Registration, Reference and Training Basics for New and Experienced Users

24 March 2010

Ms. Phyllis Bell, Moderator

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Basics for DTIC Users

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. Phyllis Gore and Ms. Twilla Miller
Registrar and Registration Management Analyst
DTIC Registration Team

Mr. David Long
Team Lead
DTIC Current Awareness Team

Mr. Thomas Glad
Team Lead
DTIC Reference Team

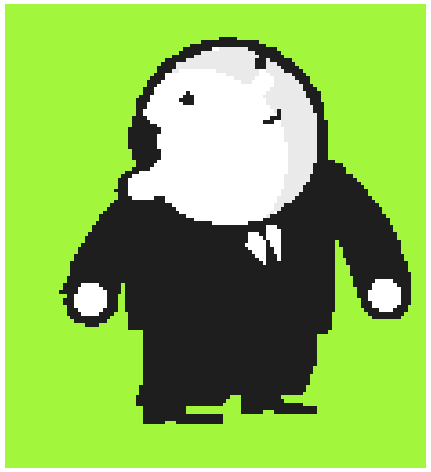
Basics for DTIC Users

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

Why are passwords so long?

Who handles my orders?

How do I register for training?



Information for the Defense Community DTIC

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Registration Basics for DTIC Users

Ms. Phyllis Gore
Ms. Twilla Miller

Basics of Your DTIC Account

- DoD Employee Interactive Data System (DEIDS) Verification/SSN
- Registration Reminders
- User ID vs. User Code
- Password Information
- Products & Services
- Updating Account / Contracts
- Account Maintenance
- DTIC Customer and Relationship Experiences (CARES)

DoD Employee Interactive Data System (DEIDS) Verification/SSN

- What does my Social Security Number have to do with my DTIC Registration?

Registration Reminders

Do:

- Submit a new application to upgrade from unclassified to classified
- Use physical work address
- Use correct Security Officer
- Use the company that you're employed by (contractors)
- Use correct Government Approving Official:
  - Program Manager (PM)
  - Contracting Officer
  - Contracting Officer's Rep
  - Contracting Officer's Tech Rep (contractors)
- Provide company CAGE* code for classified access (contractors)

*Commercial and Government Entity (CAGE)

Registration Reminders

Don't:

- Use home address
- Send a DD Form 1540 to register or renew
- Submit a new application to update or renew account or add a contract
- Use the Government Agency name as Primary Organization (Contractors)

User ID vs. User Code

Difference Between User ID & User Code:

User ID: The Key to Your Account

- User ID + Password = Access
- User ID: (e.g., smithm####)

User Code (Account Number):

- Use when ordering documents & filling out limited document requests
- User Code: Only numbers (e.g., 12345)

Password Information

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- **Password format must:**
  - **Be at least 15 characters**
  - **Contain at least two capital letters**
  - **Contain at least two lower case letters**
  - **Contain at least two numeric characters**
  - **Contain at least two special characters (e.g. "!")**
- **Must update every 60 days per DoD mandate**
- **Do not share password or User ID**

Products & Services

DTIC® Online Access Controlled
Information for the Defense Community

- Private STINET
- Total Electronic Migration System (TEMS)

DoD TECHipedia

- Aristotle
- Limited document request process

Renew Account / Contracts

Renewing:

DoD/Fed Gov:

- Email renewal request to reghelp@dtic.mil

Contractors:

- Request that sponsor (CO, COR, COTR or PM) send an email containing: contract number, contract expiration and level of access being granted to reghelp@dtic.mil .

OR

- Email a copy of the Award Contract Modification to reghelp@dtic.mil .

New Contracts

Adding a Contract:

Have your CO, COR, COTR or PM Email reghelp@dtic.mil with:

- Name
- Email
- Phone
- Organization
- Contract Number
- Contract Expiration Date
- Government Sponsor's Signature Block

Account Maintenance

- **Changing Passwords:**

https://register.dtic.mil/wobin/WebObjects/Cpwd

- **Updating Profiles (contact info):**

https://register.dtic.mil/wobin/WebObjects/RegLite.woa/wa/updateProfile

DTIC CARES

Customer and Relationship Experiences (CARES)

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We value your opinion – submit your feedback today!

- Submit feedback on DTIC's products and services
- Real-time feedback allows DTIC management to monitor customer satisfaction levels in order to identify areas for improvement
- Captures your written suggestions, inquiries and contact information (optional) to allow for follow-up
- Accessible through DTIC Online Public and Access Controlled sites.

Registration Points of Contact

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DTIC Headquarters – Fort Belvoir, VA

8725 John J Kingman Rd
Fort Belvoir, VA 22060-6218

Registration:
703-767-8273 DSN 427-8273
1-800-CAL-DTIC (1-800-225-3842)
reghelp@dtic.mil

Limited document requests (Form 55):
703-767-8271
dticform55@dtic.mil

Fax: **703-767-9459 DSN 427-9459**

Summary

- DoD Employee Interactive Data System (DEIDS) Verification/SSN
- Registration Reminders
- User ID vs. User Code
- Password Information
- Products & Services
- Updating Account / Contracts
- Account Maintenance
- DTIC Customer and Relationship Experiences (CARES)

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Reference Basics for DTIC Users

Mr. Thomas Glad

Reference Basics

How do I find out about . . .

- Directives and forms
- Document classification review
- Ordering documents
- Digital documents
- Submitting a research request

What DTIC Holds

- **Scientific and technical reports**
- **Theses** from Service Schools
- **Research Summaries** - DoD research
- **Independent Research & Development** (IR&D) - Work by contractors
- **Research and Development Descriptive Summaries (RDDS)** – Narrative budget information
- **Information Analysis Center** (IAC) research

What DTIC Does NOT Hold

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- **Forms**
- **Military specifications**
- **Technical manuals**
- **Personal information**
- **Military unit histories**
- **Regulations** (DoD or the Services)

Digitizing Documents

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- **How can I have a document digitized and posted to the Web on an expedited basis?**
- **Can I have the document sent in an email?**

Digitizing Documents

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

- **Call or email the Reference Team**
  - **703-767-8274**
  - **DSN 427-8274**
  - **ref@dtic.mil**
- **Give the reason for expedited processing**
  - **Military mission**
  - **Humanitarian mission**

- **Handles for public documents can be emailed**

Directives and Standards

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Where can I find

- **DoD directives?**
- **Service directives?**
- **Military specifications?**

Finding Directives/Standards

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- **DoD directives and other issuances at:** http://www.dtic.mil/whs/directives/
  - DTIC servers, content entirely WHS
- **Service directives available at:**
  - https://akocomm.us.army.mil/usapa/epubs/ Army
  - http://doni.daps.dla.mil/default.aspx Navy
  - http://www.e-publishing.af.mil/ Air Force
- **Military specifications and standards at ASSIST Quick Search:**

  https://assist.daps.dla.mil/quicksearch/

DoD Forms

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Where can I find DoD, Army, Navy, or Air Force forms?

