DEFENSE TECHNICAL INFORMATION CENTER

Cataloging, Abstracting and Indexing Guidelines

DEFENSE TECHNICAL INFORMATION CENTER

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14. ABSTRACT
This publication outlines the basic guidelines for descriptive and subject cataloging of scientific and technical information resources collected by the Defense Technical Information Center (DTIC). It is arranged by Technical Report (TR) data element Field number, followed by alphabetical indexes. Each Field entry contains the title, maximum number of characters allowed, definition, purpose, chief source(s) of information and form(s) of entry. These *Guidelines* are an update to the 2005 version of the *Cataloging Guidelines* and the *Abstracting and Indexing Guidelines* prepared in 1989.

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Contents[1]

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[1] The sections on *Cataloging of Magnetic Tapes* and *Search Proceedings* were removed from the 1994 edition because they are no longer used.

PURPOSE

DTIC Mission

The Defense Technical Information Center (DTIC) is responsible for the acquisition, dissemination and enhancement of scientific and technical information. DTIC collects research funded by the Department of Defense, DoD-related/associated research from other U. S. Government agencies (e.g. DoE, NASA, NIH) and military research received from some foreign governments and NATO on an exchange basis. DTIC's collection also includes management of military resources and items from foreign sources on topics of military interest.

The Technical Report (TR) database allows the efficient delivery of reports and bibliographic services to users. DTIC also has two management information databases: Independent Research and Development (IR&D) and Research Summaries (RS)[2].

These databases are accessed through DTIC's Scientific and Technical Information Network (STINET) and DTIC Online. STINET consist of three levels, Public STINET provides access to citations of unclassified, unlimited items; Private STINET provides access to citations of unclassified, limited items; Classified STINET via the Secret Internet Protocol Router Network (SIPRNet) provides access to classified items. DTIC's major databases have undergone several migrations. In 1999 the Defense RDT&E Online System (DROLS) became available on the World Wide Web and renamed as Web Enabled DROLS (WED).   In 2003 the former WED was reengineered as Private STINET for registered DTIC customers. In 2005 Public STINET was added for public access. Most recently, in 2007, SIPRNet STINET was added for classified access. Each database has specialized data elements. **This manual is restricted to descriptive and subject indexing elements in the STINET TR database**.

Subject Analysis Branch (DTIC-OS)

DTIC-OS provides descriptive cataloging and subject access to the TR database. DTIC uses descriptive cataloging to identify and record bibliographic data to provide meaningful descriptions for users of Public and Private STINET, National Technical Information Service (NTIS) databases, and other databases carrying unclassified, unlimited DTIC citations. This is based on the *Anglo-American Cataloging Rules (AACR2). AACR2* states that "the objectives of descriptive cataloging are: 1) to state the significant features of an item with the purpose of distinguishing it from other items and describing its scope, contents, and bibliographic relation to other items; 2) to present these data in an entry which can be integrated with the entries for other items in the catalog and which will respond best to the interests of most users of the catalog." Entries in each field are standardized in content and format to ensure accurate retrieval. These *Guidelines*

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[2] Originally named the Work Unit Information System (WUIS) then reengineered as the Technical Effort and Management System (TEAMS).

provide a working reference tool for the selection of data included in Technical Report cataloging fields.

DTIC Citation Build staff assign subject Fields and Groups to Technical Reports in DTIC, which are also used in DTIC's Scheduled Search Current Awareness Service[3]and NTIS databases. The Citation Build staff also proposes new terms for addition to DTIC's controlled vocabulary.

This manual provides basic guidelines for selecting and editing abstracts of Technical Reports for Machine Aided Indexing (MAI) and for post-MAI indexing and analysis review. These *Guidelines* are an update to the 2005 edition of the *Cataloging, Abstracting and Indexing Guidelines*.[4]

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[3] Current Awareness Bibliographies (CAB) and Automatic Document Distribution (ADD) ceased production in 2008. (2008 update)
[4] The 2005 Cataloging, Abstracting and Indexing Guidelines version combined the 1994 version of the Cataloging Guidelines and the Abstracting and Indexing Guidelines prepared in 1989.

PREFACE

This publication outlines the basic guidelines for descriptive and subject cataloging of scientific and technical information resources collected by the Defense Technical Information Center (DTIC). It is arranged by Technical Report (TR) data element Field number, followed by alphabetical indexes. Each Field entry contains the title, maximum number of characters allowed, definition, purpose, chief source(s) of information and form(s) of entry. Note that the Electronic Document Management System (EDMS) uses templates that order the Fields according to data types, not by TR Field number, i.e., classification fields, numbering fields and subject fields. This revision provides references from the *Guidelines* Field names to the EDMS screen names.

FIELD 1 – ACCESSION NUMBER
(9 characters)

Definition: The AD-accession number is an alphanumeric number used to identify the item and is automatically assigned by the Electronic Document Management System (EDMS) to every record input into the Technical Report database. The first two letters of the prefix "AD-" indicate that the material is an accessioned item, e.g., ADA080800.

Purpose: The Accession Number is assigned for purposes of control by DTIC. The item can be identified and retrieved by using the Accession Number.

Chief Source of Information: Items are automatically assigned Accession Numbers by EDMS in numerical order according to their distribution/classification when they are forwarded from the Citation Build stage.

Form of Entry: The accession number is an alphanumeric number consisting of three letters followed by six digits. This number displays in Public and Private STINET with no spaces or punctuation.

Rules and Procedures:

1. The following is a summary of Accession Number ranges:

ADA000001 and up - unclassified, unlimited distribution

ADA800000 - ADA899999 - unclassified, unlimited ATI/TIP Collection - prior to 1996, ATI/TIP items were not assigned a separate number range

ADB000001 and up - unclassified, limited

ADB800000 - ADB899999 - unclassified, limited ATI/TIP collection

ADC000001- and up - classified items - secret, confidential and restricted

ADC800000 - ADC899999 - classified ATI/TIP collection

ADD000001 - ADD094999 - patents and patent applications

ADD100000 and up - Information Analysis Center records

ADP000001 - ADP199999 - unclassified, unlimited compilation or proceedings, - individual articles within a collection will be cataloged separately and assigned an "ADP..." number. An accompanying statement in Field 21, Supplementary Note will refer to the basic compilation. The combined compilation will receive the usual "ADA" number; the "ADP" numbers will be cited in Field 21, Supplementary Note.

ADP200000 - ADP399999 - unclassified, limited articles in a compilation

ADP400000 - ADP499999 - classified and limited articles in a compilation

ADM000000 - ADM199999 - unlimited and unclassified multimedia items

ADM200000 - ADM399999 - unclassified, limited multimedia items

ADM400000 - ADM499999 - classified multimedia items

ADR000000 and up - DOE classified item citations furnished by the DoD-DOE Joint Coordinating Committee on Technical Information

2. See Appendix R for a table of Accession Numbers used at DTIC beginning in 1947 and ending in 2003.[5]

3. No punctuation follows Field 1.

USE: Mandatory.

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[5] Added - 16 January 2008. The Unannounced Accessions Ranges were removed because DTIC ceased using these ranges in 1994. Appendix U provides a history of DTIC's Accession Numbers. (2008 update)

FIELD 2 – COSATI OR SUBJECT CATEGORY CODES[6]
(640 alphanumeric characters)

Definition: COSATI Codes, also referred to as Subject Category Codes, are numeric representations for a classification scheme identifying the subject(s) of an item. The categories are divided into 25 broad subject fields with 256 groups and subgroups. Each group and subgroup is entered and searched as a separate entity.

The Committee on Scientific and Technical Information (COSATI) was established in 1962, to develop a coordinated but decentralized STI system for scientists, engineers, and other technical professions in U.S. federal agencies. COSATI was the national focal point for coordinating the development of a national network of independently-operating, but cooperating, STI systems. The need for clearer lines of demarcation among emerging technologies and between theory and militarily-sensitive application, along with the need to categorize the new areas of scientific and technical interest, led DTIC to replace the COSATI Subject Category List (DoD-Modified), October 1965, with the Subject Categorization Guide for Defense Science and Technology in 1986.

Purpose: COSATI Codes reflect the item's primary subject area(s) and are the basis for subject retrieval. These Codes are also used to identify subject areas for DTIC's Scheduled Search service and the Technical Reports Automated Information List (TRAIL), an electronic mailing list that automatically disseminates citations to reports recently added to the DTIC technical reports database.[7] Fields and groups are no longer used to define subject areas for "need-to-know" in the distribution of classified items.[8]

Chief Source of Information: The Code comes from DTIC's *Subject Categorization Guide for Defense Science and Technology (SCG)*. Scope notes indicate subject area covered by each field, group and subgroup code. Cross-references are suggested for related fields and groups.

Form of Entry: Click the EDMS button labeled COSATI. A drop down menu appears with all codes for fields and groups listed in DTIC's *SCG*. The first broad field/group selected reflects the item's primary subject area. Clicking the EDMS Primary button applies the letter P so that it precedes the field/group code. More than one field/group may be coded with P. Use the EDMS Secondary button to identify additional secondary fields and groups. The letter S precedes all secondary field/groups.

Rules and Procedures:

1. The *Subject Categorization Guide for Defense Science and Technology* has two indexes based on the terms listed in the *DTIC Thesaurus*. After scanning the abstract and

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[6] Changed - 14 November 2001 to include EDMS window name.
[7] Updated - 10 January 2008 (2008 update)
[8] 23 September 2005 - DTIC Corporate Management Council (CMC) concurred to remove the field and group validation requirement for classified documents; 11 November 2005 the field and group validation checks were removed from Classified STINET for access to classified documents. (2008 update)

the item, assigning asterisked (or weighted) controlled terms from MAI, consult these indexes to find the field/group that corresponds to these terms. Asterisked/weighted terms represent the main topics of the item. Proceedings of symposia or multiple volumes that extensively cover many different topics may have many weighted terms.

2. One index is arranged alphabetically by subject term. To the left of each term is a field/group code, indicating where the subject matter is covered. If the subject is treated in more than one field/group, the codes appear in ascending numerical order. The code nearest the term carries no greater weight than those following. When the subject is represented in multiple groups under a single field, chose the group with the most extensive coverage. Field 7, Chemistry is coded 07/00. Since Chemistry is a top-level term, EDMS will not accept this. Chose one of the six groups in Field 7 (Industrial, Inorganic, etc.), to represent the major subject area.

3. The other index is arranged numerically by field/group code. Subject assignments to more than one field or group are listed under each field/group code. Sometimes scanning the terms contained in a field/group listing may suggest more specific controlled terms that should be added or asterisked in Field 23, Descriptors. While most of the terms listed are authorized controlled terms, some are not (e.g. Acoustic couplers, Cartography, Guided munitions, Potamology, Quantum mechanics, Teleprocessing systems, etc.). Verify that a listing is valid descriptor before entering it in Field 23, Descriptors.

4. Read the scope notes for suggested fields and groups before making final field/group assignments. As there are some typos and errors in the *Subject Categorization Guide for Defense Science and Technology,* care must be taken in assigning an item to an unfamiliar field/group. For example, Naval mine warfare belongs in 15/6.0<u>2</u>, in a scope note, not in 15/6.0<u>1</u> as in the index. Other dubious assignments include Fratricide in 05/05 since its hierarchy indicates it is to be used only in a military context. There are also omissions of descriptors that will be corrected in future editions of this guide, e.g. LORAN should be assigned to 17/07. Similarly Acoustic and Light Homing should be assigned to 17/07, or one of its subdivisions, in parallel with Radar and Radio Homing.

5. Each item must have at least one primary field/group assignment. EDMS will not accept the top-level field that appears first on the drop down menu. Top-level fields are identified by _ _/00 following the field number and name. For example, the first listing, 01/00 (Aviation Technology) is never selected. If a general category applies, select 01/01 (Aerodynamics) or 01/02 (Military Aircraft Operations) or 01/03 (Aircraft) instead. Most reports should NOT carry more than 4 **primary** subject fields/groups/subgroups. The only exception is proceedings of symposia or multiple volumes that extensively cover many different topics where 5 or 6 primary subject fields/groups may be assigned.

6. Posting terms found in the SCG may appear in several fields and groups because they have several possible applications. For example, two aspects of Snow are listed in 04/02 (Meteorology) and in 08/12 (Snow, Ice and Permafrost).

7. Terms are coded for the most common use of the word or phrase. "Mouth" is assigned to Field 06/04 (Anatomy and Physiology). However, a report on conditions at the mouth of the Potomac River may belong in Field 08/08 (Hydrology, Limnology and Potamology) which include Rivers, Deltas and Estuaries, not in 06/04.

USE: Mandatory.

FIELD 3 – CITATION SECURITY CLASSIFICATION
(1 numeric character)

Definition: The Citation Security Classification is set to the highest security classification of any of the data elements in the record. This field is labeled Citation Classification in EDMS.

Purpose: A citation classification determines whether the citation can be made available for retrieval purposes. The security classification gives an indication of the sensitivity of the material presented in the citation. This classification determines security procedures observed regarding handling, machine input, and transport of the item.

Chief Source of Information: The citation classification is derived from Field 8, Title Classification, Field 26, Uncontrolled Index Terms Classification, or Field 28, Abstract Classification.

Form of Entry: This field is computer-generated on all items, but included in the *Guidelines* to show the rules used to create the default. There are four levels for Citation Security Classification; each level receives a numeric designation for storage.[9] The Citation Security Classification displays full-text in STINET.

> 1 = unclassified
> 2 = restricted (for NATO and foreign items only)
> 3 = confidential
> 4 = secret

Rules and Procedures:

1. The citation classification is computer generated. It is derived from the classification level entered in Field 8, Title Classification, Field 26, Uncontrolled Index Terms Classification, or Field 28, Abstract Classification.

2. The level of classification will never be lower than the classification given in Field 8, Title Classification, Field 26, Uncontrolled Index Terms Classification, or Field 28, Abstract Classification.

3. If it cannot be determined whether a citation is classified or unclassified, it should always be entered as classified, using the same classification level as the item. If the item is unclassified, the citation is unclassified.

USE: Mandatory.

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[9] In the 2005 *Cataloging Guidelines* the Form of Entry was u, r, c, and s. (2008 update)

FIELD 4 – MEDIA TYPE
(100 alphanumeric characters)

Definition: Media type is an alpha character code used to describe the physical format of the item. Multimedia items, formerly referred to as nonprint items, include various electronic formats. DTIC currently catalogs the item based on the format of the carrier. For example, a diskette containing an MS Word version of *The Cataloging, Abstracting and Indexing Guidelines* is cataloged as a multimedia item.

Purpose: Field 4 describes the physical format of the item being cataloged. The first window, Media Type, contains a format-specific code representing the chief physical characteristic of the item. If the format of the item is electronic, sub-fields are used. Field 4 is sub-divided into 3 parts: a) Electronic File Characteristics, b) Physical Description, and c) Systems Detail Note.

Chief Source of Information: When describing multimedia items, DTIC follows rules established in The *Anglo-American Cataloging Rules (AACR2)*. AACR2 covers items made up of several types of material (area 1.10). Rule 1.10B states if an item has one predominant component, describe it in terms of that component. If available, use the contributor's information provided on DTIC Form 530, Nonprint Form.

Form of Entry: Established codes are used to represent the category of the item in Media Type (4). In the Selection queue this window is labeled Multimedia. Information used in Fields 4a – 4c pertains to the physical format. Standard abbreviations should be used. More than one descriptive element may be used; separate each element with a semi-colon and a space. The information entered in Field 4 is displayed at the beginning of Field 27, Abstract in STINET.

Rules and Procedures:

1. Media Type (4). Use the following code values:

> a – Hardcopy
> d – Digital Video Disk(DVD)
> j – VHS Videorecording
> k – Magnetic Tape
> q – 3 ½" IBM HD Diskette[10]
> s – CD-ROM
> t – Tape Cartridge

2. Electronic File Characteristics (4a). This field is used to record software, file type and size characteristics for a computer file.

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[10] Updated - 8 August 2003 (2005 update) - Change to Code q – Computer Diskette is used in place of the following obsolete codes: l - 5 ¼" Low Density Diskette, m - 3 ½" Low Density Diskette, n - 3 ½" Low Density Macintosh Diskette, p - 5 ¼" High Density Diskette, and r - 3 ½" High Density Macintosh Diskette.

Examples:[11]

> 4 files; Adobe Acrobat (.PDF), executable files (.EXE) and text file (.TXT).
>
> 6 files; Adobe Acrobat (.PDF) and video files (.MPG).
>
> 349 files; Adobe Acrobat (.PDF), MS Excel (.XLS), video files (.MPG), photos (.PNG, .JPG) and HTML.

3. Physical Description (4b). The field describes physical characteristics of the item, the extent of the item and its dimensions. It may also include other physical details of the item and information concerning accompanying material.

> **Examples**:
>
> VHS video, ½ in.; Col.; sd.; Mono; 16 mins; standard Playback sp.
>
> 1 CD-ROM; 4¾ in., 219 MB.
>
> 1 DVD-ROM; 4¾ in.; 945 MB.

4. Systems Detail (4c). The field contains system information about the item, and allows users to know what type and version of software or hardware is needed to use the item.

> **Examples**:
>
> PC Windows 98, 2000 or XP.
>
> 32 MB RAM, 800 x 600 resolution color display.
>
> Internet Explorer 5.0 or later.
>
> Flash 6 or later plug-in; sound card, speakers or headphones.
>
> Mozilla Firefox and Netscape browsers are included on disc.

5. The entries made in Field 4 display in STINET at the beginning of the Abstract. For example, the last line in the examples above for 4a, 4b and 4c display in STINET as: Abstract: (U) ELECTRONIC FILE CHARACTERISTICS: 349 files; Adobe Acrobat (.PDF), MS Excel (.XLS), video files (.MPG), photos (.PNG,.JPG) and HTML. PHYSICAL DESCRIPTION: 1 DVD-ROM; 4 3/4 in.; 945 MB. SYSTEMS DETAIL NOTE: Mozilla Firefox and Netscape browsers are included on disc.

6. Punctuation is entered at the end of each Field in Field 4.

USE: Mandatory.

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[11] Updated all examples - 15 January 2008 (2008 update)

FIELD 5 – CORPORATE AUTHOR
(116 characters)

Definition: The Corporate Author is the name of the institution or corporate body preparing the item or responsible editorially and/or contractually for its content.

Purpose: The purpose of establishing a uniform Corporate Author is to standardize the name of the corporate body and make it retrievable from published indexes and online systems.

Chief Source of Information: The Corporate Author is usually given on the Report Documentation Page, Standard Form (SF) 298, or identified elsewhere on the item. Organizations most likely to be Corporate Authors include government agencies, private companies, academies, colleges, foundations, business corporations, institutes, laboratories, universities and their foreign equivalents. The name of the Corporate Author is usually found on the title page, cover, or Report Documentation Page, Standard Form (SF) 298. If there is a discrepancy, select the one with the most complete information.

Form of Entry: The Corporate Author entry is automatically generated by the code entered in Field 35, Source Code, which represents the Corporate Author selected for Field 5. The 6-digit Source Code is obtained from the Corporate Source Authority System (CSAS). This Field does not appear on the Citation Build template.

Rules and Procedures:

1. To facilitate the correct identification of the Source Code, it is necessary to become familiar with the general rules for establishing a Corporate Author.

2. Corporate Author elements are selected according to rules in *Guidelines for Descriptive Cataloging of Reports: a Revision of COSATI Standard for Descriptive Cataloging of Government Scientific and Technical Reports*.

3. A list of terms that are abbreviated within the corporate heading is in Appendix A.

4. When an item is authored by two or more organizations use the first organization or company as listed to determine the Corporate Author. For Technical Reports additional Corporate Authors are entered in Field 21, Supplementary Note. For Component Reports or journal articles only the first organization or company is used and no entry is made in Field 21, Supplementary Note.

5. Only the largest and smallest organizational elements may be chosen. Selection of Corporate Author elements follows this format: largest element, place name, smallest element - as shown on the item.

APPEARS AS:	**ENTER AS:**
School of Electrical Engineering, Georgia Institute of Technology, Atlanta, GA	Georgia Inst of Tech. Atlanta School of Electrical Engineering.

APPEARS AS:	**ENTER AS:**
Hydrodynamics Research Center of the Abex Corporation in Columbus, OH	Abex Corp., Columbus, OH. Hydrodynamics Research Center.

This selection of elements may be varied only if:

a. A smaller element includes a proper name.

APPEARS AS:	**ENTER AS:**
California Institute of Technology, Pasadena, George W. Downs Lab. of Physics, Laser Research Group.	California Inst. of Tech Pasadena George W Downs Lab of Physics

b. A smaller element is the name of an independent company or a major government bureau or service.

APPEARS AS:	**ENTER AS:**
Dept. of Health and Human Services, Public Health Service, Rockville, MD.	Public Health Service Rockville MD

NOTE: Parenthetical identification is added when necessary.

APPEARS AS:	**ENTER AS:**
Dept. of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation, Washington, DC.	Office of the Assistant Secretary for Planning and Evaluation (HHS) Washington DC

c. There is a report series acronym. A report series (the report number) consists of the performing organization's acronym followed by a number. That acronym takes precedence in determining the Corporate Author. See more about "report series" in rule 24.

APPEARS AS:	**ENTER AS:**
Naval Research Laboratory, Washington, DC Lab for Computational Physics. Rept. Number - NRL-3092	Naval Research Lab Washington DC

APPEARS AS:	**ENTER AS:**
Naval Research Laboratory, Washington, DC, Lab for the Structure of Matter. Rept. Number - LSM-86-1	Naval Research Lab Washington DC Lab for the Structure of Matter

NOTE: If more than one subordinate level is displayed:

- Choose the one that corresponds to the report series.

- If there is no report series choose the sub-element that is smallest/most specific.

d. The item is a Foreign Component Report. For Foreign Component Reports the largest organizational element is selected.

APPEARS AS:
Department of Mechanical Engineering, Kinki University in Hiroshima, Japan.

ENTER AS:
Kinki Univ
Hiroshima (Japan)

APPEARS AS:
Departement d'Electronique
University Mentouri Constantine
Constantine, Algeria.

ENTER AS:
Mentouri Constantine Univ (Algeria)

APPEARS AS:
Dipartimento di Ingegneria Elettrica, Universita di Salerno, Salerno, Italy.

ENTER AS:
Salerno Univ (Italy)

6. U.S. is omitted before government headings.

APPEARS AS:
U.S. Army Engineer District, Huntington, WV

ENTER AS:
Army Engineer District Huntington WV

7. Joint committees are entered directly under their own names.

> **Example:**
> Joint Astrophysics Committee,
> London (United Kingdom)

8. International organizations which have no permanent headquarters may be entered with no place name.

APPEARS AS:
International Association for Quaternary Research.

ENTER AS:
International Association for Quaternary Research

9. Names of state and local government agencies should start with the name of the state or local government. Words like "state," "city," "county," are included after the state or local government name.

APPEARS AS:
Community Redevelopment Agency of the City of Los Angeles.

ENTER AS:
Los Angeles City Community Redevelopment Agency CA

10. The city or state name is not repeated if it appears in the main heading.

APPEARS AS:
University of Rochester, Rochester, NY.

ENTER AS:
Rochester Univ NY

11. If the sub-element includes a geographic name, the geographic name is repeated as part of the sub-element.

APPEARS AS:
Burroughs Corporation
Radnor, PA. Radnor Division.

ENTER AS:
Burroughs Corp Radnor PA Radnor Div

12. State names are not abbreviated within a heading except when used as part of the place name.

APPEARS AS:
State University of New York at Albany.

ENTER AS:
State Univ of New York at Albany

APPEARS AS:
University of Rochester, Rochester, New York.

ENTER AS:
Rochester Univ NY

13. The foreign country name is enclosed in parentheses, but is not repeated if it appears in any form in the main heading.

APPEARS AS:
Australian National University, Canberra, Australia.

ENTER AS:
Australian National Univ Canberra

APPEARS AS:
North Staffordshire Polytechnic,
Stafford, England. Dept. of Mechanical and
Computer-Aided Engineering.

ENTER AS:
North Staffordshire Polytechnic Stafford
(United Kingdom) Dept. of Mechanical and
Computer-Aided Engineering

14. The name "University of (city or state)" is always entered beginning with the city or state name.

APPEARS AS:
University of Pennsylvania, Philadelphia,
Pennsylvania.

ENTER AS:
Pennsylvania Univ Philadelphia

APPEARS AS:
The University of Alabama in Huntsville.

ENTER AS:
Alabama Univ in Huntsville

APPEARS AS:
University of Wisconsin-Madison, Madison, WI

ENTER AS:
Wisconsin Univ-Madison

a. "University of… (geographic region)" and "State University of… (geographic region)" are entered without reversal and without abbreviating "University."

APPEARS AS:
University of Southern California, Los Angeles.

ENTER AS:
University of Southern California Los Angeles

APPEARS AS:
State University of New York at Stony Brook, New York.

ENTER AS:
State Univ of New York at Stony Brook

b. University departments are always written "Dept. of… (name)" regardless of the way they appear on the item, but non-university departments are not changed.

APPEARS AS:
Florida University, Gainesville. Botany Dept.

ENTER AS:
Florida Univ Gainesville Dept of Botany

APPEARS AS:
General Electric Co., Daytona Beach, Florida. Apollo Support Dept.

ENTER AS:
General Electric Co Daytona Beach FL Apollo Support Dept

15. If a college or school of a university has a proper name, it is written as an independent heading.

APPEARS AS:
Cambridge University, Cambridge, England. Trinity College.

ENTER AS:
Trinity Coll Cambridge (United Kingdom)

16. Abbreviations are not used as the first word of a heading, but are spelled out.

APPEARS AS:
AF Avionics Laboratory, Wright-Patterson Air Force Base, Ohio.

ENTER AS:
Air Force Avionics Lab Wright-Patterson AFB OH

APPEARS AS:
St. Anthony Hospital, Columbus, Ohio.

ENTER AS:
Saint Anthony Hospital Columbus OH

APPEARS AS:
U.S. Steel Corporation, Monroeville, Pennsylvania.

ENTER AS:
United States Steel Corp Monroeville PA

a. An exception is made only when the abbreviation is a legally or officially established element of the corporate title.

APPEARS AS:
RCA Corp., New York, N.Y. (legal name)

ENTER AS:
RCA Corp New York

b. If an organization customarily uses an abbreviated form of its official, legal, or chartered name, the abbreviated form is preferred.

APPEARS AS:	ENTER AS:
Alabama Agriculture and Mechanical University, Normal, AL.	Alabama A and M Univ Normal

17. If an organization changes its name, both old and new forms of the name are retained with cross-references between them. A specific item is cataloged under the name that appears on it.

18. When an item is authored jointly by two or more components of the same organization, the heading should be no more specific than the smallest organizational level common to all components.

APPEARS AS:	ENTER AS:
General Electric Co., Cincinnati, Ohio. Flight Propulsion Division. Advanced Engine Technology Department. and General Electric Co., Cincinnati, Ohio. Flight Propulsion Division. Large Jet Engine Department.	General Electric Co Cincinnati OH Flight Propulsion Div

19. If a subcontractor or university prepares an item, the prime contractor that holds the government contract is considered the Corporate Source. The subcontractor is cited in Field 21, Supplementary Note with the statement, "Prepared in cooperation with (subcontractor name or a university name and location)."

20. Personal names: if the first element of a heading begins with initials of a personal name, the entry is started with the surname, followed by the initials enclosed in parentheses.

APPEARS AS:	ENTER AS:
B.F. Goodrich Co., Akron, OH.	Goodrich (B F) Co Akron OH

21. If the first element of a heading begins with a personal forename, and it is the name of a company or other commercial/industrial organization (including Associates, Engineers, etc.), the heading starts with the surname, followed by forename and initials enclosed in parentheses.

APPEARS AS:	ENTER AS:
Arthur D. Little, Inc., Cambridge, MA.	Little (Arthur D) Inc Cambridge MA

22. If the first element of a heading begins with a personal forename, and is the name of a university, laboratory, institute, center, hospital, foundation or other apparently non-commercial organization, the heading is written directly as given.

APPEARS AS:	ENTER AS:
M.D. Anderson Hospital and Tumor Institute, Houston, TX.	M.D. Anderson Hospital and Tumor Inst Houston TX

APPEARS AS:
Harry Diamond Laboratories,
Washington, DC.

ENTER AS:
Harry Diamond Labs Washington DC

23. If the subordinate element of a heading begins with a personal name, that name is written without rearrangement.

APPEARS AS:
University of Pennsylvania,
Philadelphia. John Harrison Laboratory of Chemistry.

ENTER AS:
Pennsylvania Univ Philadelphia John Harrison Lab of Chemistry

24. Report series: many items include a report series that indicates the level of organizational and editorial responsibility. Most of these report series include an acronym which can be readily related to one or more of the organizational elements listed in the item. The Corporate Author must match the element indicated by the report series.

APPEARS AS:
ESG-84-01 (report series)
  and
Rockwell International, Canoga Park, California.
Environmental and Energy System Division. Energy Systems Group.

ENTER AS:
Rockwell International Canoga Park CA
Energy **S**ystems **G**roup

APPEARS AS:
AFFTC-PPR-03-14 (report series)
and
Air Force Flight Test Center
Edwards Air Force Base, CA
Air Force Materiel Command
United States Air Force

ENTER AS:
Air **F**orce **F**light **T**est **C**enter
Edwards AFB CA

a. If an independent element of a government agency is a laboratory, center, or institute, no further subdivision is used unless the subordinate element is also represented by a report series acronym.

APPEARS AS:
NAPTC-**ATD**-216 (report series)
 and
Naval Air Propulsion Test Center,
Trenton, NJ. Aeronautical Turbine Dept.

ENTER AS:
Naval Air Propulsion Test Center Trenton NJ
Aeronautical **T**urbine **D**ept

b. If a report series acronym indicates the editorial responsibility of a subordinate element of a government agency, that element is considered to be independent and no further elements are included.

APPEARS AS:	ENTER AS:
ASD/TR-83/5014 (report series)	**A**eronautical **S**ystem **D**iv
and	Wright-Patterson AFB OH
Flight Accessories Laboratories,	
Aeronautical System Division,	
Air Force Systems Command,	
United States Air Force,	
Wright-Patterson Air Force Base, Ohio.	

c. If the report series acronym indicates a larger-smaller order of responsibility, that order is followed in the Corporate Author heading, selecting the two elements indicated by the report series and ignoring any other elements.

APPEARS AS:	ENTER AS:
NIOSH/IHS-81-15 (report series)	**N**ational **I**nst of
and	**O**ccupational **S**afety and
Industrial Hygiene Section.	**H**ealth Cincinnati OH
Industry-Wide Studies Branch	**I**ndustrial **H**ygiene **S**ection
Division of Surveillance,	
Hazard Evaluations and Field	
Studies. National Institute of	
Occupational Safety and Health,	
Cincinnati, Ohio.	

25. If a subordinate element of a company is recognized as an independent corporate entity it is entered as a single-element heading with its place name, omitting the name of the largest element. These independent corporate entities are distinguished by such words and phrases as: Inc., Co., Ltd., Corp., "a division of..." "a subsidiary of…" etc.

APPEARS AS:	ENTER AS:
Babcock and Wilcox, A McDermott	Babcock and Wilcox
Company, New Orleans, LA.	New Orleans LA

26. Major committees of U.S. Executive Branch organizations are written following the names of the organization.

APPEARS AS:	ENTER AS:
Committee on Earthquake	National Research Council
Engineering Research.	Washington DC
Commission on Engineering	Committee on Earthquake
And Technical Systems.	Engineering Research
National Research Council.	

27. Named observatories are written as independent headings.

APPEARS AS:	ENTER AS:
Chicago University, Williams Bay,	Yerkes Observatory
WI. Yerkes Observatory.	Williams Bay WI

28. When two companies are participating in a joint venture, the names are combined into a single source. The combination is usually found on the item.

APPEARS AS: **ENTER AS:**
DeLeuw, Cather and Co. and STV,   DeLeuw Cather/STV
Inc., Washington, DC.   Washington DC

29. Standard abbreviations for state and territory names taken from the *National ZIP Code Directory* (see Appendix B) are used when they appear as the location element in the corporate heading. The Directory is also used to establish the correct form of the place name in doubtful cases. If a branch post office has a zip code different than the main post office, use the name of the branch post office.

APPEARS AS: **ENTER AS:**
Argonne National Lab.   Argonne National Lab IL
Lemont, IL.   (since Argonne is a substation of Lemont but has
                                                   its own ZIP code)

30. For military installations, use the post office given in the *National Zip Code Directory*:

APPEARS AS: **ENTER AS:**
Wright-Patterson Air Force Base,   Wright-Patterson AFB OH
Dayton, Ohio

APPEARS AS: **ENTER AS:**
Andrews Air Force Base,   Andrews AFB Washington DC
Camp Spring, Maryland.

31. For Fleet and Army Post Offices, military forms are used; include the abbreviation "APO AE" or "FPO AP" and the ZIP Code, but omit the city and state name. Previously, "APO" or "FPO" and the ZIP Code was used, with the state name omitted but the city included.

APPEARS AS: **ENTER AS:**
Army Alaska APO   Army Alaska
 Seattle, 98749   APO AE 98749

APPEARS AS: **ENTER AS:**
Navy Public Works Center,   Navy Public Works Center
FPO San Francisco, 96651   FPO AP 96651

APPEARS AS: **ENTER AS:**
Air Force Contract Management Center,   Air Force Contract Management Center
APO New York, 09672   APO AE 09672

APPEARS AS:
Army Research Institute Field Unit,
APO New York, NY 09403

ENTER AS:
Army Research Inst Field
Unit APO AE 09403

APPEARS AS:
Naval Medical Research Unit
No. 3 FPO New York, NY 09527

ENTER AS:
Naval Medical Research Unit No 3
FPO AP 09527

APPEARS AS:
Naval Support Force Antarctica
FPO San Francisco, CA 96690

ENTER AS:
Naval Support Force Antarctica
FPO AP 96690

32. The name of a foreign corporate body is entered as the name of the organization, followed by the name of the city, followed by the name of the country written in parentheses. See Appendix C for a list of geographic names to be used.

APPEARS AS:
Royal Aircraft Establishment,
Farnborough, England.

ENTER AS:
Royal Aircraft Establishment
Farnborough (United Kingdom)

33. Foreign names are written in the native language, or translated from the native language when the English-language form of the name is known. Refer to Appendix H and Appendix I for foreign alphabet transliterations and diacritical substitutions.

APPEARS AS:
Societa Richerche Impianti
Nucleari, Milano.

ENTER AS:
Societa Richerche Impianti
Nucleari Milan (Italy)

APPEARS AS:
K.B. Yuzhnoe Design Office,
Dnepropetrovsk, Ukraine.

ENTER AS:
Yuzhnoe (K.B.) Design Office
Dnepropetrovsk (Ukraine)

a. If the foreign institution chooses to publish all its items in English under an English-language form of organization name, or if the official publications of an institute include the organization name given in English, the English-language form is used.

APPEARS AS:
Technical University of Denmark,
Lyngby.

ENTER AS:
Technical Univ of Denmark
Lyngby

APPEARS AS:
Forsvarets Forskningsinstitutt,
Kjeller, Norway
 and
Norwegian Defense Research
Establishment Kjeller.

ENTER AS:
Norwegian Defense Research
Establishment Kjeller

34. Names of foreign cities are not abbreviated. Names of foreign countries are not abbreviated except for the following countries: (See Also Appendix C)

APPEARS AS:	**ENTER AS:**
Soviet Union	USSR (1946-1989)
West Germany	Germany F.R. (1949-1990)
East Germany	German D.R. (1949-1990)
North Korea	Korea D.P.R.

a. The name of the country is not repeated if included in the heading.

APPEARS AS:	**ENTER AS:**
Centro Brasileiro de Pesquisas Fisicas, Rio de Janeiro, Brazil.	Centro Brasileiro de Pesquisas Fisicas Rio de Janeiro

35. Foreign place names are written in the form of common usage as indicated by the National Geospatial-Intelligence Agency's (NGA) (formerly the National Imagery and Mapping Agency's (NIMA)) GEOnet Names Server (GNS) from the U.S. Board on Geographic Names Database (US BGN).[12]

APPEARS AS:	**ENTER AS:**
Universita Degli Studi, Firenze, Italia.	Florence Univ (Italy)

a. When the name forms an integral part of the heading, retain the native form.

APPEARS AS:	**ENTER AS:**
Politecnico di Milano, Italia.	Politecnico di Milano (Italy)

36. Foreign and American universities are entered in the same way. If the name of the university begins with the foreign equivalent of "University of...(place name)," the place name is written first and the foreign form of "university" is abbreviated to "Univ."

APPEARS AS:	**ENTER AS:**
Universidade do Brasil, Rio de Janeiro.	Brazil Univ Rio de Janeiro

APPEARS AS:	**ENTER AS:**
Universitaet Wein, Austria.	Vienna Univ (Austria)

a. If the university name refers to a geographical region, write it as it appears.

APPEARS AS:	**ENTER AS:**
University of the West Indies, Kingston, Jamaica.	University of the West Indies Kingston (Jamaica)

b. In Canadian headings, the name of the province is used in parentheses instead of the country name. A city name is not repeated.

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[12] Updated - 8 February 2005 (2005 update)

APPEARS AS:	**ENTER AS:**
Universite de Montreal, Montreal, Quebec.	Montreal Univ (Quebec)

c. If a foreign university commonly prefers the "University of…(place name)" to the official version of its name, the place name version should be used.

APPEARS AS:	**ENTER AS:**
Universitaet Kiel, Germany. and Christian-Albrechts Universitaet Kiel, Germany.	Kiel Univ (Germany)

37. Technische Universitaet is written using the common form of place name and omitting the formal portion of the name.

APPEARS AS:	**ENTER AS:**
Technische Universitaet Carolo Wilhelmina zu Braunschweig Germany.	Technische Univ Brunswick Germany

38. All other forms of university names are retained as written.

APPEARS AS:	**ENTER AS:**
Pontificia Universidade Catolica do Rio de Janeiro, Brazil	Pontificia Univ Catolica do Rio de Janeiro (Brazil)

39. Foreign scientific academies are written as the name of the academy, followed by place and country. Name of country is omitted when included in the name of the academy.

APPEARS AS:	**ENTER AS:**
Deutsche Akademie der Luftfahrtforschung	Deutsche Akademie der Luftfahrtforschung Berlin (Germany)

APPEARS AS:	**ENTER AS:**
Polish Academy of Sciences, Warsaw, Poland	Polish Academy of Sciences, Warsaw

40. Institutes, sections, etc., of foreign academies are written following the name of the academy, place and country. If an institute name from a former Russian or satellite country is followed by a personal name, omit the personal name.

APPEARS AS:	**ENTER AS:**
Institute of Applied Physics, Kishinev, Moldova. Moldova Academy of Sciences.	Molodova Academy of Sciences Kishinev Inst of Applied Physics

APPEARS AS:	**ENTER AS:**
Akademiya Nauk SSSR, Leningrad, USSR. Fiziko-Teknicheskii Institut im. A.F. Ioffe.	Akademiya Nauk SSSR Leningrad Fiziko-Teknicheskii Inst

APPEARS AS:	**ENTER AS:**
Department of Special Communication Systems, Military Academy Kounicova 65, 612 00, Brno, Czech Republic	Military Academy in Brno (Czech Republic) Dept of Special Communication Systems

41. All other foreign institutes not connected with their national academies are written directly.

APPEARS AS:	**ENTER AS:**
Institut Hygieny a Epidemiologie, Prague, Czechoslovakia.	Institut Hygieny a Epidemiologie, Prague (Czechoslovakia)

APPEARS AS:	**ENTER AS:**
TESLA Research Institute for Telecommunications, Prague, Czech Republic.	TESLA Research Inst for Telecommunications Prague (Czech Republic)

APPEARS AS:	**ENTER AS:**
Biotechnical Research Institute, Moscow, Russia.	Biotechnical Research Inst Moscow (Russia)

42. Cross-references are used to indicate specific relationship between two Corporate Author headings. There are two kinds of cross references.

a. A "see" reference indicates the heading is unacceptable:

> **Example:**
> Science Applications International Corp., Falls Church, VA. "See" SAIC, Falls Church, VA.
>
> Defense Threat Reduction Agency, Albuquerque, NM. "See" Defense Threat Reduction Agency, Kirtland AFB, NM.

b. A "see also" reference refers to previous or later names of the Corporate Author.

> **Example:**   Clinton Labs., Oak Ridge, TN. "See also"
> Clinton National Lab., Oak Ridge, TN (later name)
>
> Clinton National Labs., Oak Ridge, TN. "See also"
> Clinton Labs., Oak Ridge, TN. (former name).

The use of "See" and "See also" references give the viewer/user a historical record of names used.

43. When a Corporate Author has not been established in the CSAS, the DTIC Source Specialist must enter it into the system which generates a Source Code to be used in Field 35 to represent Corporate Author.

USE: Mandatory.

Definition: The Title is the distinguishing name given to a technical report, book, reprint or other item.

Purpose: The purpose of entering a Title is to describe the item, provide meaningful subject information, and permit identification via a title search. The Selection staff enters the Title. The Citation Build staff reviews the title for accuracy.

Chief Source of Information: A Title is taken from the part of the item that provides the most meaningful and complete Title information. For most items these are, in order of preference: title page, item cover, or Report Documentation Page, Standard Form (SF) 298. If a title is not available from these, a source within the item is used to provide the most complete and meaningful title, e.g., caption, running title, subject line, etc.

Form of Entry: [13] The Title should be entered in the EDMS field, "Unclassified Title (6)." The first letter of each word in the title is uppercase except for prepositions, conjunctions, articles and scientific names for plants and animals, which are all lowercase. Acronyms, names of ships, etc., are typed in all capitals. Punctuation can be added to clarify the title's meaning, but no punctuation is added at the end of the title. When there is a main title and a subtitle use a colon following the main title. It may be necessary to shorten a title when it exceeds the EDMS space limitation.

Rules and Procedures: [14]

1. When more than one version of a title is given on an item, the Selection staff should use the title that appears on the title page or the title screen for multimedia items.

  a. When no formal title is given on the item, or the title does not provide any relevant information about the item's content, it is necessary to provide a more meaningful title entry based on the subject content given in the abstract, summary or introduction. The information that is added is enclosed in parentheses to indicate that part of the title has been supplied.

APPEARS AS:	ENTER AS:
Cover: Handbook	Handbook (for Personnel Specialists on Navy Housing Regulations)

  b. The title on a classified item should not be changed in any way and should be entered exactly as it appears on the item.

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[13] From 1997-2005 DTIC followed a "key as you see" rule, with some exceptions, for entering titles. New formats required additional exceptions to this rule making the "key as you see" rule obsolete. The phrase "exactly as it appears on the item" was removed from this edition. (2008 update)

[14] For additional Title Rules and Procedure, see Cataloging Compilations, Cataloging Components, Cataloging NATO Documents, Cataloging Multimedia Items, Cataloging Patent Applications, Cataloging Patents, Cataloging Reprints, and Cataloging Security Classification Guides. (2008 update)

c. A declassified title is entered following the unclassified title and enclosed in parentheses.

d. The subject line of a letter report is used as the title when no other title is available.

2. Abbreviations and acronyms that appear in the title are used as they appear on the item without change.

3. Exponents, subscripts, and scientific symbols in a title (and abstract) are verbalized for computer entry. See Appendix D, "Verbalizing for Machinability" to determine correct usage.

4. Dates included in the title should be cataloged exactly as they appear on the item.

5. Conference, Workshop and NATO meeting titles should have the number of the Conference added in parentheses after its name. The words "Held in" and "on" should be added to the title to indicate the place and date of the conference. For item titles issued as a part of a Conference, see Cataloging Components.

APPEARS AS: **ENTER AS:**
Sixth Army Human Factors Engineering Conference   Army Human Factors Engineering Conference (6th)
Chicago, Illinois   Held in Chicago, Illinois, on 4-6 October 1984
October 4, 5, and 6, 1984

6. If a Descriptive Note appears at the beginning of a title, it is not included as part of the title, but entered in Field 9.

APPEARS AS: **ENTER AS:**
Cover: Quarterly Progress Report on Radar Tracking.   Field 6: Radar Tracking

                                                                        Field 9: Quarterly progress rept.

Note: If a Descriptive Note is part of the title on a classified item, it is used exactly as it appears.

7. Phase numbers are entered in the title. When a phase number appears in a title or as a subtitle, it is always entered as part of that title.

APPEARS AS: **ENTER AS:**
Field Data Report on Phase 2 of General Operations.   Field Data Report on Phase 2 of General Operations

APPEARS AS: **ENTER AS:**
Cover: FINAL REPORT for the   Field 6: Application of Cortical Processing Theory to
APPLICATION OF CORTICAL PROCESSING   Acoustical Analysis (CPAA). Phase 2
THEORY TO ACOUSTICAL ANALYSIS (CPAA)
PHASE II   Field 9: Final rept.

APPEARS AS:	ENTER AS:
Improved Reconfigurable Combat Information Center. Phase III.	Improved Reconfigurable Combat Information Center Phase 3

Exception: Phase numbers and Topic numbers are not entered in the title for Small Business Innovation Research (SBIR) items. The term Phase used in SBIR titles do not refer to the report. Phase is used in the SBIR community to refer to the work status or progress. Phase I means the solicitation/project is in the application evaluation stage. Phase II is the design stage. Phase III is for the commercialization of the results of Phase II and is supported by private sector or non-SBIR federal funding. This information is entered in Field 25 Identifiers or Open-Ended Terms.[15]

APPEARS AS:	ENTER AS:
SBIR Topic N02-181, Phase I, Multi-Platform Undersea Warfare Modeling/Simulation Using Netcentric Techniques Tactical Decision Aid (TDA) Final Report.	Field 6: Multi-Platform Undersea Warfare Modeling/Simulation Using Netcentric Techniques Tactical Decision Aid (TDA) Field 9: Final rept. Field 25: SBIR Topic N02-181 Phase 1

8. When an item has a contract title and a project title, always use the contract title.[16]

9. When the title of an item is not meaningful, add the name of the corporate author to augment it. This additional information is placed in parenthesis after the title.

APPEARS AS:	ENTER AS:
Title: Final Report for Contract N00014-84-K-0643 Corporate Author: High Energy Physics Laboratory W.W. Hansen Laboratories Stanford University, Stanford, CA	Field 6: Contract N00014-84-K-0643 (Stanford University) Field 9: Final rept.

10. If a title begins with the phrase "User Manual," "Programming Manual," etc., enter that phrase at the end of the title in parentheses.

APPEARS AS:	ENTER AS:
Users Manual for ADTC Defense System	ADTC Defense System (Users Manual)

11. Arabic numbers are used in place of Roman numerals. However, if the main title of the report contains a Roman numeral; that is retained.

APPEARS AS:	ENTER AS:
Cover: PROJECT IX: A Study of Quality Procedures. Part II.	Project IX: A Study of Quality Procedures. Part 2

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[15] Added - 20 August 2003
[16] Added - 26 June 2001, per clarification by Loretta Brown, Cataloging Supervisor, DTIC OQ

APPEARS AS:	**ENTER AS:**
Cover: *Air Force Journal of Logistics* Volume XXIX, Number 2, Summer 2005	Air Force Journal of Logistics. Volume 29, Number 2, Summer 2005

12. If a title includes a volume number, or part number, that information is recorded. This information could also be recorded in Field 14, Report Numbers, Field 19, Monitoring Agency Number and Acronym for CAIS, Field 21, Supplementary Note and Field 34, Serial Code. (See also sections on Fields 14, 19, 21 and 34).

> **Examples:**
> Field 6: Computer-Aided Design System. Volume 3. Program Maintenance Manual
>
> Field 14: HAC-TR-98-7-VOL-3
>
> Field 19: TR-85-3066-VOL-3
>
> Field 21: See also Volume 1, ADA163556
>
> Field 34: 3

13. Published changes to basic reports are handled by using the title that appears on the item and adding the change number to the end of the title. The change number is also added to the report number in Field 14, Report Numbers. A statement is included in Field 21, Supplementary Note to refer to the basic item and any additional changes (See also sections on Fields 14 and 21).

