

DEFENSE TECHNICAL INFORMATION CENTER

2012 DTIC Conference

Connecting Lab Research with the Warfighter

March 27-28, 2012

The Secret Life of a Technical Report: Input to Output

March 28, 2012

Moderator: Ms. Roberta Schoen



Collection Strategies & Challenges

Mr. Willis Smith, DTIC
Chief, Information Collection



Collection Strategies & Challenges

Agenda

- Collection Approaches
- Collection Challenges
- Collection Strategies



Collection Approaches

3 Approaches to Collection

- Directives: We Have Directives That Give DTIC Direction to Collect Your Documents
- Benefits: We Discuss the Benefits for Submitting to DTIC
- And, we have Collection Strategies



Collection Challenges

- Travel/Budgetary Constraints – Less travel, limits contributor outreach
- Alerts (Google/DKO) are manual, not automated.
- Lack of access to DoD limited portals
- Research not being produced as traditional TR, complicates capturing it
- Documents missing markings information
- Due to various new security restrictions in the last year, some contributors have a harder time transferring their classified docs off computers



Collection Strategies

- **Strategy:** Re-Invent Outreach Program in Today's Environment
- **Our Plan:**
 - Maximize output generated by conferences through alternative communication means such as:
 - Utilizing DCO, tele-conferencing, webinars, etc.
 - Obtain conference attendee demographic information (such as SERDP) and contact attendees.
 - Use other communication means, email, phone, etc.
 - DTIC Boot Camp participation with DTIC User Services.
 - Conduct local visits where feasible.



Collection Strategies

- **Strategy:** Emphasize DoD Subject Areas of Interest
 - New DoD Initiatives (New Strategic Defense Guidance)
 - ASD(R&E) Priorities
 - COCOM Science & Technology Integrated Priority Lists (STIPLS)
 - In The News Topics
 - DoD Techipedia Topical Areas
- **Our Plan:**
 - Establish and manage alert services (DKO/Google).
 - Objective search of DoD databases



Collection Strategies

- **Strategy:** Analyze Contributions and Areas of DoD Labs
- **Our Plan:**
 - Compare previous DoD Lab submission trend data (as well as other organizations). Analyze changes, limited/unlimited and classified/unclassified.
 - Contact lower trending organizations and understand submission barriers.



Collection Strategies

- **Strategy:** Become Integral Participant in OUSD(I) Fundamental Classification Guidance Review (FCGR) Process to Capture all Security Classification Guides (SCGs) and Maintain SCG Index
- **Our Plan:**
 - Currently working with Department of Navy to capture SCGs.
 - Capture missing limited SCGs for submission to DTIC for other Services/DoD Components.
 - Engage DoD Components and Services so the DTIC SCG website is viewed as the authoritative source.



Collection Strategies

- **Strategy:** Utilize Centralized DTIC Contacts Database
- **Our Plan:**
 - Ensure accuracy of database, update contact information
 - Expand to include specific Research Areas of Interest.
 - When we contact, understand submission efforts, educate about DTIC to promote submissions



Document Issues

Ms. Amy Tursky, DTIC
Team Leader, TR Development



Document Issues

Agenda

- Challenges in Accessioning Public Documents
- Challenges in Accessioning Limited Documents



Document Issues

Challenges in Accessioning Public Documents

- Technical Reports:
 - State if document is Public Release, copyrighted, or limited distribution

<http://www.dtic.mil/dtic/submit/guidance/distribstatement.html>
- Journal Articles:
 - No indication of government funding
 - DoD facilities do not receive journal articles
 - Lack of access to publisher's website or full text



Document Issues

FINAL TECHNICAL REPORT

GRANT: **N00014-08-I-0731**

PRINCIPAL INVESTIGATOR:

Michail V. Zotov, PhD

Phone: +7 812 328 00 01

Fax: +7 812 328 00 01

Email: zotov@MZ12021.spb.edu

INSTITUTION:

Saint Petersburg State University, Russia

7/9, Universitetskaya.nab

St. Petersburg 199034, Russia

GRANT TITLE:

**TECHNOLOGY FOR ASSESSING THE RESILIENCE OF TRAINING TO STRESSFUL
CONDITIONS**

AWARD PERIOD: 26-AUG-08 TO 31-DEC-10

**NO DISTRIBUTION
STATEMENT**



Document Issues

REPORT DOCUMENTATION PAGE		Form Approved OMB No. 0704-0188	
<p>The 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 the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the 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.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>			
1. REPORT DATE (DD-MM-YYYY) 30-Mar-11	2. REPORT TYPE Final	3. DATES COVERED (From - To) 26-Aug-08 to 31-Dec-10	
4. TITLE AND SUBTITLE Technology for Assessing the Resilience of Training to Stressful Conditions		5a. CONTRACT NUMBER	
		5b. GRANT NUMBER N00014-08-1-0731	
		5c. PROGRAM ELEMENT NUMBER	
		5d. PROJECT NUMBER	
6. AUTHOR(S) ZOTOV, MICHAIL,V.		5e. TASK NUMBER	
		5f. WORK UNIT NUMBER	
		8. PERFORMING ORGANIZATION REPORT NUMBER	
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) SAINT PETERSBURG STATE UNIVERSITY 7/9, UNIVERSITETSKAYA NAB. ST. PETERSBURG, RU 199034 RS		10. SPONSOR/MONITOR'S ACRONYM(S) ONR	
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES) Roy Stripling Office of Naval Research 875 North Randolph Street Arlington, VA 22203-1995		11. SPONSOR/MONITOR'S REPORT NUMBER(S)	
12. DISTRIBUTION/AVAILABILITY STATEMENT		No Distribution Statement	



Document Issues

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"experimental observation of helical microbunch

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[Experimental observation of helical microbunching of a relativistic electron beam](#)

[\[PDF\] from aip.org](#)

E Hemsing, A Knyazik, F O'Shea... - APPLIED PHYSICS ..., 2012 - link.aip.org

Experimental observation of the microbunching of a relativistic electron beam at the second harmonic interaction frequency of a helical undulator is presented. The microbunching signal is observed from the coherent transition radiation of the electron beam and ...

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Document Issues

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DESIGN AND FABRICATION OF AN IMPULSE MEASUREMENT ...

onlinelibrary.wiley.com › ... › [Journal Home](#) › [Vol 35 Issue 3](#)

by JQ Ehr Gott Jr, RG Rhett, SA Akers, US Army Corps of Engineers,
Engineer Research and Development Center, Vicksburg, MS. – 2011



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Document Issues

Challenges in Accessioning Limited Documents

- **Technical Reports**
 - Incorrect Distribution Statements
<http://www.dtic.mil/dtic/submit/guidance/distribstatement.html>
- **Conference Proceedings**
 - Limited Document



Document Issues

Media Free Coatings Removal Technology for Navy Platforms Using Atmospheric Plasma

Period of Performance: 09/02/2010-02/25/2012

Contract Number N0014-10-C-0322

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Document Issues

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Scholar Articles and patents anytime include citations [Create email alert](#) Results 1 - 10 of about 110. (0.11 sec)

[\[PDF\] UAV Deck Recovery Stability Analysis](#) [\[PDF\] from navalengineers.org](#)

[B Ferrier... - navalengineers.org](#)

Page 1. 1 Dr. Bernard Ferrier, Dr. John Duncan UAV Deck Recovery **Stability Analysis** ABSTRACT

A manned or unmanned helicopter-ship qualification program (Dynamic Interface Testing) evaluates, improves, and/or develops all aspects of shipboard helicopter compatibility. ...

[View as HTML](#)



Document Issues

UAV Deck Recovery Stability Analysis



Dr Bernard Ferrier

Dr John Duncan

NAVAIR -SETA- Eng

MoD DES SE Sea



Publication is FOUO

UNCLASSIFIED - FOUO



Online Electronic Submissions

Mr. Jack Rike, DTIC
TR Integration Team



Collection Strategies: EDOC

Agenda

- Electronic Submissions
 - Quick
 - Detailed
- Document Submissions
 - New Submissions
 - Maintenance



Collection Strategies: EDOC

Electronic Submissions

- **Quick Submission** – Unlimited Site (DTIC Online)
(<http://www.dtic.mil/dtic/registration/>)
 - Instant Access
 - Receives Submission Notification Receipt

Collection Strategies: EDOC

Quick Submission



Online

Information for the Defense Community

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Submitting Documents to DTIC

DTIC encourages those in the Defense community to submit all appropriate materials for inclusion in the DTIC collection.

Note: You must be registered with DTIC to submit documents. If you are not a registered DTIC customer, [click here](#).

Submit Here:

Quick Submission

Submit documents electronically with simple form

Detailed Submission

Provide additional information and enables you to track documents submitted

Font size: [A](#) [A](#)

Submit Documents

- Benefits of Submitting
- Guidance on Submitting Docs
- How to Submit
- PDF with AD Numbers
- Defense Innovation Marketplace
- SBIR Submissions Guidance
- What to Submit

If you have questions or need assistance, email DTIC's Information Collection Division at AQ@DTIC.MIL or telephone, 1-800-225-3842 (menu selection 7).