Finding Forms

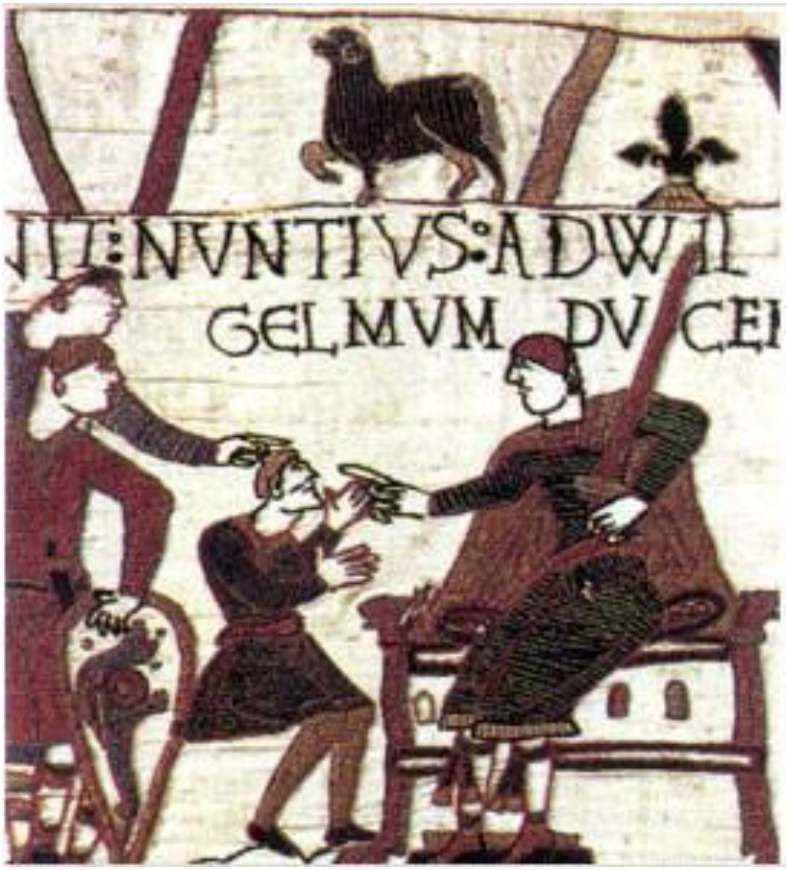
- **DoD and service forms are available at**

  - http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm

Document Review

- **One of your documents is improperly classified. How do I get it changed?**
- **I have found personal information in a document. How do I get it removed?**

Document Review



- **Notify infosec@dtic.mil**
- **Or call 703-767-8274**

Free Documents

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

Are any documents free?

Free Documents

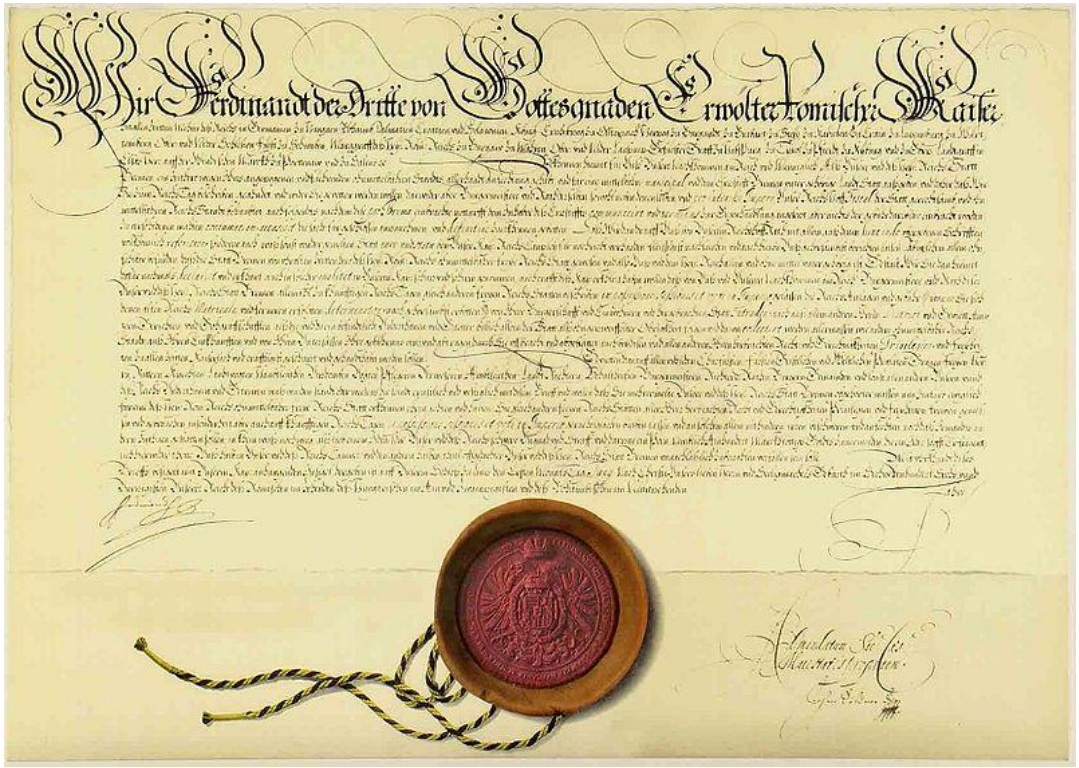
DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004 DoD Field Activity Since 2004

- **Search for full-text (PDF) files**
- **All DTIC Online PDFs are FREE**
- **All Private STINET and Classified STINET PDFs are FREE to eligible users**

Ordering Process

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

How do I order documents?