> **Examples:**
> Field 6: The War Gaming System. Volume 2. Weaponry Manual. Change 5
>
> Field 14: AFWL-TR-77-43-VOL-2-CHG-5
>
> Field 21: Change 5 to Volume 2, ADA095176. See also Change 4 dated Nov 1979, ADA077088
>
> Field 34: 2

14. In scientific terminology, Latin names for plants and animals are shown in italic type. In typewritten papers, the names are underscored. Commonly accepted usage by the scientific community is that the genus name is capitalized; the species name is lowercased:

APPEARS AS:			ENTER AS:
Rose caroliniana	or	<u>Rose caroliniana</u>	Rose caroliniana
R. caroloniana	or	<u>R. caroloniana</u>	R. caroliniana
Styrax californica	or	<u>Styrax californica</u>	Styrax californica

Subspecies and variations are also lowercased:

APPEARS AS:	ENTER AS:
Trogon Collaris Puella	Trogon collaris puella
Leavenworthia Aurea var. T*exana*	Leavenworthia aurea var. texana

15. On items in which the content is written in a foreign language and the title is given in both the foreign language and in English, the title is entered in the foreign language first followed by the English-language version enclosed by parentheses.[17]

APPEARS AS:	ENTER AS:
Cover: Ontwikkelingen in Modellering NBC Beschermende Kleding.	Field 6: Ontwikkelingen in Modellering NBC Beschermende Kleding (Model Development for NBC Protective Clothing)
English Summary: Model Development for NBC Protective Clothing	
	Field 21: Text in Dutch

a. If part or all of the content is in English, the English-language title is used first followed by the foreign language title enclosed by parentheses.[18]

APPEARS AS:	ENTER AS:
Radar Polarimetry and Interferometry. La polarimetrie et l'interferometrie radar.	Radar Polarimetry and Interferometry (La polarimetrie et l'interferometrie radar)

b. When no English-language title is given, the foreign title should be translated.

APPEARS AS:	ENTER AS:
Cover: Die Liberalisierung de Telekommunikationsbranche in Deutschland	Field 6: Die Liberalisierung de Telekommunikationsbranche in Deutschland (The Liberalization of the Telecommunication-Industry in Germany)
	Field 21: Text in German; Summary in English

c. If the title is also the name of a foreign periodical, it is used as given.

d. If the title is in more than one foreign language, use the language that predominates in the text as the first entry, followed by all others enclosed within parentheses.

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[17] Added example - 24 July 2007. (2008 update)
[18] Added example - 24 July 2007. (2008 update)

APPEARS AS:
SF298: Bouchon d'oreille a attenuation active adaptee aux bruits d'helicoptere Gehoerschutzstopsel mit aktriver Daempfung, geeignet fuer Hubschrauberlaerm
 (Ear Plugs for Active Attenuation Adapted for Helicopter Noises)

ENTER AS:
Field 6: Bouchon d'oreille a attenuation active adaptee aux bruits d'helicoptere (Gehoerschutzstopsel mit aktriver Daempfung, geeignet fuer Hubschrauberlaerm) (Ear Plugs for Active Attenuation Adapted for Helicopter Noises)

Field 21: Abstracts in French and German. Text in French

16. Series of reports, which are similar in content and scope, are frequently received. Acquisitions staff and Selections staff will alert Citation Build when a series of reports arrive. For retrieval purposes, the title on the series is cataloged according to an established format. A Citation Build Team Leader will provide the structure and punctuation of this format.

> **Example:**
> National Dam Safety Program, Crest View Dam Number 4, Passaic River Basin, Passaic County, New Jersey, Phase 1 Inspection Report

17. A group of items may display a collective title in addition to individual titles. The collective title refers to the subject of the collection. When a group of items displays a collective title, it is entered, followed by a period and the specific title of the item.

APPEARS AS:
MATERNITY CARE FOR THE
 POOR
Measuring the Success of the MIC
 Project in Rural Florida.

ENTER AS:
Maternity Care for the Poor. Measuring the Success of the MIC Project in Rural Florida

18. A group of items may display a series title in addition to individual titles. The series title indicates that the individual item is part of a general collection, e.g., a special edition of a journal. When a group of items displays a series title, the specific title of the report is entered, followed by the series title in parentheses.

APPEARS AS:
Annals of New York Academy of Sciences Volume 507.
"Biological Approaches to the Controlled Delivery of Drugs."

ENTER AS:
Biological Approaches to the Controlled Delivery of Drugs (Annals of the New York Academy of Sciences. Volume 507)

19. Special issues of professional journals are treated as a series. The journal cover usually has a unique title with a reference to the journal's serial title. The special issue title represents the content of the publication and is entered in the Title field.[19]

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[19] Added - 14 February 2008

APPEARS AS:
Cover: Volume 68, Issues 3-5, February 2006
ISSN 1364-6826.
Journal of Atmospheric and Solar-Terrestrial Physics.
Special Issue on Vertical Coupling in the
Atmosphere/Ionosphere System

ENTER AS:
Field 6: Special Issue on Vertical Coupling in the
Atmosphere/Ionosphere System (Journal of
Atmospheric and Solar-Terrestrial Physics. Volume
68 Issues 3-5, February 2006)

Field 21: Presented at the IAGA/ICMA Workshop on
Vertical Coupling in the Atmosphere/Ionosphere
System (2nd) held in Bath, United Kingdom on 12-15
July 2004. Published in the Journal of Atmospheric
and Solar-Terrestrial Physics, v68 n3-5 p245-598,
2006. ISSN 1364-6826.

APPEARS AS:
Cover: Journal of Electroanalytical Chemistry
International Symposium on Material Processing for
Nanostructured Devices, 4-7 May 2003

ENTER AS:
Field 6: International Symposium on Material
Processing for Nanostructured Devices (Journal of
Electroanalytical Chemistry, Volume584, Number 1,
2005)

Field 21: Presented at the International Symposium
on Materials Processing for Nanostructured Devices
(MPND 2003), held in Nouan le Fuselier, France, on
4-7 May 2003. Published in the Journal of
Electroanalytical Chemistry, v584 n1, 2005

APPEARS AS:
Cover: Science and Technology of Nanomaterials
ICMAT 2003 Symposium:
Science and Technology of Nanomaterials
held in Singapore, December 7-12, 2003
Volume 23 of *Journal of Metastable and
Nanocrystalline Materials*
ISSN 1422-6375

ENTER AS:
Field 6: Science and Technology of Nanomaterials
ICMAT 2003 Symposium (Journal of Metastable and
Nanocrystalline Materials, Volume 23, 2005)

Field 21: Presented at the ICMAT 2003 Symposium
on the Science and Technology of Nanomaterials held
in Singapore on 7-12 December 2003. Published in
the Journal of Metastable and Nanocrystalline
Materials, v23, p1-398, 2005. ISSN 1422-6375

20. Results of research conducted for or on behalf of the Federal government may be
published as part of a book. The chapter title is entered in this Field. A bibliographic
entry for the book is made in Field 21, Supplementary Note.[20]

APPEARS AS:
Title: Lipid Metabolism and Health
Chapter 5: The vascular biology of atherosclerosis

ENTER AS:
Field 6: The Vascular Biology of Atherosclerosis

Field 9: Book chapter

Field 21: Chapter 5, Carter, Robert and Harlan P.
Jones. "The Vascular Biology of Atherosclerosis." In
Lipid Metabolism and Health, edited by Robert J.
Moffatt and Bryant Stamford, p61-84. Taylor and
Francis Group, 2006.

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[20] Added - 14 February 2008 (2008 update)

21. When a trademark appears in the title, it is designated by the use of a ® (registered trademark) symbol, a ™ (trademark) symbol, or a "T" (trademark) affixed to the end of the name. A trademark is a symbol, design, word, letter, etc., used by a manufacturer or dealer to distinguish its products from those of competitors, and usually registered and protected by law. To facilitate computer entry, the words "registered trademark" or "trademark" should be used in parentheses following the trademark as indicated in the title.[21]

APPEARS AS:
DTIC® Review: Advanced Energetic Materials. Volume 8, Number 2 (CD-ROM)

ENTER AS:
DTIC (registered trademark) Review: Advanced Energetic Materials. Volume 8, Number 2 (CD-ROM)

APPEARS AS:
CORE-LOC™ Concrete Armor Units.

ENTER AS:
CORE-LOC (trademark) Concrete Armor Units

22. The punctuation following Field 6 is system-generated and no entry is made at the end of the Field.

Note: If the title is written in the form of a question, a question mark is entered at the end.

Example:
How Long Can the Defense Department Finance FY2008 Operations in Advance of Supplemental Appropriations?

USE: Mandatory.

---

[21] Added example - 24 July 2007 (2008 update)

FIELD 7 – CLASSIFIED TITLE
(450 characters)

Definition: When an item has a classified title, it should be entered in Field 7. This field is used only for Classified Title entries.

Purpose: Field 7 is used to distinguish a classified title from an unclassified title, which is entered in Field 6.

Chief Source of Information: The title classification will usually be displayed in brackets or parentheses immediately following the title and will be designated as [s] = secret, [c] = confidential, or [r] = restricted (for NATO and foreign items only). When the classification marking does not appear after the title, the classification of the page can be used to determine if the title is classified. The Standard Form 298, Report Documentation Page is not used to determine the classification of the Title.

Form of Entry: A Classified Title is not changed and is entered exactly as it appears on the item.

Rules and Procedures:

1. If it cannot be determined whether a title of a classified item is classified or unclassified, it is always entered as classified, using the same classification level as the item.

2. If the title is clearly listed on an internal page of the document as a title and that page is marked at the top and bottom as unclassified, the unmarked title is determined unclassified. The judgment is made based on the internal page of the document itself, not the Standard Form 298, Report Documentation Page.[22]

    a. A classified item may have both a classified and unclassified titles. For example, the main title of an item may be unclassified (entered in Field 6), but a subtitle may be classified and should be entered in Field 7.

3. On NATO items with classified titles that are explicitly marked no entry is made in Field 7, Classified Title. The entry "Classified Title Only" is entered in Field 6, Title by clicking on the EDMS button above the Field 6, "Unclassified Title" window.

4. For classified NATO documents, unless the title is explicitly marked classified, the Selection staff shall assume that the title is unclassified and enter the title in Field 6, Title. Citation Build staff verifies the entry.

5. The punctuation following Field 7 is system-generated and no entry is made at the end of the field.

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[22] Per Director, DTIC-O (R. Schoen), email titled, "Classified Documents with Unmarked Titles," dated 31 May 2007. (2008 update)

Note: If the title is written in the form of a question, a question mark is entered at the end.

Example:
      Contingency Manning for the Ready Reserve Force: Can Adequate Manpower be Provided? (This title is <u>unclassified</u> and presented for illustration purposes only.)

USE: Mandatory.

FIELD 8 – TITLE CLASSIFICATION
(1 numeric character)

Definition: This field indicates the classification of the title. For unclassified items, the entry is automatically generated. All classified items must contain an entry in this field.

Purpose: The classification of the title is necessary to indicate whether the title is available for retrieval purposes. This field is computer-generated on unclassified items, but must always be entered for classified items.

Chief Source of Information: In most cases, Title Classification appears in brackets following the title on the cover of the item and the report title page. When the classification marking does not appear after the title, the classification of the page can be used to determine if the title is classified.

Form of Entry: For unclassified items, Field 8 is computer-generated and not shown on the EDMS selector screen. For classified items, Title Classification must be selected utilizing a drop-down list box. The possible values are unclassified, confidential, restricted, and secret. The default value is unclassified. If the item has a classified title, Field 8 reflects the classification of this title. A citation with a title in Field 7, Classified Title can not be unclassified in Field 8.

There are four levels for Title Classification; each level receives a numeric designation for storage.[23] The Title Classification displays full-text in STINET.

> 1 = unclassified
> 2 = restricted (for NATO and foreign items only)
> 3 = confidential
> 4 = secret

Rules and Procedures:

1. When the title classification is not given on the item, the selector must determine the correct entry for Field 8 and corresponding entries in Fields 6 and/or 7. This information is determined using appropriate reference tools and established procedures in accordance with DoD 5200.1-R. If the unclassified title is obtained from a source other than the item itself a note should be made on the item to indicate where the classification was obtained.

2. When there are both unclassified and classified titles, the higher title classification is entered in Field 8.

3. On classified NATO items with an explicitly marked classified title, the entry "Classified Title Only" is made in Field 6, Title, and unclassified is chosen in Field 8.

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[23] In the 2005 *Cataloging Guidelines* the Form of Entry was u, r, c, and s. *(2008 update)*

4. For NATO documents, including NATO Secret, when the items do not indicate the classification of the title, the title classification is unclassified.[24]

5. When foreign reports do not indicate the classification of the title, the Title Classification is the same as the item classification.

6. No punctuation is used at the end of Field 8.

USE: Mandatory.

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[24] Per Memorandum of Agreement between Defense Technical Information Center (DTIC-O) and the Central United States Registry (CUSR) dated 18 January 2000.

FIELD 9 – DESCRIPTIVE NOTE
(120 characters)

Definition: The Descriptive Note is a short phrase that further identifies an item. It may be documentary in nature or may relate to the code assigned in Field 34, Serial Code and/or Date.

Purpose: Field 9 supplies additional information about the item. This can be useful in determining if any antecedent items are available (e.g., annual reports, quarterly progress reports, etc.) or whether continuing research could generate future reports.

Chief Source of Information: The cover, title page and Report Documentation Page, Standard Form (SF) 298, may be used to determine an appropriate descriptive note.

Form of Entry: The word "report" is always abbreviated to "rept." when used in Field 9. The first word used in Field 9 is capitalized. The rest of the entry (except proper nouns) is lower case. Some examples of descriptive phrases used in Field 9 are listed in Appendix E.

Rules and Procedures:

1. Information in this field should not repeat information given in the title.

APPEARS AS:	ENTER AS:
Title: Final Report for Contract N00014-84-K-0643 (Stanford University)	Rept. for 1 Jun 1984 – 10 Jun 1985
SF 298: 1 June 1984 – 10 June 1985	

2. The Descriptive Note may be the sequence in a series (e.g., Quarterly progress rept. no. 17, 1 Jan-31 Mar 1979), or may identify the type of report (e.g., Final, Annual, Summary, Interim, etc.). See examples given in Appendix E.

3. Inclusive dates, indicating the reporting period, should be entered following the Descriptive Note. The year should be entered using four digits:[25]

APPEARS AS:	ENTER AS:
Cover: Report no. 4 (Annual)	Annual rept. no. 4

APPEARS AS:	ENTER AS:
Report no. 5 (Final)	Final rept. no. 5

APPEARS AS:	ENTER AS:
Technical report May 86 to Nov 86	Technical rept. May-Nov 1986

---

[25] Added - 7 February 2001

APPEARS AS:
Technical Report, Phase 1, January 2001 - June 2001
    * This is not a SBIR report

ENTER AS:
Technical rept. Jan-Jun 2001, Phase 1[26]

APPEARS AS:
FY 07-FY 08

ENTER AS:
1 Oct 2006 - 1 Oct 2007[27]

APPEARS AS:
Technical Report No. 2 June 1, 81 to June 1, 82

ENTER AS:
Technical rept. no. 2, 1 Jun 1981 – 1 Jun 1982

APPEARS AS:
Technical Report No. 2 (no inclusive dates)

ENTER AS:
Technical rept. no. 2

APPEARS AS:
Report 1, June 50
Report 2, July 52
Report 3, September 53

ENTER AS:
Rept. nos. 1-3, Jun 1950 – Sep 1953

For some items portions of the work may have been completed at different times and will display two or more sets of non-consecutive inclusive dates. A comma and a space separate each set of inclusive dates.

      Example: Technical rept. May 1978-Dec 1979, Jun-Nov 1981

4. Use the phrase, "for period ending" when the item date differs from the dates covered in the research.

APPEARS AS:
Final rept. Dec 1983, but report date is Feb 1984.

ENTER AS:
Final rept. for period ending Dec 1983

5. Final report should always take precedence over other descriptive notes given on the item.

ENTER AS:

APPEARS AS:
Title page:
Final technical report
Cover:
Research report

Final rept.

APPEARS AS:
Final Technical Report, Phase 1 Project Report,
March 2005 – September 2005

ENTER AS:
Final rept. Mar-Sep 2005, Phase 1[28]

6. For Small Business Innovation Research (SBIR) reports, only the type of report is entered in Field 9. The phase number is entered with the identifiers in Field 25.

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[26] Added - 26 April 2005 (2006 update)
[27] Added - 29 March 2008 (2008 update)
[28] Modified - 9 November 2007 (2008 update)

APPEARS AS: **ENTER AS:**
SBIR Phase I - final report   Field 9: Final rept.
                                                   Field 25: SBIR (Small Business Innovation Research),
                                                   SBIR Phase 1, SBIR Reports

NOTE: Phase I in a SBIR report refers to the work not the report. The SBIR phase is never entered in Field 9.

7. The phrase "Doctoral thesis" is used for reports labeled as dissertations. When the term dissertation appears on the cover or the Report Documentation Page, Standard Form (SF) 298, the phrase "Doctoral thesis" is entered in Field 9.

APPEARS AS: **ENTER AS:**
Cover: Dissertation   Field 9: Doctoral thesis

8. When a thesis is also a Final report, "Final rept." is entered in Field 9. The appropriate term "Master's thesis" or "Doctoral thesis" is entered in Field 21, Supplementary Note.

APPEARS AS: **ENTER AS:**
Title: Optimal Control Theory Applied to Systems.   Field 9: Final rept.
Vol. 1 of Final Report.   Field 21: Master's thesis
Cover: Master's thesis   Field 34: f

9. When more than one descriptive note appears on the item, the one providing more meaningful information should always be used.

APPEARS AS: **ENTER AS:**
Technical report   Field 9: Doctoral thesis
Doctoral thesis

10. Unnumbered serial reports, such as research papers, academic projects, and government reports issued by agencies or subordinates are identified in Field 9 with a general descriptive note. The specific name is entered in Field 21.

GAO Testimony   Field 9: Congressional testimony
                                                  Field 21: Testimony before the ...
                                                  Field 25: GAO Reports, GAO Testimony

CRS Report   Field 9: Congressional rept.
                                                  Field 21: CRS Report for Congress

Army War College   Field 9: Research paper
                                                  Field 21: Strategy Research Project

Naval Postgraduate School   Field 9: Research paper
                                                  Field 21: MBA Professional Report

AFIT (Air Force Institute of Technology)   Field 9: Graduate research project
                                                  Field 14: AFIT/GAE/ENY/07-S03

11. For numbered serial reports, such as those issued by the Air University Press and the United States Naval Academy, the serial number is entered in Field 9, with the name of the series. The series number is entered in Field 34, Serial Code. These reports may have a report number on the cover or title page.

Cover: The Influence of Politics, Technology and Asia on the Future of US Missile Defense Walker paper No. 7	Field 9: Walker paper no.7 Field 34: 7
Naval War College	Field 9: Newport papers no. 17 Field 34: 17
USNA Trident Scholar	Field 9: Trident Scholar Project rept. no. 289 Field 14: USNA-TSPR-289 Field 34: 289
Air War College	Field 9: Maxwell paper no. 30 Field 34: 30
Institute for National Strategic Studies National Defense University	Field 9: Strategic Forum no. 214 Field 34: 214

12. Reporting period inclusive dates are not entered for journals, journal articles, briefing charts, theses, conference proceedings or papers.

13. The representative examples cited in Appendix E do not preclude the use of additional descriptive notes that may provide useful information about the item.

14. The punctuation following Field 9 is system-generated and no entry is made at the end of the Field. If the last word is abbreviated, such as rept. or memo., retain the period, all other punctuation is system-generated.

USE: Conditional; use if available.

FIELD 10 – PERSONAL AUTHORS
(620 characters)

Definition: Name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the item.

Purpose: To permit retrieval of the item by author name and to group together the works of an individual.

Chief Source of Information: The cover, title page and Report Documentation Page, Standard Form (SF) 298, will usually indicate the authors; however, they may be found elsewhere in the body of the item. Whenever the word "by" precedes the name, the name is entered as the author.

Form of Entry: The author's full name, including first name and middle initial, are used if found on the item. The first name and one middle initial are entered followed by a space with a forward slash preceding the surname. When only initials are available for the author's name, use a maximum of two initials. Generally a maximum of ten authors can be entered with a maximum of 60 characters for the given name and 60 characters for the surname of each author.[29] The ten-author limitation can be exceeded if the total number of characters for all names does not exceed the 620-character limit for the field.[30] Each name following the first author is separated by a space and preceded by a semicolon.

APPEARS AS:	ENTER AS:
Mary B. Smith and J. D. Jones	Mary B. /Smith ;J. D. /Jones
Sei-Hyung Ryu	Sei-Hyung /Ryu[31]
Johnson	/Johnson
J. Ann Green	J. A. /Green
R. H. St. James	R. H. /St. James[32]
Paul F. X. Shaughnessy	Paul F. /Shaughnessy [33]

Rules and Procedures:

1. The preferential order for determining authors is person(s) preparing the item, compiler, editor, person(s) submitting the report, principal investigator, and coordinator.

2. Include suffixes such as Jr., Sr., II, but omit titles, degrees, honors and ranks. The suffix is entered following the surname and separated by a comma and space.

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[29] 8 April 2004 - suggested by DTIC catalogers and validated in EDMS and TR CD-ROM. (2005 update)
[30] 20 November 2007 note: the displayed STINET citation drops all names after ten, but we expect the new system to include the names not displayed in STINET (2008 update)
[31] Added - 25 June 2004 (2005 update)
[32] Added - 27 July 2004 (2005 update)
[33] Added - 20 November 2007 (2008 update)

APPEARS AS:	ENTER AS:
John Smith, Jr.	John /Smith, Jr
John Brown, Col.	John /Brown
Dr. John Jones and Mary B. Jones, Esq.	John /Jones ;Mary B./Jones

3. When the phrase "et al" appears on the Report Documentation Page, Standard Form (SF) 298, examine the item to determine if the names of all the authors (including commas and spaces) do not exceed the 620-character limit.

4. In processing items, such as conference proceedings or journal articles, individual presenters and authors are not entered. The name(s) of editor or compiler is/are entered.[34]

5. When processing congressional testimonies, such as General Accounting Office (GAO) reports, use the name of the person listed after the title following the text, "Statement of..." as the Personal Author.

6. For translations use the name of the person who wrote the original. The name of the translator is not entered in this field.

7. There are special rules for the treatment of foreign language surnames with separately written-prefixes. See examples listed in Appendix F.

8. It is common practice for Chinese, Korean and Vietnamese names to be written with the surname preceding the given name. For cataloging purposes, the name is used in reverse order of the way it appears on the item. The last portion of the Chinese name should be placed as the given name.

APPEARS AS:	ENTER AS:
Wang Shicun	Shicun /Wang
Zu Zhi	Zhi /Zu

Chinese names will frequently have a hyphenated portion that is always placed as the given name.

APPEARS AS:	ENTER AS:
Uu Guo-Heng	Guo-Heng /Uu
Chan Hua-Ying	Hua-Ying /Chan

NOTE: Make sure that the name is in reverse order on the item before changing it.

9. Certain letters in the Russian alphabet translate into two or more Roman letters. For correct author entry (when full names are not provided) enter the correct format. Possible "initial" entries include Ye., Zh., Kh., Ts., Ch., Sh., Shch., Yu., and Ya.

Sample author entry when full Russian names are not provided:

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[34] Added - 27 November 2007 (2008 update)

APPEARS AS:	ENTER AS:
Yu. V. Aleksandrov	Yu. V. /Aleksandrov
Ye. I. Moiseyev	Ye. I. /Moiseyev

10. When only initials are available for the author's name enter up to two initials. In searching/retrieval only two initials appear. Hyphens are omitted when used in the initials of an author's romanized name.

APPEARS AS:	ENTER AS:
J.R.R. Tolkien	J. R. /Tolkien
A. B. Doe	A. B. /Doe
A. Doe	A. /Doe
S-H Ryu	S. /Ryu[35]
J.-P. Rien	J. /Rien[36]

11. When the author's full name is available, the full name entry (full first name, middle initial, full last name) takes precedence over all other formats.

APPEARS AS:	ENTER AS:
Cover: D.B. Cohen	David B. /Cohen[37]
SF 298: David B. Cohen	

12. Last names may be cataloged alone if no first name or initial can be located.

APPEARS AS:	ENTER AS:
Dr. Johnson	/Johnson[38]

13. Apostrophes in Personal Author names are retained, but accents and other diacritical marks are omitted except as given in Appendix F.

14. The punctuation following Field 10 is system-generated and no entry is made at the end of the field.

USE: Conditional; use if available.

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[35] Added - 25 June 2004 (2005 update)
[36] Added - 27 November 2007 (2008 update)
[37] Added - 27 November 2007 (2008 update)
[38] Added - 27 November 2007 (2008 update)

FIELD 11 – REPORT DATE
(12 characters)

Definition: The date the item was published is the date used. If the publication date is not given, the date the work was completed or submitted may be used. This field is labeled Report Date in EDMS.

Purpose: The Report Date indicates when the item was published.

Chief Source of Information: The cover and title page are the primary sources for obtaining the date used in this Field. If no date appears on the title page or cover, one of the following may be used: Report Documentation Page, Standard Form (SF) 298, date work was completed, date submitted, latest bibliographic reference date or copyright date. The copyright date is only used when no other date is given. If a year is embedded in the report number, it may be used as the publication date. When all sources fail, the date that the item was received is recorded.

Form of Entry: The Selection staff enters the date in the EDMS field, Report Date (11). The Citation Build staff verifies that it is correct. Dates are entered in the format - day, month, and year without interior punctuation. The month is abbreviated to the first three letters. Four digit years are required. EDMS automatically capitalizes all values in the field.

APPEARS AS: **ENTER AS:**
August 30, 1982   30 AUG 1982

APPEARS AS: **ENTER AS:**
August 1982   AUG 1982

APPEARS AS: **ENTER AS:**
1982   1982

Appendix G provides foreign language translations for months.

Rules and Procedures:

1. If more than one date is displayed on the cover and/or title page, use the most recent date.

2. If more than one date is displayed on a journal article use the issue/publication date. The receiving date, the approval date, the final acceptance dates are not used. The date that an article was published on the Web is not used for printed journal articles, even if this date is more recent.[39]

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[39] Added 16 February 2005 (2005 update)

APPEARS AS: **ENTER AS:**
J. Phys. Chem. B, Vol. 108, No. 43, 2004, received   2004
May 2003, approved for publication December 2003

APPEARS AS: **ENTER AS:**
Library Journal, Vol. 129, No. 1, February 2005;   FEB 2005
available online March 2005

3. For conference proceedings/papers the date of publication (if known), takes precedence over the date of the conference. The date of the conference is used only when no copyright or publication information is available.[40]

APPEARS AS: **ENTER AS:**
Proceedings of the International Conference on   15 MAY 2007
Inhomogeneous Media, held in Sydney, Australia on
9-13 July 2006. Published in Physica B. v394 n2
p137-376, 15 May 2007

4. If more than one date is displayed on NATO items with a technical note or report as an attachment use date of the final report or technical report.[41]

APPEARS AS: **ENTER AS:**
Date on Notice: 2007 September   JUN 2007
Date on technical note: 2007 June

5. For reprints that bear the original copyright date, use the copyright date as the publication date.[42]

APPEARS AS: **ENTER AS:**
SF 298: 2007   1959
Item: ©1959, by THE RAND CORPORATION

6. Use the scheduled presentation or delivery date for Congressional testimonies.[43]

7. If a date is written in all numerics, check to determine which numbers represent the month and which the day. This is most prevalent on American military and European items.

USE: Mandatory.

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[40] Added - 27 March 2008. (2008 update)
[41] Added - 27 November 2007. (2008 update)
[42] Added - 27 November 2007. (2008 update)
[43] Added - 14 November 2001.

FIELD 11A – REGRADE DATE
(12 characters)

Definition: The Regrade Date is defined as the next date of reclassification as given (or determined) on a classified item based on DoD 5200.1-R, Chapter IV (1997).

Purpose: The Regrade Date indicates the date on which the classification level of the item will be reviewed or when the item will be declassified.

Chief Source of Information: The Regrade Date should be displayed on the cover, title page or Report Documentation Page, Standard Form (SF) 298.

Form of Entry: Field 11a is entered following Field 11. The date is entered in the standard format - day, month, year - as in Field 11.

APPEARS AS: **ENTER AS:**
December 31 1982 (Report Date)   Field 11: 31 Dec 1982
December 31 1992 (Regrade Date)   Field 11a: 31 Dec 1992

Rules and Procedures:

1. The Regrade Date corresponds with classified Fields 32 and 38-39, explained in the sections on those Fields.

2. If a secret item has both a declassification and downgrade date enter the downgrade date in Field 11a.[44]

APPEARS AS: **ENTER AS:**
<u>CLASSIFIED BY</u>: Multiple Sources   16 Jul 2006
<u>Downgrade to</u>: Confidential <u>on</u>: 16 July 2006
<u>Declassify on</u>: 16 November 2029

3. If a secret item has only a declassification date, enter the declassification date in Field 11a.[45]

APPEARS AS: **ENTER AS:**
Derived from: OPNAVINST. S5513.8B-88-1   1 Apr 2032
Dated: 2 April 2007
Declassify On: 1 April 2032

4. No entry is made in Field 11a for unclassified reports. This Field does not appear in Citation Build.

USE: Conditional; use if available.

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[44] Added example - 14 January 2008 (2008 update)
[45] Added example - 14 January 2008 (2008 update)

FIELD 12 – PAGINATION
(4 characters)

Definition: The Pagination or Page Count consists of the total number of images in an item including the cover, all text, Report Documentation Page, Standard Form (SF) 298, export control sheets or pages intentionally left blank. For non-print media this Field contains the number of pieces. This field is labeled Page Count in EDMS.

Purpose: The pagination or page count provides the researcher with an indication of the length of the report.[46] In addition, NTIS and DTIC use page count to determine the price of an item.

Chief Source of Information: Pagination is system-generated by EDMS. The number of pages is based on the scanned image of the item. When the Document QA staff opens the scanned item the page number is system-generated in Field 12.

Rules and Procedures:

1. Oversize pages, diagrams, charts, maps, fold outs, material in attached envelopes, etc., are split into 8½ x 11-inch sections. Each section is counted as a page.[47]

2. When nonprint items are cataloged, the number of physical pieces is entered in Field 12.

3. If this Field contains a zero an error message will be generated and the item must be returned to the Document QA stage for reprocessing.[48]

USE: Mandatory.

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[46] In June 2007, DTIC ceased producing microfiche, so pagination no longer corresponds to the number of frames necessary for microfiche reproduction. (2008 update)
[47] Modified for PDF conversion - 4 December 2007. (2008 update)
[48] Added - 19 March 2008 (2008 update)

FIELD 13 – EXCEPTION PRICE CODE
(3 alphanumeric characters)

Definition: The Exception Price Code, or special price code, is the code given to an item that is not based on DTIC's system-generated pagination or media unit cost range.

Purpose: The Exception Price Code allows DTIC to apply individually determined prices to unique items or sets.

Chief Source of Information: The exception price is determined on a case-by-case basis.

Form of Entry: The following cost codes are used:[49]

        S0 - Any Media: No Cost
        S1 - Any Media: $ 5.00
        S2 - Any Media: $15.00
        S3 - Any Media: $20.00
        S4 - Any Media: $25.00
        S5 - Any Media: $30.00
        S6 - Any Media: $49.00
        S7 - Any Media: $ 7.50
        S8 - Any Media: $10.00
        S9 - Any Media: $35.00
        S10 - Any Media: $50.00
        S11 - Any Media: $11.00

Rules and Procedures: If available the exception price is entered by the Selection staff. This code can also be added at the Citation Build and Citation Maintenance stages. The codes in this field are not displayed in STINET. The cost is displayed. The code and the cost are displayed in EDMS.

USE: Conditional; use if available.

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[49] CD - Copyrighted, Domestic: $20.00 and CF - Copyrighted, Foreign: $30.00 are no longer used.

FIELD 14 – REPORT NUMBERS
(2 report numbers, 35 characters each)

Definition: The Report Number is assigned by the performing organization to identify an item. It may consist of an alphanumeric combination, an acronym, a report type, a report year and/or a serial number.

Purpose: Unique Report Numbers are an important reference tool used for computer retrieval and for searching related reports or volumes.

Chief Source of Information: The primary source for Report Number identification is the cover, title page or Report Documentation Page, Standard Form (SF) 298.

Form of Entry: When cataloging the Report Number, the format should follow as closely as possible the way the number appears on the item. All alpha characters are capitalized and, for machine sorting, a hyphen is inserted whenever a space appears. Roman numerals are always changed to Arabic numbers. If the number contains an ampersand, it should be replaced with a slash. When two Report Numbers are entered, a comma and a space separate them. Each Report Number may contain a maximum of 35 characters. Organizations are encouraged to follow the NISO standard, Z39.23, *Standard Technical Report Number (STRN) Format and Creation.*

Rules and Procedures:

1. When multiple numbers are displayed, those belonging to the performing organization should be entered in this field. Additional numbers belonging to the monitoring or contracting organization should be entered in Fields 18, Monitoring Agency Acronyms and Cost Allocation Information System (CAIS) Code and Field19, Monitoring Agency Number and Acronym for CAIS.

Exception: If the Monitoring or Sponsoring Agency is also the performing organization of the item, the Report Number is entered only in Field 14.[50]

APPEARS AS:	ENTER AS:
ARMY RESEARCH LAB ABERDEEN PROVING GROUND MD	Field 14: ARL-TR-3300
	Field 18: XA
	Field 19: ARL

 2. If there are more than two Report Numbers, include the additional numbers in Field 21, Supplementary Note.

3. Until the Corporate Author has established an identifying acronym, the Report Number is used as it appears on the item. Once the acronym has been established, it should always be added to the Report Number series.

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[50] Added - 10 February 2004 (2005 update)

4. The word "report" should be ignored and replaced by a hyphen.

APPEARS AS: **ENTER AS:**
BRL Report 1234   BRL-1234

5. Report Number series displaying descriptive notations which cannot be abbreviated may be entered as they appear on the item, including standard abbreviations where possible. Descriptive notations that give the type of report, such as Technical Note, Final Report, and Technical Memorandum, are abbreviated and appear in the Report Number. The system defaults to upper case notations.

APPEARS AS: **ENTER AS:**
Flight Sciences Laboratory - 345   FLIGHT SCIENCE LAB-345

APPEARS AS: **ENTER AS:**
Creare Inc, Technical Note – 975   CREARE-TN-975

6. Some agencies use a local project number (LPN) to identify and track items. This number may contain the acronym LPN preceding the number. These numbers are entered in Field 14, Report Numbers. Local project numbers are not Project Numbers which are used to provide RDT&E funding information and entered in Field 16, Project Numbers.

APPEARS AS: **ENTER AS:**
AFSOC Project 06-920-AR-21   AFSOC-PN-06-920-AR-21
ACC Project 07-134A   ACC-PN-07-134A

7. When one report number is assigned to a report issued in multiple volumes or parts, identifying suffixes are added using standard abbreviations. Numbers are always used in the Arabic form and no concluding punctuation is necessary. If there is not enough space for VOL-1, use V1.

APPEARS AS: **ENTER AS:**
Volume I   VOL-1
Part 2   PT-2
Book III   BK-3

The following are standard abbreviations that should be added to the end of the Report Number. They are used without change unless space limitations necessitate a more abbreviated form:

Addendum	ADD
Amendment	AMEND
Appendix	APP
Change	CHANGE (usually not abbreviated except to CHG, to satisfy machine space limitations)
Chapter	CH
Revised	REV
Section 1	SEC-1
Series 1	SER-1
Summary	SUMM
Supplement	SUPPL
Version 1	VER-1

8. Published changes to basic items are added at the end of the Title in Field 6 and the end of the Report Number in Field 14. If a Report Number exceeds 35 characters, the word "Change" can be abbreviated to CHG, or the number is added without a prefix when necessary.

Examples:
> AFWAL-TR-85-4017-VOL-21-PT-2
> AFWL-TR-82-70-CHANGE-2
> ARL-TR-92-43-VER-3
> CCCTC-CSM-MM-TR-947-1982-CHG-2
> CCCTC-CSM-MM-TR-947-1982-VOL-5-2

9. Many Report Numbers include descriptive words within the number. Standard abbreviations are used to replace these, but should only be used when they are displayed as part of the Report Number given on the item. Some commonly used abbreviations are provided in Appendix J.

10. No punctuation concludes Field 14.

USE: Conditional; use if available.

FIELD 15 – CONTRACT/GRANT NUMBERS
(2 contracts/grants, 35 characters each)

Definition: Contract and Grant numbers are the alpha/numeric identifiers of the contract, grant or procurement order that designates the financial support of the report.

Purpose: The contract number is assigned by the military or other organization responsible for funding of the research. The Contract Number can provide a link to all research efforts associated with the same contract.

Chief Source of Information: The primary source for Contract and Grant numbers identification is the cover, title page or Report Documentation Page, Standard Form (SF) 298. For Conference papers or Journal articles the Contract and Grant numbers are often found at the end of the footnotes, acknowledgements, or end of the paper.[51]

Form of Entry for Military Services and the Department of Defense: The Contract Number should be written conforming as closely as possible to the way it is cited on the report. Army, Navy, Air Force and Department of Defense Agency contracts currently follow the format prescribed in the DoD Federal Acquisition Regulation Supplement (DFARS) Part 204.7003 as follows:

Position 1 - 6:	Alpha/numeric (DoD Activity Address Code [DoDAAC])[52]
7 - 8:	2 digits (MM 2 digits FY)
9:	Alpha (type of procurement)
10-13:	Numeric (four position serial number) or alphanumeric

When two contracts or grants are entered, a comma and a space separate them.

The Contract Number should be edited only in the case of obvious typographical errors. Hyphens should be used between each position grouping as shown in the following examples:

DAST60-84-C-W77	DAAA22-84-C-0204	M00027-84-D-0031
N00014-86-K-0043	F33615-86-C-5169	DNA001-85-C-0249
F04611-85-C-0041	DCA100-84-C-0030	DASG60-86-C-0013
DAMD17-00-C-0005	N00173-00-C-2000	F33615-03-C-3315
N00167-83-C-0062	DAAH04-96-C-0086	SPO700-96-D-4000[53]

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[51] Modified - 15 March 2008 (2008 update)
[52] FAR Appendix N removed 14 Nov 2003.
[53] 20 February 2001 - new examples provided by Zena Rogers, Quality Control, DTIC-OQ.

Form of Entry for U.S. Government Agencies:

AG-7604-D-08-0023 (DoA)   NNC08CA76C (NASA)
HSCG23-04-J-2DW206 (DHS-CG)   HHSN26620070002C (NIH)
HSHQDC-07-C-00050 (DHS)   SN272200800014C (NIH)
DE-AC27-06RV14809 (DoE)   DOCSB134107CN0040 (NIST)
DJJ08C1590 (DoJ)   RA133R-07-CN-0259 (NOAA)
EP-D-08-049 (EPA)   DG133E-07-CQ-0005 (NOAA)
FAAC05D00035CALL0003 (FAA)   NSF0432224 (NSF)
GS-00P-04-CYM-0028 (GSA)   SAQMPD06C0195 (State)
NAS703001 (NASA)   VA549-P-0027 (VA)

These are examples of older contract numbers. Many agencies no longer use an acronym at the beginning of their Contract Number:

DOT-DTFA01-84-C0005   NAS7-918
68-03-3203 (EPA format)   NSF-SES84-08134
CMW-84-C-17374 (FEMA format)   PHS-NS-19197-03

Rules and Procedures:

1. Only those contracts that are assigned to the Corporate Author should be entered in Field 15. Use only contracts or grants issued by the U.S. Government and military services. Ignore subcontracts or contracts issued by a foreign government. Both contract and grant numbers are entered in the same EDMS window labeled Contract Numbers (15).[54]

2. If a subcontractor or university[55] prepared an item, the prime contractor to whom the government contract was issued will be considered the corporate author. The subcontractor will be acknowledged in Field 21, Supplementary Note, using the statement, "Prepared in cooperation with (subcontractor or university and location)."

> **Examples:**
> Prepared in cooperation with the Univ. of California, San Diego, La Jolla, CA.
>
> Prepared in cooperation with SFA, Inc., Landover, MD. Sponsored in part by DARPA.[56]
>
> Prepared in cooperation with SRI International, Menlo Park, CA, subcontract OTC-GS-0195-01.

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[54] Added - 20 February 2001, to clarify that EDMS has only 1 window labeled 'Contract Numbers' but this is where Grant Numbers are also added.
[55] Added - 20 February 2001
[56] Added - 20 August 2004 (2005 update)

3. If there are two contracts, the Department of Defense-funded Contract Number will precede the non-DoD Contract Number.

>   **Example:**
>   F67052-82-C-0043, FAA/ARDS-647

  a. If there are two grants, the DoD grant will precede the non-DoD grant.

>   **Example:**
>   AFOSR-82-1234, PHS-NB-M88

  b. If there is a Contract and a Grant number, the Contract Number will precede the Grant number.

>   **Example:**
>   N00173-85-M-9913, DAAL03-86-6-0008
>   FA8650-05-C-6642, BAA05-06-HE

4. Examples of Grant Numbers for Military Organization, DoD and U.S. Government Agencies: The current grant numbering system for DoD parallels the contract numbering system except that position 9 is a numeric character rather than alphabetic.

N00014-95-1-1235	DAMD17-00-1-0342
F30602-99-2-0539	DA-ARO-D-31-124-73-G17
AF-AFOSR-62-347 (prior to 1963)	AF-AFOSR-299076 (1963-77)
AFOSR-86-0078	NGL-05-020-272
NAG8-1775	IIS-01-21239

5. Examples of Procurement Order Numbers for Military Organizations, DoD and U.S. Government Agencies:

APPEARS AS:	**ENTER AS:**
ARPA Order-P372/25	ARPA Order-P372/25

APPEARS AS:	**ENTER AS:**
DARPA Order No. H579	DARPA Order-H579

APPEARS AS:	**ENTER AS:**
NASA Order-S-54114	NASA Order-S-54114

a. A Military Interdepartmental Purchase Request (MIPR):

APPEARS AS: **ENTER AS:**
MIPR3736   MIPR-3736

APPEARS AS: **ENTER AS:**
MIPR 278Q103M2RR   MIPR-278Q103M2RR

APPEARS AS: **ENTER AS:**
MIPROGJERREN51 PR   MIPR-OGJERREN51PR

b. Interagency Agreement (IAA)[57]

APPEARS AS: **ENTER AS:**
Interagency Agreement IA1-690   IA1-690

APPEARS AS: **ENTER AS:**
Interagency Agreement Y1-AI-5004-01   Y1-AI-5004-01

APPEARS AS: **ENTER AS:**
Interagency Agreement DE-AI08-02RW12167 DE-AI08-02RW12167

c. If there is a contract and a procurement number, the Contract Number will precede the procurement number.

Example:
DAAH01-00-C-R206, MIPR-N0001900WXCMC5F[58]

6. The Delivery Order Number is entered as it appears if it is part of the contract number. The Air Force Research Laboratory began adding the Delivery Order Number to the end of the Contract Number on the Report Documentation Page, Standard Form (SF) 298 in 2004.[59]

APPEARS AS: **ENTER AS:**
SF 298: F33615-01-D-1849-0003   Field 15: F33615-01-D-1849-0003

SF 298: F33615-94-D-1406-DO0020   Field 15: F33615-94-D-1406-0020

7. Older Contract Numbers used by the Office of Naval Research (beginning with N00014) for the years 1960-1968 have an additional four-digit suffix at the end of the number. This suffix is entered as shown on the item.

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[57] Added - 16 March 2007
[58] 20 February 2001 - suggested by DTIC-OCS catalogers Karen & Diane.
[59] Added - 3 March 2004

Example:

N00014-67-A-0202-0002

8. Contract Numbers on old classified documents are entered if the number is mentioned in the body of the text or on the Report Documentation Page, Standard Form (SF) 298 page and it relates to that particular work. Contract Numbers which relate to the document's Security Classification Guide often appear on stamps or stickers on the cover page of the classified document; these are not entered. There may be cases where the Contract Number for the document and for the Security Classification Guide is the same, but in many cases they are not. If the only Contract Number displayed is the one relating to the Security Classification Guide, leave Field 15 blank.[60] If the Contract number is part of the Title, repeat the number in Field 15.[61]

APPEARS AS:	**ENTER AS:**
Title: "Bimonthly Status Report for Contract F04701-70-C-0276, August-September 1970"	Field 15: F04701-70-C-0276

A sticker below the title lists a contract number of F04704-80-C-0046 for the document's security classification guide.

APPEARS AS:	**ENTER AS:**
Document cover: shows N00030-80-C-0095, listed under the security classification guide	Field 15: N00030-75-C-0062

Report Documentation Page, Standard Form (SF) 298, Field 5a, Contract Number, lists N00030-75-C-0062

9. Many forms of contracts, grants and procurement orders may be cited on older reports. Some representative examples are:

Contracts	Grants
ACDA/ST-37	AFOSR-76-0756 (beginning 1978)
AF 04(635)-3614	AF-AFOSR-0756-76 (beginning 1963)
AT(04-1)-GEN-12	AF-AFOSR-62-34 (prior to 1963)
DA-11-M-AMC-1749(A)	Nonr(G)-0001
N600(19)61804	NSF-GK-43758
Nonr-875 (00)	AF-EOARR-62-69 (prior to 1963)
NAS7-100	AF-EOAR-8-66 (1963-67)
NObsr-93140	EOOAR-68-0010
NOrd-9938	
W-7405-eng-26	Procurement Orders
F-02-MWP-A-60	
OCD-OS-68-97	ARPA Order-1524
	DARPA Order-2656
	NASA Order-R-93
	PRO-Y-71-865 (Interagency Purchase Request Order)

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[60] Added - 2 October 2007, per email from M. Butteriss, DTIC-OS, dated 2 October 2007. (2007 update)
[61] Added - 16 March 2008 (2008 update)

10. Only two Contract Numbers may be entered in Field 15. Additional contract or grant numbers that belong to the source should be entered in Field 21, Supplementary Note as shown.

APPEARS AS: **ENTER AS:**
N00014-82-C-1232   Field 15: N00014-82-C-1232, N00014-82-C-1233
N00014-82-C-I233
NSF-ENG79-12345   Field 21: Sponsored in part by Grant NSF-ENG79-
              12345

11. The continuation of a Contract Number used on an earlier item should be noted in Field 21, Supplementary Note e.g., Continuation of Contract N00014-82-C-1234.

12. When there are several agencies funding a work, e.g., one DoD agency and four National Science Foundation grants, enter DoD contract/grant number first in Field 15, Contract Number followed by other government contract/grant numbers, remaining funding numbers should be listed in Field 21, Supplementary Note.

 a. Journal articles:

  APPEARS AS: **ENTER AS:**
  Funding provided by DARPA (contract # F33615- Field 15: F33615-00C-1736, ANI-0087609
  00C-1736), NSF (grants ANI-0087609, ACI-0121658, Field 21: Sponsored in part by NSF grant nos. ACI-
  ANI-0125704, CNS-0305198, and CNS-0203945) 0121658, ANI-0125704, CNS-0305198 and CNS-
                 0203945.

 b. technical reports:

  APPEARS AS: **ENTER AS:**
  This research was sponsored by the US Army Field 15: DAAD19-02-1-0389, DAAD19-01-1-0485
  Research Office (ARO) under grant number Field 21: Sponsored in part by NSF grant nos. CCR-
  DAAD19-01-1-0485 and DAAD19-02-1-0389, the 0113810 and IIS-0534656.
  National Science Foundation under grant CCR-
  0113810 and IIS-0534656

USE: Conditional; use if available.

FIELD 16 – PROJECTS AND PROJECT NUMBERS
(2 entries, 35 characters each)

Definition: Research, Development, Test and Evaluation (RDT&E) Project Numbers generated by military organizations are entered in Field 16.

A **Project** encompasses the aggregate of work efforts in a given project area (or sub-area in special cases) within a single program group (and, therefore, a single Program Element). It is a planned under-taking having a finite beginning and end, involving definition, development, production and logistics support.

A **Task** is a smaller segment of a project into which exploratory development efforts may be divided for purposes of local administration. Tasks encompass exploratory development effort directed toward a specific objective. They consist of one or more Work Units and may be assigned to one or more individual laboratories for implementation.

