

Defense Technical Information Center



- **DTIC Overview**

[Ms. Shari Pitts](#)

Technical Reports Project Officer
Information Collection Division

- **Submitting Documents to DTIC**

[Mr. Jack Rike](#)

Technical Reports Program Manager
Information Collection Division

DTIC OVERVIEW

Discussion Outline

- **Who is DTIC?**

- Mission
- Customers

- **Why Does DTIC What They Do?**

- Regulation Requirements
- Benefits to Federal Government & Tax Payer

- **What Can DTIC Offer You?**

- Benefits to Customer
- Secure Dissemination
- Distribution Limitations
- DTIC's Primary Collections
- Other Products and Services (DTIC Homepage)
- R&E Portal

- **How Do You Register with DTIC?**

- Registration Process

- **How Do You Submit Documents To DTIC?**





Who is DTIC?

Mission

- Central repository for Department of Defense (DoD) scientific and technical information (STI) .
 - Source for acquiring, storing, retrieving, and disseminating Scientific and Technical Information (STI) within DoD.
- Oversees the management of 10 DoD Information Analysis Centers (IACs).
- Web services to over 100 DoD web sites.
- Provide information support to the Office of the Secretary of Defense (OSD)
- Develop DoD scientific and technical information policy (STIP)
- Explore information technology

*OUUSD (AT&L), DDR&E/ DoD Field Activity
(4 JUN 2004) - DTIC Charter DoDD 5105.73*

*DoDD 3200.12 DOD Scientific and Technical
Information Program (1998)*





Defense Technical Information Center

We do it for you...

- **Repository**

- Record of RTD&E work
- Preserve and protect
- Permanent access (since 1945)
- Create metadata (data about data)
- Maintain management systems for information storage, retrieval and access

- **Aggregator**

- All DoD components
- One source, one search
- Leverage R&D investments
- Facilitate technology transfer

- **Secondary distributor**

- Not a publisher
- Relies on the sponsor/ controlling office for quality assurance, classification, markings, publishing and primary distribution
- Releases information to authorized registered customers IAW document markings : Classification (thru Secret), distribution statements, export control, other constraints
- Via WWW (Public STINET) , secure intranets (Private STINET) and networks (SIPRNET)



Defense Technical Information Center

We do it for you...

What is a Repository?

- A repository is a set of services that a scientific/scholarly institution offers for the management and dissemination of materials created by that institution and its community members.
- It is most essentially an organizational commitment to the stewardship of these materials, including long-term preservation where appropriate, as well as organization and access or distribution.”
- *Definition attributed to Clifford Lynch*



Who is DTIC?

Customers

- Engineers and scientists, managers and administrators, planners and students, librarians and information specialists working for:
 - DoD
 - Other U.S. Government Agencies
 - Defense contractors including:
 - Industry (e.g., Union Carbide, G.E., Boeing, IBM, TRW)
 - FFRDCs (e.g., IDA, MITRE, LMI)
 - Universities
- Warfighter
- Foreign Governments (e.g., negotiated agreements with Australia, Canada, France, Germany, Netherlands, South Korea, U.K.)
- General Public access through [WWW](http://www.dtic.mil)





Why Does DTIC Do What They Do?

Regulation Requirements:

- DoD Directive 3200.12, *DoD Scientific and Technical Information Program*, and
 - http://stinet.dtic.mil/stinfo/data/DoDD_320012.pdf
- DoD Instruction 3200.14, *Principles and Operational Parameters of the DoD Scientific and Technical Information Program*.
 - http://www.dtic.mil/dtic/3200_14.pdf



Why Does DTIC Do What They Do?

DOD R&D Contracting Reporting Requirements:

- FAR 35.010(a) . R&D contracts shall require contractors to furnish scientific and technical reports consistent with the objectives of the effort involved, as a permanent record of the work accomplished under contract.
- DFARS 235.010 Scientific and Technical Reports.
The Defense Technical Information Center (DTIC) is responsible for collecting all scientific and technological observations, findings, recommendations, and results derived from DoD endeavors, including both in-house and contracted efforts.
- DFARS 252.235-7011 Final Scientific or Technical Report.
As prescribed in 235.07(d). The contractor shall submit a copy of the approved scientific or technical report delivered under this contract to the Defense Technical Information Center



What Can DTIC Offer YOU?