Ordering Process

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

- **Online via Shopping Cart**
  - **Available on DTIC Online Access Controlled or Private STINET**
  - **Online receipt with order # provided automatically**
- **Telephone:**
  - **703-767-8274 or 703-767-9068**
  - **DSN 427-8274 or DSN 427-9068**
  - **Toll Free 1-800-CAL-DTIC (225-3842)**
- **Email through page at:**

http://www.dtic.mil/dtic/findit/howdoi/obtainaDoc/onlineOrder.html

- **Fax: 703-767-8228 / DSN 427-8228**

Ordering Process

What formats are available?

How much do they cost?

Formats and Cost

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- **Hard copy or print reports**

Cost	# Pages
– $ 9.60	1-100 pages
– $ 14.60	101-400 pages
– $ 44.60	401-1000 pages
– $124.60	1001-5001 pages

- **CD-ROM**
  - PDF files only
  - One PDF per disk
  - $10.00

- **Multimedia**
  - Some items available as DVD, CD, Video, Diskette

Ordering Process

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Can I get a receipt with my document?

Receipts

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- **Private STINET Receipt**
  - On Guided Search page, "View Orders" for Receipt from Shopping Cart Order
  - Available immediately
- **DTIC Products & Service Delivered Statement**
  - Sent automatically the following month
- **Order confirmation upon request**
  - Contact orders@dtic.mil
  - Call 703-767-9068 / DSN 427-9068

    or Toll Free: 1-800-CAL-DTIC (225-3842)

    menu selections 1,1

Ordering Process

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

Who can assist me with my orders?

Order Assistance

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

Contact Order Status personnel for assistance.

- **Telephone: 703-767-9068 / DSN 427-9068**
  or Toll Free: 1-800-CAL-DTIC (1-800-225-3842)
  Menu selections 1,1
- **Email: orders@dtic.mil**
- **Fax: 703-767-8228 / DSN 427-8228**
- **Web-based form on DTIC home page:**
  http://www.dtic.mil/dtic/findit/howdoi/obtainaDoc/ordering.html

Research Assistance

How do I get help with research?

Research Requests

- **Use "Ask a Librarian" link on DTIC Online**
  - **http://www.dtic.mil/dtic/findit/askaLibrarian.htm**
  - **This is the best way.**
- **Send an email to ref@dtic.mil**
- **Call 703-767-8274 or DSN 427-8274**

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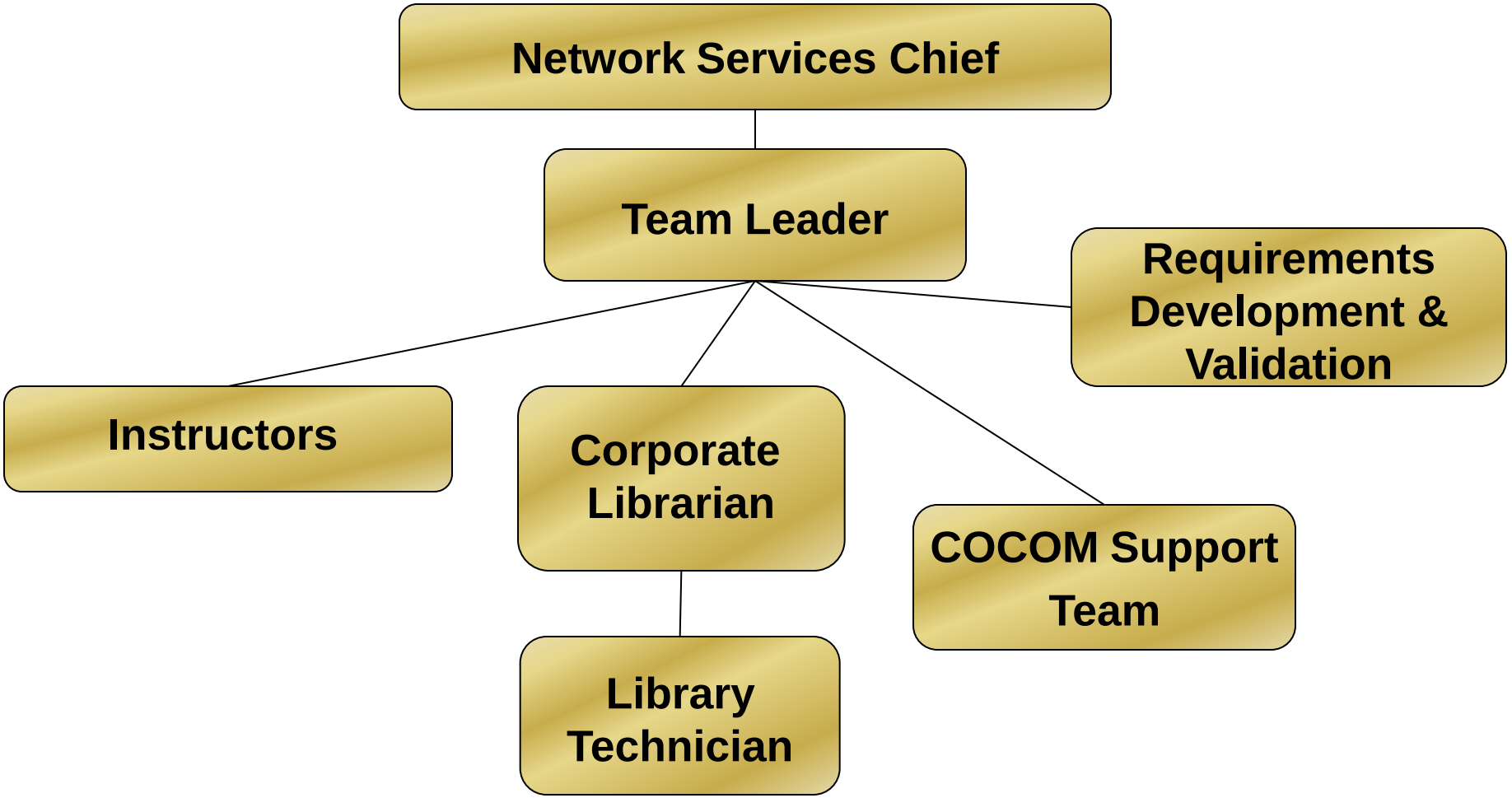
Training / Current Awareness Basics for DTIC Users