Collection Strategies: EDOC



Submitting Unclassified Reports

Fields marked with **red and *** are required. [Press here for help on fields](#)

Submitter Information	
Name*	Phone Number
<input type="text"/>	<input type="text"/>
E-Mail Address*	
<input type="text"/>	
Report File Information	
Name of File to be Uploaded*	Image Type*
<input type="text"/> <input type="button" value="Browse..."/>	pdf ▼
Report Contains:	Report Documentation Page*
<input type="checkbox"/> Color <input type="checkbox"/> Oversized Pages	If the report does not contain an RDP, click this box to generate an electronic RDP based on the information provided in this form.
<input type="checkbox"/> PDF with Audio <input type="checkbox"/> PDF with Video	
Other Special Handling:	<input type="checkbox"/> Generate electronic RDP
<input type="text"/>	

Unclassified Report Documentation Page		
1. Report Date* ("DD MON YYYY")	2. Report Type	3. Dates Covered (from... to) ("DD MON YYYY")
<input type="text"/>	N/A ▼	<input type="text"/> <input type="text"/>
4. Title and Subtitle* ("Do not use all capital letters")	5a. Contract Number	
<input type="text"/>	<input type="text"/>	
	5b. Grant Number	
	<input type="text"/>	



Collection Strategies: EDOC

Electronic Submissions

- **Detailed Submission - Limited Site (DOAC/DoDTechipedia)**

<https://www.dodtechipedia.mil/dodwiki/dosearchsite.action?queryString=submitting>

- Need Registration for Oracle
- Receive Submission Notification Receipt
- Track Submissions

Collection Strategies: EDOC

Detailed Submission



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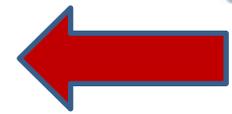
Submit Here:



Submit documents electronically with simple form



Provide additional information and enables you to track documents submitted



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Submit Documents

- Benefits of Submitting
- Guidance on Submitting Docs
- How to Submit
- PDF with AD Numbers
- Defense Innovation Marketplace
- SBIR Submissions Guidance
- What to Submit

If you have questions or need assistance, email DTIC's Information Collection Division at AQ@DTIC.MIL or telephone, 1-800-225-3842 (menu selection 7).



Collection Strategies: EDOC

Additional Registration Information needed for Detailed Submission:

- **User ID**
- **First & Last Name**
- **E-Mail**
- **Phone**

Collection Strategies: EDOC



Technical Report (TR) Submissions

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

Initiate Citation

DIRECTIONS:

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

REPORT DOCUMENTATION PAGE

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1. REPORT DATE day month year <input type="text"/> <input type="text"/> <input type="text"/> ?	2. REPORT TYPE <input type="text"/> ?	3. DATES COVERED (FROM - TO) day month year from: <input type="text"/> <input type="text"/> <input type="text"/> through: <input type="text"/> <input type="text"/> <input type="text"/> ?
4. TITLE AND SUBTITLE ? Title: <input type="text"/> Subtitle: <input type="text"/> Volume No: <input type="text"/> Volume Title: <input type="text"/>	5a. CONTRACT NUMBER <input type="text"/> ?	5b. GRANT NUMBER <input type="text"/> ?
	5c. PROGRAM ELEMENT NUMBER <input type="text"/>	

Collection Strategies: EDOC

Details for Reports Submitted to DTIC

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



Collection Strategies: EDOC

Formats Accepted

- **Adobe Portable Document Format (PDF)**
 - Single File Format
 - Attachments
 - Portfolio
- **Other**
 - PowerPoint (.pptx)
 - Word (.docx)



Collection Strategies: EDOC

- **Do**

- Review the Selection Criteria

- (http://www.dtic.mil/dtic/submitting/selec_criteria.html)

- Insure Proper Distribution Markings

- (http://www.dtic.mil/dtic/submitting/distrib_statement.html)

- **Do Not**

- Use Zip Files

- Use Security Settings on Submitted Files



Collection Strategies: EDOC

Contributor Submission Options

- **Unclassified Submission**
 - Electronic Submission (Quick & Detailed)
 - CD/DVD
 - Email
 - Public Release
 - CAC Encrypted for Limited Documents
 - Paper



Collection Strategies: EDOC

Contributor Submission Options Continued

- **Classified Submission**
 - CDs
 - Post Reports to SIPRNET Web Site
 - Email TR@DTIC.SMIL.MIL (SIPRNET)
 - Paper



Collection Strategies: EDOC

Maintenance on Documents and Citations

- AD Replace AD-Replace@dtic.mil
 - New Images
 - Better Copy
- INFOSEC infosec@dtic.mil
 - Replace Pages
 - Fix Citations (Report Numbers, Titles, etc.)
 - Upgrade/Downgrade



Contact Us

Acquisition is a partnership!! Please send us your documents. If you have any questions, contact us before sending a document by email

aq@dtic.mil



Lifecycle of a Document at DTIC

Ms. Monica Butteriss, DTIC
Chief, Subject Analysis Division



The Secret Life of Technical Reports: Input to Output

The Lifecycle of a document at DTIC

Each step is designed to ensure the quality of the document, promote information security, and facilitate information retrieval.



