

DTIC Information Collection: Submit Technical Reports to Benefit DoD Research

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DTIC Information Collection: Submit Technical Reports to Benefit DoD Research

Agenda

Reasons for Submitting

Guidelines for Submitting

How to Submit



Reasons for Submitting



We want your research...

We <u>NEED</u>

your research!





Reasons for Submitting

 DoD Directive 3200.12, <u>DoD Scientific and</u> <u>Technical Information Program</u>

http://www.dtic.mil/dtic/pdf/submit/320012p.pdf

and

DoD Instruction 3200.14, <u>Principles and Operational Parameters of the DoD Scientific and Technical Information Program</u>

http://www.dtic.mil/dtic/pdf/submit/320014p.pdf





Benefits of Submitting

- Contributor has "paperless" archive
- Contributor has cost savings because DTIC:
 - Catalogs and indexes
 - Handles secondary dissemination and authorizes dissemination of restricted documents
 - Ensures secure and long-term storage
- Publication by DTIC makes contributor capabilities and technologies known to appropriate, authorized audiences



Technical Reports (TR) Database

- Over 2 million records
- Security classification
 - Up to secret
- Release limitations
 - Distribution Statement A-F
 - Distribution Statement X
- Formats accepted:
 - Digital or hardcopy print reports
 - Multimedia digital items, color, video, and sound





Technical Report (TR) submissions

- Review the selection criteria
- Markings
 - Classification
 - Distribution
- Complete Reports
 - No missing pages
 - Embedded images



- DTIC does secondary distribution based on:
 - Classification and distribution statement markings:
 - Document cover, the primary source
 - SF298 Report Documentation Page
 - Entered into one of DTIC's electronic submission systems.
 - Matched with DTIC user registration authorization
- Therefore, all submissions to DTIC must contain a distribution statement





Do's and Do Not's

Do

- Review the Selection Criteria
 http://www.dtic.mil/dtic/submit/guidance/criteria/index.html
- Check on Document Distribution Markings
 http://www.dtic.mil/dtic/submit/guidance/distribstatement.html

Do Not

- Use Zip Files
- Use Security Settings on Submitted Files
- Use All Capitals in Fields (Title, Author, etc.)
- Use Authors in Point of Contact Field





Documents Accepted

- Annual Reports from the DoD labs
- Conference proceedings and papers
- Congressional documents (DoD-related)
- Research, Development, Test and Evaluation (RDT&E) reports
- Science & Technology (S&T) Planning documents
- DoD directives, regulations & instructions





Documents Not Accepted

- Brochures, catalogs and posters
- Conference programs and agendas
- Decision papers
- Memoranda: Inter-office, MOAs, MOUs
- Operating instructions
- Procedures
- Technical manuals





Input Update

- Classified input
 - CDs
 - Post reports to SIPRNET Web site
 - Email <u>TR@DTIC.SMIL.MIL</u> (SIPRNet)*
- Testing Acrobat attachments & "Portfolios"
 - Moving towards making available online
 - * Secret Internet Protocol Router Network





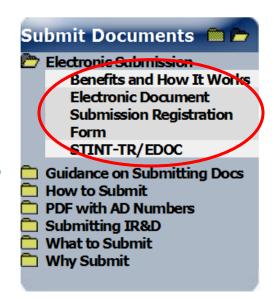


Electronic Submission

DTIC® has the ability to accept and process documents electronically into the Technical Reports database. DTIC electronic document submission allows for the transmission of Unclassified, Unlimited and Unclassified, Limited documents

Documents may be submitted in a wide variety of formats, including: MS Word, Excel, PowerPoint, WordPerfect, ASCII Text, Rich text and PDF.

All DTIC contributors are encouraged to use electronic submission as a means to streamline the document submission process, as well as enhance the output product provided by DTIC.







Technical Report (TR) Submissions



Initiate Assign View/Work Review/Submit Administration

Initiate Citation

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- 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

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3372	10-AUG- 04	Jack Rike	D-Department of Defense (DoD)		
Remarks: ADA425440			^		
Cit ID	Report	Title	Authors	Associated Filename	
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	Remarks:	ADA425645	<u>^</u>		
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		Reinforced Composites		August\tr747.pdf	



Hardcopy (SF 298) & Non-print (DTIC Form 530):

Defense Technical Information Center (DTIC) 8725 John J. Kingman Dr., Suite 0944 Fort Belvoir, VA 22060 Attn: DTIC-OA

Electronic Documents (SF-298):

Email: TR@dtic.mil

(unclassified, unlimited documents or CAC* encrypted)

STINT-TR/EDOC

(unclassified, unlimited & unclassified, limited documents

*Common Access Card (CAC)





Online Resources

DoD Instruction 3200.14, Principles & Operational Parameters of the STIP

http://www.dtic.mil/whs/directives/corres/pdf/320014p.pdf

Submitting to DTIC

http://www.dtic.mil/dtic/submit/

DoD Directive 5230.24, Distribution Statements

http://www.dtic.mil/dtic/pdf/submit/523024p.pdf

DoDD 5230.25, Export Control

- http://jitc.fhu.disa.mil/jitc_dri/pdfs/d523025p.pdf

Selection Criteria

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

Electronic Submission

- http://www.dtic.mil/dtic/submit/electronic/index.html

Form 298 & 530

- http://www.dtic.mil/dtic/submit/howtosubmit/howtosubmit.html





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