Mr. David Long

Current Awareness Team



Corporate Library

- **Manages commercial database accounts**
- **Provides customized research supporting DTIC staff**
- **Handles DTIC's international and national professional affiliations**
- **Maintains specialized library**
- **Provides document delivery services**

Training on DTIC Resources

- **Staff Briefings**
- **Hands-on training**
- **Customized training to address specific customers' requirements for their organizations**

Monthly Training at DTIC Facility

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

- **Searching DTIC Databases**
  - Overview of DTIC resources
- **DTIC Online Access Controlled***
  - Technical Reports
  - Research Summaries
  - Independent Research & Development
  - TEMS (Total Electronic Management System)
  - Other S&T sources
  - Budget

***Registration required**

Monthly Training at DTIC Facility

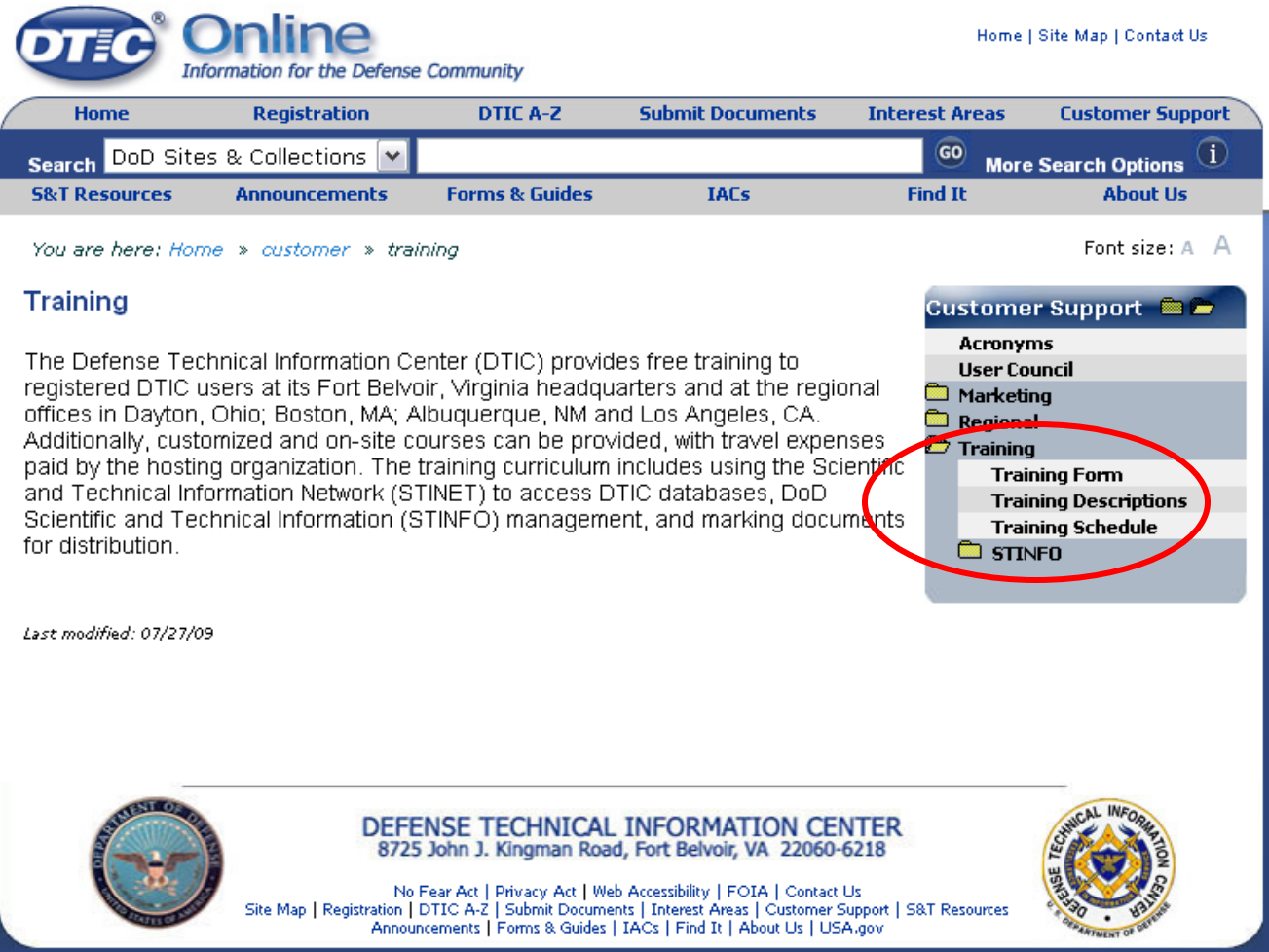
DoD STINFO Training

- Dissemination of scientific and technical (S&T) information
- Protection of U.S. S&T information
- Technology transfer

For complete information about DTIC training with class descriptions, schedules, and registration form, open the Training Folder:
http://www.dtic.mil/dtic/customer/training/