Lifecycle of a Document

Outline

- Workflow system
- Stages of workflow
- Value of metadata
- Hurdles to timely processing
- Tips to facilitate processing



Lifecycle of a Document

Workflow System

EDMS

(Electronic Document Management System)

EDMS is DTIC's workflow tool to process documents into the TR collection.

- Different queues to categorize and prioritize workload
- Internal validations provide checks on metadata entry
- Internal repository with records of all items entered in the system
- Provides the feed to various [external] user systems



Lifecycle of a Document

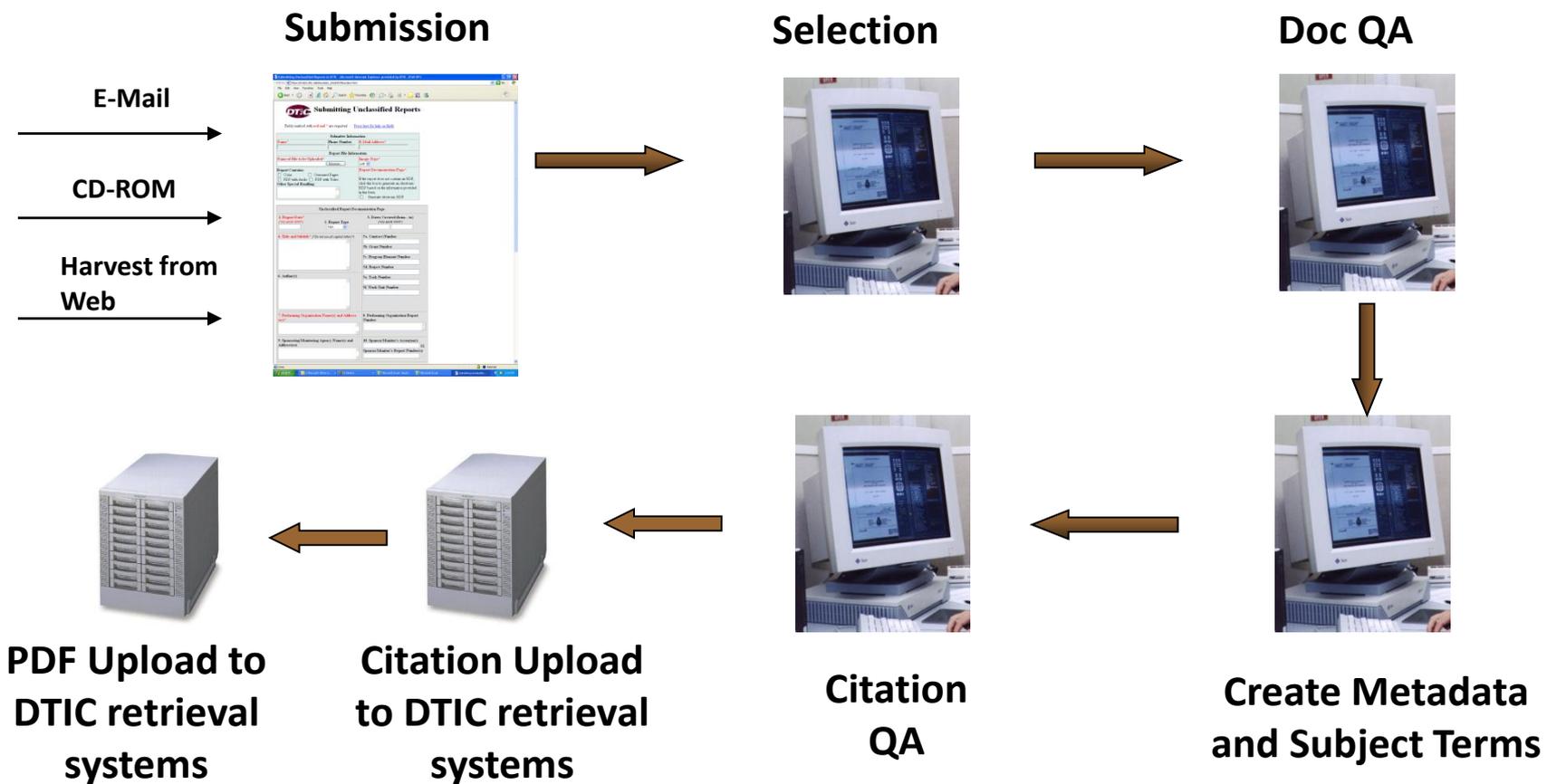
Pipeline Committee

- Meets twice a week
- Establishes workload priorities
- Addresses any unusual problems in the document processing
- Suggests process improvements



Lifecycle of a Document

Electronic Document Processing





Lifecycle of a Document

Stages of Workflow

- **Pre-selection:** File conversion and PDF review
- **Selection:** Initial categorization of item and assignment of distribution
- **Document QA:** Ensures visual quality
- **Citation Build:** Entry of metadata and subject indexing
- **Citation QA:** Ensures quality of metadata and provides final check on classification & distribution