Benefits to Federal Gov't/Tax Payer:

- Leverages the multi-billion dollar investment in DoD research and engineering
- Prevents unnecessary or redundant research
- Gets scientific and technical information into the hands of the “right” people in the defense community
- Enables the conversion of completed research into the production of mature technology

Real advantages...not just regulations!



What Can DTIC Offer YOU?

Benefits to Customer:

User:

- Facilitate technology transfer and technology transition
- Reduce duplication of effort
- Identify potential sources of funding support
- Locate collaborators, technical support and expertise

Contributor:

- Contributor has “paperless” archive
- Contributor has cost savings because DTIC:
 - ✓ catalogs and indexes
 - ✓ handles secondary dissemination and authorizes dissemination of restricted documents
 - ✓ ensures secure and long-term storage
- Publication by DTIC makes contributor capabilities and technologies known to appropriate, authorized audiences

Real advantages...not just regulations



What Can DTIC Offer YOU?

Public Release Outlets Public Release Outlets

- **Wide distribution of public release**

- National Technical Information Service (NTIS) www.ntis.gov
- Online Computer Library Center (OCLC) www.oclc.org
Combined catalog of 1 billion unique titles held by 53,548 libraries in 96 countries
- Open Archiving Initiative (OAI) <http://www.dtic.mil/dtic/prodsrvc/oai.html>
Discoverable by WWW search engines – Google, Monster, Yahoo, etc.

- **Preservation and public access**

- Library of Congress <http://www.loc.gov/rr/scitech/trs/trscollections.html>
- British Library
<http://www.bl.uk/services/document/reportsus.html>
- Canada Institute for Science & Technology
http://cisti-icist.nrc-cnrc.gc.ca/about/collablist_e.html#docdel



What Can *DTIC* Offer YOU?

Public Release Indexing

Access the NTIS Database through Commercial Services

Access to the NTIS Database is available through several commercial services (access mediums and pricing will vary). Please contact the following organizations for more information:

- **GOV.Research_Center**,
NTIS' online search service
<http://grc.ntis.gov>
- **NERAC, Inc.:**
(860) 872-7000
<http://www.nerac.com/>
- **Cambridge Scientific Abstracts**
1-800-843-7751
<http://www.csa.com/>
- **Ovid Technologies, Inc.:**
1-800-950-2035
<http://www.ovid.com/>
- **DataStar (The DIALOG Corporation):**
1-800-334-2564
<http://www.dialog.com/>
- **Engineering Information (Ei)**
1-800-221-1044
<http://www.ei.org/>
- **DIALOG (The DIALOG Corporation):**
1-800-334-2564
<http://www.dialog.com/>
- **SilverPlatter Information, Inc.:**
1-800-343-0064
<http://www.silverplatter.com/>
- **EBSCO Publishing**
1-800-653-2726
<http://www.epnet.com/>
- **STN International/Chemical Abstract Service:**
1-800-848-6533; in Ohio and Canada: 1-800-848-6538
<http://www.cas.org/>
- **Knowledge Express**
1-800-529-5337 or
(610) 783-4500
<http://www.knowledgeexpress.com/>



What Can *DTIC* Offer YOU?

Public Release Reference & Linking

- **Handles** <http://www.dtic.mil/dtic/handles/index.html>
 - Persistent identifiers/unique name for full-text linking
 - Easy and reliable for referencing/citing
 - http://handle.dtic.mil/100.2/AD*****

Accession Number:

ADA439001

Full Text (pdf) Availability:

Handle / proxy Url: <http://handle.dtic.mil/100.2/ADA439001>

Handle

Citation Status:

ACTIVE

Title:

Impact of Structural Damping Nonlinearity in Transonic Limit Cycle Oscillations (LCO)

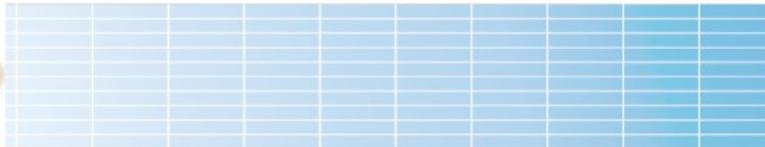


What Can *DTIC* Offer YOU?