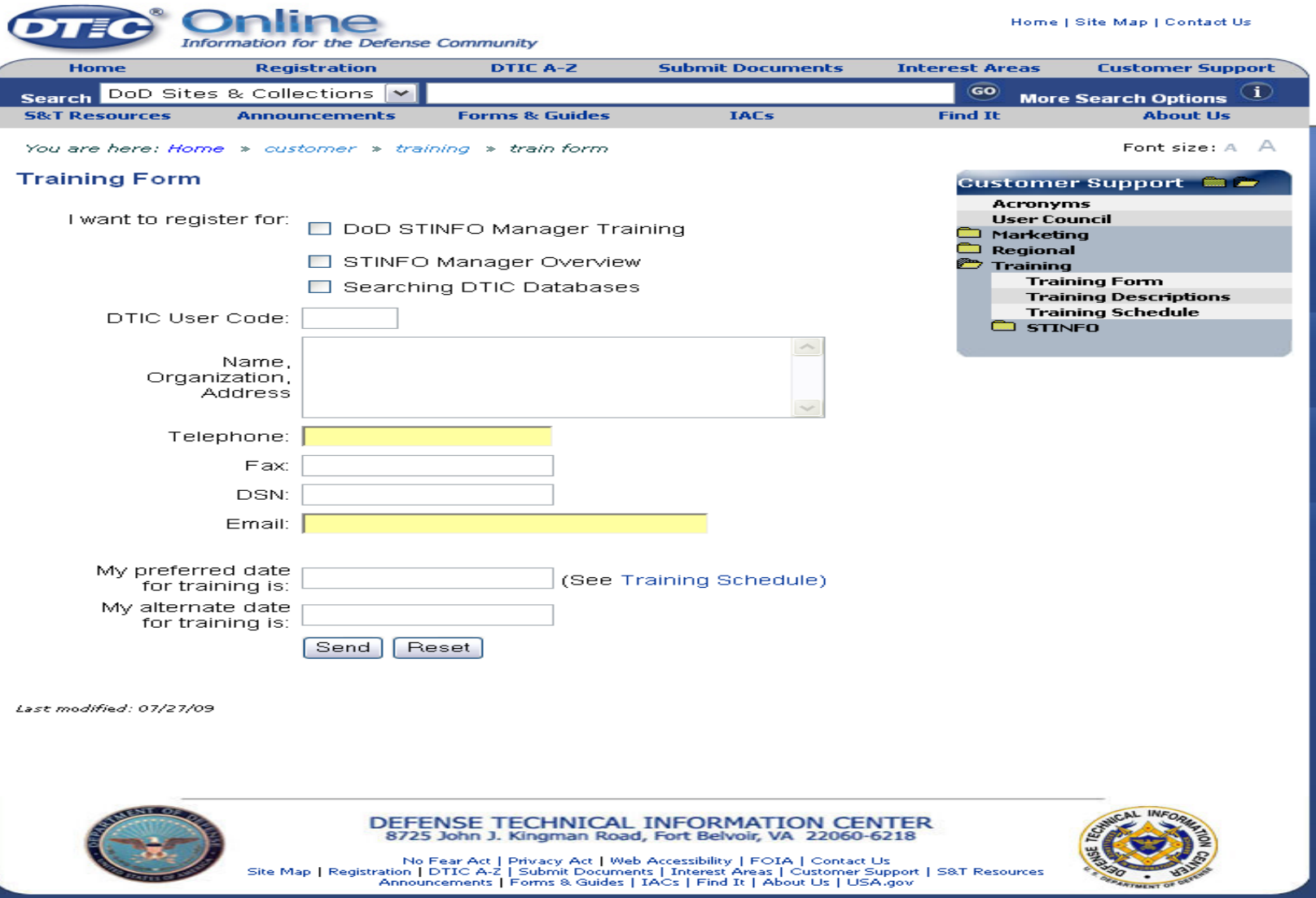
Register for Training

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



Register for Training

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



Training Information

- Training schedule

http://www.dtic.mil/dtic/customer/training/trainingschedule.html

- To register for training

http://www.dtic.mil/dtic/customer/training/train_form.html

- Database training: **training@dtic.mil**
  - Phone: 703-767-8224
  - DSN: 427 8240
- STINFO: **stinfo@dtic.mil**
  - Phone: 703-767-8240
  - DSN: 427-8240

Additional Training

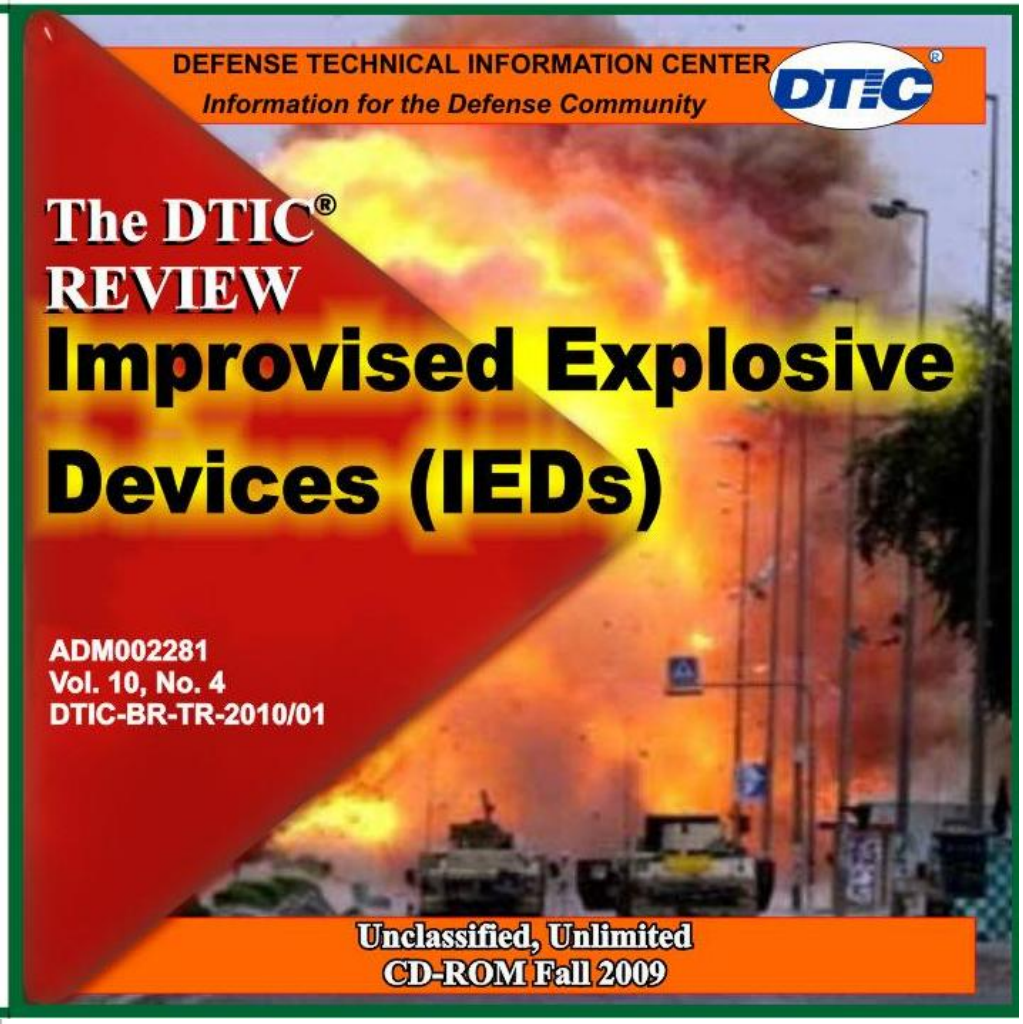
- **DTIC Online Access Controlled**
  - **Online Tutorials** - ***"Quick Links" portlet:***
    https://www.dtic.mil
    - **Customizing your Home Pages**
    - **Navigation**
    - **Searches**

Watch for!