Lifecycle of a Document

Stages of Workflow - continued

Pre-Selection:

- File conversion - convert documents to PDF and insert SF 298
- Look for problem PDFs - duplicates, password protected, distribution issues, display issues
- Report rejected documents to TR Integration Team to resolve/notify the contributor
- Move documents to EDMS



Lifecycle of a Document

Stages of Workflow - continued

Selection:

- Views item to determine if it meets Selection criteria
- Enters metadata or verifies fields already completed
- Performs a “dup check” to see if item is already in the system
- Identifies and enters item access markings: classification, distribution, export control, NATO, copyright



Lifecycle of a Document

Stages of Workflow - continued

Document QA:

- 100% check of the visual quality of the item
- Checks legibility
- Checks for missing pages
- Checks completeness (i.e. attachments)
- Checks for PII (Personally Identifiable Information)
- Ability to modify PDFs- redact PII



Lifecycle of a Document

Stages of Workflow - continued

Citation Build:

- Creates the bibliographic record through descriptive cataloging, assignment of keywords, and subject categorization
- Reviews classification, distribution, and government data rights



Lifecycle of a Document

Stages of Workflow - continued

Citation QA:

- 100% check of metadata accuracy (cataloging)
- Final check of classification and distribution
- Can also modify PDFs
- Items are then stored to await upload to DTIC retrieval systems



Value of Metadata

- **Descriptive cataloging**
 - Provides multiple access points & standard formats
- **Indexing**
 - Descriptors (controlled vocabulary) and Identifiers (open-ended terms)
- **Subject categorization**
 - Fields and groups



Value of Metadata

- **Descriptive cataloging**
 - Provides multiple access points for more effective search
 - More easily evaluate useful/relevant resources
 - Access to supplemental information
 - Discovers information not on the document
 - Promotes standardization of format (entry & search)
 - DTIC Cataloging, Abstracting and Indexing Guidelines
<http://www.dtic.mil/dtic/pdf/submit/Catguide.pdf> (ADA479972)
 - Corporate Source Authority System
<http://www.dtic.mil/dtic/search/tr/cs.html>



Value of Metadata

- **Indexing**

- Descriptors (controlled vocabulary)

- DTIC Thesaurus- provides a standardized vocabulary across numerous disciplines that reduces the need to search multiple synonyms and helps mitigate changes in terminology over time

- <http://www.dtic.mil/dtic/search/tr/thesaurus.html>

- Identifiers (open-ended terms)



Value of Metadata

- **Subject categorization**

- Fields and groups

- Subject Categorization Guide for Defense S&T- consists of 25 broad subject fields and 251 groups to categorize content. Also includes the mapping of each term in the DTIC Thesaurus to its corresponding field and group.

<http://www.dtic.mil/dtic/stresources/techreports/subjCategory/index.html>



Impediments to Processing

- **Incorrect/inconsistent distribution statements**
 - Incomplete
 - Document and SF 298 conflict
- **Incomplete documents**
 - Missing pages/appendices
 - Missing graphics or incorrect layout
 - Illegible copy
- **Unclear or missing report date**
- **SF 298 and item don't match**



Tips to Facilitate Processing

- Ensure completeness of document
- Provide a comprehensive cover page/SF 298 form with complete information (names, addresses, report date, contract numbers, sponsor, markings)
- Provide export control or government data rights information (if applicable)
- Double check classification and distribution



SF 298

REPORT DOCUMENTATION PAGE			Form Approved OMB No. 0704-0188		
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1. REPORT DATE (DD-MM-YYYY)		2. REPORT TYPE		3. DATES COVERED (From - To)	
4. TITLE AND SUBTITLE			5a. CONTRACT NUMBER		
			5b. GRANT NUMBER		
			5c. PROGRAM ELEMENT NUMBER		
6. AUTHOR(S)			5d. PROJECT NUMBER		
			5e. TASK NUMBER		
			5f. WORK UNIT NUMBER		
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)			8. PERFORMING ORGANIZATION REPORT NUMBER		
9. SPONSORING / MONITORING AGENCY NAME(S) AND ADDRESS(ES)			10. SPONSOR/MONITOR'S ACRONYM(S)		
			11. SPONSOR/MONITOR'S REPORT NUMBER(S)		
12. DISTRIBUTION / AVAILABILITY STATEMENT					
13. SUPPLEMENTARY NOTES					
14. ABSTRACT					
15. SUBJECT TERMS					
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES	19a. NAME OF RESPONSIBLE PERSON
a. REPORT	b. ABSTRACT	c. THIS PAGE			19b. TELEPHONE NUMBER (include area code)

Standard Form 298 (Rev. 8-98)
Prescribed by ANSI Std. Z39-18



SF 298 and Report Preparation

“Interim & Final Reports Preparation & Submission”

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

“SBIR/STTR Final Reports Preparation & Submission”

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



Digitization on Demand

Paul Townsend, DTIC
Chief, Document Management



Digitization on Demand

- **Objectives**

- Understand why Digitization on Demand was created.
- Know the process.
- Understand how it works.