Secure Dissemination

(Safeguarding Information)

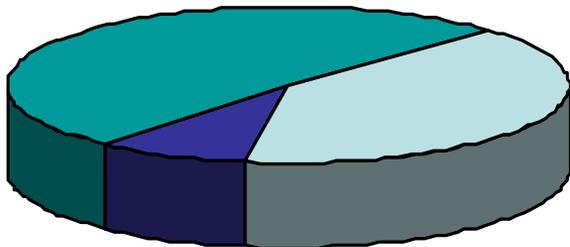
- Documents are available via internet
 - Public STINET (Public access of only Public Release documents)
 - Private STINET (Public Release and Limited documents)
 - Classified STINET
- Restricted access (requires User ID & password)
- User authorizations are established at registration
 - Exceptions must be approved by controlling agencies (Form 55 Request for Release of Limited Information)
 - Validation process through LDAP (Lightweight Directory Access Protocol).
 - Registered Users access both Public Release and Limited documents
 - Release of restricted information can be tracked for investigation of unauthorized use





What Can *DTIC* Offer YOU?

- DTIC's collection contain information that is:
 - Unclassified, Unlimited (U/U) 51%
(Available for Public Release)
 - Unclassified, Limited (U/L) 40%
(Unclassified, but sensitive)
 - Classified (through Secret) 9%





What Can *DTIC* Offer YOU?

Distribution Statements

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

Allow us to tell **someone else** what they can do with **your** document **without asking** you.

Include--

- Intended Audience
- Reason for Restriction
- Controlling DoD Office
- Date of Determination

Remember:
Distribution
Statements only
control secondary
distribution



What Can *DTIC* Offer YOU?

Distribution Statements

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

- Identify people authorized to receive the document through secondary dissemination.
- Assigned by the controlling office/government sponsor
- Access depends on the user's authorizations established at registration
- The Distribution Statement is the key...
 - Approved for public release; distribution is unlimited
 - U.S. Government Agencies
 - U.S. Government Agencies and their contractors
 - DoD and U.S. DoD contractors
 - DoD components only
 - Further dissemination only as directed by ---
- Exceptions must be approved by controlling agencies, via the Form 55 process



What Can DTIC Offer YOU?

DTIC's Primary Collections:

- Technical Reports
 - Over 2 million citations. About 25,000 to 30,000 new documents are added annually
- Research Summaries
 - Technical and management data describing over 303,000 ongoing and completed DoD research and technology efforts at the Work Unit level
- Independent Research & Development
 - Projects initiated and performed by contractors. (Proprietary)
 - More than 170,000 proprietary descriptions of voluntarily reported private sector research (Available to DoD ONLY)



DTIC's Primary Collections

STINET: Scientific & Technical Information Network



STINET (Scientific & Technical Information Network)

Home Collections Find It Contact Us Help

About STINET The Defense Technical Information Center (DTIC)'s Scientific and Technical Information Network (STINET) Service helps the DoD community access pertinent scientific and technical information to meet mission needs more effectively.

What's New

DTIC Collections

Special Collections Private STINET is an unclassified expansion of this STINET site on the Internet which also includes the following:

MultiSearch

Journals

Other Resources

MCTL

- limited distribution citations and full text reports.
- Active and inactive Research Summaries (RS) from 1965 to present.
- A language translator.
- Access to the British Library's **inside web**
- Canada Institute for Scientific and Technical Information's **CISTI Source**.
- ProQuest's Research Library Complete

- Public STINET - <http://stinet.dtic.mil/>
 - No registration; publicly available
 - 924773 public release citations
 - 142271 public release full-text



Private STINET (Scientific & Technical Information Network)

Home Collections Find It Contact Us Help

About STINET The Defense Technical Information Center (DTIC) Scientific and Technical Information Network (STINET) Service helps the DoD community access pertinent scientific and technical information to meet mission needs more effectively.