- **Searching DTIC Databases:** **potential Webinar on Defense Connect Online (DCO) platform**

DTIC Review

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 Review:

- Features relevant topics
- Published quarterly
- Here's the latest…

Reports describe both the risks posed and the steps that can be taken to mitigate the threat.

Combatant Command Support

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- **STIPLs** (Science & Technology Integrated Priority Lists)
- **KnIFE** (Knowledge Information Fusion Exchange)
- **Special Request Support**
- **Exercise Support**

Combatant Commands

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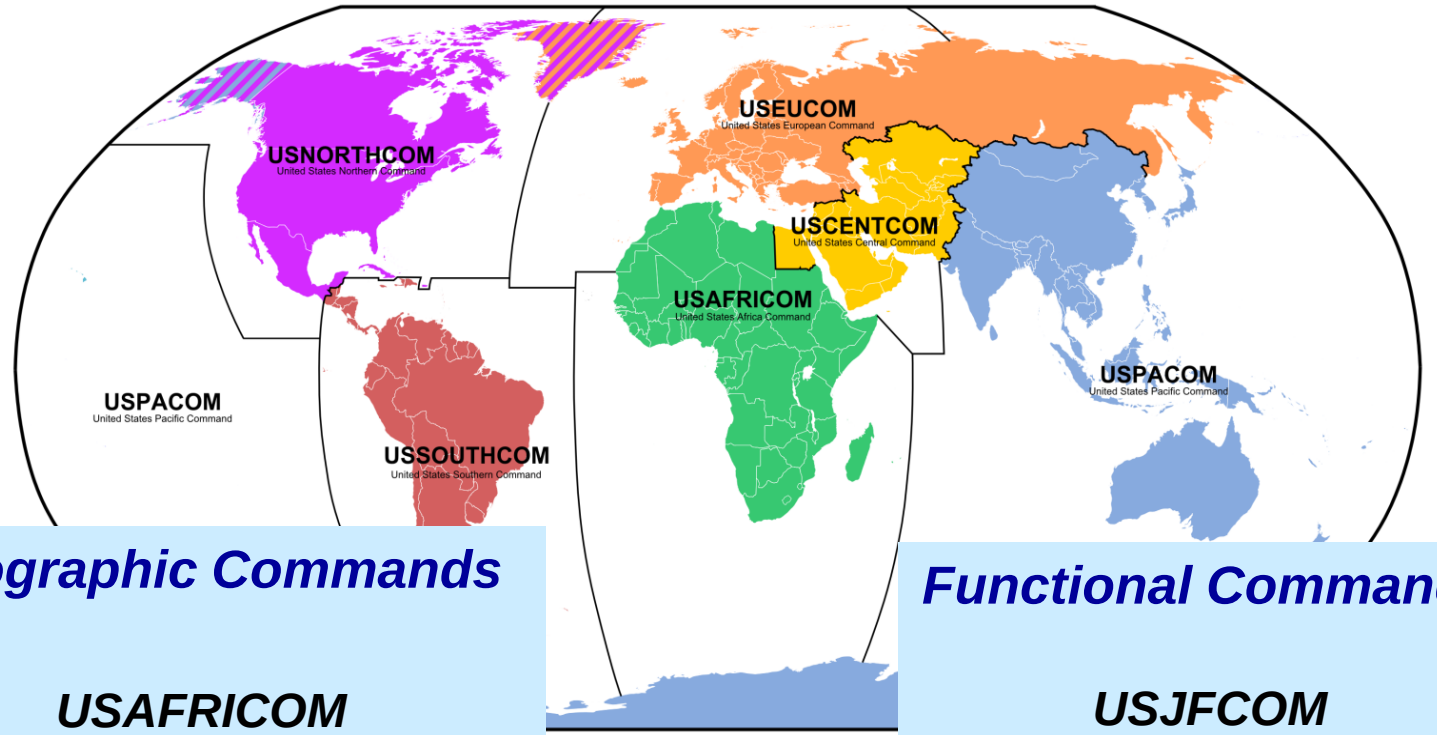

Geographic Commands

USAFRICOM
USNORTHCOM
USCENTCOM
USEUCOM
USPACOM
USSOUTHCOM

Functional Commands

USJFCOM
USSTRATCOM
USTRANSCOM
USSOCOM

Information for the Defense Community DTIC®

What Is a STIPL?

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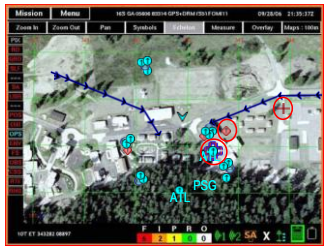
- **Science and Technology Integrated Priority List**
- **Possible science/technology solutions identified by the COCOM Science Advisors pertaining to the IPL (Integrated Priority List) which is compiled by the COCOM Commander**
- **STIPLs are classified “SECRET”**



Information for the Defense Community DTIC

STIPL Research

- **Provide research & analysis in order to determine requirements**
- **Conduct searches in the Research & Engineering (R&E) Database**
- **Inform COCOM S&T personnel of possible capability solutions**
- **DTIC STIPL research fosters collaboration among the COCOM S&T Advisors and DoD Labs**

S&T Solutions

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ID S&T GAP via STIPL

DTIC (COCOM Support Team) Searches R&E Database & Research Summaries for ongoing S&T efforts