Digitization on Demand

- **DTIC Technical Reports (TRs) Collection**
 - Contains research reports, journal articles, conference papers, etc.
 - Mostly reporting Defense-sponsored research, development, testing and evaluation
 - The collection began with documents captured during World War II.



Digitization on Demand

- **DTIC Technical Reports (TRs) Collection (Cont'd)**
 - DTIC never kept paper documents. Originally documents were kept in Microfilm.
 - In 1965, DTIC switched from Microfilm to Microfiche.
 - Digitization of Unclassified documents began in Nov 1994.
 - Digitization of Classified documents began in May 1997.



Digitization on Demand

- **DTIC Technical Reports (TRs) Collection (Cont'd)**
 - Over 2 million citations and 600,000+ online documents.
 - Both Public release and Limited Distribution.
 - In addition, there are 120-150K Air Technical Index (ATI) documents. Only 15,623 have been digitized.



Digitization on Demand

Title: (U) Outage Performance for Amplify-and-Forward Channels with an Unauthenticated Relay

Accession Number: ADA555741

View Full Text: (pdf) - 243 KB -

<https://www.dtic.mil/DOAC/document?document=ADA555741&collection=ac-tr&contentType=PDF&citationFormat=1f>

Personal Author(s): Huang, Jing; Mukherjee, Amitav; Swindlehurst, A L

Corporate Author: CALIFORNIA UNIV IRVINE DEPT OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE

Corporate Source Code: 421785

Report Date: Jun 2012

Abstract: (U) We investigate a relay network where the source can potentially utilize an unauthenticated amplify-and-forward (AF) relay to augment its direct transmission of a confidential message to the destination. Since the relay is unauthenticated, it is desirable to protect the confidential data from it while simultaneously making use of it to increase the reliability of the transmission. We study the likelihood of achieving simultaneously secure and reliable message transmission via the secrecy outage probability (SOP) of the relay network. We first characterize the SOP for three different schemes: direct transmission, conventional AF relaying, and cooperative jamming. Subsequently, an asymptotic analysis is conducted to determine the optimal policies for different power budgets and channel gains. Numerical results are presented to verify the theoretical predictions of the preferred transmission policies from a secrecy outage perspective.

Descriptive Note: Conference paper

Supplementary Note: To be presented at IEEE International Conference on Communications (ICC), Ottawa, Canada, June 10-15, 2012, Government or Federal Purpose Rights License. The original document contains color images.

Pages: 6 Page(s)

Item Cost: \$9.60

Document Location: DTIC

Report Number: (XA)

Monitor Acronym: XA

Monitor Series: ARO

Distribution/Classification

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Collection: Technical Reports



Digitization on Demand

- **Background**

- Prior to May 27, 2011

- Customers ordered Technical Reports (TRs) through the automated Request Processing (RP) system.
- Documents were printed and mailed to the customer.
- Each document had a cost per page and customers were billed accordingly through NTIS deposit account or credit card.
- 300 documents, on average, per month were requested



Digitization on Demand

- **Background (Cont'd)**

- After May 27, 2011

- Digitization on Demand was created.
- The RP system and Billing system were discontinued.
- Routine printing of orders was stopped.
- Customers order TRs through DTIC online Access Controlled (DOAC), then TRs are posted to DOAC/SIPRnet.
- There is no cost to the customer.
- 600 documents, on average, per month are being requested



Digitization on Demand

- **Purpose of the Change**
 - Elimination of charging infrastructure.
 - Removal of printing system and capabilities.
 - Removal of systems like RP due to labor and update due to security.
 - Elimination of shopping cart interface within DOAC.
 - Ability for external users to request digitization of TR documents to be posted online.