What's New

DTIC Collections

Special Collections Private STINET consists of the following:

Other Tech Reports

Journals

Other Resources

Ordering from DTIC

Language Translator

- DTIC's Technical Reports collection. A database of approximately 2 million bibliographic citations of reports describing the progress or results of research efforts and other scientific and technical information held by DTIC
- All recently added unclassified, unreviewed and unclassified, limited full Technical Reports
- Active and inactive Research Summaries (RS) from 1965 to present
- Independent Research & Development data

- Private STINET
 - Registration; vetted authorization
 - Citations
 - Public release; some full-text
 - Unclassified limited; some full-text
 - Unclassified citations to Secret; no full-text

UNCLASSIFIED

UNCLASSIFIED



STINET (Scientific & Technical Information Network)

Home Collections Find It Contact Us Help

About STINET The Defense Technical Information Center (DTIC)'s Scientific and Technical Information Network (STINET) Service helps the DoD community access pertinent scientific and technical information to meet mission needs more effectively.

What's New

Technical Reports

RDDS Private STINET is an unclassified expansion of this STINET site on the Internet which also includes the following:

Special Collections

MCTL

SATCOM Standards

Other Resources

Ordering Documents

Change Password

- limited distribution citations and full text reports.
- Active and inactive Research Summaries (RS) from 1965 to present.
- A language translator.
- Access to the British Library's **inside web**
- Canada Institute for Scientific and Technical Information's **CISTI Source**.
- ProQuest's Research Library Complete

All users can search DTIC's unclassified collections and display or order scientific and technical information. DTIC also makes available sensitive and classified information to eligible users.

- STINET on the SIPRNET
 - Registration; vetted authorization



What Can DTIC Offer YOU?

Where does the content come from?

- Defense Agencies
- DoD Laboratories
- DoD Research & Engineering (R&E) Contractors
- Federally Funded Research & Development (R&D) Centers
- Universities/Military Service Schools
- Small Business Innovation Research (SBIR) Awardees
- Other Federal Agencies and their contractors
- Foreign Governments under MoAs, and NATO



What Can DTIC Offer YOU?

DTIC Homepage



DEFENSE TECHNICAL INFORMATION CENTER

Information for the Defense Community

[Home](#) | [DTIC From A to Z](#) | [Contact Us](#)

[Home](#)

[Registration](#)

[Submitting Information](#)

[Products & Services](#)

[Find A Document](#)

[Ordering](#)

[Search DTIC's Site](#)



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- [▶ Events](#)
- [▶ Job Announcements](#)
- [▶ Web Links](#)
- [▶ Information Analysis Centers \(IACs\)](#)

Who We Are

The Defense Technical Information Center (DTIC®) is the central facility for the collection and dissemination of scientific and technical information for the Department of Defense (DoD). As an element of the [Defense Information Systems Agency](#) (DISA), DTIC serves as a vital link in the transfer of information among DoD personnel, DoD contractors and potential contractors and other U.S. Government agency personnel and their contractors.

Why We Do What We Do

- Provide direct information support to the warfighter.
- Leverage the multi billion dollar investment in DoD scientific and technical research so that it can be used by citizens at large.

Announcements

- [Announcing the Public STINET Redesign](#)
- [Virtual Reference Service Inaugurated at DTIC](#)
- [DTIC Implements Interactive Form 55 Process](#)
- [Support for DTIC's IR&D Database](#)
- [DTIC Implements STINET](#)