A **Work Unit** is the smallest segment into which research and technology efforts are normally divided for purposes of local administration. Work Units, which may be subdivisions of a Task, are assigned for local technical control and supervision by the organization performing the work.

A **Program Element** is the basic building block for the five-year Defense Program. It is a description of the mission to be undertaken and a collection of the organizational entities identified to perform the mission assignment. Elements may consist of forces, manpower, materials (both real and personal property), services, and associated costs. It is the smallest subdivision of the R&D program considered in the DoD programming system. In exploratory development, a Program Element consists of a number of projects in a technology field and within a single budget activity. See Appendix K for a more detailed explanation of the Program Element Coding System.

The corresponding Task Number(s) is entered in Field 17. Work Unit number(s) and Program Element number(s) are entered in unnumbered boxes on the EDMS screen following the Task Number.[62] Both Work Unit number(s) and Program Element number(s) display in Field 25, Identifiers and/or Open-Ended Terms in STINET. Examples of RDT&E Project Data used by the military services are given in Appendix L and Appendix M.

Purpose: Project Numbers are used to provide RDT&E funding information. The numbers can also be used to identify a particular endeavor. Project Numbers are retrievable and provide reference to related information in the DTIC Management Information Systems: Independent Research & Development (IR&D) and Research Summaries (RS), as well as, related items in the Technical Report (TR) database. Research Summaries, formerly named the Technical Effort and Management System (TEAMS) was originally named the Work Unit Information System (WUIS).

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[62] EDMS update November 1994. (2008 update)

Chief Source of Information: The primary source for Project Numbers is the cover, title page, the Report Documentation Page, Standard Form (SF) 298 page, or acknowledgements.

Form of Entry: Two Project Numbers may be entered, separated by a comma and a space. No spacing is used in the Project Number and letters are always capitalized. Additional Project Numbers should be entered in Field 21, Supplementary Note.

Examples:

Army Project Numbers:	1F665702D127	3S162772A874
	1L162705AH94	8MU011058004
	2Q162717A790	
Air Force Project Numbers:	ILIR	2688
	3059	4110
	2406	2621
	2567	2402
	2002	
Navy Project Numbers:	NRO49	ZI175PN
	MR04101	M0095
	F48524	
DNA Project Numbers:	G37TMMX	X990AXV
	N990MXA	Y99QMXS

Rules and Procedures:

1. Army, Air Force and the former DNA have standardized project numbers. Army uses 12 characters; Air Force uses 4 characters; DNA used 7 characters. Navy project numbers are not standardized. A further explanation of the makeup of the project data is given in Appendix L and Appendix M.

2. Sometimes the Project Number is not given on the item or is incomplete, but other funding information such as Task number, Work Unit or Program Element is available. It is then necessary to obtain the Project Number. If it cannot be found through a computer search, it may be available from Research Summaries.

3. No punctuation follows this field.

USE: Conditional; use if available.

FIELD 17 – TASK NUMBERS
(2 entries, 35 characters each)

Definition: Tasks are smaller segments of a Project into which exploratory development efforts may be divided for local administration. Tasks encompass exploratory development efforts directed toward a specific objective, and consist of one or more Work Units assigned to one or more individual laboratories for implementation.

Purpose: Task Numbers aid in designating the sources of funding for completed or on-going RDT&E research.

Chief Source of Information: As stated in Field 16, Project and Project Numbers the combined Project and Task numbers represent standardized formats used by the various military organizations. They are used only for RDT&E funded programs.

Form of Entry: Two Task Numbers may be entered, separated by a comma and a space. No spacing is used in the numbers and letters are capitalized. A Task Number cannot be used without a corresponding Project Number. An entry in Field 17 must always have an entry in Field 16, Project Numbers. However, if there are two Task Numbers in Field 17, only one entry is needed in Field 16, if only one project number is provided.

APPEARS AS:	ENTER AS:
LA	LA, AA
AA	

Rules and Procedures:

1. Various examples of RDT&E data are cited in Field 16 and in Appendix L and Appendix M.

2. The basic rules and procedures given in Field 16 also apply to Field 17.

3. If no project number is provided the task number may be entered in Field 21, Supplementary Note.

APPEARS AS:	ENTER AS:
Work conducted under contract DASW01-04-C-0003, Task AB-6-2770	Field 15: DASW01-04-C-0003 Field 21: Task number AB-6-2770.

4. No punctuation follows this field.

USE: Conditional; only use if there is a Project Number in Field 16.

FIELD 18 – MONITORING AGENCY ACRONYMS AND COST ALLOCATION INFORMATION SYSTEM (CAIS) CODE
(3 acronyms, 12 characters each; 1 CAIS code, 2 characters)

Definition: The Monitoring Agency Acronym usually appears as part of the Monitor Report Number, a combination of descriptive letters and numbers. The government or military organization responsible for sponsoring or contracting the report may assign a Report Number. In EDMS Field 18 is labeled as Monitor Acronym (18).

The Cost Allocation Information System (CAIS) [63] Code is a two-character entry starting with an 'X' followed by an alphabetic character or the number 5. This entry is used to identify the Service Level Sponsor (SLS) for the CAIS and is always in the last entry. Only one X entry is used.

Purpose: The monitoring agency is financially responsible for the report and usually controls its distribution. The acronym is established by the government or military organization, and when used in Field 18, identifies the monitoring or contracting agency responsible for the report. Fields 18 and 19 can be used in combination for retrieval purposes.

The CAIS code is used to identify the <u>primary</u> financially-responsible organization, the highest Service Level Sponsor (SLS), for each item. Only Department of Defense or Federal agencies are listed as a Service Level Sponsor. Private organizations are no longer used as a monitoring agency.[64]

Field 18 can have multiple entries including report number from the monitor plus the CAIS code.

Chief Source of Information: If the monitoring organization has assigned a report number to the item, it will usually be clearly displayed on the cover, title page and/or Report Documentation Page, Standard Form (SF) 298.

The CAIS code is based on the Service Level Sponsor (SLS) of the item. This information is often found on the cover, the title page or the Report Documentation Page, Standard Form (SF) 298, of the item.

Form of Entry: The acronym is entered in Field 18, and the remainder of the number is entered in Field 19. If more than one monitoring organization assigns a report number, three[65] acronyms can be entered in Field 18, along with three[66] corresponding entries in Field 19. If an entry is made in Field 18, there must be a corresponding entry in Field 19.

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[63] CAIS is obsolete as of December 1996. DTIC uses these codes to identify the Service Level Sponsor.
[64] 14 June 2001 - per Grant Clark, DTIC-OQ, EDMS Program Manager (2008 update)
[65] 16 August 2000 - changed from four
[66] 16 August 2000 - changed from four

The CAIS code is entered last in Field 18. The 2-digit code follows all Monitoring Agency Acronyms, separated by a comma and a space between entries. The code is assigned from DTIC-R's Table of Service Level Sponsor Codes approved for the Defense Business Operations Funds. This Code represents the highest Service Level Sponsor (SLS) for the last acronym in Field 18.

APPEARS AS:	ENTER AS:
Monitor Report Numbers: NUSC-TR-249 and NADC-TP-215	Field 18: NUSC, NADC, XB Field 19: TR-249, TP-215, NUSC

In the example above XB represents the CAIS code for the Navy. The entry in Field 19, NUSC represents the specific Navy organization responsible for funding the report.

Rules and Procedures:

1. All new monitor acronyms must be established by DTIC-OQ before they can be used.

2. Acronyms generated by, and established for, this field are listed in the Corporate Source Authority System (CSAS).

3. If more than three[67] monitoring agency numbers are assigned to a report, the additional numbers may be entered in Field 21, Supplementary Note.

4. One CAIS code is entered at the end of Field 18. This code represents the Service Level Sponsor (SLS), e.g., Army, Navy, Joint DoD, etc., responsible for funding the report.

5. If two agencies are responsible for the report the primary sponsor is determined by the contract number. All additional sponsors are entered in Field 21, Supplementary Note preceded by the phrase, "sponsored in part by."[68]

APPEARS AS:	ENTER AS:
Field 15: W81X91-06-M-0551 DARPA Order-N08	Field 18: XA Field 19: AMSAM Field 21: Sponsored in part by Defense Advanced Research Projects Agency

APPEARS AS:	ENTER AS:
Field 15: FA9550-06-1-0138, N00014-06-1-0850	Field 18: XC Field 19: AFOSR/VA Field 21: Sponsored in part by Office of Naval Research.

6. If there is no responsible funding agency, use XD.

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[67] 16 August 2000 - changed from four
[68] Added - 22 March 2008

7. The Cost Allocation Codes for Service Level Sponsors used in Field 18[69] are:

XA	USA (US Army)
XB	USN (US Navy)
XC	USAF (US Air Force)
XD	OSD & all DoD not listed
XF	DOE (Department of Energy)
XG	NASA (National Aeronautics and Space Administration)
XH	DOT (Department of Transportation) (Includes FAA & Coast Guard)
XJ	All other non-DoD Federal Agencies not listed
XM	NSA (National Security Agency)
XX	CIA (Central Intelligence Agency)
XY	USMC (US Marine Corp)
X5	Foreign Government and US City/State Government

8. For obsolete *Cost Allocation Codes for Service Level Sponsors* see Appendix N.

9. No punctuation concludes Field 18.

USE: Mandatory for CAIS. Conditional for monitoring agency, use if available.

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[69] 25 June 2001 - Revised by DTIC-OQ.

FIELD 19 – MONITORING AGENCY NUMBER AND ACRONYM FOR CAIS
(3 report numbers (25 characters each) and
1 CAIS code or acronym (12 characters). 64 characters total)

Definition: Field 19 contains the remainder of the Monitoring Agency number after the Acronym is entered in Field 18. The last Acronym or the Cost Allocation Information System (CAIS) Code in Field 19 represents the agency responsible for funding the report. Field 19 is labeled Monitor Number in EDMS.

Purpose: The Monitoring Agency Number, together with the Acronym, identifies the item and can be used for computer retrieval. Matched with the CAIS code in Field 18, the Acronym identifies the subordinate agency for the CAIS.

Chief Source of Information: The cover, title page and/or the Report Documentation Page, Standard Form (SF) 298, usually identify the Monitoring Agency Number and Acronym if one has been assigned.

Form of Entry: The Monitoring Agency Number may include a combination of descriptive words, letters and numbers. See Appendix J for the standard abbreviations which can be used. The number of entries in Field 19 must match the number of entries in Field 18. A comma and a space separate the two entries.

The acronym required by the CAIS follows the monitoring or contracting agency numbers at the end of Field 19. Separate each acronym with a comma and a space.

APPEARS AS:	ENTER AS:
Report Numbers: NUSC-TR-249 and NADC-TP-215	Field 18: NUSC, NADC, XB
	Field 19: TR-249, TP-215, NUSC

APPEARS AS:	ENTER AS:
Report Number: AFRL-SR-BL-TR-00-3019	Field 18: AFRL-SR-BL, XC
	Field 19: TR-00-3019, AFOSR

APPEARS AS:	ENTER AS:
Report Number: RAND-MR-951-OSD	Field 18: XD
	Field 19: XD

Rules and Procedures:

1. The final Acronym in Field 19 must correspond to the final code in Field 18. Only one monitoring or contracting agency acronym appears at the end of Field 19.

2. In the example above, NUSC represents the specific Navy organization responsible for funding the report. This corresponds to the final entry in Field 18, where XB represents the CAIS code for the Navy.

3. If there is no DTIC-OQ-established acronym for the Service Level Sponsor (SLS), request an acronym be established by the DTIC Source Specialist.

4. Foreign acronyms can be used in Field 19 when X5 is the final code used in Field 18. When no foreign acronym is available X5 can be entered in Field 19.

5. If there is no responsible funding agency, use XD.

6. No punctuation follows this field.

USE: Mandatory for CAIS. Conditional for monitoring agency, use if available.

FIELD 20 – ITEM SECURITY CLASSIFICATION
(1 numeric character)

Definition: The Security Classification designates that, in the interests of national defense, an item requires a specific degree of protection against unauthorized disclosure. For computer entry, the classification can be secret, confidential, restricted (for NATO and foreign items only), or unclassified. It corresponds to the highest security classification contained in the report. This field is labeled Document Classification in EDMS.

Purpose: The Security Classification gives an indication of the sensitivity of the material presented in the item. This classification determines the security procedures observed regarding handling, machine input, and transport of the item.

Chief Source of Information: In accordance with DoD 5200.1-R, the Security Classification of an item with a classification other than unclassified must be stamped, printed or written at the top and bottom of the cover and Report Documentation Page, Standard Form (SF) 298. The Classification stamps will be in capital letters that are larger than those used in the text of the item.

Form of Entry: The Receiving staff selects classification from the EDMS Field "Document Classification" (20) drop-down menu containing possible values of unclassified, confidential, restricted (foreign items only), secret, unclassified-NATO, confidential-NATO, restricted-NATO, and secret-NATO. The Selection staff is responsible for ensuring that the right classification was chosen by the Receiving staff. The Citation Build staff only sees this field if the item is classified. All classified items are also reviewed by the Citation QA staff to ensure the correct classification was chosen.

EDMS stores Field 20 using the following format:

> 1 = unclassified
> 2 = restricted (for foreign items only)
> 3 = confidential
> 4 = secret
> 5 = NATO unclassified
> 6 = NATO restricted
> 7 = NATO confidential
> 8 = NATO secret

STINET displays the entire word.

Rules and Procedures:

1. The "restricted" classification currently appears only on NATO and foreign reports, i.e., UK Restricted, Allied Restricted, and Australia Restricted. It is handled as a U.S. confidential item.

2. Executive Order 10501 dated 5 November 1953 made the old U.S. RESTRICTED obsolete. If DTIC receives pre-1953 U.S. items marked with a classification "Restricted" these should be changed to Unclassified. U.S. Restricted should not be confused with Foreign Restricted or the DOE data marked Restricted Data or Formerly Restricted Data.

3. No punctuation follows this field.

USE: Mandatory.

FIELD 21 – SUPPLEMENTARY NOTE
(600 characters)

Definition: The Supplementary Note is used to enter useful information about the item that is not cited in any other Field.

Purpose: The supplementary material in Field 21 is intended to aid researchers by providing additional information about the item or related items. Accession Numbers should be provided when available for items referenced in this Field.

Chief Source of Information: Most of the documentary material used in Field 21 will appear on the item itself. In addition, references to volumes, parts, appendices or revisions can be obtained through a computer search of Field 6, Title, Field 14, Report Number and Field 19, Monitoring Agency Number and Acronym for CAIS. Statements that are meaningful and relevant can be included in this Field.

Form of Entry: Information entered in Field 21, Supplementary Note must be unclassified. Names of months of the year are spelled out in full; punctuation should follow normal usage. Always convert roman numerals to arabic. Uniform types of entries have been established to ensure consistency for various types of information used in this Field. These examples do not preclude the use of additional types of entries when necessary. Additional information that frequently appears in Field 21 is included in Appendix O.

Rules and Procedures:

1. When cataloging a set of items use a "See also" reference to refer one volume in the set to the next volume in the sequence, if known. On the final volume of a set, refer back to Volume 1 or the beginning report. When reports of a set are received singly as issued, refer to previously received items. All items in a series may be listed if needed for bibliographic control.

a. Examples of statements used to reference related volumes, parts, etc.:

> See also Volume 1, ADA102037.

> See also Volume 2, Part 3, ADA072056.

> See also ADM090092. (Use for subject-related item without a specific stated relationship, such as, volume, part, etc.).

b. Examples of statements that can be used to refer to antecedent reports:

> Supplement to...

> Addendum...

Revision of rept. dated 5 May 1983, ADA092091.

Supersedes Rept. no. NADC-5, dated 14 February 2001, ADC065282.

Includes revision dated... (later date).

Appendix to Rept. no. 4987, dated 4 June 1982, ADA091091.

2. When cataloging a Journal Article enter the name of the journal, the volume number, the issue number, the page number range and the date of publication. Use "Published in" vs. "Pub. in." Enter the full journal title.[70]

Examples:
Published in the Journal of Underwater Acoustics, v57 n3 p25-39, 2003.

Published in Applied Computational Electromagnetics Society Journal, v22 n3 p56-67, November 2007.

a. When available, enter the International Standard Serial Number (ISSN). The ISSN uniquely identifies a journal title regardless of language or country in which published, The ISSN itself has no significance other than the unique identification of a serial. An ISSN is eight digits long, always displayed this way: ISSN 1234-5679.

Examples:
Published in Expert Review of Anti Infective Therapy, v6 n2 p231-40, 2008. ISSN 1478-7210.

Published in the Applied Computational Electromagnetics Society Journal, v23 n1 p62-69, March 2008. ISSN 1054-4887.

3. When cataloging Conference Proceedings enter the place where the proceedings was held, the date of the proceedings and the publication information for the proceedings. Use "Presented at" vs. "Pres. at." Enter the full journal title.

Example:
Presented at the International Conference on Composite Materials (16th) held in Kyoto, Japan on 10-14 April 2006. Published in the Journal of Composite Materials, v45 n1 p1-495, January 2008.

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[70] Prior to 2005 abbreviations were used in Field 21, Supplementary Note due to limitations in field size. For consistency abbreviations are no longer used. (2008 update)

4. Translations

a. If Code 1 (unclassified, unlimited) is entered in Field 22, Distribution/Availability Statements and Codes by the Selection staff the source is not repeated in Field 21. If the translation is limited then the source is entered in Field 21 by the Citation Build staff.

Examples of Field 21 statements used for translations:

Translation of Vestnik Akademil Nauk SSSR (USSR), n3 p23-32, 43-53, 1987 by Mary Smith.

Technical translation of report from Krasnaya Zvezda Publishing House (USSR), January 1985. (When some portion of the citation is unknown).

Translation of unidentified German language periodical, p2-5, 42-44.

Unedited rough draft translation of ...

Machine translation of ...

Translation of Patent (USSR), 271 61 9.

Translation of monograph Opoznavanie Rechevykh Signalov, Moscow, 1971 147p. (If place and date are unknown, n. p., n. d.)

Edited translation of Patent (USSR) 203 668 p1-2, 26 October 1966, by L. Thompson.

Translation from 3 Russian language newspapers.

b. "Prepared in cooperation with" is not used for translations.

c. If an item is both a reprint and a translation enter "Translation of (name of language) language journal article" in Field 21.

d. See also Appendix O for additional examples.

5. When the text of an item is not in English but there are summaries in English and a foreign language, the entry in Field 21, Supplementary Note should include the information that a summary in English is also available. Refer to Appendix H and Appendix I for foreign alphabet transliterations and diacritical substitutions.

Examples:

Summary in English and French

Text in French.

Summary in French.

Text in English and French.

Text in French; summary in English.

Text in French; summaries in English and German.

6. For items that contain color-coded maps, charts, graphs, etc., and the color is necessary for correct interpretation, the following statement is generated when the Selection staff clicks the EDMS "B/W Repro" button:

Example:
> The original document contains color images. All DTIC reproductions will be in black and white.[71]

7. Additional Department of Defense and US government contract and/or grant numbers not entered in Field 15, Contract/Grant Numbers can be added to Field 21 with the name of the sponsoring agency.

Examples:
> Sponsored in part by ONR Contract N00014-82-C-0010 and AFFTC Grant no. F04611-79-G-0064.
>
> Continuation of ONR Contract N00014-82-C-0010.
>
> Sponsored in part by NIH Grant no. U54-GM072970 and by NSF Grant no. CCF-0541148.

8. When available, enter the International Standard Book Number (ISBN) in Field 21. Increasingly more items contain an ISBN number and are used for search and retrieval. The number is often located on the second page of the item with other sponsorship or funding information. Enter in the following format: ISBN 0-14-219625-8. [72] Beginning **January 1, 2007**, all 10-digit International Standard Book Numbers (ISBNs) were converted to new 13-digit ISBNs. For example, old 10 digit ISBNs such as ISBN-10: 1-873671-008 appears as ISBN-13: 978-1-873671-00-9. [73]

9. The individual articles included in a collection or conference proceedings are cataloged separately and assigned an ADP number. A corresponding entry is made in Field 21 to link the articles together and to reference the ADA, ADB or ADC number of

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[71] 14 February 2001 - changed per Grant Clark, DTIC-OQ, EDMS Program Manager.
[72] Added - 15 March 2005 (2005 update)
[73] Added - 26 July 2006 (2007 update)

the overall proceedings. The Compilation title, AD Number and article page numbers are system-generated by EDMS at the end of Field 21.[74]

Example:
> This article is from "The Repair of Aircraft Structures Involving Composite Materials," ADA178691, p8-19.

EDMS automatically enters the ADP number range for the Component reports of each Compilation following the last entry in the Supplementary Note.

Example:
> For individual articles, see ADP005161- ADP005176.

10. When a change to a basic item is received, the change number is added to the end of the title in Field 6, Title. A statement is entered in Field 21 to reference the basic item and any additional changes.

Example:
> Field 6 entry: The Principles of Basic War Games.
> Volume 1. Contract Maneuvers. Change 2.
>
> Field 21 entry: Change 2 to Volume 1. See also Change 1 dated November 1980, ADA093893.

11. Bibliographic entries for items prepared by the General Accounting Office should include a statement in Field 21 stating for whom the item was prepared. No personal names are used.

Examples:
> "Report to the Congress"
>
> "Report to the Secretary of Transportation"
>
> "Testimony before the Senate Intelligence Committee"

12. For items prepared by more than one corporate source, the joint corporate source is acknowledged as co-author in Field 21. Government or military organizations that contribute to the item are not mentioned in Field 21. The following statements are used for any additional corporate source(s) that shared responsibility for preparation of the item, either contractually or otherwise.

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[74] 7 October 2000 - change in Compilations.

Examples:

Prepared in cooperation with University of Maryland, College Park, MD

Prepared in cooperation with Rand Corp., Santa Monica, CA., Contract no. F44620-82-C-0045

There are an increasing number of items processed where a military organization has collaborated with a non-Government organization or several non-Government organizations. In these cases no contract number is cited and the military organization appears as the performing organization on the Report Documentation Page, Standard Form (SF) 298. A supplementary note will appear in Field 21:

Examples:
Prepared in collaboration with ... (each listed non-Government organization)

Prepared in collaboration with Geo-Centers, Inc., Wright Patterson AFB, OH.

The military organization will be the corporate source. This general rule does not apply to reprints.

13. This field is always followed by a system-generated period.

USE: Conditional; use if available.

FIELD 22 – DISTRIBUTION/AVAILABILITY STATEMENTS AND CODES
(400 characters)

Definition: The statement entered in Field 22 defines the conditions of availability for distribution, release or disclosure and limitations on availability. It includes the name and address of the controlling agency to contact for distribution authorization. The statement provides for the broadest distribution possible within the controlling office and security limitations.

Purpose: The distribution statement provides specific reasons that must exist to support each case when the availability of an item is restricted. Distribution statements are required for items provided to DTIC.

Chief Source of Information: The primary source for Distribution and/or Availability Statements for each document is found on the item's cover or non-print label.   The secondary source is the Report Documentation Page, Standard Form (SF) 298. The statements on all items are applied in compliance with DoD Directive 5230.24. The statements on NATO and NATO Research Technical Organization (RTO) items are applied in compliance with USSAN Instruction 1-07, *US Implementation of NATO Security Procedures* and its parent NATO document C-M (55) 15 (FINAL). AGARD-R-779, *Guide to Document Security Markings and Distribution Statements used by NATO and NATO Member Nations,* (ADB242571) is also used. The markings indicate whether the item is approved for public release or its distribution is limited.[75] Controlling DoD offices are responsible for determining the distribution of each item. The statements correspond to codes entered in Field 33, Distribution/Availability Codes. If the statement imposes a degree of control on the distribution, the reasons must be other than for protection of classified information.

Form of Entry: Established formats are used for the narrative statements entered in this field. Reasons have been established for item limitation and the appropriate reason must be used with the distribution statement. All dates are entered using four numeric character years.[76] All acronyms and abbreviations used in the name of the controlling office are spelled out. Codes used in the Attn: line and the full address are used when provided.[77] If the information exceeds the maximum number of characters for this field, it may be necessary to shorten the statement to allow for space limitations. Standard Abbreviations for Terms Used in the Corporate Author Headings, see Appendix A and Standard U.S. Geographic Abbreviations, see Appendix B, may be used.[78] In 2001 DTIC shortened the number of distribution codes by combining distribution codes 12-15 with codes 2-5. Citations for items entered into DTIC's databases prior to 2001 will retain the old codes. Default search strategies in Private STINET will provide citations containing current and

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[75] 30 August 2001 - added NATO regulations per Bonnie Klein, Program Manager for Foreign Acquisitions, DTIC-OA.
[76] 26 January 2000 - added to comply with ISO 8601, *Representation of Dates and Times*.
[77] Clarification, per e-mail Roberta Schoen, DTIC-O dated 7 May 2003.
[78] Clarification, per e-mail Roberta Schoen, DTIC-O dated 7 May 2003.

historical codes. The list at the end of this chapter shows the current codes. Historical or obsolete codes are listed for reference in Appendix P.

Rules and Procedures:

1. All unclassified DoD technical items must be assigned distribution statement A, B, C, D, E, F or X. Classified DoD technical items shall be assigned distribution statement B, C, D, E, or F. Distribution statements remain in effect until changed or removed by the controlling DoD office.

2. When a distribution statement is not dated and there is no Point of Contact on the item or the Report Documentation Page, Standard Form (SF) 298, use the date of the document in the distribution statement. If there is no reason listed in the distribution statement, check the item for markings. If the item is Export Control, the reason is "Critical Technology." If the item is foreign, the reason is "Foreign Government Info." If a reason cannot be determined, select "Administrative/Operational Use" as the default. The "Specific Authority" reason is used when there is a regulation or a letter from the DoD Controlling Office, or other guidance that provides distribution instructions. The reason or the letter included with the document is cited as the Authority.[79] The following sections define distribution statements for items in the DTIC collection.

3. **DISTRIBUTION STATEMENT A** - Approved for public release; distribution is unlimited.

a. This statement is never used on classified items.

b. Distribution Code 1 is used in Field 33, Distribution/Availability Codes and the corresponding distribution statement is entered in Field 22.

c. Items with this statement may be made available or sold to the general public and foreign nationals (except for reprints or items also stamped with numeric code 20).[80][81]

4. **DISTRIBUTION STATEMENT B** - Distribution authorized to U.S. Govt. agencies only; (reason); (date). Other requests for this item shall be referred to (controlling DoD office). Refer to the chart, "Text Displayed in Field 22 for Distribution/Availability Statements and Codes" at the end of this chapter for proper format.

a. This statement may be used on either unclassified or classified items.

b. Distribution Code 3 is used in Field 33, Distribution/Availability Codes and the corresponding distribution statement is entered in Field 22.

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[79] Per Dave Appler, DTIC-A and Roberta Schoen, DTIC O e-mail from Roberta Jul 27, 2001.
[80] Code 20 is used for copyright. (2006 update)
[81] Codes 21, 23, 24, 25 or 26 are no longer used. Code 21 discontinued Oct 2002; Code 23 is no longer used for new documents; Codes 24 25 and 26 discontinued May 2007.

c. The distribution statement entered in Field 22 identifies the controlling agency for limited items to request the item. The organization name and address are used as given on the item.

d. This statement is used to ensure distribution limitation, in addition to need-to-know requirements imposed by DoD 5200.1-R.

e. Items given release statement B must state the reason and date the limitation was applied. Currently used reasons for imposing this statement include:

(1) Foreign Government Info. - Protection of foreign information

(2) Proprietary Info. - Protection of proprietary information not owned by the U.S. Government

(3) Critical Technology - Protection and control of critical technology, including technical data with potential military application

(4) Test and Evaluation - Protection of the results of test and evaluation of commercial production or military hardware

(5) Contractor Performance Evaluation - Protection of information involving contractor performance evaluation

(6) Premature Dissemination - Protection of information involving systems or hardware from premature dissemination

(7) Administrative/Operational Use - Protection of information restricted to official use or for administrative or operational purposes

(8) Software Documentation - Protection of software documentation - release only in accordance with the provisions of DoD Instruction 7930.2

(9) Specific Authority - Protection of information required by a specific authority

5. **DISTRIBUTION STATEMENT C** – Distribution authorized to U.S. Govt. agencies and their contractors; (reason); (date). Other requests for this document shall be referred to (controlling DoD office). Refer to the chart, "Text Displayed in Field 22 for Distribution/Availability Statements and Codes" at the end of this chapter for proper format.

a. This statement may appear on unclassified or classified items.

b. Distribution Code 2 is used in Field 33, Distribution/Availability Codes and the corresponding distribution statement is entered in Field 22.

c. DoD 5200.1-R uses this statement to ensure distribution limitation, in addition to need-to-know requirements.

d. Items given release statement C must state the reason and date the limitation was applied. The reasons for imposing this statement are:

(1) Foreign Government Info. – Protection of foreign information

(2) Critical Technology – Protection and control of critical technology, including technical data with potential military application

(3) Software Documentation – Protection of software documentation – release only in accordance with the provisions of DoD Instruction 7930.2

(4) Administrative/Operational Use – Protection of information restricted to official use or for administrative or operational purposes

(5) Specific Authority – Protection of information required by a specific authority

6. **DISTRIBUTION STATEMENT D** - Distribution authorized to the DoD and U.S. DoD contractors only; (reason); (date). Other requests for this document shall be referred to (controlling DoD office). Refer to the chart, "Text Displayed in Field 22 for Distribution/Availability Statements and Codes" at the end of this chapter for proper format.

a. This statement may appear on unclassified or classified items.

b. Distribution Code 16 is used in Field 33, Distribution/Availability Codes and the corresponding distribution statement is entered in Field 22.

c. DoD 5200.1-R uses this statement to ensure distribution limitation, in addition to need-to-know requirements.

d. Reasons for imposing distribution statement D are:

(1) Foreign Government Info. - Protection of foreign information

(2) Administrative/Operational Use - Protection of information restricted to official use or for administrative or operational purposes

(3) Software Documentation - Protection of software documentation - release only in accordance with the provisions of DoD Instruction 7930.2

(4) Critical Technology - Protection and control of critical technology, including technical data with potential military application

(5) Specific Authority - Protection of information required by a specific authority

7. **DISTRIBUTION STATEMENT E** - Distribution authorized to DoD Components only; (reason); (date). Other requests for this document shall be referred to (controlling DoD office). Refer to the chart, "Text Displayed in Field 22 for Distribution/Availability Statements and Codes" at the end of this chapter for proper format.

a. This statement may appear on unclassified and classified items.

b. Distribution Code 4 is used in Field 33, Distribution/Availability Codes and the corresponding distribution statement is entered in Field 22.

c. DTIC applies Code 4 to unmarked items dated before 1961[82].

d. Reasons for imposing distribution statement E are:

(1) Direct Military Support - To protect export-controlled technical data of such military significance that release for purposes other than direct support of DoD-approved activities may jeopardize a U.S. military advantage

(2) Foreign Info. - Protection of foreign information

(3) Proprietary Info. - Protection of proprietary information not owned by the U.S. Government

(4) Premature Dissemination - Protection of information involving systems or hardware from premature dissemination

(5) Test and Evaluation - Protection of the results of test and evaluation of commercial production or military hardware

(6) Software Documentation - Protection of software documentation - release only in accordance with the provisions of DoD Instruction 7930.2

(7) Contractor Performance Evaluation - Protection of information involving contractor performance evaluation

(8) Critical Technology - Protection and control of critical technology, including technical data with potential military application

(9) Administrative/Operational Use - Protection of information restricted to official use or for administrative or operational purposes

(10) Specific Authority - Protection of information required by a specific authority

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[82] DTIC Memorandum for Record, "Distribution Statements on Old Documents," 22 March 2004.

8. **DISTRIBUTION STATEMENT F** - Further dissemination only as directed by (controlling DoD office) or higher DoD authority; (date). Refer to the chart, "Text Displayed in Field 22 for Distribution/Availability Statements and Codes" at the end of this chapter for proper format.

a. This statement is normally used only on classified items, but may be used on unclassified items when specific authority exists.

b. Distribution Code 5 is used in Field 33, Distribution/Availability Codes and the corresponding distribution statement is entered in Field 22.

c. Distribution statement F is used when the DoD originator determines that information is subject to special dissemination limitation specified by paragraph 4-505, DoD 5200.1-R.

9. **DISTRIBUTION STATEMENT X** - Distribution authorized to U.S. Govt. agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with DoDD 5230.25; (date). Controlling DoD office is (controlling DoD office). Refer to the chart, "Text Displayed in Field 22 for Distribution/Availability Statements and Codes" at the end of this chapter for proper format.

a. This statement is used on unclassified items when distribution statements B, C, D, E or F do not apply, but the item does contain technical data as explained in DoDD 5230.25. These items may only be released to U.S. Government organizations and contractors who have a current DD Form 2345 (Military Critical Technical Data Agreement) on file with the Defense Logistics Services Center.

b. Distribution Code 7 is used in Field 33, Distribution/Availability Codes and the corresponding distribution statement is entered in Field 22.

c. This statement cannot be used on classified items; however, it may be assigned to technical items that were formerly classified.

d. Distribution Code 7 must always be accompanied by the use of secondary distribution Code 57 in Field 33, Distribution/Availability Codes. The statement "This document contains export-controlled technical data" should be omitted from Field 22 because the explanation for Code 7 is sufficient.

e. Distribution statement X is applied in accordance with DoD Directive 5230.24 "Distribution Statements on Technical Documents."

10. **CRITICAL NUCLEAR WEAPONS DESIGN INFORMATION (CNWDI)** – This marking is only used for classified items. Items marked with this limitation require an additional statement in Field 22 following any other distribution statement.

a. The CNWDI statement in Field 22 is mandatory when displayed on the item.

b. CNWDI items are either Restricted Data (RD) or Formerly Restricted Data (FRD). Distribution Statement 51 or 52 is used in Field 33, Distribution/Availability Codes and the corresponding limitation statement is entered in Field 22.

c. CNWDI items must always have a "Y" entered in Field 31. Upon validation, the Y code only allows users with CNWDI permissions to see the citation or item.

> **Examples:**

Field 20	Secret
Field 22	Requesters must be authorized to receive CNWDI material as specified by DoD Directive 5210.2 (12 Jan 1978)
Field 31	Y
Field 32	E (Reclassification Code)
Field 33	51 (Restricted Data) or 52 (Formerly Restricted Data)

11. **Reprints** – See Special Instructions Section, "Cataloging Reprints, Preprints, Postprints."

12. **Intelligence Markings** – Special markings displayed on intelligence reports are used to identify certain restrictions and limitations. Designated acronyms have been assigned to each of these markings and are entered in Field 22, Distribution/Availability Statements and Codes.[83] DTIC currently processes technical reports according to Executive Order 12958, Classified National Security Information, 20 April 1995[84].

Currently intelligence items entered into DTIC's TR database carry one of four markings. "Authorized for Release to (name of country (ies)/intentional organization) (REL TO)," "Caution-Proprietary Information Involved (PROPIN)," "Dissemination and Extraction Of Information Controlled (ORCON)" and "Not Releasable to Foreign Nationals (NOFORN)." Other security markings are discussed in Field 31, Special Indicator Codes of the *Guidelines*. Modified and obsolete Special Indicator Codes are listed in Appendix Q.

Prior to 1997 some intelligence items were marked with the statement "Warning Notice – Sensitive Intelligence Sources and Methods Involved (WNINTEL)." Although WNINTEL is no longer used as an official marking[85], items entered in DTIC's Technical

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[83] As of 2005, acronyms are no longer posted in Field 25, Identifiers and/or Open-Ended Terms.
[84] Superseded Executive Order 12065 (DoD 5200.1-R), 1978.
[85] 20 September 2003 - per meeting with DIA/DAC-2B and Larry Downing, DTIC-OQ Security Manager, WNINTEL is no longer used as intelligence marking.

Report database still contain the term WNINTEL. The Defense Intelligence Agency (DIA) informed DTIC to ignore the code, even if the document is an older one. Currently WNINTEL is removed from the document and citation by DTIC-OQ, Citation Maintenance, during a security review.

a. The term "WNINTEL" appears in Field 25, Identifiers and/or Open-Ended Terms for only those items entered in the TR database prior to 1997 and have not received a security review.

13. **Markings on non-US items**

a. <u>NATO Documents</u> – When a NATO secret document is identified in Field 20, Item Security Classification EDMS automatically inserts distribution Code 53 as a secondary distribution code in Field 33, Distribution/Availability Codes. For all NATO documents Code 2 is entered in Field 33, Distribution/Availability Codes where the distribution statement is completed with "Other requests shall be referred to Central U.S. Registry, The Pentagon, Washington, DC 20310-3072." NATO secret documents are available in paper copy only. NATO Confidential and NATO Restricted documents are available on the SIPRNet.

b. <u>NATO Research Technical Organization (RTO)</u> – Unclassified NATO RTO documents may be marked with "no restrictions on distribution" (Public Release) or with statements that limit distribution to: Government Agencies of NATO (U.S. Government only); Government Agencies of NATO and their bona fide contractors (US Government and their contractors); Defense Agencies of NATO nations (DoD only) and Defense Agencies of NATO nations and their bona fide contractors (DoD and DoD contractors only). In all instances, distribution statements need to include a reason (Foreign Government Information) and date (if none given, use the date of item), but will refer requests to NATO Research and Technology Organization, BP25, Rue Ancelle, F-92201 Neuilly-Sur-Seine Cedex, France.[86]

APPEARS AS:	**ENTER AS:**
This document should be announced and supplied only to NATO, Government Agencies of NATO nations and their bona fide contractors, and to other recipients approved by the RTO National Coordinators. Other requesters should apply to the Research and Technology Agency (RTA) of NATO at the above address.	**Code 2** for Distribution C: Distribution authorized to U.S. Government Agencies and their contractors only. Foreign Government Information; OCT 2006. Other requests for this document should be referred to the NATO Research and Technology Organization, BP25, Rue Ancelle, F-92201 Neuilly-Sur-Seine Cedex, France.

The controlling agency for <u>classified</u> NATO RTO items will be "Other requests shall be referred to Central U.S. Registry, The Pentagon, Washington, DC 20310-3072."

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[86] Per e-mail, Roberta Schoen, DTIC-O, dated 12 June 2000.

Example:

> Distribution authorized to DoD and DoD contractors only; Foreign Government Information; DEC 2006. Other requests shall be referred to Central United States Registry, 2530 Crystal Drive (3E40), Arlington, VA 22202-3938. NATO.

c. <u>NATO Undersea Research Centre (NURC)</u>, formerly SACLANT Undersea Research Centre, documents may be marked with "no restrictions on distribution" (Public Release) or with statements that limit distribution to: Government Agencies of NATO (U.S. Government only); Government Agencies of NATO and their bona fide contractors (US Government and their contractors); Defense Agencies of NATO nations (DoD only) and Defense Agencies of NATO nations and their bona fide contractors (DoD and DoD contractors only). In all instances, distribution statements need to include a reason (Foreign Government Information) and date (if none given, use the date of item), but will refer requests to NATO Undersea Research Centre (NURC), Viale San Bartolomeo 400, 19138 La Spezia, Italy.

APPEARS AS:	ENTER AS:
This document is for distribution only to NATO, Government Agencies of NATO member nations and their contractors. Requests for secondary distribution shall be made to the NATO Undersea Research Centre (NURC).	Distribution authorized to U.S. Gov't. agencies and their contractors; Foreign Government Information; MAY 2007. Other requests shall be referred to NATO Undersea Research Centre (NURC), Viale San Bartolomeo 400, 19138 La Spezia, Italy. NATO.

The controlling agency for <u>classified</u> NATO NURC items will be "Other requests shall be referred to Central U.S. Registry, The Pentagon, Washington, DC 20310-3072."

Example:

> Distribution authorized to U.S. Gov't. agencies and their contractors; Foreign Government Information; MAR 2007. Other requests shall be referred to Central US Registry, 2530 Crystal Drive (3E40), Arlington, VA 22202-3938. NATO.

d. <u>CEDOCAR Documents</u> – When a CEDOCAR document is identified, distribution code 4 is used Field 33, Distribution/Availability Codes. Per the 12 July 1995, DTIC/CEDOCAR MOA Article 5, *Use of Exchanged Documents*: "Each of the contracting parties has the right to record, use, reproduce and distribute as part of its defense documentation within their respective Government's defense organization any documents received within the exchange." On 25 Oct 2000, Director, DTIC-S, clarified that under the terms of the MOA, DTIC should apply the following Distribution Statement to CEDOCAR documents:

Code 4 for Distribution E: DoD components Only; Foreign Government Information; 12 July 1995. Other requests for this document shall be referred to Embassy of France, Office of Defense Cooperation Attache, 4101 Reservoir Road, NW, Washington D.C. 20007.[87]

e. The Technical Cooperation Program (TTCP) Documents – *Policies, Organization and Procedures in Non-Atomic Military Research and Development (POPNAMRAD)* is the regulation that gives guidance for TTCP Markings for Publications and Distribution of Publications. The reference is available at: http://www.dtic.mil/ttcp/. TTCP documents carry one of three authorized statements. The most frequently used distribution statement is:

APPEARS AS:
This document contains information, which is provided in confidence to the governments of the United States, the United Kingdom, Canada, Australia, and New Zealand under the Technical Cooperation Program (TTCP) between the governments. The information contained herein may be used and disseminated for national defence purposes only within the recipient governments and their national defence contractors. The recipient government shall ensure that any other use or disclosure of the information is made only with the prior written consent of each of the above governments.

ENTER AS:
Code 2 for Distribution C: Authorized to U.S. Government agencies and their contractors; Foreign Government Information; TTCP MOU Amendment One, October 16, 2000. Other requests for this document shall be referred to OUSD (AT&L) DDR&E-IP&P, Pentagon, Washington, DC 20301-3040.[88]

The second most frequently applied TTCP statement is:

APPEARS AS:
This document contains information, which is provided in confidence to the Governments of Australia, Canada, New Zealand, the United Kingdom and the United States under The Technical Cooperation Program (TTCP) among these Governments. This document may contain proprietary or commercially valuable information and recipient Governments will not treat it in any manner likely to prejudice the rights of any owner thereof, including the right to obtain patent or like statutory protection thereof. The information may be used and disseminated only for evaluation with respect to Defense Purposes within the recipient Governments who will ensure that any other use or disclosure is made only with the prior written consent of each of the above Governments.

ENTER AS:
Code 4 for Distribution E: Authorized to DoD only; Foreign Government Information; TTCP MOU Amendment One, October 16, 2000. Other requests for this document shall be referred to OUSD (AT&L) DDR&E-IP&P, Pentagon, Washington, DC 20301-3040.[89]

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[87] Added - 27 October 2000
[88] Per e-mail, Bonnie Klein, Program Manager for Foreign Acquisitions, DTIC-OCA, dated 9 February 2001.
[89] Ibid.

The third TTCP distribution statement is an exception and not used as frequently. The TTCP Deputies may, by unanimous consent, authorize the release of an UNCLASSIFIED TTCP Document or Technical Report for open publication and unlimited distribution.

APPEARS AS:	ENTER AS:
This document contains information authorized under the auspices of The Technical Cooperation Program (TTCP) for unlimited release and distribution.	**Code 1** for Distribution A: Approved for public release; distribution is unlimited.[90]

f. Foreign Embassy Addresses – Use the following links to get addresses when completing distribution statements for foreign documents in which the embassy is noted as the sponsoring/controlling office:

   U.S. State Department, Bureau of Consular Affairs http://www.travel.state.gov/ provides a link to:
   Foreign Embassies of Washington D.C. http://www.embassy.org/embassies/

   Embassies of Other Nations to the United States – Embassy Listings for Embassies inside the United States
   http://www.embassyworld.com/embassy/inside_usa.htm

   Yahoo! Foreign Embassies and Consulates in the United States
   http://dir.yahoo.com/Government/U_S__Government/Embassies_and_Consulates/
   Foreign_Embassies_and_Consulates_in_the_United_States/

14. Field 22 is terminated with a period.

USE: Mandatory.

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[90]Per e-mail, Bonnie Klein, Program Manager for Foreign Acquisitions, DTIC-OCA, dated 9 February 2001.

Text Displayed in FIELD 22 for
DISTRIBUTION/AVAILABILITY STATEMENTS AND CODES[91]

Numeric Code Used in Field 33	Distribution/Availability Statement Text Displayed in Field 22 for Corresponding Field 33 Code	Explanation for Codes Entered in Field 33
1	Approved for public release; distribution is unlimited.	Code 1 represents Distribution Statement A. These items are unclassified and have been approved for public release and sale. They may be from DoD or non-DoD sources. Their distribution is unlimited.
2	Distribution authorized to U.S. Govt. agencies and their contractors; (reason____; date____). Other requests shall be referred to (____).	Code 2 represents Distribution Statement C. Transmittal of these items outside of U.S. Government agencies and their domestic contractors must have prior approval of the U.S. Government controlling office.
3	Distribution authorized to U.S. Govt. agencies only; reason____; date____). Other requests shall be referred to (____).	Code 3 represents Distribution Statement B. Transmittal of these items outside of U.S. Government agencies must have prior approval of the U.S. Government controlling office.
4	Distribution authorized to DoD only; (reason____; date_____). Other requests shall be referred to (_____).	Code 4 represents Distribution Statement E. Transmittal of these items outside of the DoD must have prior approval of DoD controlling office.
4[92]	Distribution authorized to DoD only; (reason____; date_____). Other requests shall be referred to (_____). Pre-dates formal DoD distribution statements. Treat as DoD only.	Code 4 represents Distribution Statement E. This statement is given to pre-1961 items if there is no other distribution indication on them. Transmittal of these items outside of the DoD must have prior approval of DoD controlling office.

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[91] The codes and statements used in the *1994 Cataloging Guidelines* are available in Appendix P of this edition.
[92] Per DTIC-O Memorandum for the Record, *Distribution Statements on Old Documents*, dated 22 March 2004.

Numeric Code Used in Field 33	Distribution/Availability Statement Text Displayed in Field 22 for Corresponding Field 33 Code	Explanation for Codes Entered in Field 33
5	Distribution: Further dissemination only as directed by (controlling DoD office and date) or higher DoD authority.	Code 5 represents Distribution Statement F. This statement is normally used only on classified items, but may be used on unclassified items when specific authority exists. This statement may be used on classified items if DoD originator determines that information is subject to special dissemination limitations of DoD 5200.1-R, 4-505.
7	Distribution authorized to U.S. Govt. Agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with DoDD 5230.25 (date). Controlling DoD office is _____.	Code 7 represents Distribution Statement X. This statement is used on unclassified items that are only released to U.S. Government organizations and contractors who have a current DD Form 2345, Military Critical Technical Data Agreement, on file with the Defense Logistics Services Center. Code 7 cannot be used without the addition of secondary distribution Code 57 in Field 33. Code 57 is used on items dated after 6 May 1985.[93]
16	Distribution authorized to DoD and DoD contractors only; (reasons____); (date if given). Other requests shall be referred to (_____).	Code 16 represents Distribution Statement D. Transmittals of these items outside the Department of Defense and its contractors must have prior approval of controlling office.

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[93] This is current per Larry Downing, DTIC-OQ Security Manager, per DoDD 5230.25, 6 November 1984.

**Text Displayed in Field 22 for Items with Secondary Distribution Codes
and CNWDI and NATO Markings**

Numeric Code Used in Field 33	Distribution/Availability Statement Text Displayed in Field 22 for Corresponding Field 33 Code	Explanation for Codes Entered in Field 33
20	Available only to DTIC users. U.S. Government or Federal Purpose Rights License.	Code 20 is used on reprints published in copyrighted journals or proceedings when the information is funded by contract and may be reproduced by or for the U.S. Government, pursuant to the copyright license under the *Defense Federal Acquisition Regulation Supplement (DFARS)*, Subpart 227.4 and Part 211 and Part 252, 26 April 2002.
23	Document partially illegible.	This statement is used when portions of the item contain illegible or non-reproducible printing. The item is best quality available from copy furnished to DTIC.
51	Restricted Data	This is a Department of Energy Sigma marking. This marking is only used on classified items that are excluded from automatic downgrading and declassification. Upon validation, only those with special permissions can see these citations or items.
51	Requesters must be authorized to receive CNWDI material as specified by DoD Directive 5210.2 (12 Jan 1978), Restricted Data.	CNWDI - Critical Nuclear Weapons Design Information. This statement follows the DoD Distribution Statement. These items must be coded Y in Field 31.
52	Formerly Restricted Data	This is a Department of Energy marking. This statement is used when the item is excluded from automatic downgrading and declassification.

