. Willis Smith

Document
Management Team

703-767-8038

DSN 427 8038

wsmith@dtic.mil

Mr. Dave Hyman

DTIC Special
Collections Team

703-767-9039 DSN

427 9039

dhyman@dtic.mil



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