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

Information for the Defense Community



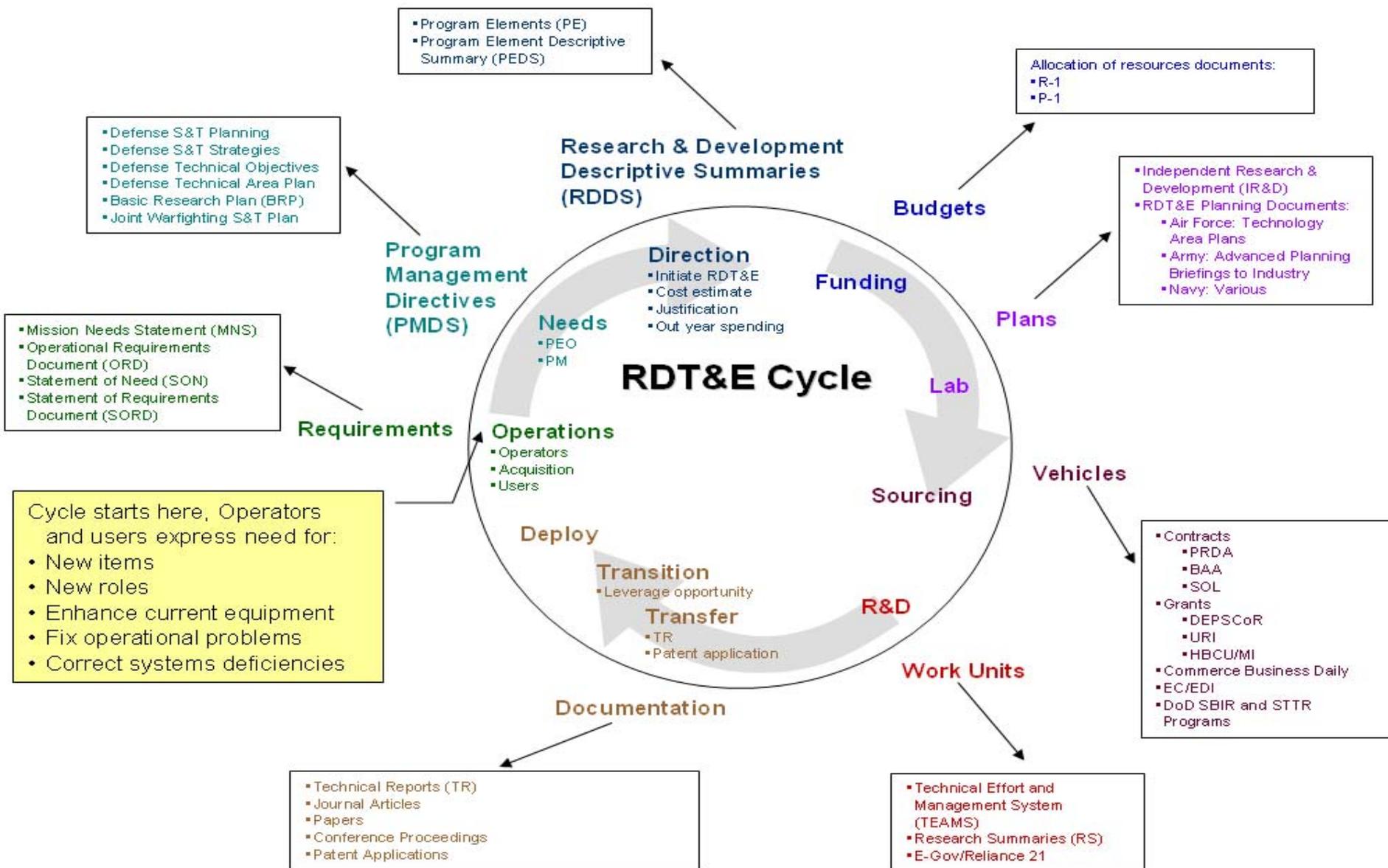


What Can DTIC Offer YOU?

R&E Portal - Register at <https://register.dtic.mil/DTIC>

- Defense S&T Planning
- Biomedical Research Database
- Congressional Budget Queries
- RDT&E Budget Resource
 - Program Objective Memorandum (POM)
 - Budget Estimate Submission (BES)
 - President's Budget Request (PBR)
- DoD In-House S&T Activities Report
- Lab Demographics
- Virtual Technology Expo
- Collections
 - DTIC
 - E-Gov
 - Dialog NewsEdge

DOD Research and Development, Test & Evaluation Cycle





What Can DTIC Offer YOU?

DOD Research and Development, Test & Evaluation Cycle

- Inner circle = RDT&E Cycle
- Outer circle = Information Products
 - Flow into and out of the process
 - Document all phases of the cycle
 - New starts/ Prior art literature search
 - What is being done/ Work units/ E-Gov
 - Who's funding it
 - Who's directing it
 - Who's doing it
 - What's the outcome/ Scientific & Technical Information (STI)



What Can DTIC Offer YOU?

DOD Research and Development, Test & Evaluation Cycle

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What Can DTIC Offer YOU?