Numeric Code Used in Field 33	Distribution/Availability Statement Text Displayed in Field 22 for Corresponding Field 33 Code	Explanation for Codes Entered in Field 33
52	Requesters must be authorized to receive CNWDI material as specified by DoD Directive 5210.2 (12 Jan 1978), Formerly Restricted Data.	CNWDI - Critical Nuclear Weapons Design Information. This statement follows the DoD Distribution Statement. These items must be coded Y in Field 31.
53	NATO	This acronym used for NATO items. NATO items are excluded from automatic downgrading and declassification.
57	This document contains export-controlled technical data.	This statement is used on items subject to export-control laws and dated after 6 May 1985. All items with DoD Distribution Statement X should be coded 57 in Field 33 but the statement is not added to Field 22 because the explanation for Code 7 is sufficient.

Text Displayed in Field 22 for Items with Secondary Distribution Codes and Intelligence Markings[94]

Numeric Code Used in <u>Field 33</u>	Distribution/Availability Statement Text Displayed in <u>Field 22</u> for Corresponding Field 33 Code	Explanation for Codes Entered in <u>Field 33</u>
	REL TO	Authorized For Release To (name of country(ies)/ international organization[95]). This statement is used only on classified items and follows the DoD Distribution text for codes 2, 3, 4, 5 or 16.
	PROPIN	Caution-Proprietary Information Involved. This statement is used only on classified items and follows the DoD Distribution text for codes 4 or 5.
	NOFORN	Not Releasable To Foreign Nationals. This statement is used only on classified items and follows the DoD Distribution text for codes 2, 3, 4, 5 or16. For a few years, this marking was replaced with "US only," which is now obsolete.
	ORCON	Dissemination and Extraction Of Information Controlled By Originator. This statement is used only on classified items and follows the DoD Distribution text for code 5.

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[94] WNINTEL - WARNING NOTICE -INTELLIGENCE SOURCES AND METHODS INVOLVED. This marking is now obsolete. It was used between 1978 and January 1997. DIA informed DTIC to ignore this code, even if the document is an older one.

[95] Use ISO 3166 trigraphs. USA is listed first, other countries in alphabetical order.

FIELD 23 – DESCRIPTORS (POSTING TERMS)
(1200 characters)

Definition: Descriptors are terms that describe a concept or class of items. These Authorized Controlled Terms (ACTs) are found in the *DTIC Thesaurus*.

Purpose: Controlled vocabulary terms, also called Posting Terms, standardize subject indexing terminology for both indexing and retrieval purposes. Assigned subject terms allow retrieval pertinent to search requests.

Chief Source of Information: Applicable posting terms can be derived from the title, abstract, author-suggested subject terms on the SF298, introduction, executive summary, table of contents, summary and conclusion. Machine Aided Indexing (MAI) is an additional tool used for indexing. Activation of the MAI option in EDMS generates a list of ACTs from both the title and the abstract.

Form of Entry: Terms describing the subject content of the item are entered into the field. Also the Citation Build staff reviews the MAI terms, deleting inaccurate terms, adding terms that apply but were not picked up by MAI, modifying terms where appropriate, and weighting the most critical terms. At least one ACT must be weighted by adding an asterisk (*) in front of the term. Terms are entered in upper case by default. A comma and a space separate terms.

Rules and Procedures:

1. Only Controlled Terms may be entered in Field 23. Controlled terms should be selected to best describe the content and substance of the item based not only on the Title and Abstract, but also on analysis of the entire item, and possibly, on associated items in a series.

2. Index to the level of specificity or generality as revealed in the item and also to the nature of the item. Less complex items will have fewer terms than detailed items or compilations covering many subject areas.

3. When indexing classified documents, select terms from unclassified portions of the document only. Do not include classified terms or concepts in this field. If the document is not portion marked, assign high level generic terms. Classified terms and concepts should be entered in Field 25, Identifiers.

4. Weight the main topic(s) of the report with asterisk(s), with one to three asterisked terms usually being sufficient. Proceedings of symposia, exhaustive surveys of a subject, major handbooks, etc. may warrant more asterisked Controlled Terms, as well as several asterisked Uncontrolled Terms. Many search profiles are based in part on a search of weighted terms. At least one asterisked Controlled Term must be entered in Field 23.

5. <u>Normally</u> do <u>not</u> weight:

a. Very general or nebulous concepts
    - such as Angles, Foreign technology, Performance (Engineering), Physics, Reliability, Test methods, Theory, etc.

b. Formats
    - such as Abstracts, Subroutines, tables (Data), translations, etc.
    - "Patent applications" and "Patents" are exceptions when assigned to <u>DoD</u>-funded patent applications and patents
    - Adjectival terms such as Air to air;
    - Circular, Global, Underwater, etc.

c. Country names
    - except when the item comprehensively covers many of the aspects of that country, e.g. Area Handbooks;
    - a report on Russian metal matrix composites would be weighted for the composite term but not for Russia.

6. If an item is on reliability engineering applied across many fields, general principles of testing, how to write abstracts, etc., the above general terms may be weighted.

7. Avoid "pyramiding," i.e. indexing with both very general and more specific terms within a subject hierarchy. Consult the *DTIC THESAURUS* to find pertinent specific terms in the hierarchy. If an item is entirely on sonar transducers, it clutters up the input and retrieval when broader terms such as "Sonar" or "Sonar equipment" are used as well as "Sonar transducers."

8. However, pyramiding may be necessary when dealing with the proceedings of a symposium, collection of reprints, etc. In these circumstances, weight the overall major concepts of the symposium, reprints, etc., and index the topics of important items with either more general and/or more specific terms in that hierarchy. Example: weight "Hurricanes" and/or "Typhoons" and also "Storms," a broader term to both of these, if there is significant material comparing their paths to those of winter/snow storms and blizzards.

9. Machine-Aided Indexing (MAI) <u>assists</u> the Citation Build staff, presupposing human intervention. Due to the lexical structure of what it reads, MAI commits errors and sometimes omits relevant terms. It is the Citation Build staff's responsibility to make up for its deficiencies. MAI may assign general terms where a human would assign more specific terms. Index specific terms where they are applicable, e.g. Attack helicopters instead of Aircraft, Turboshaft engines instead of Engines, Side looking sonar instead of Sonar, Antiradiation missiles instead of Guided missiles, Diabetes rather then Diseases, etc. DTIC users, knowing we have certain ACTs, expect to find the concepts indexed directly. If "Radar receivers" is a term, do not settle for "Radar" or "Radar equipment" and "Receivers." This method of indexing, called "uniterming" or "word matching,"

should be avoided if possible. Uniterming is only used when the standardized vocabulary is insufficient to cover a concept. If a concept is worth uniterming, it may also be worth open-ending as a phrase. Open-ended terms are terms used to index subjects for which there are no posting terms or identifiers available. Remember that MAI: 1) does not handle numerics; 2) cannot, at present, generate output from phrases consisting of more than four words; and 3) treats a hyphenated phrase as a single adjective. Thus it can generate useful controlled terms from "Russian long-range surface-to-surface missiles" (which MAI regards as a four-word phrase) but less useful terms from the unhyphenated version of the same phrase (which it regards as a seven-word phrase which it may attempt to break at the preposition)

10. Delete invalid/non-pertinent MAI-assigned terms. MAI is especially susceptible to errors due to:

a.   Figures of speech, euphemisms, inflated prose, etc.,
   - <u>erosion</u> of confidence, in <u>light</u> of this evidence, the <u>thrust</u> of this study, <u>leading edge</u> of technology, the <u>heart</u> of this proposal, <u>concrete</u> results, high <u>value</u> object, Vietnam <u>conflict</u>.
   - Some words are so incorrectly or overused that they become meaningless, destroying their usefulness in retrieval when they are truly valid. These include employment (i.e. use), environment (i.e. conditions/circumstances), geometry (i.e. shape/configuration), global (i.e. overall), interface, integrated, utilization (i.e. use), viable (i.e. possible), etc.

b.   Jargon, buzz words, gobbledygook
   - reusing old words in new contexts, coining new words for old or new ideas, or generating overlapping or synonymous terms for the same concept
   - the computer field gives old words new meanings such as benchmark, boot, library, menu, mouse, etc.
   - managers are concerned with corporate "image," management "climate," etc.

c.   Acronyms and abbreviations
   - DNA stands for both Defense Nuclear Agency and deoxyribonucleic acid;
   - RV may be research vessels as well as reentry vehicles;
   - arm/ARM may be a verb, as in to "arm" a weapon, anatomical, figurative, an "arm" of the sea, or acronym for AntiRadiation Missile or Ammunition reconfiguration Model/Module, etc.

d.   Code names and nicknames
   - <u>Wild Weasel</u> for EMC sets used on F-4's;
   - PROTEUS acoustic processors, as Proteus is also the name of a submarine tender, the AS-19, and the ACT is in the Enterobacteriaceae hierarchy;
   - Huey <u>Cobra</u> helicopters, <u>Tornado</u> aircraft, etc.

e. NATO code names
- Hormone or Hip for the Soviet Ka-25 and Mi-8 helicopter, Backfire and Bear for Soviet Tu-26 and Tu-95 bombers;
- Ash and Atoll for Soviet air to air missiles, etc.

f. Proper names
- Henry Clay and L. Mendel Rivers submarine, Ohio class of Trident submarines which includes Michigan, Florida, etc.;
- Oliver Hazard Perry frigate; Harry Diamond Labs.;
- James J. Jordan and William Winter as authors rather than the country or the season;
- General Dynamics, etc.

g. Geographic names
- Crane, IN, White Oak, MD;
- Copper River, AK (also BC)

h. Word order
- "Carrier aircraft" may be carrier-based aircraft or the aircraft carrying the equipment being tested but not aircraft carriers;
- level ground is not synonymous with ground level, nor is management training synonymous with training management

i. Typos
- radios, ratios and rations are often mistyped and the error automatically generates "Radio equipment," "Ratios," or "Rations" depending on the typo;
- other common confusions are rain/rail, waves/wages/wakes, airglow/airflow, etc.)

j. Negatives
- MAI assigns ACTs when it recognizes a phrase although the ACTs may not be pertinent to the item
- "…does not require interpolation;"
- "…alternatives to the power spectral method;"
- "no surface detection techniques are involved;"
- "…other than the native soils;" etc.

k. Reference to topics not in the item in hand
- "An assessment of the acoustic conditions will be the subject of a later report" generates a non-pertinent Acoustics.

l. Homographs—Spelling ambiguity
- "winds" in the meteorological sense vs. as part of the verb "to wind";
- "wound" as in "Wounds and injuries" vs. the past participle of the verb "to wind"—"Tape wound construction," etc.

m. Ambiguities/Idiosyncrasies/Inconsistencies of the English language
- Most words in English have more than one definition, with meaning dependent on the context and part of speech. Adding an "s" at the end of a word may change a singular noun to plural or change a plural verb to singular (e.g. "contracts" as a noun may refer to legal documents but as a verb may refer to the process of contraction.)
- The *DTIC THESAURUS* has ACTs "Underwater light" for the physical phenomenon and "Underwater lights" for the hardware, "Casting" for the process and "Castings" for the results of the process, etc.
- A word may also be synonymous with one ACT in some contexts but synonymous with others in other contexts (e.g. "Fire" may be equivalent to "Fires" as in combustion, to "Gunfire," to "Firing (Ceramics)," to "Personnel management"—"fire"/discharge an employee or motivate him, etc.).

11. MAI assignments are based on the most probable valid term available and are context-sensitive only to the extent the text allows. False drops should be deleted and pertinent terms added. MAI may assign the term more than once. Marking one occurrence with the delete symbol will delete all occurrences of that term.

12. Some of the errors generated by MAI can be prevented from recurring by providing feedback to the DTIC-OQ MAI vocabulary group who re-code words or phrases to reduce or eliminate the chance of error.

13. When Controlled Terms in Field 23 require a higher level of specificity use the applicable name or open-ended term in Field 25, Identifiers and/or Open-Ended Terms. If the Controlled Term "Attack bombers" is entered in Field 23, then the type "A-10 aircraft" is assigned in Field 25, Identifiers and/or Open-Ended Terms.

14. For CNWDI documents, Field 23 must contain only the single term "CNWDI."

USE: Mandatory.

FIELD 24 – DESCRIPTOR CLASSIFICATION
(1 numeric character)

Definition: This Field indicates the classification level of the Descriptors or Controlled Vocabulary terms assigned to an item. This Field is labeled as "Posting Terms Classification" in EDMS.

Purpose: Classification of Descriptors is necessary to indicate whether the record can be made available for retrieval purposes.

Chief Source of Information: The Descriptor Classification is derived from the classification level of the terms used in Field 23, which are <u>always</u> unclassified.

Form of Entry: This Field is computer-generated on all items, but included in the *Guidelines* to show the rules used to create the default. This Field stores the numeral 1 to represent unclassified.

Rules and Procedures:

1. This Field is system-generated to default to unclassified.

2. No punctuation is used at the end of Field 24.

USE: Mandatory.

FIELD 25 – IDENTIFIERS AND/OR OPEN-ENDED TERMS
(1200 characters)

Definition: Identifiers or Open-Ended Terms are words or phrases used to identify important ideas and concepts in an item. These terms are also referred to as uncontrolled index terms.

Purpose: Identifiers provide subject access to technical items. Types of uncontrolled subject terms entered in Field 25 include, but are not limited to:

- Commonly used alpha or alphanumeric designators of specific equipment or equipment types, such as aircraft, ships, missiles, guns, ammunition, etc.
- Code names of projects, operations, exercises, computer programs, NATO code names for foreign aircraft, missiles, etc.
- Pertinent acronyms and abbreviations spelled out in their expanded form.
- New concepts, materials, methods, phenomena, etc.

Terms from this last type may be suggested as candidate terms for inclusion at a future update of the *DTIC Thesaurus.*

For items classified S (Secret), C (Confidential), or R (Restricted - for NATO and foreign items only), subject terms that are rated other than U (Unclassified) and would normally be added in Field 23, Descriptors, are entered in Field 25 for security purposes. In those instances, the entry in Field 26, Identifier Classification, must match the highest level of classification of any given term.

Chief Source of Information: Applicable posting terms can be derived from the title, abstract, author-suggested subject terms on the SF298, introduction, executive summary, table of contents, summary and conclusion.

Form of Entry: Terms describing the subject content of the item are entered into the field. With the exception of commas, special symbols may be used as presented in the item or reference source. Never use a comma within a term in Field 25 as it is machine read as a delimiter separating the identifiers. Commas are either omitted or replaced by hyphens. For example, enter, "Command control communications and intelligence," without commas; or 1, 2-Nitronaphthol as, "1-2-Nitronaphthol."

Acronyms are entered followed by the compound term or phrase enclosed in parentheses.[96] Roman numerals are replaced by Arabic numerals except when used in chemical names. Ordinal numbers use the abbreviation ND or RD, not D (i.e., 52ND, not 52D and 83RD, not 83D).

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[96] 7 February 2005 - DTIC-OQ reviewed changing the policy to spell out acronyms in Field 25 if the citation's abstract also contained the acronym with its phrase. The consensus among DTIC's cataloging, retrieval and quality control staff was to follow current policy because an acronym could stand for more than one phrase, it's easier to search the identifier field to make sure you have the right acronym when there are weighted identifiers and a long abstract might be truncated so that the spelled out term is missing. (2005 update)

Uncontrolled subject terms entered in Field 25 are weighted by adding an asterisk (*) in front of the term when the term is considered critical in identifying the item's subject content. Unlike Field 23, Descriptors, there is no requirement to include a weighted term unless the uncontrolled term corresponds to a controlled term in Field 23. If the phrase "Attack bombers" is weighted in Field 23, then "A-1 Aircraft" is weighted in Field 25.[97]

Individual terms should not exceed 120 characters, including punctuation and spaces. Words are not abbreviated. Terms are entered in upper case by default. A comma and a space separate terms.

Rules and Procedures:

1. Specific types of aircraft, ships, computer programs, etc., are entered by the following guidelines:

a. Aircraft are entered using the designations, for non-U.S. aircraft, or the popular name, for U.S. aircraft, found in the latest edition of *Jane's All the World's Aircraft*. If there is no popular name for U.S. Aircraft, use the designation. Add the qualifier Aircraft or Drone, depending on type, following the name.

> **Examples:**
> A-6 AIRCRAFT
> HOODLUM AIRCRAFT
> MIRAGE P-2 AIRCRAFT

b. Electronic equipment components contain the complete alphanumeric designation followed by a type qualifier, except systems, which do not need the qualifier. To indicate a class of equipment, use the class designation, followed by TYPE EQUIPMENT.

> **Examples:**
> AS-1688/SPS48 ANTENNAS
> BA-360/U BATTERIES
> AN/PRC TYPE EQUIPMENT

c. Celestial bodies are entered by name, followed by a qualifier designating the type of body.

> **Examples:**
> TRITON MOON
> **not** TRITON (MOON)
>
> POLARIS STAR
> 3C 273 QUASAR

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[97] Added - 20 July 2004 (2005 update)

d. Computer programs are entered by name, followed by the designation COMPUTER PROGRAM. If the name of a program includes an acronym, treat the acronym as a word without spelling out the full meaning.

Examples:
ACCOUNT COMPUTER PROGRAM
not ACCOUNT PROGRAM

VETRAF COMPUTER PROGRAM
not VETRAF (VEHICULAR TRAFFIC)

e. Engines and motors are entered by military designation if available, popular name if there is no military designation or manufacturer's designation if there is no popular name.

Examples:
LR-79-NA-9 ENGINES
SIROCCO ENGINES

Solid propellant rocket motors are entered by size followed by the qualifier ENGINES

Example:
160-IN ENGINES

f. Missiles used as launch vehicles for satellites or spacecraft, are entered by missile name or designation followed by the qualifier LAUNCH VEHICLES

Example:
ATLAS G LAUNCH VEHICLES

g. Military unit and organization names are used without the designators Headquarters or U.S. Those with more than one component have each component listed separately.

Examples:
6TH BATTALION and 14TH ARTILLERY
not 6TH BATTALION, 14TH ARTILLERY

11TH ARMORED CAVALRY REGIMENT
not HEADQUARTERS, 11TH ARMORED CAVALRY REGIMENT

ARMY COMMAND CAM RANH BAY
not U.S. ARMY COMMAND

h. Missiles and rockets are entered using the designations found in the latest edition of the appropriate Jane's annual for U.S. items, or the popular or code name found in the

appropriate Jane's volume for other countries, followed by the qualifier MISSILES or ROCKETS.

Examples:
SIDEWINDER MISSILES
THUNDERBIRD MISSILES
AS-30 MISSILES

Former Soviet bloc items are entered using the Russian Alphanumeric Code followed by the NATO code name found in earlier Jane's annuals, followed by the qualifier MISSILES or ROCKETS.

Examples:
SS-1 SCUD MISSILES
SA-N-4 GECKO MISSILES

i. Ordnance items are entered by the complete alphanumeric designation or name if there is no designation, followed by the appropriate qualifier.

Examples:
M-54E3 CARTRIDGES and M-54 CARTRIDGES
XM-90E1 GUNS and M-90 GUNS
T-87A13 VEHICLES and T-87 VEHICLES

U.S. Air Force "Unit" items are used following the prefix abbreviations and a hyphen before the designation or name and qualifier:

ADU- Use ADAPTERS (for all types of adapters)
Example: ADU-253/B ADAPTERS

BDU- Use BOMBS (for bombs, bomblets, munitions, training bombs)
Example: BDU-12/B BOMBS

BLU- Use BOMBS (for bombs, bomblets, mines, etc.)
Example: BLU-22/B45 BOMBS

CBU- Use DISPENSERS (for bomb dispensers, cluster bombs, munitions, etc.)
Example: CBU-1A/A DISPENSERS

CNU- Use CONTAINERS (for all containers)
Example: CNU-77/E CONTAINERS

FMU- Use FUZES (for all fuzes)
Example: FMU-7A/B FUZES

LAU- Use FLARE LAUNCHERS, MISSILE LAUNCHERS, ROCKET LAUNCHERS, etc.
>   **Example:** LAU-62/A FLARE LAUNCHERS

MAU- Use FEEDERS, FINS, PYLONS, RACKS, SHAFT FLEXES, etc.
>   **Example:** MAU-12B/A RACKS

MHU- Use ASSEMBLIES, CRADLES, RACKS, TRADLERS, TRUCKS, etc.
>   **Example:** MHU-79 ASSEMBLIES

MLU- Use CARTRIDGES, FLARES, MARKERS, MINES
>   **Example:** MLU-32/B99 FLARES

SUU- Use DISPENSERS (for aerosol generators, bomb dispensers, ejectors, flare dispensers, etc.) or GUN PODS (for guns, gun mounts, gun pods, etc.)
>   **Examples:** SUU-14/A DISPENSERS
>   SUU-11A/A GUN PODS

TDU- Use TARGETS (all types of targets)
>   **Example:** TDU-22A/B TARGETS

j. Personal names are written: last name, first name, middle name(s) or initial(s) without punctuation. Do not include personal titles unless necessary to distinguish one person from another of the same name.

Examples:
>   KENNEDY JOHN FITZGERALD
>   MAO TSE TUNG
>   LOPEZ MATEOS ADOLFO

If two or more surnames are part of a term, remove any hyphens

Example:
>   GINZBURG LANDAU THEORY
>   **not** GINZBURG-LANDAU THEORY

Structures or objects labeled with proper names are written as the name appears, except for removing any commas.

Examples:
>   ALVIN B JONES VESSEL
>   PETER BENT BRIGHAM HOSPITAL

k. For Programs, Projects, Operations, Exercises, etc., if necessary reverse the usual order of the name by entering the specific part first followed by the qualifier.

> **Examples:**
>> QUICK FIX PROJECT
>> **not** PROJECT QUICK FIX
>>
>> 2641 PROGRAM
>> **not** PROGRAM 2641
>>
>> Do not use the qualifier PROGRAM or PROJECT as substitute for more applicable ones.
>>
>>> **Example:**
>>>> OMEGA NAVIGATION SYSTEM
>>>> **not** OMEGA PROJECT

l. For QRC Electronic Countermeasures Equipment use the complete alphanumeric designation without a qualifier.

> **Examples:**
>> QRC-297 (T)
>> QRC-317A

m. Satellites are entered by name followed by the designator SATELLITE if listing a specific name or SATELLITES if it is a series of two or more satellites.

> **Examples:**
>> TRAVELER 7 SATELLITE
>> TRAVELER SATELLITES

n. Individual U.S. Naval vessels are entered by using the alphanumeric designation found in *Jane's Fighting Ships*, followed by the qualifier VESSEL. Punctuation marks other than hyphens preceding numbers within the name are not used and the prefix "T" is not included for vessels in MSTS service.

> **Examples:**
>> SSBN-604 VESSEL
>> **not** SSB (N)-604 VESSEL
>>
>> WAGE-282 VESSEL
>> **not** W-AGB-282 VESSEL
>>
>> AGM-2 VESSEL
>> **not** TAGM-2 VESSEL

Individual ships, boats, submersibles, research vessels, etc. not part of the U.S. Navy are entered by the name, or designator if there is no name, followed by the qualifier VESSEL unless the name includes the equivalent of a designator describing the type of vessel. If there is more than one vessel with the same name, include an identifier to differentiate them.

Examples:
>INVINCIBLE VESSEL
>PACIFIC STAR VESSEL
>ATLANTIQUE VESSEL (FRANCE)
>ATLANTIQUE VESSEL (CANADA)
>ORION CARGO SHIP
>ORION DESTROYER

Classes or vessels are entered with the name followed by the qualifier VESSELS unless the class is named for an individual vessel, then the qualifier CLASS VESSELS follows it.

Examples:
>SEACHARGER VESSELS
>PR-3 VESSELS
>AGOR CLASS VESSELS
>CV-59 VESSELS

o. Enter the appropriate qualifier (i.e., HURRICANE, TYPHOON, etc.) preceding the specific name or designation of the storm.

Example:
>HURRICANE BETSY

p. U.S. Air Force Weapon Systems are entered by designation or name if available. If not, enter the number and modification letter(s), if any, followed by the qualifier PROGRAM. The qualifier WEAPON SYSTEM is not used.

Examples:
>410L PROGRAM
>668A PROGRAM

The program designation is not used if it has another designation or name, unless other considerations prevail.

Example:
>YF-12A AIRCRAFT
>**not** 334A PROGRAM

q. Individual nuclear and non-nuclear test explosions are entered by the specific name or term, followed by the qualifier SHOT. Series of test explosions are entered by the specific name or term, followed by the qualifier OPERATION. When both are available enter the individual name and qualifier, followed the series name and qualifier in parentheses.

> **Examples:**
> TELSA SHOT
> SANDSTONE OPERATION
> BAKER SHOT (CROSSROADS OPERATION)

r. Land vehicles are entered by name or designation followed by a qualifier stating the type of vehicle or the qualifier VEHICLES if the type is not provided.

> **Examples:**
> M-253 TRUCKS
> T-80 TANKS
> D-7 TRACTORS
> OVERLANDER VEHICLES

> Amphibious vehicles or ground effect machines are entered by name or designation followed by the qualifier VEHICLES.

> **Examples:**
> LVTPXD-1 VEHICLES
> **not** LVTPXD-1 VESSELS
>
> SRN-5 VEHICLES
> **not** SRN-5 AIRCRAFT

s. The term SYSTEMS is used for:
> A class of systems, i.e., INFORMATION RETRIEVAL SYSTEMS
>
> A piece or assemblage of equipment where there are, or will be, more than one produced and operated independently, i.e., AFIS (AUTOMATIC FILM TITLING SYSTEMS), EC-34 (INFRARED RECONNAISSANCE SYSTEMS)
>
> For others, the word SYSTEM is used, i.e., NAMADS (NAVY MATERIALS DISTRIBUTION SYSTEM)

USE: Conditional; use if available.

FIELD 26 – IDENTIFIER CLASSIFICATION
(1 numeric character)

Definition: This Field indicates the classification level of the Identifiers, or Open-Ended Vocabulary, terms assigned to an item.

Purpose: Classification of Identifiers is necessary to indicate whether the record can be made available for retrieval purposes.

Chief Source of Information: The Identifier Classification is derived from information provided on the Report Documentation Page, Standard Form (SF) 298, and classification markings in the item.

Form of Entry: The TR database stores one numeric entry for this field which is automatically-generated from Field 20, Item Security Classification. If the Cataloger determines the Identifier Classification is lower than the Item Classification, the revised classification must be entered during cataloging. If Field 25, Identifiers and/or Open-Ended Terms only contain RDT&E data elements, the classification is U. There are four levels for Identifier Classification; each level receives a numeric designation for storage.[98] The Identifier Classification displays full-text in STINET.

> 1 = unclassified
> 2 = restricted (for NATO and foreign items only)
> 3 = confidential
> 4 = secret

Rules and Procedures:

1. This field is either unclassified or the same classification at the item. For example, if the item is secret but the abstract is confidential, Field 26 must be secret.

2. No punctuation is used at the end of Field 26.

USE: Conditional; use if Field 25 is available.

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[98] In the 2005 *Cataloging Guidelines* the Form of Entry was u, r, c, and s. *(2008 update)*

FIELD 27 – ABSTRACT
(2200 alphanumeric characters)

Definition: A summary of the most significant information contained in the item. An Abstract provides readers with enough information to decide whether they need to consult the full item.

Purpose: The concise information provided in the Abstract is used for determining the usefulness of the item. The Abstract must be carefully selected and prepared to reflect the scientific and technical content of the item as completely as possible within the constraints of the Abstract field. The Abstract generates candidate retrieval terms for the Citation Build staff and serves to help DTIC users determine whether they wish to order the complete report.

Chief Source of Information: An Abstract will often be submitted by the contributor on the Report Documentation Page, Standard Form (SF) 298. Other agencies often provide equivalent documentation pages. If a Report Documentation Page, Standard Form (SF) 298, is not provided, there may be an abstract or summary on the title or first page of a printed document, or the title screen or packaging of a multimedia item.

Form of Entry: The Abstract is entered as provided, allowing for character limitations. The maximum number of characters includes punctuation, spaces and special characters. The maximum abstract length generally equates to 21 lines of 80-characters per line original text or 16.5 lines of 100-character per line original text. EDMS input is primarily alphanumeric, so some characters/symbols, etc., in the original text have to be verbalized or otherwise converted. Basic verbalization guidelines are provided in the <u>Verbalization for Machinability</u> chart (Appendix D). Symbols used for editing the Abstract text are also provided in this appendix for the documents that arrive in paper format. Abstracts may be selected and entered by the Citation Build staff; but sometimes the Abstract is selected, proofed and scanned by a Data Transcriber. It is important to review the scanned Abstract before running the MAI process. Care must be taken to distinguish ambiguous characters such as alpha "O" and the numeric zero, or the numeric "1" and the alpha "l" so that, for example, the formula for aluminum oxide is transcribed as "Al2O3" and <u>not</u> "A1203." Most hyphens should be reviewed due to the interpretation they receive in the MAI process.

Rules and Procedures:

1. The following rules and procedures apply to unclassified items only.

2. Review the item's title, abstract, table of contents, introduction, conclusions, etc., to find the most informative text for use as the Abstract. The Abstract is selected and edited to provide succinct, relevant and comprehensible text. <u>Read</u> the text of the potential Abstract for content and watch for inconsistencies or confusion checking the item to clarify a statement or correct a possible error. Abstracts are sometimes written or typed

by someone other than the author, and errors, typos, or omissions may not be caught before submission to DTIC.

3. Check through the item to be sure that the intended Abstract applies to the <u>entire</u> item. Some items consist of a compilation of obsolete Form DD 1473's (superseded by the Report Documentation Page, Standard Form (SF) 298) on many topics or are compilations of abstracts, or of short reports/reprints each with its own Abstract. In these cases it may be necessary to make a contents note or list the major topics treated in the item.

4. If the author-supplied Abstract on the Report Documentation Page, Standard Form (SF) 298, or its equivalent, is acceptable, it is usually selected. It may be augmented by text from other parts of the item or may be cut to avoid redundancy by eliminating administrative information already supplied in the item, i.e., contract numbers, originating organization or monitoring agency, reporting coverage, repetition of title information, etc. An exception is made for SBIR administrative information. For example: "Report developed under SBIR contract for topic AF07-147."

5. None of the information in introductory sentences such as the following should be incorporated into the Abstract. Most of the information is administrative and is usually omitted from the Abstract.

> "This final report for FY 1987 was prepared by Dr. Henry Smith of the Jones Research Corporation under contract DA…with the U.S. Army Automotive Tank Command."

> "In March 1987, the Air Force…Command tasked the Air Force Laboratory to test the XYZ weapon system. Tests were conducted at…Air Force Base, Texas, 27 April 1986 to 6 June 1987 and at…Test Facility, California, 1 July - 4 September 1987."

However, use such text if this is the only summary information and is pertinent for retrieval purposes. If the state location is pertinent for retrieval, keep the full name. If the state location is not important, abbreviate the state name, change "Air Force Base" to "AFB" or delete the test site location altogether to make the Abstract more succinct and leave room for valuable information.

6. An abstract may be shortened if it is too long. Check the verso of the Report Documentation Page, Standard Form (SF) 298 (or its equivalent) for the continuation of an Abstract. Sometimes the introductory paragraph/background information of a long Abstract may need to be deleted to keep conclusions at the end of the summary. When deleting text make sure that the cuts will result in grammatical, properly punctuated, and complete sentences. Delete superfluous phrases, footnote symbols or <u>non-pertinent</u> citation references.

Examples:

        This preliminary research study will focus on…

        The data herein provides…

        Previous studies have shown…

        Provides a description of…

7. If the Abstract and Title are not explicit about the usage of a general term such as "waves," check the item (including the references) to determine if more specific terms apply, i.e., lake, seismic, internal, plasma, standing, blast. Indicate the applicable word(s), either as keywords or by inserting them in the abstract text.

8. If the specific nature of the XYZ weapons system is not otherwise revealed in the Abstract and it can be definitely determined from within the item or from reference tools, add the specifics to the abstract.

9. If necessary, define unusual, newly coined words or expressions. Expand or spell out ambiguous and/or uncommon acronyms, abbreviations, or chemical formulas.

APPEARS AS:	ENTER AS:
SAR	Synthetic Aperture Radar; or Search and Rescue

APPEARS AS:	ENTER AS:
HF	High frequency; or Hafnium; or Hydrogen fluoride

APPEARS AS:	ENTER AS:
IR	Infrared; or Information Retrieval; or Iridium

10. For those items which will be MAIed, insert the spelled-out form of a chemical formula or acronym, at least once, so that the MAI can attempt to assign the appropriate posting terms. For example, spell out, "Carbon dioxide lasers," for, "CO_2 lasers," either in the Abstract text or in the keywords. MAI does not handle alphanumerics.

11. Correct typos, grammatical or punctuation errors found in the original copy.

Examples:

        Navier-strokes equation

        Quadrapture sampling

        Fuel/air rations

        The results of the study is…

12. Valid spelling variations found in foreign documents, such as aluminium, analyse, behaviour, catalogues, centre, colour, defence, programme, sulphides, technics, theatre, travelling, etc., are not converted.

13. Abstracts prepared by foreign authors or texts that have been prepared by machine translation may need to be strenuously edited to generate comprehensible English. Correct the grammar and spelling as necessary. When possible, select the most likely of a sequence of alternate English-language words or substitute another word when the original word or phrase is not precise.

Examples:

Are presented results

Modulus/module of elasticity

Stress/Voltage of 420 MPa

14. When abstracting a report issued in several volumes or as a series on the same topic, try to indicate the information that is unique to each part. This can sometimes be achieved by using the same introductory text for each part followed by a partial content note such as:

Topics in volume 3 include

15. Sometimes, when the author has provided a very long, informative abstract to cover several volumes of a report, the Abstract can be continued and concluded in volumes B, C, and D, if it is printed in all the volumes.

16. A contents note may be provided if there is no useful author-supplied Abstract. This is frequently used to indicate the scope of a contract. Ignore sections meaningless for retrieval such as Introduction, Background, Conclusions, References, etc. If some articles are relatively short in length, their titles may be omitted in favor of longer, and presumably more valuable, listings. To avoid repetition of phrases, titles may be combined to convey the general subject matter.

17. If there is no Abstract or if it is inadequate and there is no informative author-supplied text that can be excerpted, for example a set of briefing charts, the Citation Build staff may have to write a brief Abstract. The Abstract should indicate the general and/or specific subject matter of the report, the overall purpose of the research and/or its applications, and major accomplishments or findings. Additional aspects which may be included as pertinent are:

How the subject matter was treated, e.g. theories, design, tests, analyses, computational techniques, specifications, new materials, production methods, training, etc.

Physical, chemical, biological, etc., properties, factors, effects, etc.

Noteworthy equipment, methods, computer programs, etc., involved.

Environmental, geographic, etc., conditions, e.g. Upper atmosphere, North Carolina offshore structures, Soviet Arctic islands, Ohio Indian mounds, etc.

Applicable project names, code names, Mark/Mod numbers, AN…numbers, identifiers such as F-110 turbofan engines, SSBN-616 class vessels, Hind aircraft, Pershing-2 missiles, MICE hydrodynamic code, etc.

18. For some reports there may be no valid Abstract. These include those written entirely in a foreign language and occasional mathematical or chemical reports written entirely in equations or diagrams which cannot be meaningfully verbalized for computer input and MAI processing. In such cases an alternative part of the text may be substituted, such as an introductory paragraph or conclusion.

a. Other categories of reports processed as "no abstract" include most Announcement Bulletins, Security Classification Guides, those with classified NATO-furnished abstracts.

b. Reports for which no Abstracts are made are manually indexed directly into the EDMS entry screen.

c. NATO-furnished documents may have only unclassified Abstracts entered into DTIC's database.

USE: Conditional; use if available.

FIELD 28 – ABSTRACT CLASSIFICATION
(1 numeric character)

Definition: The Abstract security classification is the highest security classification of the information contained in the Abstract.

Purpose: The Abstract Classification determines whether the Abstract can be made available for retrieval purposes. This Field is computer-generated on unclassified items, but must always be entered for classified items.

Chief Source of Information: The Abstract Classification is normally indicated on the item and may be the same security level or lower than that of the item. The Abstract Classification should be provided by the source contributing the item on the Report Documentation Page, Standard Form (SF) 298. If no classification is provided for the Abstract, it is presumed to be the classification of the item.

Form of Entry: This Field is computer-generated on unclassified items, but must always be entered for classified items. This Field stores one numeric entry.[99] The Abstract Classification displays full-text in STINET.

> 1 = unclassified
> 2 = restricted (for NATO and foreign items only)
> 3 = confidential
> 4 = secret

Rules and Procedures:

1. The Abstract Classification is determined from the information provided on the Report Documentation Page, Standard Form (SF) 298, or from the markings of the abstract located in the front matter of the item. It must reflect the highest classification of content in the abstract.

2. If it cannot be determined whether an abstract is classified or unclassified, it should always be entered as classified, using the same classification level as the item.

3. This Field is always unclassified for NATO-furnished items.

USE: Conditional; use if Field 27 is available.

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[99] In the 2005 *Cataloging Guidelines* the Form of Entry was u, r, c, and s. *(2008 update)*

FIELD 31 – SPECIAL INDICATOR CODES
(1 alpha character)

Definition: The special indicator code "y," is used by the Selection staff to indicate restrictions on item and citation distribution. The Citation Build staff can use Indicator Code "a" in this field.

Purpose: The Indicator Codes are used on items that require certain markings and/or limitations to further restrict distribution.

Chief Source of Information: The type of item is used to determine the correct code.

Form of Entry: Enter one of two lowercase alpha codes: y, or a. Modified or historical/obsolete codes are listed for reference in Appendix Q.

Rules and Procedures:

1. The "y" Indicator Code is used to designate CNWDI (Critical Nuclear Weapon Design Information) documents. This corresponds to the entry of a CNWDI statement in Field 22, Distribution Statement.

2. The Citation Build staff use the "a" Indicator Code when the Abstract in Field 27 is not limited, even though the basic report is a classified or unclassified, limited-distribution item. This Code may not be used if any other Code is present. This information is found on the Report Documentation Page (SF298), Block 17, Limitation of Abstract. If the block contains the marking "UU" or the term "unlimited," select Indicator Code a. If Block 17 is blank, or contains markings such as U, UL, n/a, SAR or Same as Report, unclassified or no RDP is submitted, the Indicator Code is not selected.

3. No punctuation terminates Field 31.

USE: Mandatory on special marked documents.

FIELD 32 – REGRADE CODE
(1 alpha character)

Definition: The Regrade Code applies only to classified documents. Codes "a" through "f" are DTIC control codes representing the DoD regrading or declassification schedule assigned to each classified item by the originator. Code "x" represents items that are declassified according to Executive Order No. 12958 10-year exemption rule.

Purpose: The Regrade Codes are assigned in accordance with DoD 5200. 1-R, *Information Security Program*, January 1997, which implements Executive Order 12958, April 20, 1995.

Chief Source of Information: The classification statement displayed on the item by the originator determines the appropriate Code.

Form of Entry: The Regrade Code (a-x) is entered in lowercase. When necessary, corresponding entries should be made in Field 11a, Regrade Date, Field 38, Declassification Date/Event and Field 39, Downgrading Date/Event. See the *Classified Document Required Fields Checklist*, following Field 49, Authority for Changes.

Rules and Procedures:

1. The meanings of the Regrade Code in Field 32 are:

Code	**Meaning**
a	Document with a Declassification date
b	Document with a Declassification event
c	Document with Originating Agency's Determination Required (OADR) or document with a review date (if document is dated prior to 1 Aug 1982)
e	Restricted Data/Formerly Restricted Data Document
f	Foreign Documents
x	10-Year Rule Exemption of Specific Information

2. Items coded "a:"

a. Items with Declassification Dates are coded "a" in Field 32 and the date entered in Field 11a, Regrade Date and Field 38, Declassification Date/Event.

b. Secret items with Declassification and Downgrade dates are coded "a" in Field 32, the Declassification Date entered in Field 38, Declassification Date/Event and the Downgrade Date entered in Field 11a, Regrade Date and Field 39, Downgrading Date/Event.

3. Items coded "b:"

a. Items with Declassification Events are coded "b" in Field 32, and the event entered in Field 38.

b. Secret items with a Declassification Event and Downgrade Date are coded "b" in Field 32, the Event entered in Field 38, Declassification Date/Event and the Downgrade Date entered in Field 11a, Regrade Date and Field 39, Downgrading Date/Event.

4. Items coded "c:"

a. Although the term, "Originating Agency's Determination Required (OADR)," is no longer authorized, DTIC is not authorized to change this security marking and must record the statement on the document. Items marked OADR should contain the statement, "Declassified on: Source marked OADR, Source dated day month year." Use the most recent date on the item to determine the "Source dated" line.

b. Items with "Declassify on OAD" are coded "c" in Field 32, and OADR entered in Field 38, Declassification Date/Event.

c. Items with review dates are coded "c" in Field 32, and OADR entered in Field 38, Declassification Date/Event.

d. Secret items with "Declassify on OADR" and Downgrade Date are coded "c" in Field 32, OADR entered in Field 38, Declassification Date/Event and the Downgrade Date entered in Fields 11a, Regrade Date and Field 39, Downgrading Date/Event.

5. Items coded "e:"

a. Items marked "Restricted Data" (for NATO and foreign items only) are coded "e" and Code 51 entered in Field 33, Distribution/Availability Codes.

b. Items marked "Formerly Restricted Data" (for NATO and foreign items only) are coded "e" and Code 52 entered in Field 33, Distribution/Availability Codes.

6. Items coded "f:"

Foreign source items are coded "f" in Field 32.

7. Items coded "x:"

   a. When a specific date within 10 years cannot be established, the original classifier applies the letter "x" plus a brief narrative of the exemption category(ies), or the letter "x" plus the number that corresponds to that exemption category(ies) in section 3.3(b) of Further Amendment of Executive Order 12958, 25 March 2003.

b. These items remain classified until reviewed in 25 years for continued classification. The categories of information that may remain classified beyond 10 years are:

25X1	Reveal the identity of a confidential human source, or a human intelligence source, or reveal information about the application of an intelligence source or method (Formerly X-1)
25X2	Reveals information that would assist in the development or use of weapons of mass destruction (Formerly X-2)
25X3	Reveal information that would impair U.S. cryptologic systems or activities. (Formerly X-1)
25X4	Reveal information that would impair the application of state of the art technology within a U.S. weapon system (Formerly X-3)
25X5	Reveal actual U.S. military war plans that remain in effect. (Formerly X-4)
25X6	Reveal information, including foreign government information that would seriously and demonstrably impair relations between the United States and a foreign government, or seriously and demonstrably undermine ongoing diplomatic activities of the United States. (Formerly X-5 and X-6)
25X7	Reveal information that would clearly and demonstrably impair the current ability of United States Government officials to protect the President, Vice President, and other protectees for whom protection services, in the interest of the national security, are authorized. (Formerly X-7)
25X8	Reveal information that would seriously and demonstrably impair current national security emergency preparedness plans or reveal current vulnerabilities of systems, installations, infrastructures, or projects relating to the national security
25X9	Violate a statute, treaty, or international agreement. (Formerly X-8)

c. Items marked "X" are coded "x" in Field 32 and coded 25X1 - 25X9 in Field 38, Declassification Date/Event. EDMS can accept five codes.

8. When incomplete information is given for Field 32, refer to the office of primary responsibility for the item to determine the correct Declassification Date.

9. No punctuation follows Field 32.

USE: Mandatory on classified documents.

FIELD 33 – DISTRIBUTION/AVAILABILITY CODES
(10 characters for up to a total of 3 codes)

Definition: These Codes are defined and derived from Distribution/Availability statements entered in Field 22, Distribution/Availability Statements and Codes. They indicate the availability for distribution, release or disclosure, and limitation on availability of items.

Purpose: The Distribution Codes are used for computer input and retrieval. These Codes indicate whether the item will be made available to the public or to a specific community served by the controlling agency.

Chief Source of Information: The controlling statements that appear on the item determine the Codes used in this field.

Form of Entry: Entries are one or two-digit numbers assigned in three positions. When both Availability and Special Codes are necessary, the Codes should be entered in numerical sequence.

Rules and Procedures:

1. The first position entry can only have numeric Codes 1, 2, 3, 4, 5, 7 and 16. These Codes refer to the distribution restrictions explained in Field 22, Distribution/Availability Statements and Codes.

Example:

Field 33:
Distribution/
Availability Codes

Distribution	Availability	Special
1		

2. The second position can only have numeric Codes 20 through 23 or 51 through 57. These codes can only refer to the Availability Statements explained in Field 22, Distribution/Availability Statements and Codes.

Example:

Field 33:
Distribution/
Availability Codes

Distribution	Availability	Special
3	23	

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Codes 51 through 53 and 57 are normally used in the third position, but may be used in the second position when no Code 20-23 applies.

3. The third position is used for Special Codes 51 through 53 or 57 when the other positions in the Field contain data.

Example:

Field 33: Distribution/Availability
Codes

Distribution	Availability	Special
3	23	51

USE: Mandatory.

FIELD 34 – SERIAL CODE
(10 characters)

Definition: The Serial Code is a modified version of information displayed in Field 6, Title and Field 9, Descriptive Note. It identifies the type of item or the report number of a report in a series. The acceptable entries used in this Field are: f = Final Report, a = Annual Report, s = Summary Report, or the appropriate series number.

Purpose: This Field contains identifying information about the item and may indicate whether there will be additional or related reports.

Chief Source of Information: The Codes from this field are derived primarily from Field 6, Unclassified Title, Field 9, Descriptive Note entries or from the volume, part, change numbers, etc. No letters, other than "f," "a," or "s" are permitted in Field 34.

Form of Entry: In the Serial Code Field, enter a lowercase a (for annual), f (for final report), or s (for summary report), or a number derived from the Unclassified Title or Descriptive Note.

Rules and Procedures:

1. The order of preference for coding Field 34 is:

> (1) final
> (2) numbers(s)
> (3) annual or summary

2. Any number derived from Field 6, Title or Field 9, Descriptive Note which is a component part in a series, can be used in this field. Phase report numbers are not component parts of a series and should not be used in Field 34.

APPEARS AS:	ENTER AS:
Volume 1	1

APPEARS AS:	ENTER AS:
Chapter 7	7

APPEARS AS:	ENTER AS:
Progress rept. no. 2	2

APPEARS AS:	ENTER AS:
Part 3	3

APPEARS AS:	ENTER AS:
Quarterly progress rept. no. 6	6

APPEARS AS:	ENTER AS:
Walker paper no. 7	7

a. When a volume and a part are used together in Field 6, Title or Field 9, Descriptive Note, the volume is entered in Field 34.

b. When two volumes, parts, etc., appear in Field 6, Title or Field 9, Descriptive Note, the higher number is entered in Field 34.

3. If the descriptive note "Technical summary report" is displayed on the item, the cataloger enters "s" in Field 34.

4. No punctuation follows Field 34.

USE: Conditional; use if available.

FIELD 35 – SOURCE CODE
(6 numeric characters)

Definition: The Source Code is a number assigned by DTIC to designate the Corporate Author. This entry generates the performing organization displayed in Field 5, Corporate Author.

Purpose: Each corporate author is assigned a Source Code for computer input and retrieval.

Chief Source of Information: The appropriate Code is assigned based on the Corporate Author displayed on the item. The Corporate Author is identified and the corresponding Code is obtained from the Corporate Source Authority System (CSAS) database by clicking on the "Corp Source" button next to Field 35.

Form of Entry: The six-digit numeric source code is entered in Field 35 with no spacing.

Rules and Procedures:

1. Each Corporate Author and its designated Source Code is listed in the Corporate Source Authority System (CSAS). If the corporate source given on the item does not appear in the CSAS a Code must be established and entered into the system before it can be used in Field 35. The DTIC Source Specialists provide new Source Codes.

2. No punctuation follows Field 35.

USE: Mandatory.

FIELD 37 – CLASSIFICATION AUTHORITY
(100 characters)

Definition: Field 37 identifies the Classification Authority for a classified item and specifies the date and agency, official source document or classification guide responsible for originally classifying the item.