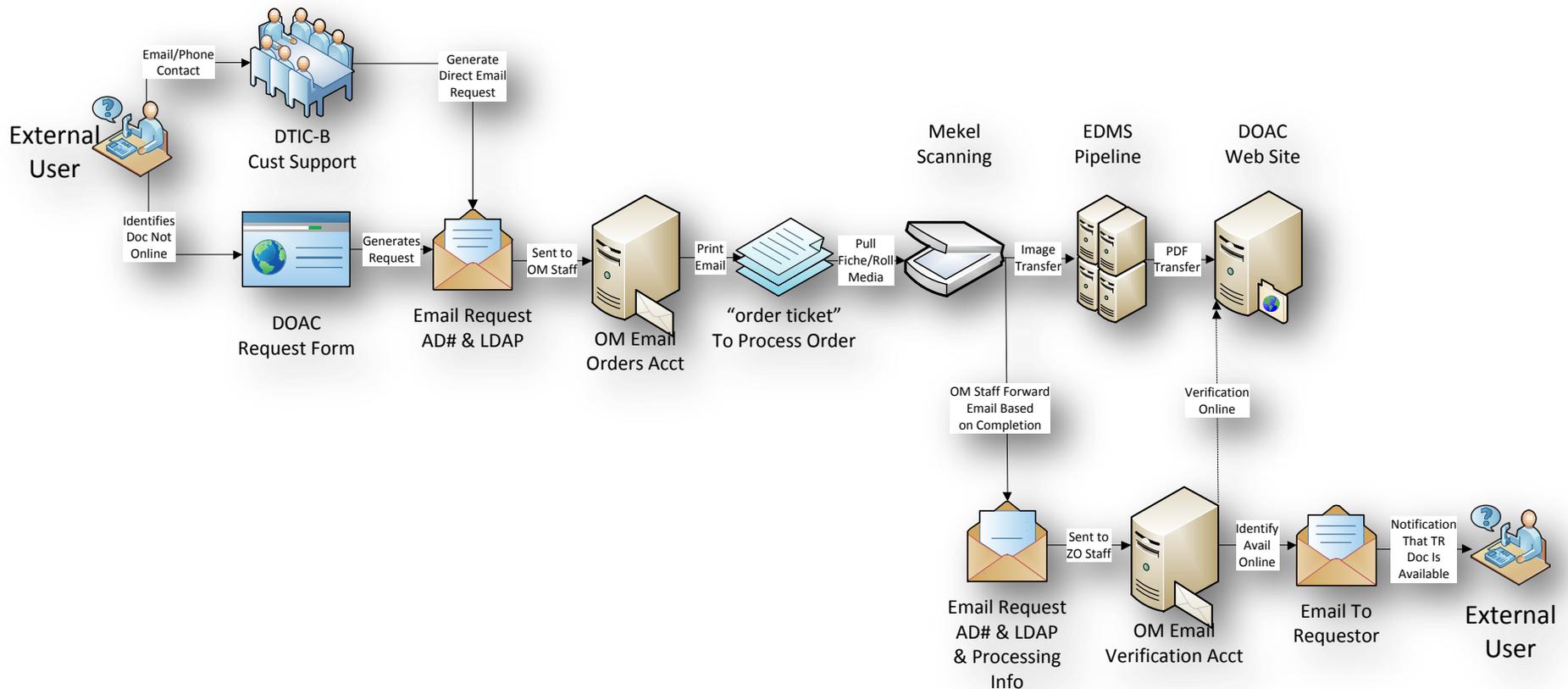
Digitization on Demand

- **The Process**

- Requests are generated based upon a link on DOAC to a request form.
- Digitization utilizes microfiche and microfilm scanning and posting processes.
- Requests are tracked and transferred within DTIC's internal Email system.
- Document posting is manually identified and the user is notified when the PDF is online and available.

Digitization on Demand

TR Document Digitization Workflow Steps





Digitization on Demand

- **How does it work**
 - User requests for a document to be digitized
 - An email goes to an inbox at DTIC
 - DTIC staff pulls the document
 - Roll film or Microfiche
 - DTIC staff scans the document and sends it to the Electronic Document Management System (EDMS).



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1. [View Citation](#) | [View Full Text PDF - 832 KB](#) | [Add to Bibliography](#)

Title: Self-Aware Traffic Route Planning

Author: Wilkie, David van den Berg, Jur Lin, Ming Manocha, Dinesh

Corporate Author: NORTH CAROLINA UNIV AT CHAPEL HILL

Report Date: Aug-2011

Pages: 8 page(s)

Accession Number: ADA543563

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Report Classification: U - Unclassified

Collection: Technical Reports (ac-tr)

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Title: Boundary Data Immersion Method for Cartesian-Grid Simulations of Fluid-Body Interaction Problems

Author: Weymouth, G D Yue, Dick K

Corporate Author: MASSACHUSETTS INST OF TECH CAMBRIDGE

Report Date: 10-Jul-2011

Pages: 17 page(s)

Accession Number: ADA543705

Distribution Code: 01 - APPROVED FOR PUBLIC RELEASE 20 - JOURNAL ARTICLES; DTIC USERS ONLY

Report Classification: U - Unclassified

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Acronyms

AFB (6150)
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NPS (3363)
OADR (1327)
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Title: Outage Performance for Amplify-and-Forward Channels with an Unauthenticated Relay

Author: Huang, Jing Mukherjee, Amitav Swindlehurst, A L

Corporate Author: CALIFORNIA UNIV IRVINE DEPT OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE

Report Date: Jun-2012

Pages: 6 page(s)

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Author: Huang, Jing Mukherjee, Amitav Swindlehurst, A L

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Author: Gehlhaus, Paul H Thompson, Bernard L