S&T Solutions

Results posted in the Combatant Command S&T Community on DoDTechipedia

Results provided to DDR&E & STIPL Working Group

COCOM S&T Community on DoDTechipedia

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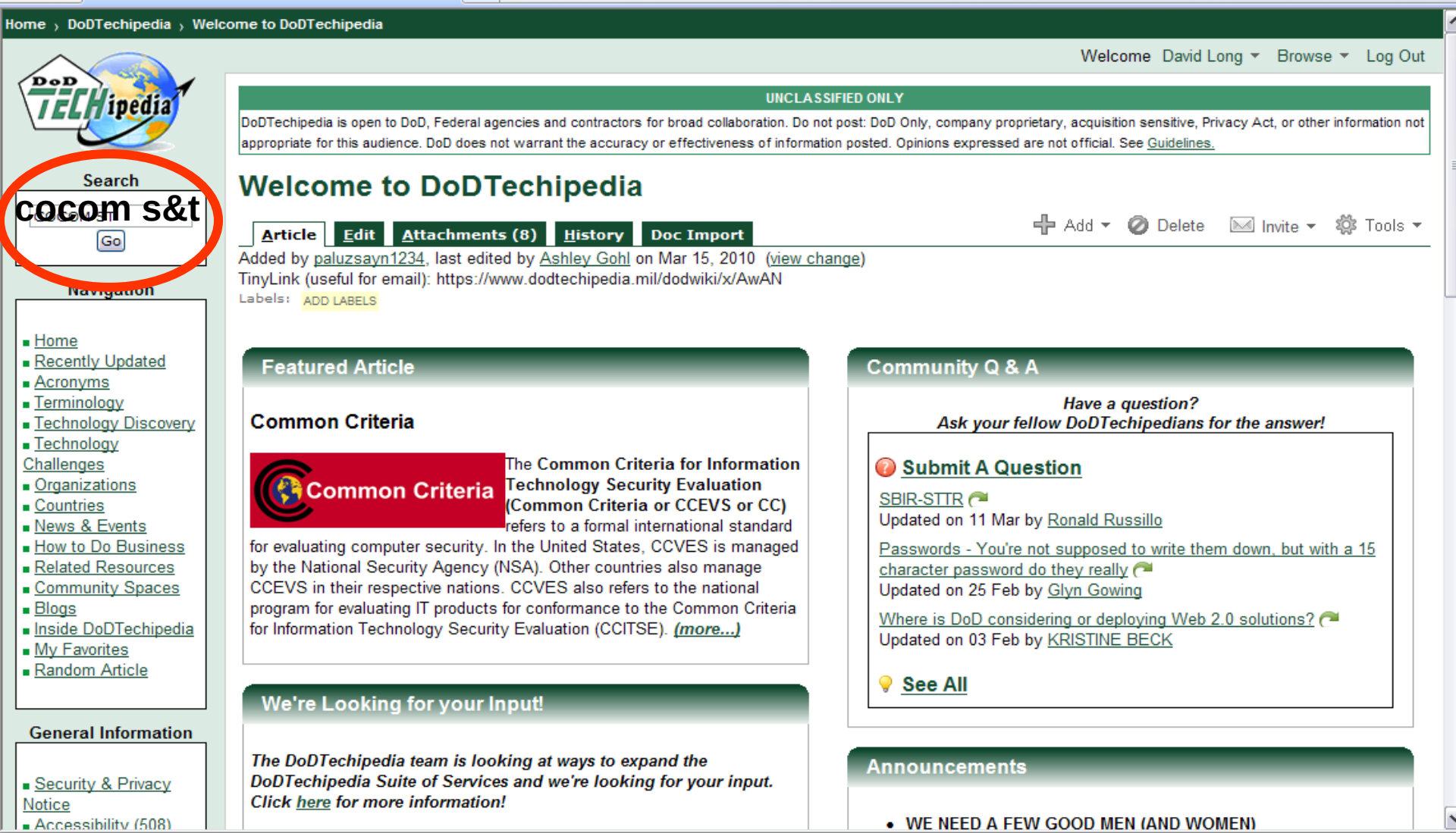
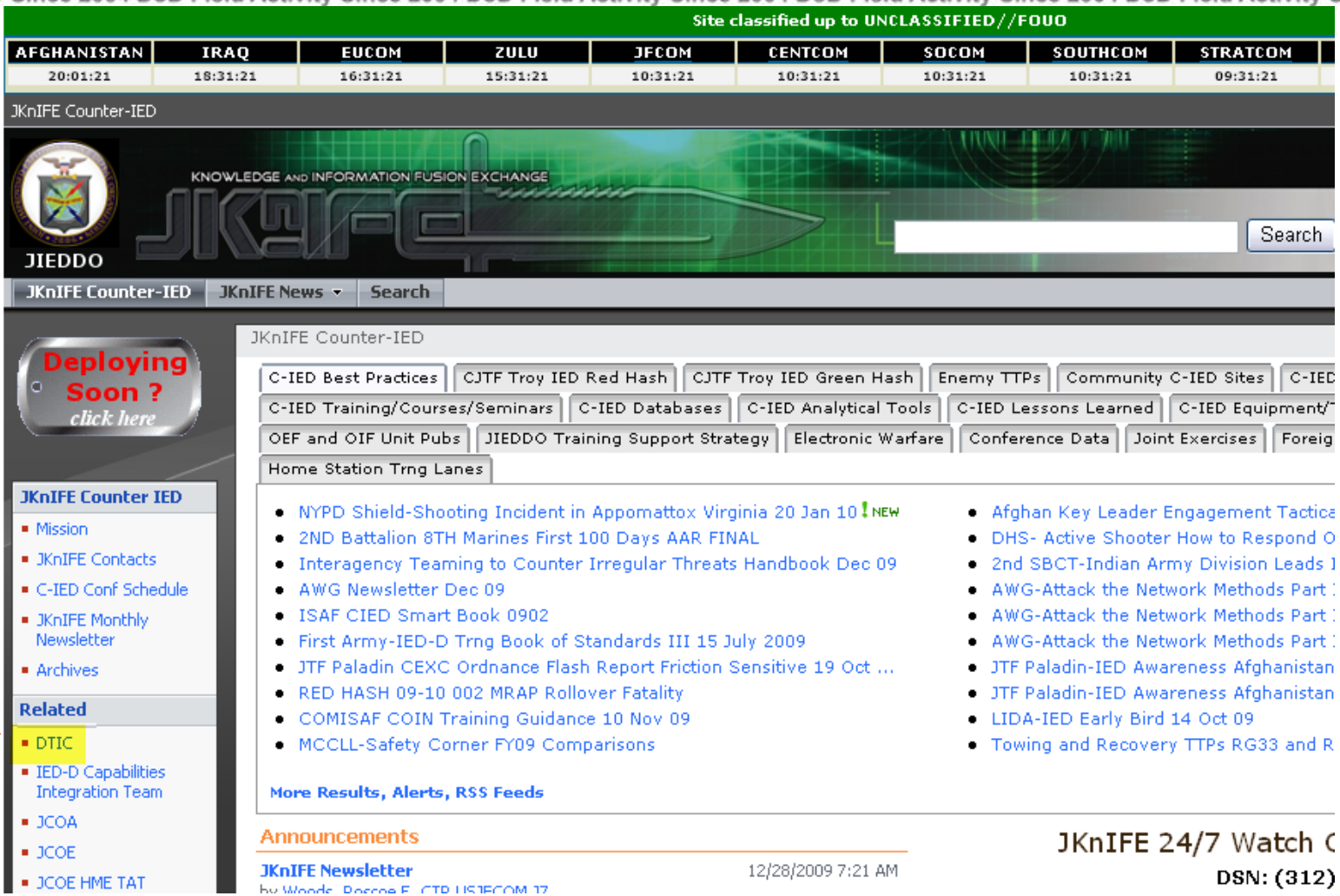