Purpose: The Classification Authority provides justification for the security markings that appear on the item, per DoD 5200.1-R.

Chief Source of Information: The classification information is given on the cover of the item. It may be stamped on the cover or appear in table format.

Form of Entry: Prior to 1994 only lower case letters were used because of system limitations in DROLS. Although data in this Field is limited to 100 characters upper and lower case is used.[100] If the maximum number of characters is exceeded, words may be abbreviated or deleted. It is important to retain as much meaningful information as possible.

Rules and Procedures:

1. All DoD classified items require data in this Field. Declassification date/event, downgrade date/event and authority for changes are not entered in Field 37.

APPEARS AS:	ENTER AS:
DRV FM Multiple Sources Dated: 24 September 2004 Declassify on: 31 July 2029	Derived from Multiple Sources, dtd 24 Sep 2004

2. Enter data, except dates, as it appears in the table on the cover. Include security classification guide titles and contract numbers if any. Contract numbers in this table may or may not match contract number in the body of the report.[101]

APPEARS AS:	ENTER AS:
CLASSIFIED BY: SSPINST C5511.23 Polaris Poseidon Trident Weapons System Security Classification Guide of 8/30/78. Contract No: N00030-81-C -0100 DD254 dated: 11/30/80 Downgrade to: NA on: NA Declassify on: OADR	SSPINST C5511.23 Polaris Poseidon Trident Weapons System SCG dtd 30 Aug 1978, N00030-81-C-0100, DD254, dtd 30 Nov 1980

3. Dates appearing in this Field are written in the format: day, month (three-letter abbreviation), year. For example: 25 JAN 1986.

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[100] Clarified 17 November. (2008 update)

[101] Per e-mail, Roberta Schoen, Director DTIC-O, dated 16 November 2007. (2008 update)

APPEARS AS:	ENTER AS:
Classified by: SCG for Program 681D 6/74 and Project B SCG	Program 681D 6/74 and Project B SCG,
Contract: F04701-74-C-0466	F04701-74-C-0466, DD254, dtd Feb 1974
DD254 Dated: February 74	
Review for declassification on: OADR	

4. For items classified as Restricted Data or Formerly Restricted Data click the EDMS box labeled as RD/FRD and the phrase "U.S. Atomic Energy Act of 1954" is automatically entered in Field 37.

5. Refer to the Table of Contents to locate the Special Instructions section for the *Classified Document Required Fields Checklist*.

6. No punctuation follows Field 37.

USE: Mandatory on classified domestic items.

FIELD 38 – DECLASSIFICATION DATE/EVENT
(100 characters)

Definition: Field 38 identifies a specific date or event that provides for the declassification of an item. When no Declassification Date or Event is displayed on the item, the following entry is used: OADR (Originating Agency's Determination Required).

Purpose: The presence of a Declassification Date/Event indicates the originating agency has determined a specific date when classified material no longer requires, in the interest of National Security, any degree of protection against unauthorized disclosure. The use of the statement OADR indicates that the approval of the originating agency is necessary before the item can be declassified.

Chief Source of Information: The item cover and/or title page are the prescribed source for the declassification information provided by the originating agency.

Form of Entry: All dates are entered according to the format: day, month (three-letter abbreviation, year, e.g., 25 JAN 1987. If OADR is used, it should be entered in uppercase.

Rules and Procedures:

1. Dates have the year entered with four digits.

> **Example:**
> Date - December 31, 2005
> Field 38 entry: 31 DEC 2005

2. No entry is required in Field 38 for Restricted Data and Formerly Restricted Data and foreign documents.

3. No punctuation follows Field 38.

USE: Conditional; use if available.

FIELD 39 – DOWNGRADING DATE/EVENT
(100 characters)

Definition: At the time of original classification a specified date or stated event may be applied to an item when downgrading will occur. The Downgrading Date or Event is on a secret item to state when it will be downgraded to confidential.

Purpose: The original classification authority may determine that there is sufficient reason to downgrade an item from its assigned classification. This determination is based on consideration of National Security and loss of sensitivity of information with the passage of time.

Chief Source of Information: The original classification authority makes the decision regarding automatic downgrading of secret items. The Downgrade Date/Event appears on the cover and/or title page of the item.

Form of Entry: The Downgrade Date is entered in the format: day, month (three-letter abbreviation), year. The year is entered with four digits. For example: 8 JAN 1988.

Rules and Procedures:

1. The Downgrade Date/Event is not a required element and does not appear on most items. If it is used, this date is present on secret items.

2. The Downgrade Date/Event is always entered in Field 39 and Field 11a, Regrade Date, as the next date of reclassification.

3. No punctuation follows Field 39.

USE: Conditional; use if available.

FIELD 49 – AUTHORITY FOR CHANGES
(701 alphanumeric characters total: 49a = 120; 49b = 120; 49 c= 460; 49d = 1)

Definition: This Field provides information authorizing the changing of Classification or Distribution Limitation for items, as well as providing explanations of security information history for internal DTIC use.

Purpose: Entries in this Field explain the reason or justification for a change in Classification or Distribution of items. It also provides DTIC employees with further notes or information on changes.

Chief Source of Information: Items with a scheduled downgrade/declassification date entered when originally cataloged automatically generate a list for completion by Citation Maintenance. Other items are changed after notification by the Controlling Authority.

Form of Entry: The information is entered during EDMS Citation Maintenance, and there are four sub-fields: Classification (49a), Distribution Limitation (49b), Security Information History (49c) and Data Error (49d). Fields 49c and 49d are internal DTIC use only and not displayed in STINET. Entries in 49a and 49b are displayed as entered, separated by a semi-colon when both sub-fields are used.

Rules and Procedures:

Entries in 49a, 49b and 49c are free-text. Standard abbreviations are used.
The entry in 49d is a period and is only used when an outdated Distribution Statement/Code is replaced by a current one that does not change the limitation(s). Entry in this sub-field prevents a "Target Sheet" being created for further cataloging changes.

USE: Conditional; use if available.

CLASSIFIED DOCUMENT REQUIRED FIELDS CHECKLIST

Document Date	Regrade Code	Fields
Declassification date	A	37+38+11a
Declassification event	B	37+38
Originating Agency's Determination Required (OADR)	C	37+38
Review date (Record only as OADR)	C	37+38
Restricted Data/Formerly Restricted Data	E	37+38 (when given)
Foreign Documents	F	
SECRET documents with:		
Declassification and downgrade to Confidential date	A	11a 37+38+39
Declassification event and downgrade date	B	11a 37+38+39
OADR and downgrade date	C	11a 37+38+39

REPORT TYPE REQUIRED FIELDS CHECKLIST

Acquisition Reports Field 25: AQ # (if available)

AFSAA Reports Field 5: AIR FORCE STUDIES AND ANALYSES AGENCY
Field 25: AFSAA Collection

AGARD Reports Field 5: ADVISORY GROUP FOR AEROSPACE
RESEARCH AND DEVELOPMENT
Field 18: X5
Field 19: AGARD
Field 25: NATO Furnished, Foreign Reports, AQ # (if available)

Briefing Charts Field 6: Title (BRIEFING CHARTS)
Field 9: Briefing charts or Briefing charts with annotations (used
in field 21 if other report type, e.g. "Final rept." is used in field
9)
Field 25: Briefing Charts

CBO Testimonies Field 5: CONGRESSIONAL BUDGET OFFICE
Field 9: Congressional testimony
Field 10: Name of person listed following the text, "Statement
of..."
Field 11: Presentation date
Field 18: XJ
Field 19: CBO
Field 21: Testimony before the …(name of the Congressional
committee or subcommittee)
Field 25: CBO Reports, CBO Testimony

CEDOCAR Reports Field 5: CENTRE DE DOCUMENTATION DE
L'ARMAMENT, PARIS
Field 14: CEDOCAR-C-xx-Fxxxxx
Field 18: X5
Field 19: CEDOCAR
Field 21: Text in French.
Field 23: France, French Language
Field 25: Foreign Reports, AQ # (if available)

COMOPTEVFOR Reports Field 5: OPERATIONAL TEST AND EVALUATION FORCE,
NORFOLK, VA
Field 14: COMOPTEVFOR-xxxx(xxxx-OT-xxxx)
Field 18: XB
Field 19: CNO
Field 23: Test and Evaluation, Operational Effectiveness

Conference Proceedings	Field 6: - Conference series number should always appear at the end of the main title, i.e., Proceedings of the 2001 Space Control Conference (9th Annual) Held in Lincoln Laboratory, Hanscom AFB, MA on 3-5 April 2001. - Make sure to include location and dates in title when possible. - Always check STINET to ensure title appears consistently. Field 9: Conference proceedings Field 21: Presented at (name, location, date of conference). Published in (publication title, volume, issue number, pages, publication date). Field 23: Symposia, [also include name of country if foreign] Field 25: Proceedings, [also include "Foreign Reports" if foreign]
Conference papers	Field 6: Title of paper Field 9: Conference paper, Field 21: Presented at (name, location and date of conference). Published in (title of publication, volume, issue number, page range, publication date). See also ADMxxxxxx. (if available) Field 23: Symposia, [also include name of country if foreign] Field 25: [also include "Foreign Reports" if foreign]
CRS Reports	Field 5: CONGRESSIONAL RESEARCH SERVICE, WASHINGTON, DC Field 9: Congressional rept. Field 14: CRS-xxxxxxx Field 18: XJ Field 19: CRS/DC Field 21: CRS Report for Congress
Defense Science Board Reports[102]	Field 5: DEFENSE SCIENCE BOARD WASHINGTON DC Field 18: XD Field 19: Usually OUSD(AT/L), but could be OSD, OASD, DSB Field 22: Controlling office should be DSB unless it is otherwise specifically indicated
DSTO Reports	Field 5: DEFENCE SCIENCE AND TECHNOLOGY ORGANISATION (multiple locations) Field 14: DSTO-TR-xxxx Field 18: DODA, X5 Field 19: AR-xxx-xxx, DSTO/xxx[103] Field 23: Australia Field 25: Foreign Reports, AQ # (if available)

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[102] 8 April 2002 - added DSB
[103] Corrected - 8 March 2004

FBIS Reports	Field 18: XX
	Field 19: FBIS
	Field 25: FBIS Collection
Foreign Language Reports	Field 6: Title. (Trans. Title in English)
	Field 21: Text in _____.
	Field 23: Country of Origin, Original Language
	Field 25: Foreign Reports, AQ # (if available)
GAO Testimonies[104]	Field 5: GOVERNMENT ACCOUNTABILITY OFFICE
	Field 9: Congressional testimony
	Field 10: Name of the person listed after the title following the text, "Statement of…"
	Field 11: Presentation date
	Field 14: GAO-xx-xxx
	Field 18: XJ
	Field 19: GAO
	Field 21: Testimony before the ...(name of the Congressional committee or subcommittee)
	Field 25: GAO Reports, GAO Testimony
IDA Reports	Field 5: INSTITUTE FOR DEFENSE ANALYSES, ALEXANDRIA, VA
	Field 14: IDA-X-xxxx
	Field 18: IDA/HQ, XD
	Field 19: xx-xxxxxx (log number), DOD
Inspector General Audit Reports	Field 2: P5/01
	Field 18: XD
	Field 19: IG/DOD
	Field 23: *Auditing
	Field 25: AQI # (if available)
Intelligence Review Reports (classified)	Field 23: *Military Publications
	Field 25: *Intelligence Review
Machine Translated Reports	Field 21: Trans. of ____
	Field 23: Translation's country of origin
	Field 25: Foreign Reports, AQ # (if available)

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[104] 20 November 2001 - added GAO

MDA Reports[105] (became Missile Defense Agency in January 2002)	Field 25: MDA Collection, or BMDO Collection, or SDIO Collection, U # or UL # (if available) - Note: BMDO (Ballistic Missile Defense Organization) established May 1993 and SDIO (Strategic Defense Initiative Organization) established January 1984
NATO Reports	Field 23: NATO (use only if report is about NATO) Field 25: NATO Furnished, Foreign Reports
NRL Library Reports **(Classified)**	Field 25: NRL Library Collection, NRL-xxxxx
NURC Reports (formerly **SACLANTCEN)**	Field 18: X5 Field 19: NURC Field 23: Italy Field 25: NATO Furnished, Foreign Reports, AQ # (if available)
Patent Applications	Field 5: ARMY or NAVY or AIR FORCE (use only headquarters source codes) Field 9: Patent application, Filed DD MMM YYYY Field 10: Name(s) of inventor(s) Field 11: application date Field 14: PAT-APPL-xx xxx xxx Field 23: *Patent Applications
Patents	Field 5: ARMY or NAVY or AIR FORCE (use only headquarters source codes) Field 9: Patent, Filed DD MMM YYYY, patented DD MMM YYYY Field 10: Name(s) of inventor(s) Field 11: patent date Field 14: PAT-APPL-xx xxx xxx, PATENT-x xxx xxx Field 21: Supersedes PAT-APPL-xx xxx xxx, ADDXXXXXX (if known) Field 23: *Patents Field 25: PAT-CL-xxx-xx
Patents, Reissued	Field 9: Patent, Filed DD MMM YYYY, reissued DD MMM YYYY Field 11: reissue date Field 14: PAT-APPL-xx xxx xxx, PATENT-RE-xx xxx Field 21: Reissue of PATENT-x xxx xxx, Dated DD MM YYYY, ADDxxxxxx (if available)

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[105] 7 October 2004 - Per Bonnie Klein, Program Manager for Foreign Acquisitions, DTIC-OA, in
accordance with our agreement with MDA, and Candy Parker, DRIC-BR, Network Services Division, using
the name changes is the only way to link the entire collection. (2005 update)

Patent Translations from NAIC	Field 5: NATIONAL AIR INTELLIGENCE CENTER, WRIGHT-PATTERSON AFB, OH Field 9: Patent, Filed DD MMM YYYY, patented DD MMM YYYY Field 10: Name(s) of inventor(s) Field 11: patent date or application date Field 14: NAIC report number, e.g. NAIC-ID(RS)T-2001-00089-HT Field 18: XC Field 19: NAIC/WP Field 21: Translation of [foreign language] patent. Country of origin's patent or patent application number. International application number (if known). For example: Translation of Russian-language patent. Russian patent number RU-2141708. International application number PCT/IT9/4/00218, 28 DEC 1994. Field 23: Patents or Patent Applications, Country of Origin, Translations Field 25: Foreign Reports, INT-PAT-CL-xxx-xxx
RAMP Reports	Field 25: RAMP(Rapid Acquisition of Manufactured Parts), FCIM(Flexible Computer Integrated Manufacturing)
SACLANTCEN Reports	Field 18: X5 Field 19: SACLANTCEN Field 23: Italy Field 25: NATO Furnished, Foreign Reports, AQ # (if available)
SBIR/STTR Reports [106]	Field 6: Omit Topic Service Alpha/FY number and Phase numbers at the beginning of the title. Field 9: type of report (e.g. Final, Progress, Quarterly; do not use Phase numbers) Field 21: Solicitation Title if different from the final report title Field 25: SBIR (Small Business Innovation Research) or STTR (Small Business Technology Transfer); SBIR or STTR Topic Service Alpha/FY number and Phase number; SBIR Reports or STTR Reports; SBIR or STTR Proposal number (if given)
Security Classification Guides	Field 6: Title Field 9: Security classification guide Field 21: Supersession information Field 23: Security Classification Guides Field 25: SAFTAS Collection (for Air Force SCGs only)

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[106] 20 August 2003 –added SBIR/STTR

SERDP Reports	Field 18: XD Field 19: SERDP Field 25: SERDP Collection, SERDP (Strategic Environmental Research and Development Program)
STANAGs	Field 5: NATO STANDARDIZATION AGENCY, BRUSSELS Field 9: Standardization agreement Field 14: STANAG-xxxx, NATO tracking numbers Field 18: X5 Field 19: NATO/SA Field 21: Submitted by (name of NATO agency or committee) Field 25: NATO Furnished, Foreign Reports, STANAG(Standardization Agreement)
TNO Reports (also FEL, PML)	Field 14: TNO-xx-xxxx or FEL-xx-xxxx or PML-xx-xxxx Field 18: TDCK, X5 Field 19: TDxx-xxxx, TNO or FEL or PML
Translations	Field 5: agency which has performed the translation Field 6: Title (in English) Field 9: Technical rept. or Journal article, for example Field 10: Name of original author, not the translator Field 11: date of translation Field 14: translation number, e.g. NGIC-2001-00334-HT, or NGA-TC-5889K Field 19: agency which has performed the translation Field 21: Translation of…title of document in original language, country of origin (in parentheses), publication information, date of original publication Field 23: Translations, Country of Origin Field 25: Foreign Reports
TTCP Reports	Field 18: X5 Field 19: TTCP Field 25: TTCP Collection, TTCP (The Technical Cooperation Program), Foreign Reports

CATALOGING COMPILATIONS

Definition: A Compilation is a single item made up of individual documents presented together. Conference Proceedings are an example of a Compilation item. In the past, DTIC referred to Compilations as "Mother" documents.

Purpose: Cataloging Compilations allow access to the principal or primary unit as well as the individually authored or Component sections. The vertical relationship of the parts is maintained between the whole item (Compilation) and the individual items (Components).

Chief Source of Information: DTIC receives two types of Compilations: conference proceedings, where the compilation consists of papers presented at a conference and journals, consisting of individual articles. The Chief Source of Information for Compilations is taken from the part of the item that provides the most meaningful and complete information. For most items this is, in order of preference: title page, item cover, or Report Documentation Page, Standard Form (SF) 298. If information is not available from these, a source within the item is used, e.g., an acknowledgement or disclaimer page located at the beginning or end of the item.

Processing Compilations: The Selection staff determines when an item should be processed as a Compilation document. Compilation reports are not broken down if they fall into the following exclusion categories:

> a. Non English-language Compilations
> b. Compilations of abstracts or summaries
> c. Compilations not considered suitable because of distribution limitations or restrictions

Compilations can be in text format or CD-ROM format.

The Compilation in text format is processed according to established procedures. Before the Compilation item is sent to the next stage, the Selection staff clicks the "Split" button on the screen. The Compilation item receives a Split Group SPN in the EDMS Compilation ID column, an "S" in the G/S column and an asterisk in the NT column. The complete Compilation item is sent to Citation Build where it is cataloged; then it is returned to the Selection staff to create the Component documents. The Compilation is sent once again to Citation Build, this time with all of its component reports (in sequential order) to allow for cataloging of the components.

In CD-ROM format, the CD-ROM is cataloged according to nonprint guidelines, but the citation should also have the information that identifies it as the primary unit. After Citation Build, the citation goes to STINET, and the physical CD-ROM returns to Acquisitions where they download the Component reports.

Form of Entry: Refer to the field being cataloged for guidance on the Form of Entry for that field**.** Exceptions are noted below.

Compilation Exceptions to Rules and Procedures:

Field 1 – Accession Number
EDMS assigns the primary text Compilation an ADA, ADB or ADC number. Each Component part is assigned an ADP number.

Field 2 - COSATI or Subject Category Codes
Use the COSATI Codes that reflect the Compilation's primary topic(s). The table of contents or featured panels provide sources for subjects covered.

Field 5 – Corporate Author
Determine who or what organization, compiler, or editor is responsible for producing the Compilation. It may be a university department or an academic society that hosted the conference, e.g., Univ. of Texas, Dept. of Mechanical Engineering, or the Materials Research Society. It may be the publisher of a journal, e.g., IEEE Oceanic Engineering Society, or a proceeding published directly by the host/sponsor, e.g., NATO.

Field 6 – Title
Each title consists of the name of the conference, its location and date. The titles of Conferences and Proceedings have the number of the Conference added in parentheses after its name. The words "Held in" and "on" are added to the title to indicate the place and date of the conference.

APPEARS AS:	**ENTER AS:**
Sixth Army Human Factors Engineering Conference Chicago, Illinois October 4, 5, and 6, 1984	Army Human Factors Engineering Conference(6th). Held in Chicago, Illinois, on 4-6 October 1984

The title of a journal is entered along with its volume, number and date.

> **Example:**
> Applied Computational Electromagnetics Society Journal. Volume 19, Number 1a, March 2004.

 If the Compilation issue is commemorative, include this information after the year.

> **Example:**
> Applied Computational Electromagnetics Society Journal. Volume 18, Number 4, November 2003. Special Issue on ACES 2003 Conference. Part 1.

Field 9 - Descriptive Note
Use "Conference proceedings" or "Journal" or "Meeting proceedings" in this field. "Final report" or "Technical report" is not used in Field 9. Dates of conferences are not entered in Field 9**.**

Field 10 – Personal Authors
If there are editor(s) of the proceedings or journal, use their name(s) in the order given**.** It is not necessary to list the names of the individual authors or [paper] presenters.

Field 11 – Publication Date
Use the publication date of the proceedings or journal. Do not use the date the item was submitted or approved for publication or the date the item was posted on the web. Use the date of the conference only if the copyright/publication date is not available.

Field 14 - Report Numbers
The Compilation may or may not have a report number. Enter the report number if given. NATO Compilations usually contain a report number, such as RTO-MP-104, AC/323 (AVT-099) TP/73.

Field 15 – Contract/Grant Numbers
Conferences or journals sponsored or supported by a branch of the military services (i.e., AFOSR, ARL, ONR) usually list a contract number. If the item does not have a Report Documentation Page, Standard Form (SF) 298, or if a contract number is not listed on the Report Documentation Page, a contract number may be found on the information, acknowledgement or disclaimer page located at the beginning or end of the item.

Project/PE/Task/Work Unit Numbers
Project/PE/Task/Work Unit Numbers are rarely found on proceedings or journals, if they do appear, however, they are entered as instructed in previous sections.

Field 18 - Monitoring Agency Acronyms and Cost Allocation Information System (CAIS) Code and **Field 19 - Monitoring Agency Number and Acronym for CAIS**
Determine who sponsored the conference, supported the journal or issued the contract. If the conference was held at a university department or the journal was published by an academic or scientific society, there may be a link to the DoD. If the sponsor has provided a monitor number it is also entered in these fields.

APPEARS AS: **ENTER AS:**
US-Japan Seminar on Dielectric and Piezoelectric Ceramics, sponsored by Asian Office of Aerospace Research and Development.
Field 18: AOARD, XC
Field 19: CSP-071-54, AOARD

APPEARS AS: **ENTER AS:**
Conference on Nanotechnology held by Materials Research Society, but sponsored by DARPA
Field 18: XD
Field 19: DARPA

FOR:	**ENTER AS:**
NATO conferences or workshops issued by their research and technology organization	Field 18: X5 Field 19: NATO/RTO

APPEARS AS:	**ENTER AS:**
IEEE Journal of Oceanic Engineering, published by Woods Hole Oceanographic Institute, but with funding from the Office of Naval Research	Field 18: XB Field 19: ONR

Field 21 - Supplementary Note

a. For conferences enter the name of the conference, its location and date the conference was held. Additional information regarding contract numbers or other sponsors is also entered in the field. The term "proceedings" is not used with the "presented at" note in this field.

Example:
> Presented at the 2002 Fall Meeting of the Materials Research Society held in Boston, MA on 1-5 December 2002. Sponsored in part by Army Research Office Grant no. DAAD19-02-1-0445 and National Science Foundation Grant no. DMI-0222694.

b. When the proceedings of a conference are published in a special issue of a journal both the conference title and the journal citation are entered in Field 21.

Examples:
> Presented at the International Topical Conference on Optical Probes of Conjugated Polymers and Organic and Inorganic Nanostructures (5th) (OP-2003) held in Venice, Italy on 9-14 February 2003. Published in Synthetic Metals: The Journal of Electronic Polymers and Electronic Molecular Metals, v139 n3 p551-958, 9 October 2003. ISSN 0379-6779.

> Presented at the Annual Hardened Electronics and Radiation Technology (HEART) Conference (20th), held in Monterey, CA, on 11-15 March 2002. Published in the Journal of Radiation Effects, Research and Engineering, v 21 n1 pi-viii, 1-213, April 2007.

c. If the name of the conference is classified, it is not entered in Field 21.

d. When all components have been cataloged and the compilation has been sent to Citation QA, EDMS automatically enters the ADP number range for all text format items contained in the Compilation report. A note is inserted following the last entry in the Supplementary Note of the Compilation.

ENTERED IN EDMS AS:	**APPEARS IN STINET AS:**
Presented at the International Symposium Nanostructures: Physics and Technology (11th) held in St. Petersburg, Russia on 23-28 June 2003.	Presented at the International Symposium Nanostructures: Physics and Technology (11th) held in St. Petersburg, Russia on 23-28 June 2003. **For individual articles, see ADP015462 thru ADP015649.**

Field 22 - Distribution/Availability Statements
The sponsor establishes the distribution of Compilations. The classification and distribution of the Compilation item can be classified or unclassified, limited or unlimited, but it must have the highest classification/distribution level to cover all of its Component reports. If only one of the Component reports contains any kind of classified or restricted information, then the Compilation must be classified or coded for limited distribution. Careful attention is required for the distribution code because it determines where other cataloging information is entered.

Unclassified, unlimited proceedings resulting from conferences organized and fully funded by the Department of Defense or other Government Agencies are given a code 1.

Field 22	**Field 21**
Distribution Statement:	Presented at the DTIC 2008 Conference, held in
Approved for public release; distribution is unlimited.	Alexandria, VA on 7-9 Apr 2008.

When there are copyright restrictions, use code 20 in Field 33. Code 20 is used for journals or proceedings which received partial government funding, but where a third party is the publisher and holds the copyright.

Field 22	**Field 21**
Distribution Statement:	Presented at the MTS/IEEE Oceans 2007 Conference
Approved for public release; distribution is unlimited. Available only to DTIC users. U.S. Government or Federal Purpose Rights License.	held in Vancouver, Canada on 29 September-4 October 2007.

When an item is limited distribution, the appropriate text and codes are entered.

Field 22	**Field 21**
Distribution Statement:	Presented at the Conference on Optics Manufacturing
Distribution authorized to U.S. Govt. agencies and their contractors; Critical technology; Feb 2001. Other requests shall be referred to the US Army Aviation and Missile Command, ATTN: AMSAM-RD-MG., This document contains export-controlled technical data.	for Dual Use held in Redstone Arsenal, AL on 14-15 February 2001.

Field 23 – Descriptors
Descriptors or Posting terms may be found on the Report Documentation Page, Standard Form (SF) 298, table of contents, conference schedule and introduction(s). Because the conference or journal may cover many topics or subjects, there may be numerous terms. Scanning the table of contents or the names of the panels is one way to determine which terms are most repeated or important.

If applicable, use "Symposia" or "Workshops" for conferences or workshops.

Use "NATO" if the item is about NATO.

When the Corporate Source is foreign, enter the Corporate Source country name in Field 23. However, when a conference is held in a foreign country the name of the country is not entered in this field. At DTIC the reason for using country names as Descriptors is to identify those items in the collection that are not generated by the United States and its territories.

Examples:
Corporate Author:
Universidad Politecnica de Madrid (Spain)
Unclassified Title:
Micromechanics and Microstructure Evolution: Modeling, Simulation and Experiments Conference. Held in Madrid, Spain, 12-16 September 2005.
Descriptors:
*SIMULATION, *MICROSTRUCTURE, *MODELS, **SPAIN**

Corporate Author:
Society for Marine Mammalogy. Darnestown, MD
Unclassified Title:
Proceedings of the Biennial Conference on the Biology of Marine Mammals (17th) Held in Cape Town, South Africa on November 29-December 3, 2007
South Africa is not entered in Field 23.

Field 25 – Identifiers and/or Open-Ended Terms
 "Compilation reports" should be entered here if the phrase is not system-generated in EDMS. Use terms and phrases such as, "Proceedings," "NATO Furnished," "Foreign Reports" (when the corporate author is a foreign entity, see above.), and an AQ number (when given), if it applies to the Compilation. Enter uncontrolled country names to identify "Foreign Reports" when they pertain to the Corporate Source, not the location of the conference or workshop.

Field 27 – Abstract
The Abstract should refer to the theme of the conference or journal. It may be found on the title page, item cover, or Report Documentation Page, Standard Form (SF) 298. If information is not available from these, a source within the item is used, e.g., an acknowledgement or disclaimer page located at the beginning or end of the item. NATO proceedings usually have an abstract. If an abstract is not available the table of contents or introduction may be used. Do not use an abstract from one of the component reports.

Field 34 - Serial Code
If there is a volume number referenced in the title or accompanying journal, enter that number.

CATALOGING COMPONENTS

Definition: A Component is one of multiple items contained in a single document collection. It is physically separate from the item of which it is considered a part. A conference paper or a journal article is an example of a Component item. In the past, DTIC has referred to Components as "Daughter" documents.

Purpose: Component items allow access to individually authored works in a collection of items. The vertical relationship of the parts is maintained between the individual items (Component/Components) and the whole item (Compilation).

Chief Source of Information: Component items are derived from two types of Compilations: Conference Proceedings, where the Component is a paper presented at a conference, and journals, where the Component is an individual article. The Chief Source of Information for Components is taken from the part of the item that provides the most meaningful and complete information. For most items this is, in order of preference: title page, item cover, or Report Documentation Page, Standard Form (SF) 298. If information is not available from these, a source within the item is used, e.g., an acknowledgement or disclaimer page located at the beginning or end of the item.

Processing Components: Component items are processed according to established procedures. If the Compilation is in text form, after Citation Build catalogs the Compilation it is returned to Selections. The Selection staff creates the Component documents by separating the Component items from the Compilation item. Components are identified in the EDMS queue by an "S" designation in the G/S column and are associated with the first SPN of the Compilation report. The Selection staff sends the Components to Citation Build for cataloging.

CD-ROM Compilations become individual Component reports by downloading individual items into e-docs (electronic documents). After Citation Build, the citation of the original Compilation report goes to STINET and storage and the physical CD-ROM returns to Acquisitions where the Component reports are downloaded. Components originating from CD-ROMs require special attention because they are harder to identify as Components and may be processed by different Citation Build staff, possibly resulting in a lack of consistency. A Component e-doc is not visibly or physically linked in the queue as traditional text Compilation/Component items are with the "S" designation or link to a parent ID. There is no "M" (multimedia) designation to show they originate from a CD-ROM. The CD-ROM Compilation citation does not accompany Component e-docs in the queue, so one cannot identify their parent ID SPN in the queue.

To facilitate recognition of Component e-docs, Acquisitions records the ADM number of the Compilation CD-ROM in Field 21, Supplementary Note, of the bibliographic record. The bibliographic record for the Compilation can be retrieved on Private STINET using the ADM number. The ADM number identifies the Compilation CD-ROM and serves as the "tag" or Compilation ID. All e-docs from the Compilation CD-ROM should have the

same ADM number on the Report Documentation Page, Standard Form (SF) 298, or Field 21, Supplementary Note.

Form of Entry: Refer to the field being cataloged for guidance on the Form of Entry for that field. Exceptions are noted below.

Component Exceptions to *Guidelines* Rules and Procedures:

Field 1 – Accession Number
EDMS assigns each Component part an ADP number. The ADP numbers are assigned different ranges, depending on the distribution of each report:

       ADP000001-ADP199999 – Unclassified, unlimited articles (ADA documents)
       ADP200000-ADP299999 – Unclassified, limited articles (ADB documents)
       ADP400000-ADP499999 – Classified articles (ADC documents)

Field 2 - COSATI or Subject Category Codes
Use the COSATI or Subject Category Codes that reflect the Component item. Because the Component is usually more specific in scope than the Compilation, the primary and secondary codes applied to the Component may be different. The fields may also be weighted differently.

Field 5 – Corporate Author
Individual Source Codes are assigned to each Component item. The Source Code is particular to that paper/article. The Component source may or may not be the same organization as the Compilation item. Do not necessarily use the Source Code from the Compilation (i.e. the source of the conference proceedings, a document clearing house or a publisher). The Citation Build staff is responsible for selecting the Corporate Source Code or determining if a new code should be established.

The Source Code is determined by the first listed (primary) author on the Component and that author's affiliation. If several authors are listed from different countries/institutions, the first listed author still takes precedence, even if a collaborating author is from a U.S. company or institution.

If an author does not have an affiliation, such as a private consultant, a separate Source Code must be established for that name. In the case of a large corporation or institution that has many sub-divisions or departments, the relevance of the department to the subject matter determines the choice of Corporate Source. If the department is specifically related to the subject matter, a code is established for the sub-element, i.e., Lawrence Livermore National Laboratory, California University, Livermore, CA. If the department's relationship is tangential to the subject matter or multiple departments/institutes from the same university are listed, the Source Code of the main entity, such as "Virginia University, Charlottesville, VA," is used. For foreign authored components, it is acceptable to use the university or corporate level for the source code.

Field 6 – Title
Enter the Title of the individual report, article or paper. No reference to the originating conference or meeting is necessary.

Field 9 - Descriptive Note
Use "Conference paper" for academic symposia, or "Meeting proceeding" or "Educational note" for non-academic meetings or workshops, e.g. TTCP, or "Journal article" in this field. Use "Briefing charts" for those items that are only briefing slides. Do not use "Final report" or "Technical report" or "Conference proceedings paper" or "Viewgraphs." Dates of conferences are not entered in Field 9.

Field 10 – Personal Authors
Use the name(s) in the order listed on the Component item. A maximum of ten authors can be entered with a maximum of 60 characters for the given name and 60 characters for the surname of each author.[107] Follow the *Guidelines* rules for this field.

Field 11 – Publication Date
The date of the Compilation report is entered for each Component. The date an article was "submitted" or "received" is not used. The date of the conference is generally not used unless there is no other copyright or publication date available from the Compilation.

Field 14 - Report Numbers
The Component may or may not have a report number. Report numbers are not taken from the Compilation. In the example below, a NATO conference proceeding with an RTO number refers to the proceedings as a whole, not the individual papers. References to panel or workshop numbers, e.g., "Presented at panel SA-1" or "Paper 19" are also not report numbers. If the Compilation has a report number, it is entered in Field 21, Supplementary Note of the Component citation.

>   **Example:**
>   Presented at the RTO SAS Symposium on Analysis of the Military Effectiveness of Future C2 Concepts and Systems, held at NC3A, The Hague, The Netherlands, on 23-25 April 2002. Published in RTO-MP-117

Field 15 – Contract/Grant Numbers
The Contract number from the Compilation is not used in the Component citation. Enter a Contract number if it is listed for that specific Component study, paper or article only. It may be listed at the end of the item. Enter only U.S. contract numbers or U.S. grant numbers, not foreign contract numbers or foreign grant numbers. If a non-DoD grant number is listed, it is not necessary to enter the agency acronym before it.

APPEARS AS:	ENTER AS:
Sponsored in part by National Science Foundation Grant ECS-02027.	ECS-02027

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[107] 8 April 2004 - suggested by DTIC catalogers and validated in EDMS and TR CD-ROM. (2005 update)

Project/PE/Task/Work Unit Numbers
Project/PE/Task/Work Unit Numbers are usually not found on articles and papers, but are included if present. Include only U.S. funding numbers, not foreign ones.

Field 18 - Monitoring Agency Acronyms and Cost Allocation Information System (CAIS) Code and **Field 19 - Monitoring Agency Number and Acronym for CAIS**
Monitor Acronyms and Monitor Numbers that apply to the Compilation may not apply to Component items. Do not automatically use the monitor from the Compilation. Each Component item must be analyzed individually. There may be a contract number for the study or article, if not, there may be a reference to a particular branch of the military or DoD agency that may have "funded" or "sponsored" the research. Even if the authors are foreign, they may still have received U.S. funding.

APPEARS AS: **ENTER AS:**
Sponsored by the Office of Naval Research   XB/ONR (even though item was presented at a
                                                   conference sponsored by the Army)

If there is a reference to funding by another U.S. government agency, e.g., NASA (XG), or DOE (XF), use their funding code.

APPEARS AS: **ENTER AS:**
Sponsored by the National Science Foundation   XJ/NSF (even though item was presented at a
                                                   conference sponsored by the Department of Defense)

If no information about a sponsor or monitor is found, but the item has an author from a DoD agency, use that agency as the monitor.

APPEARS AS: **ENTER AS:**
John H. Smith, Air Force Research Lab, Munitions   XC/AFRL-MN-EG (even though item was presented
Directorate, Eglin Air Force Base, FL   at a conference sponsored by NATO)

If there is no reference to military or government funding or collaboration but the item is authored or performed by someone in the U.S., or all authors are nongovernmental, use XD/XD.

If the Component report is from a foreign source, e.g., the authors are from a foreign university or research organization, use X5/X5. If the author is from a NATO agency, use X5/NATO, or the acronym listed for that agency. Some foreign organizations have their own acronyms, e.g. DSTO and TTCP.

If a monitor cannot be determined for works produced by or in the U.S., use XD/XD. If a monitor cannot be determined for a work produced by or in another country, use X5/X5.

Field 21 - Supplementary Note
The Supplementary Note field gives specific information as to where a paper was presented and where it was published (particularly for journal articles). For Component reports that are conference papers, meeting proceedings, or briefing charts, enter the name of the conference, meeting or workshop, its location and date the event was held. The

term "proceedings" is not used with the phrase "presented at" since proceedings refers to the published report of the conference or meeting.

Examples:
Presented at the International Conference on Knowledge Systems for Coalition Operations (2nd) held in Toulouse, France on 23-24 April 2002

Presented at the RTO Applied Vehicle Technology Panel (AVT) Symposium held in Loen, Norway on 7-11 May 2001

Availability information which was previously entered in Field 22 with the distribution statement is now also entered in Field 21.[108] This includes reference to the Compilation in which the Component was originally published.

If an item is a component from a text compilation, enter the title of the Compilation report, along with any given volume, number, and publication/copyright date. However, page numbers must refer to those given for the Component. The name and location of a conference or symposia are not repeated.

Examples:
Published in the Proceedings of the International Display Manufacturing Conference 2003, p45-49, 2003

Published in the Proceedings of the International Symposium on Signal Processing (7th), v1 p533-536, 2004.

Published in the Proceedings of Beyond Conventional Adaptive Optics, ESO Conference and Workshop Proceedings No. 58, p23-26, September 2002

Thus, when these two elements are combined they form a comprehensive source of information about a conference or symposia and its publications.

Examples:
Presented at the Beyond Conventional Adaptive Optics Conference, held in Venice, Italy on 7-10 May 2001. Published in the Proceedings of Beyond Conventional Adaptive Optics, ESO Conference and Workshop Proceedings No. 58, p78-83, September 2002

Presented at the Australian Joint Conference on Artificial Intelligence (14th) held in Adelaide, Australia on 10-14 December 2001. Published in the Proceedings of the Australian Joint Conference on Artificial Intelligence (14th), Lecture Notes in Artificial Intelligence, v2256, p95-101, 2001

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[108] 9 May 2005 - EDMS upgrade to new distribution statements (2005 update)

Components that are journal articles only need to refer to the original journal.

Examples:
Published in Applied Computational Electromagnetics Society Journal, v19 n2 p150-159, July 2004

Published in Preventive Medicine, v36 n3 p250-253, September 2003

Information in this field refers only to the Component item and its additional sponsors or funding numbers. If there is information in this field that refers to the Compilation, such as extra contract or grant numbers, or ISBN numbers, it should be deleted.

APPEARS IN COMPILATION AS:	**ENTER IN COMPONENTS AS:**
Published in Proceedings of the International Display Manufacturing Conference 2003, p1-665, 2003. ISBN: 957-28522-0-5. Sponsored in part by the Air Force Office of Scientific Research	Published in Proceedings of the International Display Manufacturing Conference 2003, p425-430, 2003

However, if the report number of the Compilation is available, enter it in Field 21, Supplementary Note.

Example:
Presented at the RTO Sensors and Electronics Technology (SET) Panel Workshop on Enhanced and Synthetic Vision Systems held in Ottawa, Canada, on 10-12 September 2002. Published in RTO-MP-107

For Components it is not necessary to enter additional performing organizations, i.e. "Prepared in collaboration with…" or "Prepared in cooperation with…" references in Field 21.

In text Compilations, after the Citation Build stage, the EDMS automatically creates a link between the Components and the Compilation. The Accession number, Compilation Title and Date are given following the last entry in Field 21, Supplementary Note (text is in bold below.)

Examples:
Presented at the Biomedical Vibrational Spectroscopy and Biohazard Detection Technologies, held in San Jose, CA on 25-27 January 2004. Published in the Proceedings of SPIE, v5321, Progress in Biomedical Optics and Imaging, v5 n10 p10-16, 2004. **This article is from ADA436167 Biomedical Vibrational Spectroscopy and Biohazard Detection Technologies. Held in San Jose, CA on 25-27 January 2004**

Published in the Applied Computational Electromagnetics Society Journal, v19 n2 p84-92, July 2004. **This article is from ADA427092 Applied Computational Electromagnetics Society Journal. Volume 19, Number 2, July 2004**

Note: this duplication of title information occurs because of the merger between the entries for the Supplementary Note field and the Availability Statement.

In Components from CD-ROMs, or electronic documents, "e-docs," this link between Component and Compilation is in the form of a "See also…" reference to the Accession Number from the Compilation report. If the Component item is from a conference or symposium, enter the phrase "Presented at…" with conference information. If publication information from the CD-ROM, along with the page numbers of the Component, are known, they are entered here. Publication information for a CD-ROM is often not given.

Examples:
See also ADM201506. Presented at Life Cycle Systems Engineering Workshop held at Redstone Arsenal, AL on 6-7 November 2002

See also ADM001490. Presented at RTO Applied Vehicle Technology Panel (AVT) Symposium held in Loen, Norway on 7-11 May 2001. Published in RTO-MP-069 (I), paper no. 24

See also ADM001726. Presented at the Annual Review of Progress in Applied Computational Electromagnetics (19th) held in Monterey, CA on 24-28 March 2003. Published in Annual Review of Progress in Applied Computational Electromagentics, p36-41, 2003

See also ADM001954. Presented at the Sensors and Electronics Panel Lecture Series held in Warsaw, Poland on 21-22 March 2006. Published in RTO-EN-SET-081, Radar Polarimetry and Interferometry, paper no. 1, p1-1 - 1-12, 2007

Note: the Supplementary Note is always followed by a system-generated period; it is not necessary to end the note with a period.

Field 22 - Distribution/Availability Statements
Each Component item must have a distribution statement.

The classification and distribution for each Component item may be different. Even if a Compilation contains classified information, some of the Components may be unclassified or the limitations on their distribution may be different. Double-check the distribution code. If a Component carries a distribution limitation higher than the Compilation, the Compilation must be marked at the same level of the Component because a Component may not carry a distribution limitation higher than the Compilation.

All papers and presentations from conferences organized and fully funded by the Department of Defense or another government agency carry a Code 1.

Example:
> International Command and Control Research and Technology
> Symposium organized by the Office of the Assistant Secretary of Defense

Components from items published by a third party are copyrighted (Codes 1, 20) unless authored or co-authored by a Government employee.

If a Component is marked with unlimited distribution, but covered by copyright it should carry the following statement:

Example:
> Approved for public release; distribution is unlimited. Available only to DTIC users. U.S. Government or Federal Purpose Rights License.

The Special Codes entered in each Component citation is based on the Compilation. If the Compilation item carries a special code such as Code 53 (NATO) then all the Component items carry the same code.

Field 23 – Descriptors
Use terms unique to the Component. Avoid "cutting and pasting" terms used in the Compilation report. For Conference papers, the term "Symposia" or "Workshops" is noted in Field 23, when the term is used in the Compilation. The term "NATO" is entered if the item is about NATO. The country of origin for the primary author is noted in Field 23 unless the author is from the U.S. The name of the country where the symposium was held is not used for the Component reports.

Field 25 – Identifiers and/or Open-Ended Terms
The term "Component reports" should be entered if not already present. If the author or corporate source of the Component is from a foreign country, the term "Foreign Reports" is used. The name of the country is added to Field 25, Identifiers and/or Open-Ended Terms if the country name does not appear in the *DTIC Thesaurus*. The term "Proceedings" is not used for Components because the individual item on its own is not a "Proceedings." Another term to consider is "NATO Furnished" if the document originates from a NATO agency. Also include the term "Briefing Charts" if the document consists solely of viewgraphs or presentation slides.

Field 27 – Abstract
The Abstract must come from the Component report.   It should pertain to the particular paper/article. Do not rely on the abstract from the Compilation. For briefing charts which do not offer abstracts, use an outline or agenda, or create a brief statement which summarizes the content of the slides.

Field 34 - Serial Code
The Serial Code is not used unless several Component reports might be linked, for example, parts 1 and 2 of the same study.

CATALOGING NATO DOCUMENTS

Definition: The North Atlantic Treaty Organization (NATO)[109] is an inter-governmental military organization that provides a forum for and the structure to facilitate consultation and cooperation among member nations. DTIC collects and catalogs documents generated by military decision-making bodies of NATO.

Chief Source of Information: The Chief Source of Information for NATO documents is often difficult to determine. It is necessary to look through the first three to five pages of the NATO document to determine which page is the actual document cover and not simply a cover letter or transmittal. Some NATO documents have a memorandum-style cover sheet, while others begin the body of the report on the first page. If a NATO item has an attached document, use the cover of that document as the authority for cataloging information. The Selection and Citation Build staff should only use a cover sheet/letter as the Chief Source of Information when the cover sheet/letter itself is the document. For example, NATO C3 Board reports may be a Decision Sheet, Note, Notice, or Working Paper and not include any enclosed document.

Form of Entry: Refer to the sections being cataloged for guidance on Form of Entry for the field. Exceptions are noted below.

NATO Exceptions to *Guidelines* Rules and Procedures:

a. There are several exceptions to DTIC's standard handling and processing policies when dealing with NATO documents. These exceptions are in place to ensure the security of these documents and comply with NATO guidelines. For specific information regarding the handling procedures for classified NATO documents, contact the DTIC NATO Control Officer, Processing and Storage Branch, Operations Directorate. For unclassified NATO documents, contact the Foreign Documents Officer, Information Collections Branch, Operations Directorate.

b. In many cases, several different NATO sub-committees will send copies of the same document to DTIC. To avoid accepting and cataloging duplicate documents, it is now DTIC NATO policy that we accept and catalog only the first copy received, even though the cover/transmittal letters are different.

c. If a NATO item is made up of a cover letter and 2 or more attached documents, DTIC will catalog the individual documents separately.

The Selection staff will:
- Separate the individual documents enclosed within one cover letter.
- Copy the cover letter and attach it to the document(s) without the SPN number.

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[109] The *NATO Handbook* (http://www.nato.int/docu/handbook/2001/index.htm) provides a comprehensive overview of NATO and includes a list of acronyms.

- Circle the enclosure number and return the document(s) that did not receive a SPN number to Document receiving so it can receive a new SPN.

The Citation Build staff will:
- Add a note to Field 21, Supplementary Note stating: "This document is Enclosure X of..., dated... (use the title and date from subject line of cover sheet)."

By copying the cover sheet when there is more than 1 document in the enclosure the link between or among the documents is retained. Often NATO uses the numbers on the cover sheet to track documents. The documents cannot be entered as compilations/components (mother/daughters), since there cannot be components (daughters) without a compilation (mother). The NATO cover sheet is not the compilation (mother).

With the above procedure, anyone searching for a cover sheet title, which often doesn't match the document title will find both items. Cataloging just one document when DTIC has been sent two, doesn't give a complete description of what is in the database. By copying the cover sheet for each enclosure, a link is provided to the items that NATO submitted using 1 cover sheet.

DTIC's policy of no longer accepting draft documents extends to NATO documents. If the NATO document types of Decision sheet, Note and Notice appear to be works in progress or are marked "Working paper," DTIC will not add them to the collection.[110]

Field 6 – Title
1. The NATO title is obtained from the title or cover page of the report, the Report Documentation Page, Standard Form (SF) 298, or rarely the abstract. If the title is not available from these, the subject line of a letter or transmittal cover page is used as the title.

2. Committees and subcommittees should be referenced in the supplementary note, preceded by the phrase "Submitted by…"(name of committee/subcommittee), not the Title.

APPEARS AS:	**ENTER AS:**
NATO Air Traffic Management Committee (NATMC). Guidance for Handling SSR Mode S Allied Exempted State Aircraft	Field 6: Guidance for Handling SSR Mode S Allied Exempted State Aircraft
	Field 21: Submitted by NATO Air Traffic Management Committee (NATMC).