Corporate Author: ROHM AND HAAS CO HUNTSVILLE AL REDSTONE RESEARCH LABS

Report Date: Nov-1970

Pages: 38 page(s)

Accession Number: AD0511938

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Title: Evaluation of (HTPB) Propellant in a MANPADS Sustainer
Author: Gehlhaus, Paul H Thompson, Bernard L
Corporate Author: ROHM AND HAAS CO HUNTSVILLE AL
Report Date: Nov-1970
Pages: 38 page(s)
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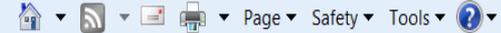
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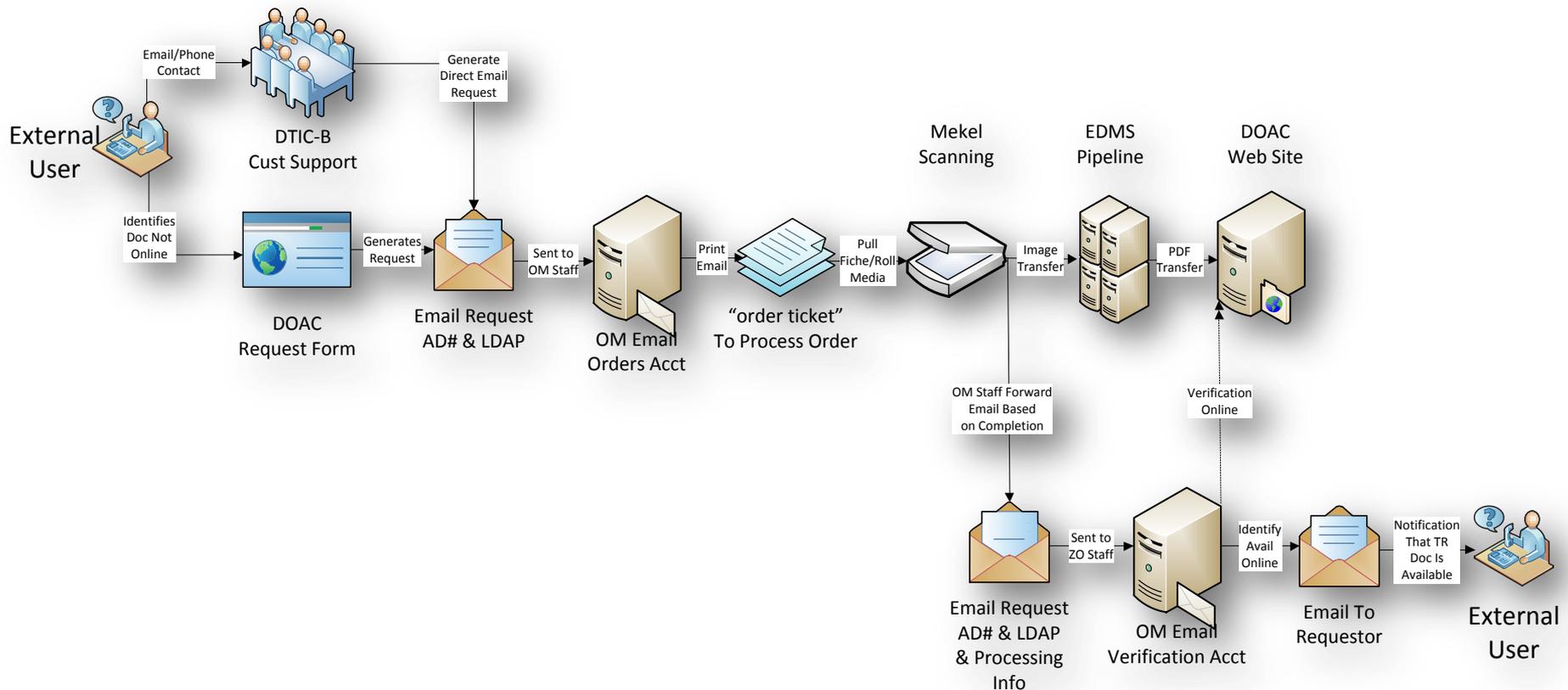
Digitization on Demand

- **How does it work (Cont'd)**

- Document is uploaded to DOAC/SIPRnet twice a week.
- Notification is sent to the user that the document is available online.
- Exceptions
 - Classified document and user does not have access to SIPRnet. User can request paper copy or CD/DVD.
 - Code F documents – Further Dissemination Only As Directed.

Digitization on Demand

TR Document Digitization Workflow Steps



Digitization on Demand



- **Automation** – Auto Load and Eject allowing stacking of 50-75 fiche/jackets. Pre-scan feature automatically determines image location and size to maximize scan rate.
- **Reliability** – Sturdy construction, maintains alignment despite repeated handling.
- **Ease of use** – Little training required compared to other scanning systems.
- **Flexibility** – External PC allows easy upgrade – available software API for in-house customization.



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