DTIC Resources on KnIFE

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



Information for the Defense Community DTIC

Roles of Embedded Librarians

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- Specialized/on-demand research
- Follow Daily Battle Rhythm of Exercise
- Attend CUB (Commander's Update Brief)
- Refer queries for reachback support
- Discuss research with assigned group
- Prepare Quad Charts, PowerPoints, and Briefings for Command
- Conduct training for COCOM

Exercise Support

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DTIC provided embedded and reachback support for three exercises for two COCOMs during the past two years

Development & Validation

- DTIC Applications' Enhancements –
  - Phase II DTIC Online Access Controlled
- STINET/TEMS Rollover to FAST
  - Advanced/Saved Searches
- ARISTOTLE
- Functionality Testing

Online Help

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® Online Access Controlled
Information for the Defense Community

Home | About Us | Site Map | Contact Us | My Acco

Home | DTIC A-Z | Submit Documents | Interest Areas | Ask a Librarian | S&T Resources | Customer Support

SEARCH DoD Sites & Collections GO More Search Options View Shopping Cart

Welcome to DTIC

The Defense Technical Information Center (DTIC) is the PREMIER provider of DoD technical information. DTIC is a DoD Field Activity under the Under Secretary of Defense for Acquisition, Technology and Logistics, reporting to the Director, Defense Research and Engineering (DDR&E).

Quick Links

DTIC Online Public
Forms & Guides
IACs
Quick Navigation Guide
Tutorials

R&E Portal – Where Did It Go?

DoDTechipedia

DoDTechipedia is DoD's first enterprise-wide, social-networking tool focused on the science and technology community. Using a wiki format, DoDTechipedia's goal is to foster communication and collaboration among DoD scientists, researchers, program managers, acquisition professionals and warfighters that results in greater capability and more rapidly implemented solutions being deployed to the warfighter.

Access restricted to DTIC Registered users.

TEMS

Announcements

This page posts important notices about DTIC.

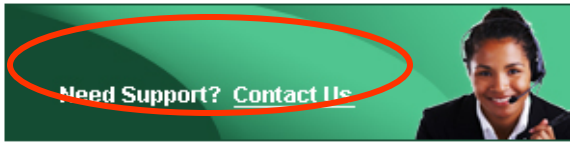
Click here to go to Announcements!

- DTIC Scheduled Maintenance
- DoDTechipedia
- DoDTechipedia News Article
- DoDTechipedia on Blog Talk Radio
- DTIC Annual Conference 2010
- DTIC Root Certificates

DoD R&E Success Story

Air Force medics evacuating critically ill from Haiti

A three-person medical team from the Wright-Patterson Medical



DTIC CARES Feedback Form

Customize Your Home Page

Start here to customize your interface. Choose one of these content categories.

Acquisition
General Interest
Resource Management
Science and Technology

For more information about customizing your home page, see DTIC Online Help

R&E Database Search

The Research and Engineering (R&E) Database Search allows you to query responses by agencies and the services to the DoD E-Gov Data Calls. Records start with FY2006 and are updated annually. Your search findings will align with your

Search Assistance

- **Call 703-767-8265 or DSN 427-8265**
- **Fax: 703-767-8228 or DSN 427-8228**
- **Email: dtic-online@dtic.mil**

DTIC Secure Sites

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

I can't find links to the secure sites on the DTIC homepage. What are the URLs?

Secure Sites URLs

- **DTIC Online Access Controlled**
  - https://www.dtic.mil
- **DTIC Online Public**
  - http://www.dtic.mil
- **DoDTechipedia**
  - https://www.dodtechipedia.mil.
- **Classified STINET on SIPRNet (Secret Internet Protocol Router Network)**
  - **Requires SIPRNet access and separate registration**
  - https://dtic-stinet.dtic.smil.mil
  - https://www.dtic.smil.mil

Keeping Current

- **Scheduled Searches**
  - Private STINET
  - Based on your own search strategy
  - TR, RS and IR&D Collections
  - Biweekly, monthly and quarterly
- **TRAIL: Technical Report Automated Information List**
  - Public site: http://www.dtic.mil/dtic/stresources/techreports/currentAwarness/trail.html
  - TR only
  - Biweekly
- **Really Simple Syndication (RSS) Feed**
  - http://oai.dtic.mil/oai/rss.html

Questions

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

Points of Contact

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. Phyllis Gore
Registration Team, DTIC
703-767-8222 DSN 427
pgore@dtic.mil

Ms. Twilla Miller
Registration Team, DTIC
703-767-8247 DSN 427
twmiller@dtic.mil

Mr. David Long
Team Leader, Current Awareness, DTIC
703-767-9063 DSN 427
dlong@dtic.mil

Mr. Thomas Glad
Team Leader, Reference, DTIC
703-767-9053 DSN 427
tglad@dtic.mil

Ms. Phyllis Bell
Deputy Director
User Services, DTIC
703-767-9150 DSN 427
pbell@dtic.mil

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