3. The title of a NATO document is often the same title as the NATO meeting. These titles are cataloged following the rules for conferences and proceedings. Meetings should have the number of the meeting added in parentheses after its name. The words "held in" and "on" should be added to the title to indicate the place and date of the conference.

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[110] February 2004 - DTIC Information Collection Division Meeting (2005 update)

APPEARS AS:
NATO C3 Board NATO Frequency Management Sub-Committee Technical Working Group Decision Sheet/Record of the 13th TWG in NATO Session held at NATO HQ, on 29-30 Sep 2003

ENTER AS:
Field 6: Decision Sheet/Record of the TWG in NATO Session (13th) held in Brussels, Belgium on 29-30 September 2003

Field 21: Submitted by the NATO C3 Board Frequency Management Sub-Committee Technical Working Group.

In instances where the stated meeting location is "NATO HQ, Brussels, Belgium" always drop "NATO HQ" out of the title. If the stated meeting location is simply "NATO HQ," substitute "Brussels, Belgium."

APPEARS AS:
NATO C3 Interoperability Environment Testing Working Group (NIETWG) 9th Meeting of the NIETWG held at NATO HQ, Brussels, Belgium 13-14 December 2000

ENTER AS:
Field 6: Meeting of the NIETWG (9th) held in Brussels, Belgium on 13-14 December 2000

Field 21: Submitted by the NATO C3 Interoperability Environment Testing Working Group (NIETWG).

4. For items with titles in both English and French, enter the title in English first, followed by the French title in parentheses.

Field 9 – Descriptive Note
Acceptable entries for NATO items include: Decision sheet, Note, and Notice, if applicable.

Field 10 – Personal Authors
Author is/are the individual(s) who wrote the document (if given), not the individual listed on the Letter of transmittal.

Field 14 – Report Numbers
1. NATO tracking numbers (often found on the cover/transmittal letter) should be entered as a Report Number.

> **Examples:**
> NADC-D(2003)19(INV)
> AC/322(SC/3-WG/3)DS(2003)002(INV)
> NACMO/BOD(AAC)D(2003)31-REV2(INV)

2. Also include report numbers found on enclosed documents.
> **Examples:**
> RTO-AVT-MP-069
> NC3A-TN-130

3. If an item is a component from a NATO meeting Proceedings or Lecture Series, do no enter the number from the compilation in Field 14. The compilation's report number is entered in Field 21. (See entry on Component reports for examples.)

> **Example:**
> Presented at the RTO SAS Symposium on Analysis of the Military Effectiveness of Future C2 Concepts and Systems, held at NC3A, The Hague, The Netherlands, on 23-25 April 2002. Published in RTO-MP-117

4. Additional tracking or report numbers (which do not fit in Field 14) should be entered in Field 21.

Field 21 - Supplementary Note

1. NATO subcommittees are entered in the Supplementary Note. Use "submitted by" if the subcommittee is providing the item cataloged. Use "submitted to" if the subcommittee is utilizing an item received from a 3rd party source. This information can be discerned from the cover/transmittal letter.

APPEARS AS:	ENTER AS:
NATO C3 Interoperability Environment Testing Working Group (NIETWG) 9th Meeting of the NIETWG held at NATO HQ, Brussels, Belgium 13-14 December 2000	Submitted by the NATO C3 Interoperability Environment Testing Working Group (NIETWG).

APPEARS AS:	ENTER AS:
Committee on the Challenges of Modern Society (CCMS) Pilot Study on Modeling Nutrient Loads and Response in River and Estuary Systems	Submitted to the Committee on the Challenges of Modern Society (CCMS).

2. Any enclosure or annex that is not separately cataloged should be listed in the Supplementary Note using the following format:

"Document includes the following annex(es):"
                              or
"Document includes the following enclosure(s):"

Followed by the number of the annex/enclosure (if more than one) and title(s).

Field 22 - Distribution/Availability Statements and Codes

All NATO documents, unclassified (unlimited/limited) and classified, must have a code 53 entered in Field 33. See Field 22, Rule 13 Markings on non-US items, for details on entries for NATO documents.

Field 23 - Descriptors

Use "NATO" only when the item content is about NATO. For example, a report titled, *NATO's Role in World Peace*.

Field 25 – Identifiers and/or Open-Ended Terms
Use "NATO Furnished," "Foreign Reports"

Field 27 – Abstract
Use the abstract as given on meeting proceedings, conference papers or NATO technical documents. For unclassified NATO documents which do not contain an abstract, the analyst should create a brief descriptive abstract which offers information about the content of the item or relevant topics contained in the item, especially in cases where the title as given is not very descriptive.

Field 33 – Distribution/Availability Codes
All NATO documents require a secondary distribution code 53.

CATALOGING MULTIMEDIA ITEMS

Definition: Multimedia items, formerly referred to as nonprint items, include various physical and electronic formats, including CD-ROMs, DVDs, videos, computer diskettes, and audio tapes. More than one format, including print materials, may be parts of an item.

Chief Source of Information: Use the contributor information provided on DTIC Form 530, Nonprint Form, or the Report Documentation Page, Standard Form (SF) 298. Further information may be obtained from covers, opening credits, title screens, packaging or the "Properties" information that can be found within digital files.

Form of Entry: When describing multimedia items, DTIC follows rules established in *The Anglo-American Cataloging Rules (AACR2)*, which covers items made up of several types of material (area 1.10). Rule 1.10B states if an item has one predominant component, describe it in terms of that component. Exceptions are noted below.

Multimedia Exceptions to *Guidelines* Rules and Procedures:

Field 1 – Accession Number
EDMS automatically assigns Accession Numbers for nonprint items within the ADM… number range.

Field 2 - COSATI or Subject Category Codes
Use the Codes that reflect the predominant component of the multimedia item.

Field 4 – Media Type
See the entry for Field 4 for details on entries of multimedia and electronic items.

Field 5 – Corporate Author
Corporate Author information is obtained from DTIC Form 530, Nonprint Form, or the Report Documentation Page, Standard Form (SF) 298. See the entry for Field 5 on how to determine the Corporate Author when none is provided.

Field 6 - Title
Use the Title given on DTIC Form 530, Nonprint Form, the Report Documentation Page, Standard Form (SF) 298, or provided on the physical media if no other is provided. The Media Type is stated in parentheses following the Title:

> **Examples:**
> > Black Dart IV: A Field Demonstration of Counter-UAV and Threat-UAV Capabilities (DVD)
>
> > Protecting While Sharing Defense Information: DTIC 2008 Conference Held in Alexandria, Virginia on April 7-9, 2008 (CD-ROM)

Field 10 - Personal Authors
Use the names of individual(s) responsible for the content of the item, such as director, producer, programmer, etc. This is obtained from DTIC Form 530, Nonprint Form or the

Report Documentation Page, Standard Form (SF) 298. It may also be necessary to consult the opening screen or credits or accompanying documentation for multi-media items.

Field 11 – Publication Date
For video recordings, use the date the original production was completed or date issued. For CD-ROMs and DVDs, use the creation date or date provided on accompanying documentation when available.

Field 12 – Pagination
The Selector enters the number of individual pieces of an item in "Number of Pieces" on the Multimedia screen, which generates the entry for this Field.

Field 14 - Report Numbers
Use the Report Number given on DTIC Form 530, Nonprint Form, or the Report Documentation Page, Standard Form (SF) 298. It may also be necessary to consult the opening screen or credits or accompanying documentation for multi-media items.

Field 21 - Supplementary Note
Provide credits and cast if available, listing the names of responsible individuals followed by their function. Describe accompanying material, such as documentation, and include AD number(s) if cataloged separately.

> **Examples:**
> > Credits: Claire Tozier, Producer; Barbara Lesser, Cinematographer; Walter Cronkite, Narrator; Also available in paper copy, ADA001001 and floppy disk, ADM001.
> >
> > Includes documentation, ADA2411861.

Field 23 – Descriptors
Use controlled terms unique to the predominant component.

Field 25 – Identifiers and/or Open-Ended Terms
The type of the physical item is added to Field 25, Identifiers and/or Open-Ended Terms. For example, Multimedia (CD-ROM), Multimedia (DVD) are used.

Field 27 – Abstract
Use the abstract provided on DTIC form 530, SF298 or from introductory text from the item. Information entered in Field 4, Media Type, sub-fields: a) Electronic File Characteristics, b) Physical Description, and c) Systems Detail Note becomes the entry at the beginning of the Abstract in STINET.

> **Example**:
> > ELECTRONIC FILE CHARACTERISTICS: 149 files; Adobe Acrobat(. PDF), MS Word(.DOC). PHYSICAL DESCRIPTION: 1 CD-ROM; 4¾ in.; 571 MB. SYSTEMS DETAIL: Flash 6 or later plug-in; sound card, speakers or headphones.

CATALOGING PATENT APPLICATIONS

Definition: The patent application is the first step in applying for a patent from the U.S. Patent and Trademark Office (USPTO). The patent application must include a specification, including a claim or claims; drawings, when necessary; an oath or declaration; and the prescribed filing fee.

Chief Source of Information: The Chief Source of Information for Patent Applications is obtained from the title or cover page of the patent application, the Report Documentation Page, Standard Form (SF) 298, or abstract.

Form of Entry: Refer to the sections being cataloged for guidance on Form of Entry for the field. Exceptions are noted below.

Patent Applications Exceptions to *Guidelines* Rules and Procedures:

Field 1 – Accession Number
The Selection staff clicks "Patents" in EDMS. Accession Numbers fall into the ADD… number range.

Field 5 – Corporate Author
The Corporate Author is the military headquarters shown on the cover page. Use only headquarters source codes:

> Air Force - 109850
> Army - 109900
> Navy - 110050

Exception: No military connection. If a military source is not available, use the institution or company responsible for the invention as the Corporate Author. The CAIS code XJ is entered in Field 18 and the U. S. Patent and Trademark Office (USPTO) acronym is entered in Field 19.

Field 6 - Title
The title is the name of the patent shown on the title page or the first page of text.

Field 9 – Descriptive Note
Enter "Patent application" and use the filing date on the cover page, and repeat in Field 11, Report Date.

> **Example:**
> Patent application, Filed 7 Aug 2002

Field 10 - Personal Authors
Use the name of the inventor(s) shown on the cover page.

Field 11 - Report Date
Use the filing date shown on the cover page.

Field 14 - Report Numbers
Use the serial number from the cover page, substituting a space for any punctuation. It is not necessary to enter the attorney docket, customer or case number.

APPEARS AS: **ENTER AS:**
10/652,078   PAT-APPL-10 652 0787

Field 18 - Monitoring Agency Acronyms and Cost Allocation Information System (CAIS) Code and **Field 19 - Monitoring Agency Number and Acronym for CAIS**
Use the military sponsor that submitted the application, e.g. ONR, NUWC/NPT.

Field 23 - Descriptors
Always use the term "Patent Applications" as a posting term.

Field 27 – Abstract
An abstract of the application may be found at the end of the descriptive section before the drawings.

Field 33 - Distribution/Availability Codes
Enter Distribution Code 1 for Patent Applications.

CATALOGING PATENTS

Definition: The U.S. Patent and Trademark Office (USPTO) defines a Patent as a property right granted by the Government of the United States of America to an inventor. The purpose of a Patent is "to exclude others from making, using, offering for sale, or selling the invention throughout the United States or importing the invention into the United States" for a limited time in exchange for public disclosure of the invention when the Patent is granted.

Chief Source of Information: The Chief Source of Information for Patents is obtained from the title or cover page of the patent, the Report Documentation Page, Standard Form (SF) 298, or abstract.

Form of Entry: Refer to the sections being cataloged for guidance on Form of Entry for the field. Exceptions are noted below.

Patent Exceptions to *Guidelines* Rules and Procedures:

Field 1 – Accession Number
The Selection staff clicks on "Patent" from the EDMS drop down menu labeled Document Type. EDMS will automatically assign the Accession Number. The ADD000001 - ADD094999 number range is reserved for Patents released to the general public.

Field 5 – Corporate Author
The Corporate Author is the military headquarters shown on the cover page. Use only headquarters source codes:

>   Air Force   - 109850
>   Army   - 109900
>   Navy   - 110050

<u>Exceptions</u>:
a. If a military source is not available, use the institution or company responsible for the invention as the Corporate Author. The responsible institution is listed as Assignee on the Patent. The CAIS code XJ is entered in Field 18, Monitoring Agency Acronyms and Cost Allocation Information System (CAIS) Code and the U.S. Patent and Trademark Office (USPTO) acronym is entered in Field 19.

b. For translations of foreign Patents issued by Defense organizations such as the National Air and Space Intelligence Center (NASIC) or National Ground Intelligence Center (NGIC) use the source code established for the organization. The CAIS code XC or XA is entered in Field 18, Monitoring Agency Acronyms and Cost Allocation Information System (CAIS) Code.

Field 6 – Title
The title is the name of the Patent shown on the title or cover page.

For translated foreign Patents use the name of the invention given in English. For some translations the invention name may not be used on the title or cover page and is entered on the Report Documentation Page, Standard Form (SF) 298 or the second page of the Patent.

Field 9 – Descriptive Note
Enter both the filing date and the patented date. Both may be found on the title or cover page of the patent.

> **Examples:**
> > Patent, Filed 27 Jan 1981, patented 16 Aug 1983
> > Patent, Filed 25 Sep 2006, patented 12 Jun 2007

Exception: If the item is a Reissued Patent, the Descriptive Note contains the Patent filing date and the Patent reissue date.

> **Example:**
> > Patent, Filed 17 Jul 1969, reissued 25 Nov 1975

For Foreign patents translated by NAIC or NGIC use the Publication date as the patented date and the Application date as the filed date.

APPEARS AS:	ENTER AS:
Date of Publication: March 28, 2001	Patent, Filed 2 Nov 2000, patented 28 Mar 2001
Date of Application: November 2, 2000	

Field 10 - Personal Authors
Enter the names of the inventors following the rules under Field 10 in the *Guidelines*.

Field 11 - Publication Date
Use the date the patent was issued. Use the Publication Date for Foreign patents translated by NAIC or NGIC.

Field 14 - Report Number
Show both the Patent application number and the Patent number.

> **Example:**
> > PAT-APPL-11 527 655, PATENT-7 230 700

Always substitute a space for any punctuation in the numbers. Do not remove spaces or replace them with dashes.

APPEARS AS:	ENTER AS:
US 6,413,589 B1	PATENT-6 413 589 B1

For Reissued Patents show both the patent application number and the patent reissue number.

Example:
PAT-APPL-852 265, PATENT-RE-28 621

Exception: For translations of foreign Patents use the Defense organization's report number or the organization's translation number. The foreign Patent number is not entered here; it is entered in Field 21, Supplementary Note, as part of the translation note.

APPEARS AS: **ENTER AS:**
NAIC-ID (RS) T - : 2002-00601-HT   NAIC-ID-2002-00601-HT

APPEARS AS: **ENTER AS:**
Translation Number: NGIC-2001-00075-HT   NGIC-2001-00075-HT

Field 18 - Monitoring Agency Acronyms and Cost Allocation Information System (CAIS) Code and **Field 19 - Monitoring Agency Number and Acronym for CAIS**
Use the military sponsor of the patent, e.g. ONR, NUWC/NPT.

Field 21 - Supplementary Note
a. Use a supersession note to link the Patent with the Patent application and the DTIC TR Accession Number, if applicable.

    Example:
        Supersedes PAT-APPL-530 394 95, ADD017770. (Take the application number and add the last two digits of the filing year.)

b. For Reissued Patents give the original patent number, date and the accession number, if applicable.

    Example:
        Reissue of PATENT-3 365 955, dated 30 Jan 1988, ADD002504

c. Other information related to the Patent may be entered in this field.

    Example:
        Division of application number 10/822,355, filed on 13 April 2007, now Patent Number 7,173,698. See also ADD020327.

d. For translations of foreign Patents enter the phrase "Translation of (the original language of the patent) patent: ..." Enter the following information, if available: title in original language, country of origin, and date. Include the Patent number for the country of origin and international application number with the date. Not all Patents will have this information. Spaces within Patent numbers should be entered exactly as they appear. Do not remove the spaces or replace them with dashes. The country name is not repeated after the patent number.

Examples:

> Translation of German language patent: Geschosse oder Gefechtskopfe zu Bekampfung Gepanzerter Ziele (Germany), 20 August 1998. Patent number DE19700349.

> Translation of Japanese language patent: Kosoku Histotal (Japan), p1-17, 15 October 1999. Patent number 10085940.

Refer to Appendix O for additional examples.

Field 23 - Descriptors

If the U.S. Patent is DoD-funded use the weighted term "*Patents." For non-DoD-funded Patents use the non-weighted term "Patents."

For translations of foreign Patents use the non-weighted term "Patents." Use "_____ language" for the original language of the Patent. Use "Translations."

The term "Inventions" is not used for Patents. This term is used only when the item is about the process of inventing, not the invention.

Field 25 – Identifiers and/or Open-Ended Terms

Patents are classified (organized) based on the technology associated with a particular industry. The US Classification (U.S. Cl.) number may be found on the cover or title page of the Patent. Enter only the first U.S. Patent classification number even though a single invention may be described by multiple classification codes. Spaces within classification numbers should be entered exactly as they appear. Drop any alpha characters at the end position.

APPEARS AS: **ENTER AS:**
U.S. Cl no. 423/376.6   PAT-CL-423/376.6

For translations of foreign Patents enter only the first International Classification number. Spaces within classification numbers should be entered exactly as they appear.

APPEARS AS: **ENTER AS:**
Int. Cl: F 41A 27/06   INT-PAT-CL-F 41A 27/06

For translations of foreign Patents use "Foreign Reports." Use "AQ" (number) if applicable.

Field 27 - Abstract

The abstract can be found on the cover or title page of the Patent. If needed, text may be taken from the Report Documentation Page, Standard Form (SF) 298 or elsewhere in the document to provide context for the abstract. Some originator-supplied abstracts are very long and have to be cut. If the preliminary sentence is incomplete, it can often be converted to a full sentence by inserting at the beginning, "This patent discloses a…"

CATALOGING REPRINTS/PREPRINTS/POSTPRINTS

Definition: Reprints are defined according to *Webster's Third International Dictionary* as an article or extract issued separately after being first published as part of a collection or in a periodical.

A preprint is a draft of an academic article or other publication before it has been submitted for peer-review or other quality assurance procedure as part of the publication process. Preprints cover initial and successive drafts of articles, working papers or draft conference papers.

A postprint is the final version of an academic article or other publication - after it has been peer-reviewed and revised into its final form by the author. As a general term this covers both the author's final version and the version as published, with formatting and copy-editing changes in place.

Chief Source of Information: The cover, title page and Report Documentation Page, Standard Form (SF) 298, will usually provide the information to identify a reprint, preprint or postprint. However, information may be found in the abstract, footnotes or the acknowledgments paragraph at the end of the item.

Form of Entry: Refer to the sections being cataloged for guidance on Form of Entry for the field. Exceptions are noted below.

Reprint Exceptions to *Guidelines* Rules and Procedures:

Field 6 - Title
If the item is identified as a preprint, the term "Preprint" should be entered after the title and enclosed in parentheses.

> **Example:**
> Fundamental Feature Extraction Methods for the Analysis of Eddy Current Data (PREPRINT)

For Postprints and Reprints, the title is entered as is.

For journal articles the name of the journal is not entered after the title of the article itself.

CORRECT:	**INCORRECT:**
Political Islam and the West	Reconsidering Asymmetric Warfare (Joint Force Quarterly, Issue 36)

Field 9 - Descriptive Note
The descriptive notes, "Journal article preprint," "Conference paper preprint," "Journal article," "Conference paper," or "Book chapter" may be used in Field 9.

Field 11 - Publication Date
Use the date as given on the item for preprints and postprints. For reprints, use the date of publication, not the date an article or paper was submitted, received or accepted for publication.

Field 15 – Contract/Grant Numbers
Contract and grant numbers are not always listed on the Report Documentation Page, Standard Form (SF) 298. Information may be found in the item itself, such as in the acknowledgment paragraph at the end of the item, or in a footnote.

Field 21 - Supplementary Note
1. It is not necessary to enter additional performing organizations; "Prepared in cooperation with" is not used for reprints.

2. If a preprint has been submitted for publication or presentation, but not yet accepted, enter the name of the journal or conference (if known).

> **Examples:**
> > Submitted for publication in the Journal of Physical Chemistry.
> > Submitted to the 2009 Army Science Conference.

If a preprint has been accepted for publication, but not yet published, enter the title of the journal and the projected publication date if known.

> **Example**:
> > Accepted for publication in the Journal of Crystallography, October 2008.

If a preprint has been submitted and it is found to have been since published, do not enter the publication information in field 21. Catalog the item with the information given on the item.

3. Journal article postprints that have been published, or reprints, should make reference to the journal in which the item was published, including title, volume, issue number (if known), page range, and publication date.

> **Example**:
> > Published in the Journal of Inorganic Chemistry, v34 n1 p56-67, January 2006.

4. Conference paper postprints or reprints taken from conference or symposium proceedings should be cataloged as follows:

APPEARS AS:
Reprinted from the Proceedings of the 1st. International Conference on Computer Work stations. Held November 11-12, 1985 in San Jose, California.

ENTER AS:
Published in Proceedings of International Conference on Computer Work stations (1st), p247-253, 11-12 November 1985.

APPEARS AS:	**ENTER AS:**
Materials Research Society Symposium Proceedings, vol 67, 1986.	Published in Symposium Proceedings of the Materials Research Society, v67 p157-164, 1986.

5. For reprints from monographs (books) the following format is used:

APPEARS AS:	**ENTER AS:**
M. R. Smyth and J. G. Vos Electrochemistry, Sensors and Analysis, Elsevier Science Publishers B.V., Amsterdam 1987.	Published in Electrochemistry, Sensors and Analysis, chapter 1, p3-11, 1987.

6. To identify abbreviated journal titles use the latest edition of the following reference books:

> *Ulrich's International Periodicals Directory*
> *Energy Data Base Serial Titles with ISSN Listing*

7. PA or PAO case numbers are not entered.

Field 22 – Distribution/Availability Statements
Distribution statements for preprints, postprints or reprints may be "Approved for public release; distribution is unlimited"(code 1); "Approved for public release; distribution is unlimited. Available only to DTIC users. U.S. Government or Federal Purpose Rights License" (codes 1, 20); or limited distribution. See the section on Field 22 for details on these entries.

1. All preprints, no matter whom the author, are code 1, Approved for public release, Distribution unlimited, unless otherwise noted.

Exception: Preprints which contain a notice such as "Not to be publicly released pre-publication" on the cover or Report Documentation Page, SF298, must have codes 1 and 20.

2. Postprints and Reprints may be protected by copyright. Use the following guidelines to determine distribution status for journal articles, conference papers or book chapters:

- If the item is authored by Government employees, it is not copyrighted and the Government may reproduce and distribute the work. Use Code 1.
- If the item is a joint work by Government and non-Government authors, the item is still copyrighted, but the Government may reproduce and distribute works made jointly by non-Government parties and Government employees working within the scope of their Government jobs. Use Code 1.
- If the item is produced by work done under Government contract, and then published by a third party, the contractor usually transfers the copyright to the publisher, but the Government retains certain rights to the work. Generally the Government has

Government purpose rights and may reproduce and distribute the work. Use Code 1 and Code 20.

- If the item is the result of work done under a federally-funded grant, and the item is published by a third party, the grantee usually transfers the copyright to the publisher, but the Government retains certain rights to the work. Generally the Government has Government purpose rights and may reproduce and distribute the work. Use Code 1 and Code 20.
- If the item was received under an agreement, partnership or exchange, the Government may have unlimited or Government purpose rights in accordance with the agreement and may reproduce and distribute the work. Use Code 1, unless otherwise determined in the agreement.

3. Journals sponsored and published by a military or government organization and the articles contained therein carry a code 1.

Field 23 - Descriptors l
Use "Reprints" for items that are facsimiles of the article as published. For items that are translations of foreign journal articles, use original language, country of origin, and "Translations."

Field 25 – Identifiers and/or Open Ended Terms
Use "Foreign Reports" if applicable. It is not necessary to enter "Preprints" or "Postprints."

Field 33 - Distribution/Availability Codes
Items may be code 1, Approved for Public Release; code 1 and 20, Approved for Public Release; Available only to DTIC users; or limited distribution and special codes.

CATALOGING SECURITY CLASSIFICATION GUIDES

Definition: A documentary form of classification guidance issued by an original classification authority that identifies the elements of information regarding a specific subject that must be classified and establishes the level and duration of classification for each such element. This definition is from DoD 5200.1-R, *Information Security Program*, dated January 1997.[111]

Chief Source of Information: The Chief Source of Information for Security Classification Guides is taken from the part of the item that provides the most meaningful and complete information. For most items this is, in order of preference: title page, item cover, or Report Documentation Page, Standard Form (SF) 298. If information is not available from these, a source within the item is used, e.g., an acknowledgement or disclaimer page located at the beginning or end of the item.

Form of Entry: Refer to the fields being cataloged for guidance on Form of Entry for that field. Exceptions are noted below.

Security Classification Guides Exceptions to *Guidelines* Rules and Procedures:

Field 5 – Corporate Author: This is the agency/organization issuing the Security Classification Guide. Some examples of source codes used on Security Classification Guides are as follows:

OPNAV	- 264850
NAVSEA	- 391345
NAVELEC	- 367196
NAVAIR	- 387195
NAVOCEANCOM	- 395436
NAVSECGRU	- 391006
OCEANAV	- 403021
NISC	- 390568
PERS	- 394857

Field 6 – Title.
Enter title as it appears on the item. Do not include the phrase "security classification guide" in the title. This should be entered in Field 9, Descriptive note and Field 23, Descriptors.

APPEARS AS:	**ENTER AS:**
Security Classification Guide for Technologies and Sensors for the Detection of IEDs (TSDI).	Field 6: Technologies and Sensors for the Detection of IEDs (TSDI).
	Field 9: Security classification guide
	Field 23: Security Classification Guides

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[111] Added - 15 March 2005 (2005 update)

Field 9 – Descriptive Note
Enter the phrase, "Security classification guide" in Field 9.

Field 14 - Report Numbers
If available, enter the Index Sequence Number in Field 14. The Index Sequence Number is a 4 digit number that begins with an alpha letter representing the originating organization's code.

Field 18 - Monitoring Agency Acronyms and Cost Allocation Information System (CAIS) Code and **Field 19 - Monitoring Agency Number and Acronym for CAIS**
Enter acronym and code for the agency issuing the SCG.

Field 21 - Supplementary Note
If the document supersedes another guide enter the date and AD number, if known, of that guide in Field 21.

> **Examples:**
> Supersedes JDAM SCG dated 23 August 2004, ADB302143.
> Supersedes AIM-9N/P (Sidewinder) SCG, dated 15 March 2001.

Field 22 – Distribution/Availability Statements
The distribution statements assigned to Security Classification Guides are the same as those assigned to all other documents.

Field 23 – Descriptors
Always use the term "Security Classification Guides" as a posting term. This term does not have to be weighted.

Field 25 – Identifiers and/or Open Ended Terms
For Air Force Security Classification Guides use the term "SAFTAS Collection" as an identifier.

Field 27 – Abstract
Unless an abstract is provided by the author or within a Report Documentation Page, Standard Form (SF) 298, this field may remain blank.

CONVERSION OF DISTRIBUTION STATEMENTS[112]

DoD Directive 5230.24, *Distribution Statements on Technical Documents*, dated March 18, 1987, is a reissue of DoD Directive 5230.24, dated November 20, 1984. It updates policies and procedures for marking technical documents, including production, engineering and logistics information, to denote the extent to which they are available for distribution, release, and dissemination without additional approvals or authorization.

Technical documents in information repositories that have superseded distribution statements shall be converted as follows:

1. Documents bearing distribution statement A or B of cancelled DoD Directive 5200.20, September 24, 1970 and documents bearing distribution statement A, B, C, D, E or F contained in Secretary of Defense Memorandum, Control of Unclassified Technology with Military Application, October 18, 1983, need not be reevaluated.

2. Technical documents bearing distribution statement numbers 2, 3, 4 and 5 of superseded DoD Directive 5200.20, March 29, 1965, shall be assigned respectively, distribution statements C, B, E and F.

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[112] This section is retained because DTIC still follows paragraph number two for older documents. (2005 update)

REFERENCES

1. *Abstracting and Indexing Guidelines*, Defense Technical Information Center, January 1989.

2. AGARD-R-779, *Guide to Document Security Markings and Distribution Statements used by NATO and NATO Member Nations*, March 1991, paragraph 4.2, p.7. (ADB242571)

3. *Anglo-American Cataloging Rules. 2nd Edition, 2002 Revision.* Chicago: American Library Association, 2002.

4. *Corporate Source Authority System (CSAS)* [online]. Defense Technical Information Center, Ft. Belvoir, VA, Electronic Document Management System.

5. *Defense Federal Acquisition Regulation Supplement (DFARS)*, Subpart 227.4 and Part 211 and Part 252, April 26, 2002. http://www.acq.osd.mil/dp/dars/dfars/html/r20020426/227_4.htm

6. *Directory of Organizational Technical Report Acronym Codes (DOTRAC)*. July 1994. (ADA281500)

7. DoD 5200.1-R, *Information Security Program*, January 1997. (ADA325699) (http://handle.dtic.mil/100.2/ADA325699).

8. DoD Directive 5210.2, *Access to and Dissemination of Restricted Data*, January 12, 1978, with changes 1 & 2. (ADA272434). Directive with change 3, November 16, 1994, is available to authorized users in the .mil and .gov domains at: (https://lad.dtic.mil/whs/directives/corres/pdf/d52102wch3_011278/d52102p.pdf

9. DoD Directive 5230.24, *Distribution Statements on Technical Documents*, 18 March 1987. (ADA272069). Available to authorized users in the .mil and .gov domains at: https://lad.dtic.mil/whs/directives/corres/pdf/d523024_031887/d523024p.pdf

10. DoD Directive 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure,* 11 June 1984. (ADA272070). Change 1, August 18, 1985. (ADA306735). Available to authorized users in the .mil and .gov domains at: https://lad.dtic.mil/whs/directives/corres/pdf/d523025wch1_110684/d523025p.pdf

11. DoD Directive 5230.9, *Clearance of DoD Information for Public Release*, 9 April 1996. (ADA309861) (http://handle.dtic.mil/100.2/ADA309861). Directive with change 1, July 15, 1999, is available to authorized users in the .mil and .gov domains at: https://lad.dtic.mil/whs/directives/corres/pdf/d52309wch1_040996/d52309p.pdf

12. DoD Instruction 7930.2, *ADP Software Exchange and Release*, December 31, 1979. (ADA272548). Available to authorized users in the .mil and .gov domains at: https://lad.dtic.mil/whs/directives/corres/pdf/i79302_123179/i79302p.pdf

13. *DTIC Thesaurus*. October 2000. (ADA378274) (http://handle.dtic.mil/100.2/ADA378274) http://stinet.dtic.mil/cgi-bin/thes-add1.pl

14. Executive Order 12356, *National Security Information*, April 2, 1982. http://www.archives.gov/federal_register/codification/executive_order/12356.html

15. Executive Order 12958, *Classified National Security Information* http://www.archives.gov/federal-register/executive-orders/1995.html. Signed: April 17, 1995. Revokes: EO 12356, April 6, 1982 Amended by: EO 12972, September 18, 1995; EO 13142, November 19, 1999; EO 13292, March 25, 2003

16. Executive Order 13292, *Further Amendment to Executive Order 12958, as Amended, Classified National Security Information*, Signed: March 25, 2003 Amends: EO 12958, April 17, 1995 http://www.whitehouse.gov/news/releases/2003/03/20030325-11.html)

17. *Guidelines for Descriptive Cataloging of Reports: a Revision of the COSATI Standard for Descriptive Cataloging of Government Scientific and Technical Reports*. 1985. (ADA160409)

18. *Guidelines for Forming Open-Ended Terms,* 4th ed, Defense Technical Information Center, December, 1993. Supplement to *Abstracting and Indexing Guidelines*, Defense Technical Information Center, 1989.

19. International Standards Organization. *Data Elements and Interchange Formats--Information Interchange--Representation of Date and Time.* ISO 8601: 2004

20. National Information Standards Organization. *Standard Technical Report Number (STRN) Format and Creation.* ANSI/NISO Z39.23-1997 (R2002). http://www.niso.org/kfile_download?pt=RkGKiXzW643YeUaYUqZ1BFwDhIG4-24RJbcZBWg8uE4vWdpZsJDs4RjLz0t90_d5_ymGsj_IKVa86hjP37r_hK9IsHEilq2VwGzaIEJPZhw%3D

21. National Information Standards Organization. *Scientific and Technical Reports - Elements, Organization, and Design.* ANSI/NISO Z39.18, 2005. http://www.niso.org/kfile_download?pt=RkGKiXzW643YeUaYUqZ1BFwDhIG4-24RJbcZBWg8uE4vWdpZsJDs4RjLz0t90_d5_ymGsj_IKVaGZww13HuDlYsS9HriMVDay9xWOHiF7M8%3D

22. *Project Number Formats*. July 1976. (ADA028150)

23. Report Documentation Page, Standard Form (SF) 298, Rev. 8/98.
   http://www.dtic.mil/dtic/forms/SF0298_fillable.pdf

24. *Representation for Calendar Date and Ordinal Date for Information Interchange*.
   ANSI/INCITS 30 1998 (R2003).

25. *Source Header List*. July 1998. Volume I, (ADA348602) and Volume II,
   (ADA348603) http://www.dtic.mil/corpsource/

26. *Source Hierarchy List*. July 1994. Volume I, (ADA281100); Volume II,
   (ADA281101); and Volume III, (ADA281102)

27. *Subject Categorization Guide for Defense Science and Technology*. October
    1986. (ADA172650) http://www.dtic.mil/dtic/subcatguide/#subcats

28. Ulrich's International Periodicals Directory. New York: R.R. Bowker, Annual.
   http://www.ulrichsweb.com/ulrichsweb/

Other reference tools used by the Citation Build staff, especially when working in
unfamiliar subject areas, include:

Dictionaries and encyclopedias, such as the *McGraw-Hill Encyclopedia of Science &
Technology* and the *Designation Handbook Aerospace, Defense, Technology*, both
general and subject-specific, located within DTIC or on the Internet.

Gazetteers and atlases

Code name listings

Acronym listings

Jane's All the World's Aircraft, …Fighting Ships, etc. (http://www.janes.com)

Thesauri developed by IACs and other agencies (NASA, DOE, WES, etc. This includes
Project LEX's *Thesaurus of Engineering and Scientific Terms*, 1967.) (AD633279)

APPENDIX A
STANDARD ABBREVIATIONS FOR TERMS USED IN THE
CORPORATE AUTHOR HEADING

Abteilung	Abt.
Air Force Base	AFB
Air Force Station	AFS
Aktiebolaget	A.B.
Aktiengesellschaft	A.G.
Aktieselskab	A/S
Anciens	Anc.
Bij voorbeeld	B.V.
Boluk	Bl.
Brothers	Bros.
College	Coll.
Campagnie	Cie.
Compania	Cia.
Company	Co.
Corporation	Corp.
Departement	Dept.
Department	Dept.
Deparmtental	Dept.
Departmentet	Dept.
Dipartemento	Dipt.
Divisao	Div.
Division	Div.
Divisione	Div.
Eingetragner Verein	e.V.
Etablissements	Ets.
Geobroeders, Gebrueder	Gebr.
Gesellschaft mit beschraenkter Haftung	G.m.b.H.
Incorporated	Inc.
Ingenieur	Ing.
Institut	Inst.
Institute	Inst.
Institute of Technology	Inst. of Tech.
Institutet	Inst.
Instituto	Inst.
Institutt	Inst.
Institutul	Inst.
Instituut	Inst.
Instytut	Inst.
Istituto	Ist.
Kommanditgesellschaft	K.G.
Kommanditselskab	K/S
Laboratoire	Lab.

Laboratoires	Labs.
Laboratoiret	Labs.
Laboratorio	Lab.
Laboratorium	Lab.
Laboratory	Lab.
Limited	Ltd.
Limited liability company	LLC
Limited liability partnership	LLP
Maatschappij	Mij.
Manufacturer	Mfr.
Manufacturers	Mfrs.
Manufacturing	Mfg.
Naamloze Vennootschap	N.G.
Offene Handlesgesellschaft	O.H.G.
Professional Corp.	P.C.
Private or (P)	Pvt.
Proprietary	Pty.
Public Limited Co.	PLC
Societa per Azioni	S.p.A.
Societe Anonyme	S.A.
Societe a Responsabilite Limetee	S.R.L.
Spolka	s-ka
Universidad	Univ.
Universidade	Univ.
Universita	Univ.
Universitaet	Univ.
Universitatea	Univ.
Universite	Univ.
Universiteit	Univ.
Universitet	Univ.
Universitetet	Univ.
Universiti	Univ.
University	Univ.
Univerzita	Univ.
Univerzitet	Univ.
Uniwersitet	Univ.
Volkseigner Betribe	VEB.

NOTE: This rule does not restrict the use of abbreviations that occur on the document.

APPENDIX B
STANDARD U.S. GEOGRAPHIC ABBREVIATIONS

State/Possession	Abbreviation
ALABAMA	AL
ALASKA	AK
AMERICAN SAMOA	AS
ARIZONA	AZ
ARKANSAS	AR
CALIFORNIA	CA
COLORADO	CO
CONNECTICUT	CT
DELAWARE	DE
DISTRICT OF COLUMBIA	DC
FLORIDA	FL
GEORGIA	GA
GUAM	GU[113]
HAWAII	HI
IDAHO	ID
ILLINOIS	IL
INDIANA	IN
IOWA	IA
KANSAS	KS
KENTUCKY	KY
LOUISIANA	LA
MAINE	ME
MARYLAND	MD
MASSACHUSETTS	MA
MICHIGAN	MI
MINNESOTA	MN
MISSISSIPPI	MS
MISSOURI	MO
MONTANA	MT
NEBRASKA	NE
NEVADA	NV
NEW HAMPSHIRE	NH
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY
NORTH CAROLINA	NC
NORTH DAKOTA	ND
NORTHERN MARIANA ISLANDS	MP[114]
OHIO	OH
OKLAHOMA	OK
OREGON	OR
PENNSYLVANIA	PA

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[113] Corrected - 25 April 2000
[114] Added - 25 April 2000

State/Possession	Abbreviation
PUERTO RICO	PR
RHODE ISLAND	RI
SOUTH CAROLINA	SC
SOUTH DAKOTA	SD
TENNESSEE	TN
TEXAS	TX
UTAH	UT
VERMONT	VT
VIRGIN ISLANDS	VI
VIRGINIA	VA
WASHINGTON	WA
WEST VIRGINIA	WV
WISCONSIN	WI
WYOMING	WY

Military "State"[115]

Army Post Office / Air Force Post Office	APO
Fleet Post Office	FPO
Armed Forces Africa	AE
Armed Forces Americas (except Canada)	AA
Armed Forces Canada	AE
Armed Forces Europe	AE
Armed Forces Middle East	AE
Armed Forces Pacific	AP

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[115] Added - 25 April 2000

APPENDIX C
COUNTRY CODES[116]

COUNTRY	CODE	COUNTRY	CODE
AFGHANISTAN	AF	CHRISTMAS ISLAND	CX
ALBANIA	AL	COCOS (KEELING) ISLANDS	CC
ALGERIA	DZ	COLOMBIA	CO
AMERICAN SAMOA	AS	COMOROS	KM
ANDORRA	AD	CONGO	CG
ANGOLA	AO	CONGO, *The Democratic Republic of*	CD
ANGUILLA	AI	COOK ISLANDS	CK
ANTARCTICA	AQ	COSTA RICA	CR
ANTIGUA AND BARBUDA	AG	COTE D'IVOIRE	CI
ARGENTINA	AR	CROATIA *(local name: Hrvatska)*	HR
ARMENIA	AM	CUBA	CU
ARUBA	AW	CYPRUS	CY
AUSTRALIA	AU	CZECH REPUBLIC	CZ
AUSTRIA	AT	DENMARK	DK
AZERBAIJAN	AZ	DJIBOUTI	DJ
BAHAMAS	BS	DOMINICA	DM
BAHRAIN	BH	DOMINICAN REPUBLIC	DO
BANGLADESH	BD	EAST TIMOR	TP
BARBADOS	BB	ECUADOR	EC
BELARUS	BY	EGYPT	EG
BELGIUM	BE	EL SALVADOR	SV
BELIZE	BZ	EQUATORIAL GUINEA	GQ
BENIN	BJ	ERITREA	ER
BERMUDA	BM	ESTONIA	EE
BHUTAN	BT	ETHIOPIA	ET
BOLIVIA	BO	FALKLAND ISLANDS (MALVINAS)	FK
BOSNIA AND HERZEGOWINA	BA	FAROE ISLANDS	FO
BOTSWANA	BW	FIJI	FJ
BOUVET ISLAND	BV	FINLAND	FI
BRAZIL	BR	FRANCE	FR
BRITISH INDIAN OCEAN TERRITORY	IO	FRANCE, METROPOLITAN	FX
BRUNEI DARUSSALAM	BN	FRENCH GUIANA	GF
BULGARIA	BG	FRENCH POLYNESIA	PF
BURKINA FASO	BF	FRENCH SOUTHERN TERRITORIES	TF
BURUNDI	BI	GABON	GA
CAMBODIA	KH	GAMBIA	GM
CAMEROON	CM	GEORGIA	GE
CANADA	CA	GERMANY	DE
CAPE VERDE	CV	GHANA	GH
CAYMAN ISLANDS	KY	GIBRALTAR	GI
CENTRAL AFRICAN REPUBLIC	CF	GREECE	GR
CHAD	TD	GREENLAND	GL
CHILE	CL	GRENADA	GD
CHINA	CN	GUADELOUPE	GP

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[116] From: ISO 3166, http://www.nw.com/zone/iso-country-codes.

