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April 4-5, 2011

DTIC Information Collection: Submit Technical Reports to Benefit DoD Research

5 April 2011

Mr. Jack Rike



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DTIC



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 NEED
your research!**



Reasons for Submitting

- DoD Directive 3200.12, *DoD Scientific and Technical Information Program*

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

and

- DoD Instruction 3200.14, *Principles and Operational Parameters of the DoD Scientific and Technical Information Program*

<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



Guidelines for Submitting

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



Guidelines for Submitting

Technical Report (TR) submissions

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



Guidelines for Submitting

- 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



Guidelines for Submitting

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



Guidelines for Submitting

Documents **Not** Accepted

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



How to Submit

Input Update

- Classified input
 - CDs
 - Post reports to SIPRNET Web site
 - Email TR@DTIC.SMIL.MIL (SIPRNet)*
- Testing Acrobat attachments & “Portfolios”
 - Moving towards making available online

* Secret Internet Protocol Router Network

How to Submit



Information for the Defense Community

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Font size: A A

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.

A sidebar menu titled 'Submit Documents' with a folder icon. It contains several sub-items, each with a folder icon: 'Electronic Submission' (circled in red), 'Guidance on Submitting Docs', 'How to Submit', 'PDF with AD Numbers', 'Submitting IR&D', 'What to Submit', and 'Why Submit'. The 'Electronic Submission' item is further expanded to show sub-items: 'Benefits and How It Works', 'Electronic Document Submission Registration Form', and 'STINT-TR/EDOC'. A green arrow points from the main text area to the 'Submit Documents' header.

How to Submit



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

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Form Approved OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.

1. REPORT DATE

day month year
 ?

2. REPORT TYPE

 ?

3. DATES COVERED (FROM - TO)

day month year
from:
through: ?

4. TITLE AND SUBTITLE

?
Title:
Subtitle:
Volume No:
Volume Title:

5a. CONTRACT NUMBER

 ?

5b. GRANT NUMBER

 ?

5c. PROGRAM ELEMENT NUMBER

How to Submit

7. PERFORMING ORGANIZATION NAME AND ADDRESS

Name:

Address:

City:

State:

Zip:

8. PERFORMING ORGANIZATION REPORT NUMBER

9. SPONSORING/MONITORING AGENCY NAME AND ADDRESS

Name:

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
- C. Distribution authorized to US Government agencies and their contractors

Choose the appropriate reason for the distribution:

Enter the date of determination:

day month year

Enter the Name and Address of the Controlling DoD Office:

(use my Controlling DoD Office prefill info)

Name:

How to Submit

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



How to Submit

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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