COUNTRY	CODE	COUNTRY	CODE
GUAM	GU	MEXICO	MX
GUATEMALA	GT	MICRONESIA, *Federated States of*	FM
GUINEA	GN	MOLDOVA, *Republic of*	MD
GUINEA-BISSAU	GW	MONACO	MC
GUYANA	GY	MONGOLIA	MN
HAITI	HT	MONTSERRAT	MS
HEARD AND MC DONALD ISLANDS	HM	MOROCCO	MA
HOLY SEE *(Vatican City State)*	VA	MOZAMBIQUE	MZ
HONDURAS	HN	MYANMAR	MM
HONG KONG	HK	NAMIBIA	NA
HUNGARY	HU	NAURU	NR
ICELAND	IS	NEPAL	NP
INDIA	IN	NETHERLANDS	NL
INDONESIA	ID	NETHERLANDS ANTILLES	AN
IRAN *Islamic Republic of*	IR	NEW CALEDONIA	NC
IRAQ	IQ	NEW ZEALAND	NZ
IRELAND	IE	NICARAGUA	NI
ISRAEL	IL	NIGER	NE
ITALY	IT	NIGERIA	NG
JAMAICA	JM	NIUE	NU
JAPAN	JP	NORFOLK ISLAND	NF
JORDAN	JO	NORTHERN MARIANA ISLANDS	MP
KAZAKHSTAN	KZ	NORWAY	NO
KENYA	KE	OMAN	OM
KIRIBATI	KI	PAKISTAN	PK
KOREA, *Democratic People's Republic of*	KP	PALAU	PW
KOREA, *Republic of*	KR	PANAMA	PA
KUWAIT	KW	PAPUA NEW GUINEA	PG
KYRGYZSTAN	KG	PARAGUAY	PY
LAO *People's Democratic Republic*	LA	PERU	PE
LATVIA	LV	PHILIPPINES	PH
LEBANON	LB	PITCAIRN	PN
LESOTHO	LS	POLAND	PL
LIBERIA	LR	PORTUGAL	PT
LIBYAN ARAB JAMAHIRIYA	LY	PUERTO RICO	PR
LIECHTENSTEIN	LI	QATAR	QA
LITHUANIA	LT	REUNION	RE
LUXEMBOURG	LU	ROMANIA	RO
MACAU	MO	RUSSIAN FEDERATION	RU
MACEDONIA, *Former Yugoslav Republic of*	MK	RWANDA	RW
MADAGASCAR	MG	SAINT KITTS AND NEVIS	KN
MALAWI	MW	SAINT LUCIA	LC
MALAYSIA	MY	SAINT VINCENT AND THE GRENADINES	VC
MALDIVES	MV	SAMOA	WS
MALI	ML	SAN MARINO	SM
MALTA	MT	SAO TOME AND PRINCIPE	ST
MARSHALL ISLANDS	MH	SAUDI ARABIA	SA
MARTINIQUE	MQ	SENEGAL	SN
MAURITANIA	MR	SEYCHELLES	SC
MAURITIUS	MU	SIERRA LEONE	SL
MAYOTTE	YT	SINGAPORE	SG

COUNTRY	CODE	COUNTRY	CODE
SLOVAKIA *Slovak Republic*	SK	TRINIDAD AND TOBAGO	TT
SLOVENIA	SI	TUNISIA	TN
SOLOMON ISLANDS	SB	TURKEY	TR
SOMALIA	SO	TURKMENISTAN	TM
SOUTH AFRICA	ZA	TURKS AND CAICOS ISLANDS	TC
SOUTH GEORGIA and the SOUTH	GS	TUVALU	TV
SANDWICH ISLANDS		UGANDA	UG
SPAIN	ES	UKRAINE	UA
SRI LANKA	LK	UNITED ARAB EMIRATES	AE
ST. HELENA	SH	UNITED KINGDOM	GB
ST. PIERRE AND MIQUELON	PM	UNITED STATES	US
SUDAN	SD	UNITED STATES MINOR OUTLYING ISLANDS	UM
SURINAME	SR	URUGUAY	UY
SVALBARD AND JAN MAYEN ISLANDS	SJ	UZBEKISTAN	UZ
SWAZILAND	SZ	VANUATU	VU
SWEDEN	SE	VENEZUELA	VE
SWITZERLAND	CH	VIET NAM	VN
SYRIAN ARAB REPUBLIC	SY	VIRGIN ISLANDS (British)	VG
TAIWAN, *Province of China*	TW	VIRGIN ISLANDS (U.S.)	VI
TAJIKISTAN	TJ	WALLIS AND FUTUNA ISLANDS	WF
TANZANIA, *United Republic of*	TZ	WESTERN SAHARA	EH
THAILAND	TH	YEMEN	YE
TOGO	TG	YUGOSLAVIA	YU
TOKELAU	TK	ZAMBIA	ZM
TONGA	TO	ZIMBABWE	ZW

ISO-3166 COUNTRY TRIGRAPHS (used in RELTO statements)

COUNTRY	CODE	COUNTRY	CODE
AFGHANISTAN	AFG	BENIN	BEN
ALBANIA	ALB	BERMUDA	BMU
ALGERIA	DZA	BHUTAN	BTN
AMERICAN SAMOA	ASM	BOLIVIA	BOL
ANDORRA	AND	BOSNIA AND HERZEGOWINA	BIH
ANGOLA	AGO	BOTSWANA	BWA
ANGUILLA	AIA	BOUVET ISLAND	BVT
ANTARCTICA	ATA	BRAZIL	BRA
ANTIGUA AND BARBUDA	ATG	BRITISH INDIAN OCEAN TERRITORY	IOT
ARGENTINA	ARG	BRUNEI DARUSSALAM	BRN
ARMENIA	ARM	BULGARIA	BGR
ARUBA	ABW	BURKINA FASO	BFA
AUSTRALIA	AUS	BURUNDI	BDI
AUSTRIA	AUT	CAMBODIA	KHM
AZERBAIJAN	AZE	CAMEROON	CMR
BAHAMAS	BHS	CANADA	CAN
BAHRAIN	BHR	CAPE VERDE	CPV
BANGLADESH	BGD	CAYMAN ISLANDS	CYM
BARBADOS	BRB	CENTRAL AFRICAN REPUBLIC	CAF
BELARUS	BLR	CHAD	TCD
BELGIUM	BEL	CHILE	CHL
BELIZE	BLZ	CHINA	CHN

COUNTRY	CODE	COUNTRY	CODE
CHRISTMAS ISLAND	CXR	HOLY SEE *(Vatican City State)*	VAT
COCOS (KEELING) ISLANDS	CCK	HONDURAS	HND
COLOMBIA	COL	HONG KONG	HKG
COMOROS	COM	HUNGARY	HUN
CONGO	COG	ICELAND	ISL
CONGO, Democratic Republic of the	COD	INDIA	IND
COOK ISLANDS	COK	INDONESIA	IDN
COSTA RICA	CRI	IRAN (*Islamic Republic of*)	IRN
COTE D'IVOIRE	CIV	IRAQ	IRQ
CROATIA (local name: Hrvatska)	HRV	IRELAND	IRL
CUBA	CUB	ISRAEL	ISR
CYPRUS	CYP	ITALY	ITA
CZECH REPUBLIC	CZE	JAMAICA	JAM
DENMARK	DNK	JAPAN	JPN
DJIBOUTI	DJI	JORDAN	JOR
DOMINICA	DMA	KAZAKHSTAN	KAZ
DOMINICAN REPUBLIC	DOM	KENYA	KEN
EAST TIMOR	TMP	KIRIBATI	KIR
ECUADOR	ECU	KOREA, *Democratic People's Republic*	PRK
EGYPT	EGY	KOREA, REPUBLIC OF	KOR
EL SALVADOR	SLV	KUWAIT	KWT
EQUATORIAL GUINEA	GNQ	KYRGYZSTAN	KGZ
ERITREA	ERI	LAO *People's Democratic Republic*	LAO
ESTONIA	EST	LATVIA	LVA
ETHIOPIA	ETH	LEBANON	LBN
FALKLAND ISLANDS (MALVINAS)	FLK	LESOTHO	LSO
FAROE ISLANDS	FRO	LIBERIA	LBR
FIJI	FJI	LIBYAN ARAB JAMAHIRIYA	LBY
FINLAND	FIN	LIECHTENSTEIN	LIE
FRANCE	FRA	LITHUANIA	LTU
FRANCE, METROPOLITAN	FXX	LUXEMBOURG	LUX
FRENCH GUIANA	GUF	MACAU	MAC
FRENCH POLYNESIA	PYF	MACEDONIA, *Former Yugoslav Republic of*	MKD
FRENCH SOUTHERN TERRITORIES	ATF		
GABON	GAB	MADAGASCAR	MDG
GAMBIA	GMB	MALAWI	MWI
GEORGIA	GEO	MALAYSIA	MYS
GERMANY	DEU	MALDIVES	MDV
GHANA	GHA	MALI	MLI
GIBRALTAR	GIB	MALTA	MLT
GREECE	GRC	MARSHALL ISLANDS	MHL
GREENLAND	GRL	MARTINIQUE	MTQ
GRENADA	GRD	MAURITANIA	MRT
GUADELOUPE	GLP	MAURITIUS	MUS
GUAM	GUM	MAYOTTE	MYT
GUATEMALA	GTM	MEXICO	MEX
GUINEA	GIN	MICRONESIA, *Federated States of*	FSM
GUINEA-BISSAU	GNB	MOLDOVA, *Republic of*	MDA
GUYANA	GUY	MONACO	MCO
HAITI	HTI	MONGOLIA	MNG
HEARD AND MC DONALD ISLANDS	HMD	MONTSERRAT	MSR
		MOROCCO	MAR

COUNTRY	CODE	COUNTRY	CODE
MOZAMBIQUE	MOZ	SOUTH AFRICA	ZAF
MYANMAR	MMR	SOUTH GEORGIA AND THE SOUTH	SGS
NAMIBIA	NAM	SANDWICH ISLANDS	
NAURU	NRU	SPAIN	ESP
NEPAL	NPL	SRI LANKA	LKA
NETHERLANDS	NLD	ST. HELENA	SHN
NETHERLANDS ANTILLES	ANT	ST. PIERRE AND MIQUELON	SPM
NEW CALEDONIA	NCL	SUDAN	SDN
NEW ZEALAND	NZL	SURINAME	SUR
NICARAGUA	NIC	SVALBARD AND JAN MAYEN	SJM
NIGER	NER	ISLANDS	
NIGERIA	NGA	SWAZILAND	SWZ
NIUE	NIU	SWEDEN	SWE
NORFOLK ISLAND	NFK	SWITZERLAND	CHE
NORTHERN MARIANA ISLANDS	MNP	SYRIAN ARAB REPUBLIC	SYR
NORWAY	NOR	TAIWAN, PROVINCE OF CHINA	TWN
OMAN	OMN	TAJIKISTAN	TJK
PAKISTAN	PAK	TANZANIA, *United Republic Of*	TZA
PALAU	PLW	THAILAND	THA
PANAMA	PAN	TOGO	TGO
PAPUA NEW GUINEA	PNG	TOKELAU	TKL
PARAGUAY	PRY	TONGA	TON
PERU	PER	TRINIDAD AND TOBAGO	TTO
PHILIPPINES	PHL	TUNISIA	TUN
PITCAIRN	PCN	TURKEY	TUR
POLAND	POL	TURKMENISTAN	TKM
PORTUGAL	PRT	TURKS AND CAICOS ISLANDS	TCA
PUERTO RICO	PRI	TUVALU	TUV
QATAR	QAT	UGANDA	UGA
REUNION	REU	UKRAINE	UKR
ROMANIA	ROM	UNITED ARAB EMIRATES	ARE
RUSSIAN FEDERATION	RUS	UNITED KINGDOM	GBR
RWANDA	RWA	UNITED STATES	USA
SAINT KITTS AND NEVIS	KNA	UNITED STATES MINOR OUTLYING	UMI
SAINT LUCIA	LCA	ISLANDS	
SAINT VINCENT AND THE	VCT	URUGUAY	URY
GRENADINES		UZBEKISTAN	UZB
SAMOA	WSM	VANUATU	VUT
SAN MARINO	SMR	VENEZUELA	VEN
SAO TOME AND PRINCIPE	STP	VIET NAM	VNM
SAUDI ARABIA	SAU	VIRGIN ISLANDS (BRITISH)	VGB
SENEGAL	SEN	VIRGIN ISLANDS (U.S.)	VIR
SEYCHELLES	SYC	WALLIS AND FUTUNA ISLANDS	WLF
SIERRA LEONE	SLE	WESTERN SAHARA	ESH
SINGAPORE	SGP	YEMEN	YEM
SLOVAKIA *(Slovak Republic)*	SVK	YUGOSLAVIA	YUG
SLOVENIA	SVN	ZAMBIA	ZMB
SOLOMON ISLANDS	SLB	ZIMBABWE	ZWE
SOMALIA	SOM		

INTERNATIONAL ORGANIZATIONS AND COALITION TETRAGRAPHS

FOUR EYES (Australia, Canada, United Kingdom, United States)	ACGU
Biological Weapons Convention States	BWCS
ROK/US Combined Forces Command, Korea	CFCK
Combined Maritime Forces Central	CFMC
Cooperative Maritime Forces Pacific	CMFP
Civilian Protection Monitoring Team for Sudan	CPMT
Chemical Weapons Convention States	CWCS
European Counter-Terrorism Forces	ECTF
European Union Stabilization Forces in Bosnia	EFOR
FIVE EYES (Australia, Canada, New Zealand, United Kingdom, United States)	FVEY
Global Counter-Terrorism Forces	GCTF
Global Maritime Interception Forces	GMIF
International Events Security Coalition	IESC
International Security Assistance Forces for Afghanistan	ISAF
Stabilization Forces in Kosovo	KFOR
Multinational Coalition Forces – Iraq	MCFI
Multinational Interim Force Haiti	MIFH
North African Counter-Terrorism Forces	NACT
North Atlantic Treaty Organization	NATO
Olympic Security Advisory Group	OSAG
United Nations Command Korea	UNCK

APPENDIX D
VERBALIZING FOR MACHINABILITY
The following symbols may be used in abstracts, annotations and titles:
. , ; : ' / * $ % ( ) - + < > & ?
The following symbols may be used in indexing terms: / ( ) -

ACCENTS/DIACRITICAL MARKS
Omit exept in the following cases;
ä *is replaced by* ae
ö *is replace by* oe
ü *is replaced by* ue — *Germanic languages*
ø *is replaced by* oe

ANGSTROM UNITS (Å)
Use A

CHEMICALS
H_2SO_4 *use* H2SO4
→ *use* yields
See also PRIMES, SUBSCRIPTS, SUPERSCRIPTS

CUBIC
cm^3 *use* cu cm *or* cc
ft^3 *use* cu ft
m^3 *use* cu m

$\dfrac{1}{x^3}$ *use* 1/(x cubed)

x^{-3} *use* x (exp -3)
See also EXPONENTS

DEGREES
Angles: 60°30'15" *use* 60 deg 30 min 15 sec
Latitude/Longitude: Add N, S, E, W at end of expression.
60°30'15"N *use* 60 deg 30 min 15 sec N
Temperature: 60°C *use* 60 deg C
60°F *use* 60 deg F
60°K *use* 60 deg K

DIACRITICAL MARKS
See ACCENTS/DIACRITICAL MARKS

EXPONENTS
x^{n-1} *use* x(expn n-1)
ft sec^{-1} *use* ft/sec
When the exponent is less than 7 and has the base 10, write out the number;
10^2 *use* 100
10^{-4} *use* 0.0001

2.75×10^{-3} *use* 0.00275
When the base is 10 and the exponent is 7 or more, write out;
10^7 *use* 10 (exp 7)
10^{-9} *use* 10 (exp -9)
See also CUBIC, SQUARE, SUPERSCRIPTS

FRACTIONS
Use the slash (virgule) for the fraction bar; e.g.

$x = \dfrac{a-b}{c}$ *use* x = (a-b)/c

$x = a - \dfrac{b}{c}$ *use* x = a-(b/c)

GREATER THAN OR EQUAL TO (≥)
Use > or =

LESS THAN OR EQUAL TO (≤)
Use < or =

GREEK LETTERS
Use their names,
α *use* alpha
β *use* beta
μ *use* mu, micro *or* micron *as applicable*
π *use* pi
See also SPECIAL SYMBOLS

ITALICS
Do not use, see also UNDERSCORING

LOGARITHMS
log10 *use* log
log e *use* ln (*alpha "l" not digit "1"*)

MICRO- or MICROMICRO-
μl *use* microliters
μs *use* microsecs
μv *use* microvolts
μμf *use* micromicrofarads or picofarads
μω *use* microwatt(s)

(continued)

MICRONS

μυ use millimicron(s)
μm *use* micrometer(s) *or* micron(s)
μμ *use* micromicron(s) *or* picometer(s)
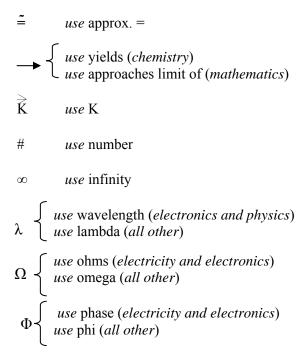
PLUS OR MINUS (±)

Use + or –

PRIMES (')

Use repeating apostrophe
2,2',2" –terpyridyl *use* 2,2',2" –terpyridyl
A''' (a triple prime) *use* a'''

QUOTATION MARKS (")

Where quotation marks are conventionally used as a symbol, abbreviate;,
12" *use* 12 in.
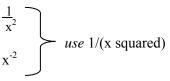5"/54 cal guns *use* 5-in/54 cal guns
45" *use* 45 sec
See also DEGREES, PRIMES

SPECIAL SYMBOLS

$\tilde{=}$ *use* approx. =

→ { *use* yields (*chemistry*)
    use approaches limit of (*mathematics*)

$\overset{\geq}{K}$ *use* K

\#   *use* number

∞   *use* infinity

λ { *use* wavelength (*electronics and physics*)
    use lambda (*all other*)

Ω { *use* ohms (*electricity and electronics*)
    use omega (*all other*)

Φ { *use* phase (*electricity and electronics*)
    use phi (*all other*)

Similarly, spell out or show by acceptable alphanumeric characters increment, varies as, therefore, differential of, variation of, integral, sum, benzene ring, thunderstorm, male, female, fixed star, etc.

SQUARE

cm^2 *use* sq cm
ft^2 *use* sq ft
m^2 *use* sq m

$\frac{1}{x^2}$

x^{-2}
        use 1/(x squared)

See also EXPONENTS

SQUARE ROOT

$\sqrt{a-b}$

$(a-b)^{½}$
        use square root of (a-b)

SUBSCRIPTS

P_H *use* P and H
V_2 *use* V sub 2
B_5 *use* B (*omit the 5, which is the atomic number of boron*)
C_{14} *use* C14 *if it is the isotope of carbon*
See also CHEMICALS, SUPERSCRIPTS

SUPERSCRIPT

C *use* C14
H+ *use* H(+)
SO_4 *use* SO4 (-)
V^{5+} *use* V (5+)
U^{234} *use* U234
B^{10} *use* B10
$O^{18}(p,n)N^{16}$ *use* O18(p,n)N15

$d\ ^{25}_{23}$ *use* density at 23 deg F referred to water at 25 deg F
$n\ ^{20}_{D}$ *use* index of refraction for 20 deg and sodium light
See also CUBIC, EXPONENTS, SQUARE

UMLAUT *see* ACCENT

UNDERSCORING

Do not use underscoring.
Escherichia coli *use* Escherichia coli
quasar *use* quasar

APPENDIX E
EXAMPLES OF PHRASES USED IN FIELD 9

Annual rept. no. 4[117]

Annual rept. no. 5, 1 Jan-31 Dec 1987

Briefing charts[118]

Briefing charts with annotations[119]

Book chapter[120]

Conference paper[121]

Conference paper abstracts[122]

Conference proceedings[123]

Congressional rept.[124]

Congressional testimony[125]

Contract rept.

Decision sheet (used for NATO items)[126]

Deutsche Luft-und Raumfahrt Forschungsbericht

Deutsche Luft-und Raumfahrt Mitteilung

Doctoral thesis

Educational note(s) (used for NATO RTO items)[127]

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[117] Added - 7 February 2001, replaces Rept. no. 4 (Annual)
[118] Added - 7 February 2001, replaces Viewgraphs
[119] Added - 26 November 2007 (2008 update)
[120] Added - 7 February 2008 (2008 update)
[121] Added - 7 February 2001
[122] Added - 26 November 2007 (2008 update)
[123] Added - 7 February 2001
[124] Added - 26 November 2007 (2008 update)
[125] Added - 14 November 2001
[126] Added - 7 February 2001
[127] Added - 27 March 2008 (2008 update)

Final engineering rept. for 1986

Final progress rept. no. 12

Final rept. for FY1982

Final rept. no. 5[128]

Final rept. (2nd edition)[129]

Final technical rept. 24 Feb 1982-23 Feb 1984, Phase 2

Graduate research project [130] (not a thesis; required for graduate degree)

Group study project

Journal[131]

Journal article[132]

Master's thesis

Meeting proceedings[133]

Memorandum rept.

Note (used for NATO items)

Notice (used for NATO items)

Quarterly progress rept. no. 4, 1 Mar-31 May 1976

Rept. bibliography

Rept. for 10 May-22 Jun 1988

Research memo.

Research note for period ending 12 Jan 1987

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[128] Added - 7 February 2001, replaces Rept. no. 5 (Final)
[129] Added - 7 February 2001, replaces 2nd edition (Final)
[130] Added - 21 February 2007 (2008 update)
[131] Added - 11 August 2004 (2005 update)
[132] Added - 7 February 2001
[133] Added - 6 October 2004 (2005 update)

Research paper [134] (used for items related to an academic degree program)

Research rept. (used for findings/analysis on data and conclusions of experiments/surveys based on original research)

Research study (used for original research data)

Scientific rept.[135]

Security classification guide[136]

Special publication

Special rept.

Specification rept.

Technical document

Technical rept.[137] (used for specific specialized topics)

Technical memo.

Technical note[138]

Technical operating rept. for Jan 1971

Technical publication

Test plan

[134] Added - 28 December 2007, scope notes for research publications (2008 update)
[135] Added - 26 November 2007 (2008 update)
[136] Added - 15 October 2003
[137] Added - 7 February 2001; scope note added 28 December 2007 (2008 update)
[138] Added - 27 March 2008 (2008 update)

APPENDIX F
TREATMENT OF SURNAMES WITH SEPARATELY WRITTEN PREFIXES
(Authority: Anglo-American Cataloging Rules)

A' or A	Write directly:	A'Beckett, G. A. A Prato, G.
Abu	Write directly:	Abu Zarah, M.
Af	Write after name:	Hallstrom, G. J. af
Al	Write directly:	Al Amrusi, A.
Am	Write directly:	Am Thun, A.
Ap	Write directly:	Ap Rhys Price, H. E.
D'	Write directly:	D'Anvers, K. D'Arienzo, N.
	Except French:	Aubigne, A. D.
Da	Write directly:	Da Ponte, L.
	Except Portuguese:	Fonseca, M. A. da
Das	Write after name, except:	Das Gupta, R. K
De	Write directly for: English German Italian	 De Morgan, A. De Boor, H. O. De Amicis, P. M.
De	Write after name for: French Belgian Spanish Dutch Portuguese	 Musset, A. de Winter, K. de Figueroa, F. de Avila Pires, C. de Sousa, A. de
De La	Write directly for: English Scandinavian languages	 De La Mare, W. De la Gardie, M. G.
	Write under La for French	La Fontaine, J. de
	Write after name for: Dutch Spanish	 Faille, J. B. de la Cosa, J. de la

De Las	Write after name:	Casa, B. de las
Del	Write directly for: Italian	Del Lungo, I.
	Write after name for: Spanish	Rio, A. del
Della	Write directly:	Della Volpaia, E.
Den	Write after name:	Hertog, A. den
Des	Write directly:	Des Granges, C.
Di	Write directly:	Di Costanzo, A.
Dos	Write after name:	Santos, J. A. dos
Du	Write directly:	Du Meril, E. Du Maurier, D. Du Bois-Reymon, E.
El-	Write directly for: English	El-Askil, M. M.
Fitz-	Write directly:	Fitz-Geffrey, C.
Hadzi	Write directly when written with hyphen:	Hadzi-Vasilevic, J.
	Write after name when no hyphen is used:	Dimov, D. Hadzi
Ibn	Write directly:	Ibn Al-Sherif, M.
La	Write directly:	La Bruyere, R. La Cour, J. L.
Las	Write directly:	Las Heras, M. A.
Le	Write directly:	Le Sage, A. Le Gallienne, R.
	<u>Except</u> Dutch:	Long, I. le
Li	Write directly:	Li Greci, G.
Lo	Write directly:	Lo Savio, N.
Pop	Write after name:	Dimitrov, E. Pop

Pop De	Write directly:	Pop De Basesti, G.
Popa	Write directly:	Popa-Lisseanu, G.
Ten	Write after name for Dutch: Write directly for German:	Brink, J. ten Ten Bruggencate, P.
Ter	Write after name:	Braak, M. ter
Ur	Write directly	ur Rehman, T.
Van	Write directly for English: Write after name for Dutch:	Van Buren, M. Driessche, A. van
Van Den	Write after name:	Wijngaert, F. van den
Van Der	Write after name:	Aa, P. van der
Van't	Write after name:	Hoff, J. van't
Ver	Write directly:	Ver Boven , D.
Vom	Write directly:	Vom Ende, E.
Von	Write directly in English: Write after name in: German, Scandinavian languages	Von Gergen, W. Goethe, W. von Linne, C. von
Von Der	Write after name:	Hagen, J. von der
Von Le	Write under Le:	Le Fort, G. von
Z	Write after name:	Zerotina, Y. Z
Zum	Write directly:	Zum Busch, J. P.
Zur	Write directly:	Zur Linde, O.

APPENDIX G
MONTHS OF THE YEAR - FOREIGN LANGUAGE TRANSLATIONS

ENGLISH	FRENCH	GERMAN	ITALIAN	SPANISH
January	Janvier	Januar	Gennaio	Enero
February	Fevrier	Februar	Febbraio	Febrero
March	Mars	Maerz	Marzo	Marzo
April	Avril	April	Aprile	Abril
May	Mai	Mai	Maggio	Mayo
June	Juin	Juni	Giugno	Junio
July	Juillet	Juli	Luglio	Julio
August	Aout	August	Agosto	Agosto
September	Septembre	September	Settembre	Septiembre
October	Octobre	Oktober	Ottobre	Octubre
November	Novembre	November	Novembre	Noviembre
December	Decembre	Dezember	Dicembre	Diciembre
		Jahrbuch (annual or yearbook)		

GREEK   RUSSIAN   GERMAN

GREEK			RUSSIAN		GERMAN		
A α	Alpha	(a)	A a (a)		U a	(a)	
B β	Beta	(b)	Б б (b)		Ŭ ä	(e) 5	
Γ γ	Gamma	(g)	B в (v)		B b	(b)	
Δ δ	Delta	(d)	Γ г (g)		C c	(k, ts, s)	
E ε	Epsilon	(e)	Д д (d)		Ch ch	(H, kh)	
Z ζ	Zeta	(z)	E e (ye)		D d	(d)	
H η	Eta	(a)	Ж ж (zh)		E e	(e, a)	
Θ θ	Theta	(th)	З з (z)		F f	(f) _	
I ι	Iota	(ē)	И и (i, ē)		G g	(g, kh)	
K κ	Kappa	(k)	Й й (e) 7		H h	(h)	
Λ λ	Lambda	(l)	К к (k)		I i	(i, ē)	
M μ	Mu	(m)	Л л (l)		J j	(y)	
N ν	Nu	(n)	M м (m)		K k	(k)	
Ξ ξ	Xi	(ks)	H н (n)		L l	(l)	
O o	Omicron	(o)	O o (ō, o)		M m	(m)	
Π π	Pi	(p)	Π п (p)		N n	(n)	
P ρ	Rho	(r)	P p (r)		O o	(ō, ŏ)	
Σ σ ς	Sigma	(s) 6	C c (s)		Ö ö	(ŏ) 5	
T τ	Tau	(t)	T т (t)		P p	(p)	
Υ υ	Upsilon	(u, ōō)	У у (ōō)		Qu(u) q(u)	(kv)	
Φ φ	Phi	(f)	Φ ф (f)		R r	(r)	
X χ	Chi	(H)	X x (kh)		S f ß	(s, z) 6	
Ψ ψ	Psi	(ps)	Ц ц (ts)		Sch sch	(sh)	
Ω ω	Omega	(ō)	Ч ч (ch)		T t	(t)	
			Ш ш (sh)		U u	(ōō)	
			Щ щ (shch)		ü ü	(u) 5	
			Ъ ъ s		W v	(f)	
			Ы ы (ē)		W w	(v)	
			Ь ь 9		X x	(ks)	
			Э э (e)		Y y	(e, ü)	
			Ю ю (u)		Z z	(ts)	
			Я я (yä)				

APPENDIX I
FOREIGN LANGUAGE ACCENT/DIACRITAL MARKS
AND THEIR ENGLISH-LANGUAGE SUBSTITUTIONS

	ä	**æ**	**ö**	**Ø**	**ü**	**ß**
DANISH		x		x		
FINNISH	x		x			
GERMAN	x		x		x	x
NORWEGIAN		x		x		
SWEDISH	x		x			
USE	ae	ae	oe	oe	ue	ss

APPENDIX J
ABBREVIATIONS COMMONLY USED AS PART OF THE REPORT NUMBER
IN FIELDS 14, 18, 19 and 21

Administrative note	ADN-
Administrative report	ADR-
Bibliography	BIB-
Bulletin	BULL-
Circular	CIRC-
Conference	CONF-
Conference proceedings	CP-
Contract report	CR-
Contract technical report	CTR-
Contribution	CONTRIB-
Data files	DF-
Data memo	DM-
Data report	DR-
Department of Defense directives	DoDD-[139]
Department of Defense instructions	DoDI-[140]
Draft environment statement	DES-
Engineering report	ER-
Environmental impact statement	EIS-
Environmental research papers	ERP-
Final report	FR-
Handbook	HB-
Information bulletin	IB-
Information circular	IC-
Instrumentation papers	IP-
Interim report	IR-
Journal article	JA-
Lecture series	LS-
Letter circular	LC-
Magnetic tape	MT-
Manuscript	MS-
Memo	M-
Memo report	MR-
Military standard	MIL-STD-[141]
Mimeograph series	MM-
Miscellaneous	MISC-
Miscellaneous paper	MP-
Miscellaneous publication	MPUB-
Mission need statement	MNS-[142]

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[139] Added - 7 February 2001
[140] Added - 7 February 2001
[141] Added - 7 February 2001
[142] Added - 7 February 2001

Monograph	MONO-
Monograph series	MONO-SER-
Occasional paper	OP-
Open file report	OFR-
Operational requirements document	ORD-[143]
Pamphlet	PAM-
Patent application	PAT-APPL-
Proceedings	PROC-
Professional paper	PP-
Progress report	PR-
Project or Project number	PN- [144]
Publication	PUB-
Quarterly report	QR-
Reference	REF-
Report of investigations	RI-
Research & development	R/D-
Research bulletin	RB-
Research contribution	RC-
Research memo	RM-
Research note	RN-
Research paper	RP-
Research report	RR-
Sea Grant	SG-
Sea Grant publication	SGP-
Sea Grant reprint	SGR-
Sea Grant Technical bulletin	SGTB-
Series	SER-
Special publication	SP-
Special report	SR-
Special research memo	SRM-
Special research report	SRR-
Special study	SS-
Special text	ST-
Specification	SPEC-
Technical article	TA-
Technical bulletin	TB-
Technical document	TD-
Technical documentary report	TDR-
Technical memo	TM-
Technical memo report	TMR-
Technical news bulletin	TNB-
Technical note	TN-
Technical progress report	TPR-
Technical publication	TP-

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[143] Added - 7 February 2001
[144] Added - 16 March 2006; used for reports, not for funding purposes

Technical report	TR-
Technical research note	TRN-
Technical summary	TS-
Technical summary report	TSR-
Technical translation	TT-
Test and evaluation report	T/ER-
Translation	TRANS-
Working paper	WP-

APPENDIX K
DOD PROGRAM ELEMENT (PE) CODING SYSTEM[145]

PE Codes are the building blocks of the Defense Programming and Budgeting System. Historically, a PEs 7-digits represented a unique program element and had built into it smart codes to represent attributes. The only remaining vestiges of this system are the first two digits that represent Major Force Programs (MFP). To uniquely identify a program today, the combination of a PEs 7-digits and FYDP organization code are required. Attributes are handled explicitly in individual parameters.[146]
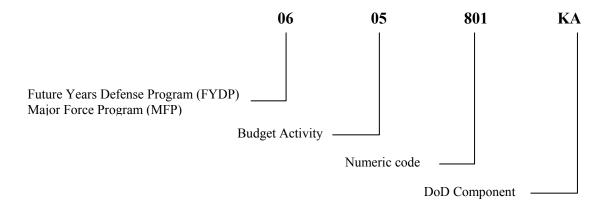
The PE code is ten alphanumeric characters long, e.g., PE 0605801KA

        Positions 1 and 2 are numeric and identify the Major Force Program (MFP)

        Positions 3 and 4 have special uses for certain MFPs. For MFP 6, Research and Development, they identify specific R&D category.

        Positions 5, 6 and 7 are numeric.

        Positions 8, 9 and 10 are alphanumeric and identify the responsible DoD component.[147]

| **06** | **05** | **801** | **KA** |

Future Years Defense Program (FYDP)
Major Force Program (MFP)

Budget Activity

Numeric code

DoD Component

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[145] 27 June 2005 - (2006 update)

[146] FSM Users Guide, OUSD (Comptroller), Programming and Fiscal Economics Division, 14 May 2002. and DoD 7045.7-H, "Future Years Defense Program (FYDP) Structure" Apr 2006.

[147] DoD 7045.7h, April 2004

PE **06**05801KA

MFP

Major Force Programs (MFP)
01	Strategic forces
02	General purpose forces
03	Command, control, communications, intelligence, and space
04	Mobility forces
05	Guard and Reserve forces
06	Research and development
07	Central supply and maintenance
08	Training, medical, and other general personnel activities
09	Administration and associated activities
10	Support of other nations
11	Special operations forces

PE 06**05**801KA

R&D Budget Activity

The RDT&E budget activities are broad categories reflecting different types of RDT&E efforts.

R&D Budget Activity Number	Title
Budget Activity 01	Basic Research
Budget Activity 02	Applied Research
Budget Activity 03	Advanced Technology Development
Budget Activity 04	Advanced Component Development and Prototypes
Budget Activity 05	System Development and Demonstration
Budget Activity 06	RDT&E Management Support
Budget Activity 07	Operational System Development

PE 0605801**KA**

DoD Component

PE numbers are the concatenation of PE 7-digits and FYDP Organization Codes.
Only the PE number is a unique identifier of a program element, not its 7-digit as was the case years ago. Two PE numbers that share the same 7-digits may or may not represent the same program.

Examples: 0603001F, 0603001N, 0603002F

DoD Component Code	Name
A	Army
C	Missile Defense Agency
D	Defensewide
E	DARPA
F	Air Force
D8Z	Office of Secretary of Defense
F	Air Force
J	Joint Staff
K	Defense Information Systems Agency
KA	Defense Technical Information Center
M	Marine Corps
N	Navy
S	Defense Logistics Agency
SE	DoD Human Resources Activity
T	Defense Security Cooperation Agency
V	Defense Security Center

CATEORGY 6.1 (RESEARCH PROGRAM ELEMENTS)

Program Element Title	Program Element Number
In-House Laboratory Independent Research	61101 A (ARMY)
	61152N (NAVY)
	61101F (AIR FORCE)
Defense Research Sciences	61102A (ARMY)
	61153N (NAVY)
	61102F (AIR FORCE)
University Research Initiatives	61103A (ARMY)
	61103N (NAVY)
	61103F (AIR FORCE)

Program Element - IN-HOUSE LABORATORY INDEPENDENT RESEARCH

PE Number	Project Number	Title
61101A	A91A	Army Materiel Command
	A91B	Army Research Institute for the Behavioral and Social Sciences
	A91C	Medical Research and Development Command
	A91D	Corps of Engineers
61152N	MR0001	Navy Medical Laboratories
	RR0001	Other Navy Research Laboratories
	ZR0001	Laboratories of ONL
61101F	-	-

APPENDIX K
CATEORGY 6.1 (RESEARCH PROGRAM ELEMENTS) (continued)
Program Element - DEFENSE RESEARCH SCIENCES

PE Number	Project Number	Title
61102A	A31B	Night Vision and Electrooptics Research
	B52C	Research in Geodetic, Geographic, and Mapping Sciences
	B53A	Research in Atmospheric Sciences
	A71A	Research in Chemical/Biological Warfare Defense
	B74A	Research in Human Engineering
	B74F	Personnel, Performance, and Training
	AF22	Research in Vehicular Mobility
	AH40	Signals Warfare Research
	AH42	Research in Materials and Mechanics
	AH43	Research in Ballistics
	AH44	Research in Electronics, Sensors, and Signal Processing
	AH45	Air Mobility Research
	AH46	Research in Combat Surveillance and Target Acquisition
	AH47	Electronic Devices Research
	AH48	Communications Research
	AH49	Research in Missiles and High-Energy Lasers
	AH51	Combat Support Research
	AH52	Support of Equipment for Individual Soldier
	BH57	Research in Scientific Problems with Military Applications
	AH60	Research in Large Caliber Armaments
	AH61	Research in Fire Control and Small Caliber Armaments
	AH63	Research in Electronic Warfare
	AH68	Research in Pollution Abatement
	BS04	Identification and Health Effects of Military Pollutants
	BS10	Research on Military Diseases, Injury, and Health Hazards
	BS11	Chemical Warfare Effects and Antidotes
	BS12	Science Base for Medical Defense Against Biological Warfare
	AT22	Research in Soil and Rock Mechanics
	AT23	Basic Research in Military Construction
	AT24	Research in Snow, Ice, and Frozen Ground

PE Number	Project Number	Title
61153N	11	General Physics
	12	Radiation Sciences
	13	Chemistry
	14	Mathematics
	15	Computer Sciences
	21	Electronics
	22	Materials
	23	Mechanics
	24	Energy Conversion
	31	Ocean Sciences
	32	Ocean Geophysics
	33	Atmospheric Sciences
	34	Astronomy and Astrophysics
	41	Biological and Medical Sciences
	42	Behavioral Sciences
	51	University Research Instrumentation
	52	Multidisciplinary Support
61102F	2301	Physics
	2302	Structures
	2303	Chemistry
	2304	Mathematics
	2305	Electronics
	2306	Materials
	2307	Fluid Mechanics
	2308	Energy Conversion
	2309	Terrestrial Sciences
	2310	Atmospheric Sciences
	2311	Astronomy and Astrophysics
	2312	Biological and Medical Sciences
	2313	Human Resources
	2917	University Research Instrumentation

Program Element - UNIVERSITY RESEARCH INITIATIVES

PE Number	Project Number	Title
61103A	D75A	University Science and Engineering Research
61103N	----	----
61103F	----	----

APPENDIX L
EXAMPLE OF RDT&E PROJECT DATA

DATA	AIR FORCE	ARMY	NAVY 6.1 R	NAVY 6.2 F	NAVY 6.3-6.6	DNA (legacy)
project number	4 characters: numeric and alphanumeric.	12 characters: alphanumeric.	7 characters: 1 alphaprefix, R, 5 numerics.	6 characters: (no alphaprefix) F, 5 numerics.	5/7 characters: 1 alpha prefix, 4 numerics or alphanumerics. 2 alpha S & T category (when displayed).	7 characters: 1 alpha prefix, 2 numerics, 4 alphas.
example	3048 06CL	1T161101A91A SX762725DY10	WRO3302	F32344	SSH55 T4112 W0614SL	X99QAXV H42AAXY N99QAXA
task number (area)	2 characters: separated, numeric or alphanumeric.	2 characters: separated, numeric or alphanumeric, although sometimes an alpha displaces a number in the task area.	9 characters: project number + 2 added on.	10 characters: 1 alpha prefix, project number, 3 numerics added on (task area may not apply).	5 characters: + repetitive entry or 2-4 characters added.	4 characters: 1 alpha, 3 numerics.
example	05 6B	00 06	WRO330201	RF32344401	T4112 T4112003 SSH550000 W0614SL W0614SL000	X000 A128 X960
work unit	11-13 characters: vary according to prefixed acronym: acronym 4-5 chars; proj. no. 4 chars; task no. 2 chars; work unit 2 chars.	3 characters: separated, numerics.	to 15 characters: individual organization assigned, separate, alphanumerics.	same	same	2 characters: 2 numerics.
example	AFAPL30480105 AFAL06CL6811 AFOSR976905 (no wu per se)	001 032	The number indicated; e.g., A37370005UD24, NR213142, DF6269, M115, 180600801, JP61, D0103101, 139070, ETC., ETC.			08 14 48

(RDT&E Project Data Differences by Service based on service entry into the Research Summaries Database and as entered into the TR system beginning TAB 77-1/GRA 77-2.)
*Other DoD components vary from this example and are seldom seen in DTIC processing. For variations consult local authority.

APPENDIX M
RDT&E PROJECT DATA

Military P.E	Project	Task	Work Unit	*Army Serial Number
Air Force				
PE61101F	ILIR	5H	WUAFGLILIR5HOl	
PE64212F	2228	00	WUAFFDL22280002	
PE63743F	431G	01	WUAFAL431GO163	
Army				
PE61102A	1D161102B710	00	WU425	AS710
PE63702A	IF763702D610	01	WU192	AS610
PE62720A	IT762720D048	02	WU025	AS048
Navy				
PE62711N	F11121	RF11121806	WUNR004105	
PE61153N	RR01108	RR0110801	WUFP61	
PE63257N	ZPN07	ZPN07	WU4753P2	
DNA				
PE62715H	X99QAXV	X000	WU08	
PE62715H	N99QMXA	K000	WU24	
PE62715H	A99QMXF	B000	WU21	

* The Army Serial number consists of the last three characters of an Army project number, and is preceded by the letters AS. It is unique to the Army.

APPENDIX N
HISTORIC COST ALLOCATION CODES FOR SERVICE LEVEL SPONSORS
NO LONGER USED IN FIELD 18[148]

XE	MATRIS (OSD Program Office)
XI	DIA (Defense Intelligence Agency)
XK	DISA (Defense Information Systems Agency) formerly DCA
XL	USUHS (Uniformed Services Univ of the Health Sciences)
XN	DMA (Defense Mapping Agency)
XO	SDIO (Strategic Defense Initiative Organization)
XP	JCS (Joint Chiefs of Staff)
XQ	DFAS (Defense Finance & Accounting Service)& DoD
XR	URS (University Research Support) & (OSD Program Office)
XS	Reserved
XT	ARPA (Advanced Research Projects Agency)
XU	SBIR (Small Business Innovation Research) & (OSD Program Office)
XV	DNA (Defense Nuclear Agency)
XW	DLA and DCMC (Defense Logistics Agency & Defense Contract Mgt Cmd)
XZ	HBCU (Historically Black Colleges & Univ) (OUSD(A))
X1	Legislative Branch of Government (Incl GAO & Congress) LEGIS BRH
X2	NTIS (National Technical Information Service)
X3	DoJ (Department of Justice)
X4	FEMA (Federal Emergency Management Agency)
X6	IR&D (Independent Research & Development) (OUSD(A))
X7	Corporate Information Management (CIM) Program
X8	CHAMPUS - Special
X9	Reserved
X0	Contractor (For CSAS only)

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[148] 25 June 2001- these Codes became obsolete.

APPENDIX O
INFORMATION USED IN FIELD 21[149]

Abstracts only

Briefing charts only

Bound with its ...

Complement to Rept. no.... dated 7 June 1982, ADA095000

Contains (insert number) microfiche inserts

Doctoral thesis (when not used in Field 9, Descriptive Note)

Errata sheet inserted. (if undated)

Includes errata sheet dated ...

Includes envelope with ...
      (insert the number of charts, overlays, maps, graphs or other items contained in the
       envelopes)

 Master's thesis (when not used in Field 9, Descriptive Note)

 Presented at ...(Conference on...)

 Previously announced as ...

 Published in ...

 Testimony before the ...[150]

 See also ...

Statements Used for Translations

Translation of...

   Technical translation of Geodezia es Kartografia (Hungary) v37 n2 p94-100, 1985.

   Technical translation of Zeitschrift fuer Vermessungswesen (Germany, F.R.) v110 n5
   p207-209, 1985, by Thomas F. Tolle.

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[149] 10 Sep 2003 - removed "View-graphics only"
[150] 14 Nov 2001 - added (GAO Testimonies)

Translation of Chinese language journal article.

Translation of Marine-Rundschau (Germany, F.R.) n2 p91-96, 1987, by K. Watts.

Translation of monograph from Defense Industries Publishing Co. (China), 264p, February 1985.

Unedited machine translation of Khimicheskaya Fizika (USSR) n8 p1129-1133, August 1983.

Unedited translation of report from High Temperature Inst., Academy of Sciences (USSR), p59, 1983.

Other translation examples

Edited translation of Patent (German D.R.) 138 447 pl-10, 31 October 1979, by Roger T. Crozier.

Translation of Patent (USSR), 390 315 pl-3, 11 July 1973.

Unedited translation of Patent (Netherlands) 8014114 4p, 5 April 1983.

Translation of Chinese language patent, n.d.

Partially edited machine translation of monograph Iz Istorii Sovetskoy Aviatsii, Mashinos-troyeniye, Moscow, pl-263, 1985.

Partially edited machine translation of monograph Pravila Ustroystva Elektroustanovok, Moscow, 5th. ed., sect 4 pl-96, 1978.

Partially edited machine translation of unidentified Russian language article, n.d.

Unedited translation of unidentified Russian language monograph, p176-180.

(If place and date are unknown, use n.p., n.d.)

APPENDIX P
HISTORIC DISTRIBUTION/AVAILABILITY CODES FROM 1994
CATALOGING GUIDELINES

Numeric Code (Field 33)	**Distribution/Availability Statements** (Field 22)	**Meaning**
1	No Entry.	These documents are unclassified and have been approved for public release and sale. They may be from DoD or non-DoD sources.
2	Distribution authorized to U.S. Govt. agencies and their contractors; (reason____; date____). Other requests shall be referred to (____).	Unclassified documents: Transmittal of these documents outside U.S. Government agencies and their domestic contractors must have prior approval of controlling DoD office. TTCP documents receive this code.
		Classified documents: In addition to security requirements that apply to these documents and must be met, transmittals outside of U.S. Government agencies and their domestic contractors must have prior approval of controlling DoD office.
3	Distribution authorized to U.S. Govt. agencies only; reason____; date____). Other requests shall be referred to (____).	Unclassified documents: Transmittals of documents outside U.S. Government agencies must have prior approval of controlling DoD office.
		Classified documents: In addition to security requirements, which apply to these documents and must be met, transmittals outside of U.S. Government agencies must have prior approval of controlling DoD office.

Numeric Code (Field 33)	Distribution/Availability Statements (Field 22)	Meaning
4	Distribution authorized to DoD only; (reason____; date_____). Other requests shall be referred to (_____).	Unclassified documents: Transmittal of documents outside U.S. Government agencies must have prior approval of controlling DoD office. Classified documents: In addition to security requirements that apply to these documents and must be met, transmittal outside of U.S. Government agencies must have prior approval of controlling DoD office.
4[151]	Distribution authorized to DoD only. Other requests shall be referred to (_____).	Unclassified and classified security classification guides do not require a reason and date.
5[152]	Distribution: Controlled: All request to (_____).	Unclassified documents: These documents may be further distributed by any holder only with specific prior approval of controlling DoD office. Classified documents: In addition to security requirements which apply to these documents and must be met, they may be further distributed by the holder only with specific prior approval of controlling DoD office.
5	Distribution: Further dissemination only as directed by (controlling DoD office and date) or higher DoD authority.	Normally, used only on classified documents, but may be used on unclassified documents when specific authority exists. May be used on classified documents if DoD originator determines that information is subject to special dissemination limitations of DoD 5200.1-R, 4-505.

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[151] 1999 - dropped
[152] 1999 - dropped

Numeric Code (Field 33)	Distribution/Availability Statements (Field 22)	Meaning
7	Distribution authorized to U.S. Govt. Agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with DoD 5230.25 (date). Controlling DoD office is _____.	Used on unclassified documents that are only released to U.S. Government organizations and contractors who have a current DD Form 2345, Military Critical Technical Data Agreement, on file with the Defense Logistics Services Center. Code 7 cannot be used without the addition of secondary distribution Code 57 in Field 33. Code 57 is used on documents dated <u>after 6 May 1985</u>.
9[153]	(Enter the controlling DoD organization and address).	Code 9 is used on classified documents that are dated 18 Mar 1987 or earlier when there is no distribution statement. Field 22 should indicate the controlling DoD organization. Classified documents dated after 18 Mar 1987 cannot use Code 9.
12[154]	Distribution: DTIC users only.	The document is released only to DTIC users and is not subject to DoD distribution regulations.
13[155]	Distribution authorized to U.S. Govt. Agencies only; (reason if given); (date if given). Other requests shall be referred to (_____).	Each transmittal outside U.S. Government agencies shall have prior approval of non-DoD controlling office.
14[156]	Distribution authorized to DoD only. Other requests shall be referred to (_____).	Each transmittal outside the Department of Defense shall have prior approval of non-DoD and Foreign controlling office.
15[157]	Distribution: Further dissemination only as directed by (non-DoD controlling office).	May be further distributed by the holder only with the specific prior approval of non-DoD controlling office.

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[153] August 2001 - no longer used for currently ingested items; used only for backfile conversions.
[154] 1999 - dropped
[155] 1999 - dropped
[156] 1999 - dropped
[157] 1999 - dropped

Numeric Code (Field 33)	Distribution/Availability Statements (Field 22)	Meaning
16	Distribution authorized to DoD and DoD contractors only; (reasons____); (date if given). Other requests shall be referred to (_____).	Unclassified documents: Transmittals of these documents outside the Department of Defense and its contractors must have prior approval of controlling office.
		Classified documents: In addition to security requirements that apply to these documents and must be met, transmittals outside the Department of Defense and its contractors must have prior approval of controlling office.
16[158]	Distribution authorized to DoD and DoD contractors only; Other requests shall be referred to (_____).	This statement may be used on unclassified and classified foreign documents since they do not require a reason and a date.
17[159]	No Entry.	Code 17 was used prior to 18 Oct 1983. It means that a limited document (Statement B) has been given a blanket release to DTIC users.
20	Availability: Pub. In _____ (Complete the journal citation in Field 22). Available only to DTIC users. No copies furnished by NTIS.	Reprint published in copyrighted journal or proceedings. This information is the result of U.S. Government work and not available for copyright protection.
		Reprint published in copyrighted journal or proceedings. This information is funded by contract and may be reproduced by or for the U.S. Government pursuant to the copyright license under the clause at 52.227-7013.
21	Announcement only, no copies furnished by DTIC.	Accessioned for announcement only.
21	Availability: Pub. In _____ (Complete the journal citation in Field 22). No copies furnished by DTIC/NTIS.	Accessioned for announcement only. Available only from publisher. No copies furnished.

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[158] 1999 - dropped
[159] 1999 - dropped

Numeric Code (Field 33)	Distribution/Availability Statements (Field 22)	Meaning
21	Availability: (Publisher's name, City, State, Zip Code.) HC or PC price. No copies furnished by DTIC.	Available from originator.
21	Availability: This Government-owned invention available for U.S. licensing and, possibly, for foreign licensing. Copy of patent available from Commissioner of Patents, Washington, DC 20231.	This statement is used on patents.
21[160]	Availability: National Technical Information Service Springfield, VA 22161 (PC price). No copies furnished by DTIC.	This statement is used on documents available from the National Technical Information Service.
22	Availability: Reference only can be viewed at DTIC.	Most of the document cannot be legibly reproduced. After the supply of original copies is exhausted, the file can be reviewed at DTIC or NTIS.
23	Availability: Document partially illegible.	Portions of the document contain illegible or non-reproducible printing. The document is best quality available from copy furnished to DTIC.
24[161]	For A documents enter: Availability: (Distributor, City, State, Zip Code.) HC or PC Price Microfiche furnished to DTIC and NTIS users.

Availability: GPO, Supt. of Docs., Washington, DC 20402-9328. Microfiche to NTIS users. Microfiche and HC to DTIC users.

For B and C documents enter: City, State, Zip Code. HC or PC Price. Microfiche furnished to DTIC users. | The item is available from the source named on the document. |

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[160] 1999 - dropped
[161] 1999 - dropped.

Numeric Code (Field 33)	Distribution/Availability Statements (Field 22)	Meaning
25	This document is not available from DTIC in hard copy.	The item is not available from DTIC in hardcopy.
25[162]	Availability: Microfiche copies only.	The item is not available from DTIC in hardcopy.
25[163]	Availability: Microfiche copies only in reduction ratio of (20, 24, 42, or 48) as given on the document).	The item is a blowback copy with microfiche or combination report.
26	This document is not available from DTIC in micofiche.	The item is not available in microfiche.
51[164]	No Entry.	Restricted Data. The item is excluded from automatic downgrading and declassification.
52[165]	No Entry.	Formerly Restricted Data. The item is excluded from automatic downgrading and declassification.
53[166]	No Entry.	NATO items excluded from automatic downgrading and declassification.
53	NATO, available in paper copy only	This statement is used for NATO-Secret items. NATO items are excluded from automatic downgrading and declassification.
54[167]	Distribution statement is input in Field 22 with (LIMDIS).	Code 54 is used on classified documents marked LIMITED DISSEMINATION (LIMDIS).
57	This document contains export-control technical data.	This is used on items subject to export-control laws and dated after 6 May 1985. All documents with distribution statement x should be coded 57 in Field 33 but the statement is not added to Field 22.

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[162] Discontinued May 2007.
[163] Ibid.
[164] 1999 - added text to Field 22.
[165] 1999 - added text to Field 22
[166] 1999 - added text to Field 22
[167] 1999 - dropped

APPENDIX Q
HISTORIC SPECIAL INDICATOR CODES FROM 1994 CATALOGING GUIDELINES

Field 31 Code	Was Used For
v [168]	WNINTEL and CNWDI items.
w[169]	Code w is no longer used for WNINTEL items that are not CNWDI and are not x-type unannounced items.
x [170]	Items that did not appear online or in DTIC bibliographies.
z [171]	A combination of codes x and y items. It designated a CNWDI item that would not appear online or in DTIC bibliographies.

The "w" Indicator Code was used for items with intelligence markings where the citation is released to only DoD organizations. It was entered when the item is marked with any of the special security markings listed below.

Statement	Acronym
AUTHORIZED FOR RELEASE TO (name of country(ies)/ international organization)	REL TO (used only on classified items)
CAUTION-PROPRIETARY INFORMATION INVOLVED	PROPIN (used only on classified items)
SUBJECT TO EXPORT-CONTROL LAWS	EXPORT CONTROL (used on classified and unclassified items)
DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED BY ORIGINATOR	ORCON (used only on classified items)
NOT RELEASABLE TO FOREIGN NATIONALS	NOFORN (used only on classified items)

Exception: The "w" Indicator Code was not used for NOFORN items marked for release to U.S. Government agencies only or U.S. Government agencies and their domestic contractors.

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[168] Prior to 2003 Code "v" was used for items with intelligence markings that were not CNWDI.

[169] Code w discontinued as of 2008 Roberta Schoen e-mail dated 19 Jun 2008.

[170] Prior to 2001 x-type unannounced codes were used for citations that were not displayed in the TR database and for items that were not CNWDI.

[171] Code Z is no longer used. Prior to 2001 it was used for CNWDI items that were x-type unannounced.

APPENDIX R
HISTORIC FIELD 29 - INVENTORY
(4 numeric characters)

Definition: The Inventory[172] is the number of original copies of an item received by DTIC from a contributor.

Purpose: The Inventory indicates the number of copies on hand for distribution to authorized users. Unclassified, unlimited "A" items are digitized and sent to NTIS for further distribution to the general public.

Chief Source of Information: The Receiving staff records the number of copies of each item received by DTIC.

Form of Entry: The Receiving staff enters the inventory in EDMS. The entry must be numeric.

Rules and Procedures: The inventory number is displayed in Field 29.

USE: Mandatory.

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[172] Discontinued 2008.

APPENDIX S
HISTORIC FIELD 30 – TITLE ANNOTATION[173]
(450 characters)

Definition: The Title Annotation is used to provide a substitute or modified version of the title. This Field is also used to enter an English-language title for foreign language items and reprint titles.

Purpose: Field 30 is usually an optional field but is required for bilingual titles or reprints. It generates modified titles for bibliographic subject indexes. Field 30 is used to assist NTIS in their requirements to identify all NTIS-announced reprints and translations.

Chief Source of Information: An English-language translation of the title may not always be given on the item; it may be necessary to obtain a translation from the appropriate source.

Form of Entry: This field is labeled Index Annotation in EDMS. If an item is unlimited and its title is bilingual, the English-language version is entered in Field 30 by clicking the EDMS "Translation" button. The word "translation" is automatically generated at the end of the title.

Clicking the EDMS "Reprint" button automatically generates the word "reprint" to precede all reprint titles entered in this field. The maximum number of characters in Field 30 is 450. This includes spaces and shifts up and down for capitalization and special characters.

APPEARS AS:	**ENTER AS:**
Agriculture in the Soviet Union	Agriculture in the Soviet Union - Translation.

APPEARS AS:	**ENTER AS:**
Heat Acclimatization during Summer Running	Reprint: Heat Acclimatization during Summer Running.

Rules and Procedures:

1. The Title entry in this field is used only for unclassified and unlimited English-language items.

2. Translated ADA numbered items (NTIS announced) will have a Title entry in Field 30.

3. Reprints have a title entry in Field 30 unless the item is classified or contains a limited distribution statement.

4. Occasionally when the originator's title is uninformative, the cataloger may supply a more useful Title, which appears only in the subject indexes. A document whose title is

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[173] Discontinued May 2007 per Roberta Schoen email.

"Collected Reprints for Contract…," may note in Field 30, "ADA Applications. Reprints." Similarly, if a rocket propellant manufacturer or an infrared research center issues a report with the Title "Annual Report," the cataloger may supply a more pertinent Title such as, "HTPB Propellants Annual Report" or "Short Wavelength Infrared Research Annual," in Field 30.

5. Standard rules of punctuation for Titles are used unless the Title exceeds the 450 characters allowed for this Field. In this case, the title may be lowercased or shortened to allow for space limitations.

6. Field 30 is ended with a period.

Use: Conditional; use if available.

APPENDIX T - STANDARD FORM 298

REPORT DOCUMENTATION PAGE		*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 *(DD-MM-YYYY)* 06-02-2007	2. REPORT TYPE FINAL REPORT	3. DATES COVERED *(From - To)* 25 August 2004–14 October 2006
4. TITLE AND SUBTITLE Wideband Radiating Aperture		**5a. CONTRACT NUMBER** FA8718-04-C-0045
		5b. GRANT NUMBER
		5c. PROGRAM ELEMENT NUMBER 65502F
6. AUTHOR(S) Greg Otto, William Millroy		**5d. PROJECT NUMBER** 3005
		5e. TASK NUMBER 13
		5f. WORK UNIT NUMBER C5
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) AND ADDRESS(ES) ThinKom Solutions Inc. 3825 Del Amo Blvd Suite 200 Torrance, CA 90503-2168		**8. PERFORMING ORGANIZATION REPORT NUMBER** REPORT TK11132006
9. SPONSORING / MONITORING AGENCY NAME(S) AND ADDRESS(ES) Electromagnetics Technology Division Sensors Directorate Air Force Research Laboratory 80 Scott Drive Hanscom AFB MA 01731-2909		**10. SPONSOR/MONITOR'S ACRONYM(S)** AFRL-SN-HS
		11. SPONSOR/MONITOR'S REPORT NUMBER(S) AFRL-SN-HS-TR-2006-0045

12. DISTRIBUTION / AVAILABILITY STATEMENT
DISTRIBUTION AUTHORIZED TO US GOVERNMENT AGENCIES ONLY; PROPRIETARY INFORMATION; 7 DECEMBER 2006. OTHER REQUESTS FOR THIS DOCUMENT SHALL BE REFERRED TO AFRL/SNHA, HANSCOM AFB MA 01731-2909.

13. SUPPLEMENTARY NOTES

14. ABSTRACT
Report developed under Small Business Innovation Research (SBIR) contract for Topic Number AF03-207. ThinKom designed, built, and tested and delivered prototype 30/44GHz and C-Band radiating apertures. The antennas are phased arrays that employ mechanical beam steering that can provide nearly full hemispherical coverage. The 30/44GHz is 15.25' in diameter and will provide broadside gain of 35dBi at 30.5GHz and 38dBi at 44GHz. The 30/44GHz development will also provide frequency and polarization diversity. The C-Band antenna is 22" in diameter and achieved 23.6dBi broadside gain. The report presents the designs and results of testing the apertures.

15. SUBJECT TERMS
SBIR Report: Antennas, Phased Arrays, VICTS, Continuous Transverse Stub, SATCOM, 30GHz, 44GHz

16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES	19a. NAME OF RESPONSIBLE PERSON Harvey Tobin
a. REPORT Unclassified	**b. ABSTRACT** Unclassified	**c. THIS PAGE** Unclassified	UU	60	**19b. TELEPHONE NUMBER** *(include area code)* 781-377-9473

Standard Form 298 (Rev. 8-98)
Prescribed by ANSI Std. Z39.18

APPENDIX U - DTIC FORM 530

1. Type of Product: DVD-ROM CD-ROM	2. Operating System/Version: Windows 9x+	3. New Product or Replacement: New	4. Type of File: Text; video

5. Language/Utility Program: Adobe acrobat (.pdf) DVD video files			

6. # of Files/# of Products: 10/1	7. Character Set:		8. Disk Capacity: 395 MB
	9. Compatibility: PC		10. Disk Size: 4 ¾ in.

11. Title:

Perspective on One Decade of Laser Propulsion Research at the Air Force Research Laboratory, November 1995-2005

12. Performing Organization: Air Force Research Laboratory Propulsion Directorate 1 Ara Drive Edwards AFB CA 93524-7013	13. Performing Report #: AFRL-RZ-ED-DV-2007-465	14. Contract #:
		15. Program Element #:

16. Sponsor/Monitor: Air Force Research Laboratory Propulsion Directorate 5 Pollux Drive Edwards AFB CA 93524-7048	17. Sponsor/Monitor # Acronym: AFRL	19. Project #:
	18. Sponsor/Monitor #:	20. Task #: 33SPO70B
		21. Work Unit #:

22. Date: October 22, 2007	23. Classification of Product: Unclassified

24. Security Classification Authority:	25. Declassification/Downgrade Schedule:

26. Distribution/Availability: APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

DTIC FORM 530 JUN 94	Security Classification of this Page: **unclassified**

27. Abstract:

A short film and presentation on laser propulsion research at the Air Force Research Laboratory, spanning November 1995 through October 2005. Presented at the 5th International Symposium on Beamed Energy Propulsion (ISBEP 5), Keauhou Beach, Hawaii, 12-15 November 2007.

28. Classification of Abstract:	29. Limitation of Abstract:
Unclassified	Unlimited

30. Subject Terms:	30a. Classification of Subject Terms:
Laser propulsion, lightcraft, mini thruster, jet kinetic energy	Unclassified

31. Required Peripherals:

32. # of Physical Records:	33. # of Logical Records:	34. # of Tracks:
	10 files	

35. Record Type:	36. Color:	37. Recording System:

38. Recording Density:	39. Parity:	40. Playtime:
		2:11

41. Playback Speed:	42. Video:	43. Text:	44. Still Photos:	45. Audio:

46. Other:

Public affairs case 07410A

47. Documentation/Supplemental Information:

48. Point of Contact and Telephone Number:

Dr. C. William Larson
1 Ara Drive
Edwards AFB CA 93524-7013

APPENDIX V
TABLE OF ACCESSION NUMBERS

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
ATI	000	001	ATI	210	999	1947-1953	ROLL FILM	35 mm	MIXED	Central Air Documents Office -- Air Technical Index - out of print since 1953;	CADO - ATI
AD	000	001	AD	163	403	1953-1958	ROLL FILM	16mm 35mm	MIXED	Mostly 16mm from AD-132 000 to AD-163 403	ASTIA-TAB
AD	163	404	AD	163	499					Will not be used	
AD	163	500	AD	164	079	1973	MICROFICHE	24X	UNCLASSIFIED - Patents/ Unlimited	Patents and patent applications	
AD	164	080	AD	165	117	1974	MICROFICHE	24X	UNCLASSIFIED - Patents/ Unlimited	Patents and patent applications - Continues at AD-D000 001	
AD	165	118	AD	174	999					Not Used	
AD	175	000	AD	199	999				No document, citation only	IAC Records (AD179000-AD179999 MCIC/MIAC)	
AD	200	000	AD	220	999	1958-1959	ROLL FILM	16mm 35mm	UNCLASSIFIED	Mostly 16mm from AD-200 000 to AD-231 202	ASTIA-TAB
AD	221	000	AD	224	999	1960-1964	ROLL FILM	16mm 35mm	UNCLASSIFIED Unannounced		UNANNOUNCED
AD	225	000	AD	299	999	1959-1963	ROLL FILM	16mm 35mm	UNCLASSIFIED		ASTIA-TAB
AD	300	000	AD	309	999	1958-1959	ROLL FILM	16mm 35mm	CLASSIFIED		ASTIA-TAB
AD	310	000	AD	311	999	1960-1964	ROLL FILM	16mm 35mm	CLASSIFIED Unannounced		UNANNOUNCED
AD	312	000	AD	361	514	1959-1965	ROLL FILM	16mm 35mm	CLASSIFIED	DDC TAB beginning 1963	ASTIA-TAB
AD	361	515	AD	395	999	1965-1969	MICROFICHE	20x	CLASSIFIED	All microfiche filmed at 20x from Aug 1965 to Jul 1972	DDC-TAB

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
AD	396	000	AD	396	999	1965-1966	ROLL FILM	35mm	CLASSIFIED Unannounced		UNANNOUNCED
AD	397	000	AD	399	331	1967-1969	MICROFICHE	20x	CLASSIFIED		UNANNOUNCED
AD	399	332	AD	399	999	1970	MICROFICHE	20X	CLASSIFIED - Unan/ Limited		
AD	400	000	AD	464	929	1963-1965	ROLL FILM	35mm	UNCLASSIFIED		DDC-TAB
AD	464	930	AD	489	999	1965-1967	MICROFICHE	20x	UNCLASSIFIED		DDC-TAB
AD	490	000	AD	492	999	1965-1967	ROLL FILM	35mm	UNCLASSIFIED Unannounced		UNANNOUNCED
AD	493	000	AD	495	686	1967-1969	MICROFICHE	20x	UNCLASSIFIED Unannounced		UNANNOUNCED
AD	495	687	AD	496	300	1970	MICROFICHE	20X	UNCLASSIFIED - Unan/ Limited		
AD	496	301	AD	499	999	1971	MICROFICHE	20X	UNCLASSIFIED - Unan/ Limited		
AD	500	000	AD	505	309	1969	MICROFICHE	20x	CLASSIFIED		DDC-TAB
AD	505	310	AD	511	983	1970	MICROFICHE	20X	CLASSIFIED		
AD	511	984	AD	517	923	1971	MICROFICHE	20X	CLASSIFIED		
AD	517	924	AD	523	039	1972	MICROFICHE	20x 24x	CLASSIFIED	All microfiche filmed at 24X since July 1972	
AD	523	040	AD	527	940	1973	MICROFICHE	24X	CLASSIFIED		
AD	527	941	AD	532	211	1974	MICROFICHE	24X	CLASSIFIED		
AD	532	212	AD	593	999					Will not be used	
AD	594	000	AD	594	050	1970	MICROFICHE	20X	CLASSIFIED - Unannounced		
AD	594	051	AD	595	632	1971	MICROFICHE	20X	CLASSIFIED - Unannounced		
AD	595	633	AD	596	098	1972	MICROFICHE	20x 24x	CLASSIFIED - Unannounced	All microfiche filmed at 20x from Aug 1965 to Jul 1972	
AD	596	099	AD	596	599	1973	MICROFICHE	24X	CLASSIFIED - Unannounced		

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
AD	596	600	AD	597	190	1974	MICROFICHE	24X	CLASSIFIED - Unannounced		
AD	597	191	AD	599	999					Will not be used	
AD	600	000	AD	696	097	1964-1969	MICROFICHE	20X	UNCLASSIFIED		CFSTI-USGRDR
AD	696	098	AD	699	999	1970	MICROFICHE	20X	UNCLASSIFIED - Unlimited		
AD	700	000	AD	713	841	1970	MICROFICHE	20X	UNCLASSIFIED - Unlimited		
AD	713	842	AD	732	366	1971	MICROFICHE	20X	UNCLASSIFIED - Unlimited		
AD	732	367	AD	751	022	1972	MICROFICHE	20x 24x	UNCLASSIFIED - Unlimited	All microfiche filmed at 20x from Aug 1965 to Jul 1972	
AD	751	023	AD	769	104	1973	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
AD	769	105	AD	787	897	1974	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
AD	787	898	AD	799	999					Will not be used	
AD	800	000	AD	860	895	1966-1969	MICROFICHE	20X	UNCLASSIFIED		DDC-TAB
AD	860	986	AD	876	229	1970	MICROFICHE	20X	UNCLASSIFIED - Limited		
AD	876	230	AD	888	938	1971	MICROFICHE	20X	UNCLASSIFIED - Limited		
AD	888	939	AD	894	999	1972	MICROFICHE	20x 24x	UNCLASSIFIED - Limited	All microfiche filmed at 20x from Aug 1965 to Jul 1972	
AD	895	000	AD	895	501	1971	MICROFICHE	20X	UNCLASSIFIED - Unan/ Limited		
AD	895	502	AD	896	387	1972	MICROFICHE	20x 24x	UNCLASSIFIED - Unan/ Limited	All microfiche filmed at 20x from Aug 1965 to Jul 1972	
AD	896	388	AD	896	799	1973	MICROFICHE	24X	UNCLASSIFIED - Unan/ Limited		

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
AD	896	800	AD	896	884	1974	MICROFICHE	24X	UNCLASSIFIED - Unan/ Limited		
AD	896	885	AD	899	999					Will not be used	
AD	900	000	AD	904	908	1972	MICROFICHE	20x 24x	UNCLASSIFIED - Limited	All microfiche filmed at 20x from Aug 1965 to Jul 1972	
AD	904	909	AD	914	554	1973	MICROFICHE	24X	UNCLASSIFIED - Limited		
AD	914	555	AD	923	991	1974	MICROFICHE	24X	UNCLASSIFIED - Limited		
AD	923	992	AD	989	999					Will not be used	
AD	990	000	AD	999	999	1964				Once was REFERRAL DATA BANK DIRECTORY, now all cancelled	
ADA	000	001	ADA	017	003	1975	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	017	004	ADA	031	276	1976	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	031	277	ADA	046	265	1977	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	046	266	ADA	060	353	1978	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	060	354	ADA	076	344	1979	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	076	345	ADA	091	397	1980	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	091	398	ADA	106	817	1981	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	106	818	ADA	120	862	1982	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	120	863	ADA	134	614	1983	MICROFICHE	24X	UNCLASSIFIED - Unlimited		

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
ADA	134	615	ADA	147	191	1984	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	147	192	ADA	160	919	1985	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	160	920	ADA	173	598	1986	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	173	599	ADA	183	967	1987	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	183	968	ADA	197	854	1988	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	197	855	ADA	212	172	1989	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	212	173	ADA	226	683	1990	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	226	684	ADA	240	789	1991	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	240	790	ADA	255	194	1992	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	255	195	ADA	262	811	1993	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	262	812	ADA	318	821	1994-1996	MICROFICHE	24X	UNCLASSIFIED - Unlimited	U2 docs in EDMS began in NOV 1994 with ADA288200 (SPN 19941128025)	
ADA	286	906[1]	ADA	332	940	1997	MICROFICHE	24X	UNCLASSIFIED - Unlimited	EDMS numbers started at ~ ADA315325. A few U2 documents accompanying Nonprint items were cataloged in 1997 using RTIS	
ADA	332	617	ADA	357	498	1998	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	356	655	ADA	371	708	1999	MICROFICHE	24X	UNCLASSIFIED -		

ACCESSION NUMBER RANGES					DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
								Unlimited		
ADA	371	597	ADA	384	980	2000	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	384	831	ADA	397	174	2001	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	396	463	ADA	408	482	2002	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	408	301				2003	MICROFICHE	24X	UNCLASSIFIED - Unlimited		
ADA	950	000	ADA	950	070	1980	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		
ADA	950	071	ADA	951	549	1981	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		
ADA	951	550	ADA	951	854	1982	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		
ADA	951	855	ADA	952	590	1983	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		
ADA	952	591	ADA	953	590	1984	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		
ADA	953	591	ADA	954	985	1985	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		
ADA	954	986	ADA	955	143	1986	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		
ADA	955	144	ADA	955	270	1987	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		
ADA	955	271	ADA	955	362	1988	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		
ADA	955	363	ADA	955	662	1989	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		
ADA	955	663	ADA	955	969	1990	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		
ADA	955	970	ADA	956	026	1991	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
ADA	956	027	ADA	956	117	1992	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		
ADA	956	118	ADA	956	157	1993	MICROFICHE	24X	UNCLASSIFIED - Unan/Unlimited		
ADA	995	000	ADA	995	049	1980	MICROFICHE	24X	UNCLASSIFIED - Unan/DNA/Unlimited		
ADA	995	050	ADA	995	119	1981	MICROFICHE	24X	UNCLASSIFIED - Unan/DNA/Unlimited		
ADA	995	120	ADA	995	169	1982	MICROFICHE	24X	UNCLASSIFIED - Unan/DNA/Unlimited		
ADA	995	170	ADA	995	187	1983	MICROFICHE	24X	UNCLASSIFIED - Unan/DNA/Unlimited		
ADA	995	188	ADA	995	234	1984	MICROFICHE	24X	UNCLASSIFIED - Unan/DNA/Unlimited		
ADA	995	235	ADA	995	294	1985	MICROFICHE	24X	UNCLASSIFIED - Unan/DNA/Unlimited		
ADA	995	295	ADA	995	449	1986	MICROFICHE	24X	UNCLASSIFIED - Unan/DNA/Unlimited		
ADA	995	450	ADA	995	498	1987	MICROFICHE	24X	UNCLASSIFIED - Unan/DNA/Unlimited		
ADA	995	499	ADA	995	502	1988	MICROFICHE	24X	UNCLASSIFIED - Unan/DNA/Unlimited		
ADB	000	001	ADB	007	635	1975	MICROFICHE	24X	UNCLASSIFIED - Limited		
ADB	007	636	ADB	014	630	1976	MICROFICHE	24X	UNCLASSIFIED - Limited		
ADB	014	631	ADB	022	825	1977	MICROFICHE	24X	UNCLASSIFIED - Limited		
ADB	022	826	ADB	031	162	1978	MICROFICHE	24X	UNCLASSIFIED - Limited		
ADB	031	163	ADB	041	788	1979	MICROFICHE	24X	UNCLASSIFIED - Limited		
ADB	041	789	ADB	052	180	1980	MICROFICHE	24X	UNCLASSIFED -		

ACCESSION NUMBER RANGES				DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
							Limited		
ADB	052	181	ADB	060	751	1981	MICROFICHE	24X	UNCLASSIFED - Limited		
ADB	060	752	ADB	068	713	1982	MICROFICHE	24X	UNCLASSIFED - Limited		
ADB	068	714	ADB	077	836	1983	MICROFICHE	24X	UNCLASSIFED - Limited		
ADB	077	837	ADB	087	117	1984	MICROFICHE	24X	UNCLASSIFED - Limited		
ADB	087	118	ADB	096	080	1985	MICROFICHE	24X	UNCLASSIFED - Limited		
ADB	096	081	ADB	106	208	1986	MICROFICHE	24X	UNCLASSIFED - Limited		
ADB	106	209	ADB	114	107	1987	MICROFICHE	24X	UNCLASSIFED - Limited		
ADB	114	108	ADB	123	699	1988	MICROFICHE	24X	UNCLASSIFED - Limited		
ADB	123	700	ADB	136	109	1989	MICROFICHE	24X	UNCLASSIFED - Limited		
ADB	136	110	ADB	147	954	1990	MICROFICHE	24X	UNCLASSIFED - Limited		
ADB	147	955	ADB	158	169	1991	MICROFICHE	24X	UNCLASSIFED - Limited		
ADB	158	170	ADB	166	968	1992	MICROFICHE	24X	UNCLASSIFED - Limited		
ADB	166	969	ADB	172	088	1993	MICROFICHE	24X	UNCLASSIFED - Limited		
ADB	172	089	ADB	194	140	1994-1996	MICROFICHE	24X	UNCLASSIFIED - Limited	UL docs in EDMS began in NOV 1994 with ADB194801 (SPN 19941128008)	
ADB	194	141	ADB	232	147	1997	MICROFICHE	24X	UNCLASSIFIED - Limited		

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
ADB	232	102	ADB	240	277	1998	MICROFICHE	24X	UNCLASSIFIED - Limited		
ADB	239	654	ADB	249	986	1999	MICROFICHE	24X	UNCLASSIFIED - Limited		
ADB	249	943	ADB	260	703	2000	MICROFICHE	24X	UNCLASSIFIED - Limited		
ADB	260	439	ADB	273	345	2001	MICROFICHE	24X	UNCLASSIFIED - Limited		
ADB	272	904	ADB	284	723	2002	MICROFICHE	24X	UNCLASSIFIED - Limited		
ADB	284	374				2003	MICROFICHE	24X	UNCLASSIFIED - Limited		
ADB	806	043	ADB	808	419	1997	MICROFICHE	24X	UNCLASSIFIED - Limited / ATI		
ADB	807	573	ADB	812	161	1998	MICROFICHE	24X	UNCLASSIFIED - Limited / ATI	ATIs in EDMS began in OCT 1998 with ADA800500, ADB812000, ADC800300	
ADB	812	005	ADB	815	687	1999	MICROFICHE	24X	UNCLASSIFIED - Limited / ATI		
ADB	815	621	ADB	815	825	2000	MICROFICHE	24X	UNCLASSIFIED - Limited / ATI		
ADB	815	826	ADB	815	834	2001	MICROFICHE	24X	UNCLASSIFIED - Limited / ATI		
ADB	815	835	ADB	815	838	2002	MICROFICHE	24X	UNCLASSIFIED - Limited / ATI		
ADB	815	839				2003	MICROFICHE	24X	UNCLASSIFIED - Limited / ATI		
ADB	950	000	ADB	950	029	1975	MICROFICHE	24X	UNCLASSIFIED - Unan/ Limited		
ADB	950	030	ADB	950	048	1976	MICROFICHE	24X	UNCLASSIFIED - Unan/ Limited		

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
ADB	950	049	ADB	950	399	1977	MICROFICHE	24X	UNCLASSIFIED - Unan/ Limited		
ADB	950	400	ADB	950	587	1978	MICROFICHE	24X	UNCLASSIFIED - Unan/ Limited		
ADB	950	588	ADB	951	087	1979	MICROFICHE	24X	UNCLASSIFIED - Unan/ Limited		
ADB	951	088	ADB	951	874	1980	MICROFICHE	24X	UNCLASSIFIED - Unan/Limited		
ADB	951	875	ADB	953	143	1981	MICROFICHE	24X	UNCLASSIFIED - Unan/Limited		
ADB	953	144	ADB	954	531	1982	MICROFICHE	24X	UNCLASSIFIED - Unan/Limited		
ADB	954	532	ADB	955	169	1983	MICROFICHE	24X	UNCLASSIFIED - Unan/Limited		
ADB	955	170	ADB	957	434	1984	MICROFICHE	24X	UNCLASSIFIED - Unan/Limited		
ADB	957	435	ADB	959	299	1985	MICROFICHE	24X	UNCLASSIFIED - Unan/Limited		
ADB	959	300	ADB	960	163	1986	MICROFICHE	24X	UNCLASSIFIED - Unan/Limited		
ADB	960	164	ADB	962	482	1987	MICROFICHE	24X	UNCLASSIFIED - Unan/Limited		
ADB	962	483	ADB	964	120	1988	MICROFICHE	24X	UNCLASSIFIED - Unan/Limited		
ADB	964	121	ADB	966	002	1989	MICROFICHE	24X	UNCLASSIFIED - Unan/Limited		
ADB	966	003	ADB	968	612	1990	MICROFICHE	24X	UNCLASSIFIED - Unan/Limited		
ADB	968	613	ADB	969	463	1991	MICROFICHE	24X	UNCLASSIFIED - Unan/Limited		
ADB	969	464	ADB	970	089	1992	MICROFICHE	24X	UNCLASSIFIED - Unan/Limited		
ADB	970	090	ADB	970	281	1993	MICROFICHE	24X	UNCLASSIFIED -	Unnannounced	

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
									Unan/Limited	accession numbers ceased in 1994	
ADB	995	000	ADB	995	033	1979	MICROFICHE	24X	UNCLASSIFIED - Unan/ no docs		
ADB	995	034	ADB	995	059	1980	MICROFICHE	24X	UNCLASSIFIED - Unan/ no docs		
ADB	995	060	ADB	995	077	1981	MICROFICHE	24X	UNCLASSIFIED - Unan/ no docs		
ADB	995	078	ADB	995	101	1982	MICROFICHE	24X	UNCLASSIFIED - Unan/ no docs		
ADB	995	102	ADB	995	139	1983	MICROFICHE	24X	UNCLASSIFIED - Unan/ no docs		
ADB	995	140	ADB	995	152	1984	MICROFICHE	24X	UNCLASSIFIED - Unan/ no docs		
ADB	995	153	ADB	995	171	1985	MICROFICHE	24X	UNCLASSIFIED - Unan/ no docs		
ADB	995	172	ADB	995	197	1986	MICROFICHE	24X	UNCLASSIFIED - Unan/ no docs		
ADB	995	198	ADB	995	218	1987	MICROFICHE	24X	UNCLASSIFIED - Unan/ no docs		
ADC	000	001	ADC	004	013	1975	MICROFICHE	24X	CLASSIFIED		
ADC	004	014	ADC	007	966	1976	MICROFICHE	24X	CLASSIFIED		
ADC	007	967	ADC	012	017	1977	MICROFICHE	24X	CLASSIFIED		
ADC	012	018	ADC	015	769	1978	MICROFICHE	24X	CLASSIFIED		
ADC	015	770	ADC	019	518	1979	MICROFICHE	24X	CLASSIFIED		
ADC	019	519	ADC	023	118	1980	MICROFICHE	24X	CLASSIFIED		
ADC	023	119	ADC	026	425	1981	MICROFICHE	24X	CLASSIFIED		
ADC	026	426	ADC	029	631	1982	MICROFICHE	24X	CLASSIFIED		
ADC	029	632	ADC	032	842	1983	MICROFICHE	24X	CLASSIFIED		
ADC	032	843	ADC	035	498	1984	MICROFICHE	24X	CLASSIFIED		
ADC	035	499	ADC	037	790	1985	MICROFICHE	24X	CLASSIFIED		

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
ADC	037	791	ADC	039	818	1986	MICROFICHE	24X	CLASSIFIED		
ADC	039	819	ADC	041	422	1987	MICROFICHE	24X	CLASSIFIED		
ADC	041	423	ADC	043	213	1988	MICROFICHE	24X	CLASSIFIED		
ADC	043	214	ADC	045	032	1989	MICROFICHE	24X	CLASSIFIED		
ADC	045	033	ADC	046	887	1990	MICROFICHE	24X	CLASSIFIED		
ADC	046	888	ADC	048	632	1991	MICROFICHE	24X	CLASSIFIED		
ADC	048	633	ADC	049	798	1992	MICROFICHE	24X	CLASSIFIED		
ADC	049	799	ADC	050	405	1993	MICROFICHE	24X	CLASSIFIED		
ADC	050	406	ADC	057	267	1994-1996	MICROFICHE	24X	CLASSIFIED		
ADC	057	268	ADC	059	668	1997	MICROFICHE	24X	CLASSIFIED	Classified docs in EDMS began in May 1997 with ADC057800 (SPN 19970512028).	
ADC	058	754	ADC	061	754	1998	MICROFICHE	24X	CLASSIFIED		
ADC	061	441	ADC	063	533	1999	MICROFICHE	24X	CLASSIFIED		
ADC	063	047	ADC	064	900	2000	MICROFICHE	24X	CLASSIFIED		
ADC	064	648	ADC	067	157	2001	MICROFICHE	24X	CLASSIFIED		
ADC	067	105	ADC	069	471	2002	MICROFICHE	24X	CLASSIFIED		
ADC	068	852				2003	MICROFICHE	24X	CLASSIFIED		
ADC	950	000	ADC	950	155	1975	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	950	156	ADC	950	288	1976	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	950	289	ADC	950	464	1977	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	950	465	ADC	950	604	1978	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	950	605	ADC	950	759	1979	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	950	760	ADC	950	870	1980	MICROFICHE	24X	CLASSIFIED - Unannounced		

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
ADC	950	871	ADC	951	189	1981	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	951	190	ADC	951	794	1982	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	951	795	ADC	952	420	1983	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	952	421	ADC	953	137	1984	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	953	138	ADC	953	418	1985	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	953	419	ADC	953	816	1986	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	953	817	ADC	954	808	1987	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	954	809	ADC	955	853	1988	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	955	854	ADC	956	742	1989	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	956	743	ADC	957	905	1990	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	957	906	ADC	958	669	1991	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	958	670	ADC	959	580	1992	MICROFICHE	24X	CLASSIFIED - Unannounced		
ADC	959	581	ADC	959	873	1993	MICROFICHE	24X	CLASSIFIED - Unannounced	Unnannounced accession numbers ceased in 1994	
ADC	995	000	ADC	995	010	1979	MICROFICHE	24X	CLASSIFIED - Unan/ no docs		
ADC	995	011	ADC	995	018	1980	MICROFICHE	24X	CLASSIFIED - Unan/no doc		
ADC	995	019	ADC	995	034	1981	MICROFICHE	24X	CLASSIFIED - Unan/no doc		

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
ADC	995	035	ADC	995	043	1982	MICROFICHE	24X	CLASSIFIED - Unan/ no docs		
ADC	995	044	ADC	995	049	1983	MICROFICHE	24X	CLASSIFIED - Unan/ no docs		
ADC	995	050	ADC	995	055	1984	MICROFICHE	24X	CLASSIFIED - Unan/ no docs		
ADC	995	056	ADC	995	061	1985	MICROFICHE	24X	CLASSIFIED - Unan/ no docs		
ADC	995	062	ADC	995	064	1986	MICROFICHE	24X	CLASSIFIED - Unan/ no docs		
ADC	995	065	ADC	995	092	1987	MICROFICHE	24X	CLASSIFIED - Unan/ no docs		
ADD	000	001	ADD	001	297	1975	MICROFICHE	24X	UNCLASSIFIED - Patents/ Unlimited		
ADD	001	298	ADD	003	035	1976	MICROFICHE	24X	UNCLASSIFIED - Patents/ Unlimited		
ADD	003	036	ADD	004	368	1977	MICROFICHE	24X	UNCLASSIFIED - Patents/ Unlimited		
ADD	004	369	ADD	005	336	1978	MICROFICHE	24X	UNCLASSIFIED - Patents/ Unlimited		
ADD	005	337	ADD	006	436	1979	MICROFICHE	24X	UNCLASSIFIED - Patents/ Unlimited		
ADD	006	437	ADD	007	778	1980	MICROFICHE	24X	UNCLASSIFIED - Patents/IAC		
ADD	007	779	ADD	008	895	1981	MICROFICHE	24X	UNCLASSIFIED - Patents/IAC		
ADD	008	896	ADD	009	787	1982	MICROFICHE	24X	UNCLASSIFIED - Patents/ IAC		
ADD	009	788	ADD	010	612	1983	MICROFICHE	24X	UNCLASSIFIED - Patents/ IAC		
ADD	010	613	ADD	011	321	1984	MICROFICHE	24X	UNCLASSIFIED - Patents/ IAC		
ADD	011	322	ADD	011	950	1985	MICROFICHE	24X	UNCLASSIFIED -		

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
									Patents/ IAC		
ADD	011	951	ADD	012	548	1986	MICROFICHE	24X	UNCLASSIFIED - Patents/ IAC		
ADD	012	549	ADD	013	088	1987	MICROFICHE	24X	UNCLASSIFIED - Patents/ IAC		
ADD	013	089	ADD	013	849	1988	MICROFICHE	24X	UNCLASSIFIED - Patents/ IAC		
ADD	013	850	ADD	014	207	1989	MICROFICHE	24X	UNCLASSIFIED - Patents/ IAC		
ADD	014	208	ADD	014	641	1990	MICROFICHE	24X	UNCLASSIFIED - Patents/ IAC		
ADD	014	642	ADD	014	986	1991	MICROFICHE	24X	UNCLASSIFIED - Patents/ IAC		
ADD	014	987	ADD	015	393	1992	MICROFICHE	24X	UNCLASSIFIED - Patents/ IAC		
ADD	015	394	ADD	015	695	1993	MICROFICHE	24X	UNCLASSIFIED - Patents/ IAC		
ADD	015	696	ADD	018	186	1994-1996	MICROFICHE	24X	UNCLASSIFIED - Patents	Patents in EDMS began in NOV 1994 with ADD017250 (SPN 19941128046)	
ADD	018	187	ADD	018	630	1997	MICROFICHE	24X	UNCLASSIFIED - Patents		
ADD	018	633	ADD	019	147	1998	MICROFICHE	24X	UNCLASSIFIED - Patents		
ADD	019	142	ADD	019	510	1999	MICROFICHE	24X	UNCLASSIFIED - Patents		
ADD	019	511	ADD	019	739	2000	MICROFICHE	24X	UNCLASSIFIED - Patents		
ADD	019	740	ADD	019	974	2001	MICROFICHE	24X	UNCLASSIFIED - Patents		
ADD	019	975	ADD	020	036	2002	MICROFICHE	24X	UNCLASSIFIED - Patents		

ACCESSION NUMBER RANGES					DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
ADD	020	037				2003	MICROFICHE	24X	UNCLASSIFIED - Patents		
ADD	095	000	ADD	095	404	1982	MICROFICHE	24X	UNCLASSIFIED - no doc		
ADD	095	405	ADD	095	455	1983	MICROFICHE	24X	UNCLASSIFIED - no doc		
ADD	095	456	ADD	095	513	1984	MICROFICHE	24X	UNCLASSIFIED - no doc		
ADD	100	000	ADD	199	999		Citation only		IAC - MCIC/MIAC		
ADD	160	000	ADD	160	106		Citation only		IAC - DACS		
ADD	200	000	ADD	209	999		Citation only		IAC - MMCIAC		
ADD	210	000	ADD	220	000		Citation only		IAC - MSIAC		
ADD	250	000	ADD	258	000		Citation only		IAC - CIAC		
ADD	3000	000	ADD	359	000		Citation only		IAC - NTIAC		
ADD	400	000	ADD	499	999		Citation only		IAC - Plastec		
ADD	500	000	ADD	500	000		Citation only		IAC - GACIAC		
ADD	600	000	ADD	601	000		Citation only		IAC - CPIA		
ADD	700	000	ADD	705	000		Citation only		IAC - SURVIAC		
ADD	750	000	ADD	755	000		Citation only		IAC - CBIAC		
ADD	804	000	ADD	820	000		Citation only		IAC - CIAC/MTIAC		
ADD	850	000	ADD	860	000		Citation only		IAC - HTMIAC		
ADD	878	000	ADD	880	000		Citation only		IAC - RAC		
ADD	900	000	ADD	900	100		Citation only		IAC - CERIAC		
ADD	950	000	ADD	952	000		Citation only		IAC - IRIA		
ADD	100	000	ADD	999	999				No document, citation only	Reserved for IAC Records	
ADM	000	001	ADM	000	076	1991			UNCLASSIFIED - Unlim/Nonprint		
ADM	000	077	ADM	000	154	1992			UNCLASSIFIED - Unlim/Nonprint		
ADM	000	155	ADM	000	187	1993			UNCLASSIFIED -		

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
									Unlim/Nonprint		
ADM	000	188	ADM	000	669	1994-1996			UNCLASSIFIED - Unlim/Nonprint		
ADM	000	670	ADM	000	776	1997			UNCLASSIFIED - Unlim/Nonprint		
ADM	000	772	ADM	000	850	1998			UNCLASSIFIED - Unlim/Nonprint		
ADM	000	853	ADM	001	001	1999			UNCLASSIFIED - Unlim/Nonprint		
ADM	001	002	ADM	001	149	2000			UNCLASSIFIED - Unlim/Nonprint		
ADM	001	150	ADM	001	316	2001			UNCLASSIFIED - Unlim/Nonprint		
ADM	001	317	ADM	001	435	2002			UNCLASSIFIED - Unlim/Nonprint		
ADM	001	436				2003			UNCLASSIFIED - Unlim/Nonprint		
ADM	200	000	ADM	200	063	1991			UNCLASSIFIED - Limited/Nonprint		
ADM	200	064	ADM	200	133	1992			UNCLASSIFIED - Limited/Nonprint		
ADM	200	134	ADM	200	145	1993			UNCLASSIFIED - Limited/Nonprint		
ADM	200	146	ADM	200	430	1994-1996			UNCLASSIFIED - Limited/Nonprint		
ADM	200	431	ADM	200	477	1997			UNCLASSIFIED - Limited/Nonprint		
ADM	200	478	ADM	200	531	1998			UNCLASSIFIED - Limited/Nonprint		
ADM	200	532	ADM	200	554	1999			UNCLASSIFIED - Limited/Nonprint		
ADM	201	000	ADM	201	102	2000			UNCLASSIFIED - Limited/Nonprint		

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
ADM	201	103	ADM	201	301	2001			UNCLASSIFIED - Limited/Nonprint		
ADM	201	302	ADM	201	478	2002			UNCLASSIFIED - Limited/Nonprint		
ADM	201	479				2003			UNCLASSIFIED - Limited/Nonprint		
ADM	400	000	ADM	400	013	1991			CLASSIFIED - Nonprint		
ADM	400	014	ADM	400	025	1992			CLASSIFIED - Nonprint		
			ADM	400	053	1994-1996			CLASSIFIED - Nonprint	Citation Creation Date Entry implemented in TR in May 1996.	
ADM	400	059	ADM	400	080	1998			CLASSIFIED - Nonprint	Searching Citation Creation Date Entry provides more accurate results than this table.	
ADM	400	500	ADM	400	548	2002			CLASSIFIED - Nonprint		
ADM	400	549				2003			CLASSIFIED - Nonprint		
ADP	000	001	ADP	000	153	1982	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	000	154	ADP	001	986	1983	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	001	987	ADP	004	044	1984	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	004	045	ADP	004	993	1985	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	004	994	ADP	005	070	1986	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	005	071	ADP	005	566	1987	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	005	567	ADP	005	770	1988	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	005	771	ADP	005	800	1989	MICROFICHE	24X	UNCLASSIFIED -		

ACCESSION NUMBER RANGES					DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
								Compil/Unlimited		
ADP	005	801	ADP	006	044	1990	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	006	045	ADP	006	325	1991	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	006	326	ADP	008	018	1992	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	008	019	ADP	008	592	1993	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	008	593	ADP	010	150	1994-1996	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	010	151	ADP	010	227	1997	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	010	300	ADP	010	339	2000	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	010	340	ADP	011	193	2001	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	011	194	ADP	013	308	2002	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	013	309				2003	MICROFICHE	24X	UNCLASSIFIED - Compil/Unlimited		
ADP	200	000	ADP	200	167	1984	MICROFICHE	24X	UNCLASSIFIED - Compil/Limited		
ADP	200	168	ADP	200	325	1985	MICROFICHE	24X	UNCLASSIFIED - Compil/Limited		
ADP	200	326	ADP	200	353	1986	MICROFICHE	24X	UNCLASSIFIED - Compil/Limited		
ADP	200	354	ADP	200	838	1990	MICROFICHE	24X	UNCLASSIFIED - Compil/Limited		
ADP	200	839	ADP	200	973	1992	MICROFICHE	24X	UNCLASSIFIED - Compil/Limited		
ADP	204	600	ADP	204	623	2000	MICROFICHE	24X	UNCLASSIFIED - Limited/Compil		

ACCESSION NUMBER RANGES						DATE ENTERED	FILM TYPE	FORMAT	ORIGINAL CLASSIFICATION	COMMENTS	ANNOUNCEMENT SOURCE _ TITLE
ADP	204	624	ADP	204	818	2001	MICROFICHE	24X	UNCLASSIFIED - Limited/Compil		
ADP	204	819	ADP	204	930	2002	MICROFICHE	24X	UNCLASSIFIED - Limited/Compil		
ADP	204	931				2003	MICROFICHE	24X	UNCLASSIFIED - Limited/Compil		
ADP	400	000	ADP	400	045	1985	MICROFICHE	24X	CLASSIFIED - Compil		
ADP	400	046	ADP	400	047	1987	MICROFICHE	24X	CLASSIFIED - Compil		
ADP	400	103	ADP	400	141	2001	MICROFICHE	24X	CLASSIFIED - Compil	Classified Compilations in EDMS began in OCT 2001 with ADP400103 (SPN 20011016085)	
ADP	400	142				2003	MICROFICHE	24X	CLASSIFIED - Compil		

ACRONYMS

AACR2	The Anglo-American Cataloging Rules
ACT	Authorized Control Term
ADD	Automatic Document Distribution
AFB	Air Force Base
AFSSA	Air Force Studies and Analyses Agency
AGARD	Advisory Group for Aerospace Research and Development
APD	Application Date
ARPA	Advanced Research Projects Agency
ASTIA	Armed Services Technical Information Center
ATI/TIP	Air Technical Index/Technical Information Project
BMDO	Ballistic Missile Defense Organization
CAB	Current Awareness Bibliographies
CAIS	Cost Allocation Information System
CEDOCAR	Centre de Documentation de l'Armement
CFSTI	Clearinghouse for Federal Scientific and Technical Information (NTIS)
CHAMPUS	Office of the Civilian Health and Medical Program of the Uniformed Services
CIA	Central Intelligence Agency
CIM	Corporate Information Management
CNWDI	Critical Nuclear Weapons Design Information
COSATI	Committee on Scientific and Technical Information
CSAS	Corporate Source Authority System
DCMA	Defense Contract Management Agency
DFAS	Defense Finance & Accounting Service
DIA	Defense Intelligence Agency
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DMA	Defense Mapping Agency
DNA	Defense Nuclear Agency
DoD	Department of Defense
DODD	Department of Defense Directive
DOE	Department of Energy
DOJ	Department of Justice
DOT	Department of Transportation
DOTRAC	Directory of Organizational Technical Report Acronym Codes
DROLS	Defense RDT&E Online System
DTIC	Defense Technical Information Center
EDMS	Electronic Document Management System
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FBIS	Foreign Broadcast Information Service
FCIM	Flexible Computer Integrated Manufacturing
FEMA	Federal Emergency Management Agency

FGI	Foreign Government Information
FOUO	For Official Use Only
FRD	Formerly Restricted Data
GAO	General Accounting Office
HBCU	Historically Black Colleges and Universities
HC	Hardcopy
IMCON	Controlled Imagery
IR&D	Independent Research & Development
ISBN	International Standard Book Number
ISD	Issue Date
ISSN	International Standard Serial Number
ISOO	Information Security Oversight Office
JCS	Joint Chiefs of Staff
LIMDIS	Limited Distribution
LORAN	Long-Range Aid to Navigation
MAI	Machine Aided Indexing
MATRIS	Manpower and Training Research Information System
MOA	Memorandum of Agreement
MURI	Multidisciplinary University Research Initiative
NARA	National Archives and Records Administration
NASA	National Aeronautics and Space Administration
NASIC	National Air and Space Intelligence Center (formerly National Air Intelligence Center (NAIC))
NATMC	NATO Air Traffic Management Committee
NATO	North Atlantic Treaty Organisation
NAVAIR	Naval Air Systems Command
NAVOCEANCOM	Naval Oceanography Command
NAVSEA	Naval Sea Systems
NAVSECGRU	Naval Security Group Command
NBS	National Biological Service
NGIC	National Ground Intelligence Center
NISC	Naval Intelligence Support Center
NISO	National Information Standards Organization
NOFORN	Not Releasable to Foreign Nationals
NSA	National Security Agency
NTIS	National Technical Information Service
NURC	NATO Undersea Research Centre
NUSC	Naval Underwater Systems Center
OADR	Originating Agency's Determination Required
OCA	Original Classification Authority
OCEANAV	Oceanographer of the Navy
OPNAV	Office of the Chief of Naval Operations
ORCON	Dissemination And Extraction Of Information Controlled
OSD	Office of the Secretary of Defense
PD	Publication Date
PERS	Naval Military Personnel Command

POPNAMRAD	Policies, Organization and Procedures in Non-Atomic Military Research and Development
PROPIN	Caution-Proprietary Information Involved
RAMP	Rapid Acquisition of Manufactured Parts
RD	Restricted Data
RDT&E	Research, Development, Test and Evaluation
REL TO	Authorized for Release to (name of country(ies)/intentional organization)
RS	Research Summaries
RTA	Research and Technology Agency
RTO	Research Technical Organization
SACLANTCEN	Supreme Allied Commander Atlantic Undersea Research Centre
SAFTAS	Secretary of the Air Force Technical and Analytical Support
SBIR	Small Business Innovation Research
SCG	Subject Categorization Guide or Security Classification Guide
SDIO	Strategic Defense Initiative Organization
SERDP	Strategic Environmental Research and Development Program
SF	Standard Form
SLS	Service Level Sponsor
SPN	Serial Processing Number
STINET	Scientific and Technical Information Network
STRN	Standard Technical Report Number
STTR	Small Business Technology Transfer
TEAMS	Technical Effort and Management System
TR	Technical Report
TRAIL	Technical Reports Automated Information List
TTCP	The Technical Cooperation Program
UCNI	Unclassified Controlled Nuclear Information
URS	University Research Support
USA	United States Army
USAF	United States Air Force
USMC	United States Marine Corps
USN	United States Navy
USPTO	United States Patent and Trademark Office
USSAN	United States Security Authority for North Atlantic Treaty Organization Affairs
USUHS	Uniformed Services University of the Health Sciences
WED	Web-Enabled DROLS
WNINTEL	Warning Notice – Sensitive Intelligence Sources and Methods Involved
WUIS	Work Unit Information System

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