DOD RDT&E Information Products

- Guidance Documents
 - Defense Science and Technology Planning
 - S&T Strategy
 - Basic Research Plan
 - Defense Technology Area Plan
 - Joint Warfighting S&T Plan
 - Defense Technology Objectives
- Requirements Documents
 - Mission Need Statements (MNS)
 - Operational Requirements Documents (ORD)
 - Statement of Need, Statement of Requirements Documents (SONs, SORDs)



How Do You Register w/DTIC?

***“This sounds like just what I need.
Please sign me up as a DTIC customer.”***

**There are eligibility requirements for
Registration with DTIC...**



How Do You Register w/DTIC?

DTIC Registration Process

(<http://www.dtic.mil/dtic/registration/index.html>)

- Must complete the Web Based Application, as well as the entire DD Form 1540 for access to Classified information.
 - DoD & Military employees:
 - Applications are verified against the Defense Manpower Data Center (DMDC), maintained by DFAS
 - U.S. Federal Government employees:
 - Must also provide DTIC a copy of current SF-50 for verification
 - Completion of only the Government Approving Official section of DD Form 1540.
 - DoD or other U.S. Government Contractor :
 - Applications are verified against Sponsoring DoD/Government Agency, Contract Number, and Contract Expiration Date



SUBMITTING DOCUMENTS TO DTIC

Discussion Outline

- Accepted/Non-Accepted Media
- Selection Criteria
- Document Workflow
- DTIC Electronic Registration
- System Requirements
- Types of Documents & File Formats Accepted
- Do's & Do Not's
- STINT-TR Submission
- EDOC Submission
- Where to Submit Documents



ACCEPTED MEDIA

- As stated in DoDI 3200.14:
"Documents may take the form and format of any commonly accepted media for documentation and/or presentation."
- DTIC accepts and disseminates documents in a variety of media:
 - Traditional **print media** documents continue to be the most common
 - DTIC also accepts **electronic media**, and
 - certain types of **nonprint media**.



ACCEPTED MEDIA

Print Media

Traditional print environment documents are accepted by DTIC in the following media:

- Hard Copy Paper
- Electronically Online (*Text-only documents that are delivered electronically, either online or via removable media, will be converted for print reproduction and dissemination.*)



ACCEPTED MEDIA

Electronic Media

Digital versions of text-based documents, delivered via removable digital media or online systems.

Acceptable removable media for delivering electronic media files currently include:

- Computer diskettes (3 1/2 in. for IBM-clone PC or Macintosh)
- CD-ROM
- Zip Disks
- 8mm Tape Cartridges



ACCEPTED MEDIA

Nonprint

Removable digital or magnetic media objects that cannot be easily converted to print for reproduction.

The following nonprint media are currently accepted:

- Computer Diskettes (3½ in. for IBM-clone PC or Macintosh)
- Videotapes
- CD-ROM
- DVD



ACCEPTED MEDIA

Multimedia

Two or more media types (audio, video, imagery, text, and data), usually electronically manipulated, integrated, and reconstructed in synchrony. Interactive multimedia integrates various and multiple media content and formats with which the user can interact. Multimedia products:

- Consist of multiple physical media and/or multiple formats and file types on print, nonprint, or electronic media.
- Are usually CD-ROM-based items containing multiple file types such as text, video and audio files, and may include the following:
 - Images (including color)
 - Sound Files
 - Charts, Maps, Graphs, Drawings, Tables
 - Video Files



NON-ACCEPTED MEDIA

Other Media

*Media not mentioned above may not be accepted by DTIC. We are currently **NOT** accepting the following media:*

- 9-Track Magnetic Tapes
- Film Strips, Movie Film, or Slide Film
- Data Processing Cards
- Aperture Cards (*IBM Punch Card/Microfilm*)



Selection Criteria

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

Examples of what we Select:

- Acquisition Life Cycle Documents
- Annual Reports from the DoD Labs
- Conference Proceedings & Papers
- Congressional Documents (DoD-related), e.g.:
- Research, Development, Test and Evaluation (RDT&E) Reports
- Science & Technology Planning Documents
- DoD Directives, Regulations & Instructions
- NATO Research and Technology Organization (RTO) Documents, Meeting minutes and Announcements
- Patents & Patent Applications (DoD-related)
- Planning, Programming & Budgeting System (PPBS) Documents



Selection Criteria

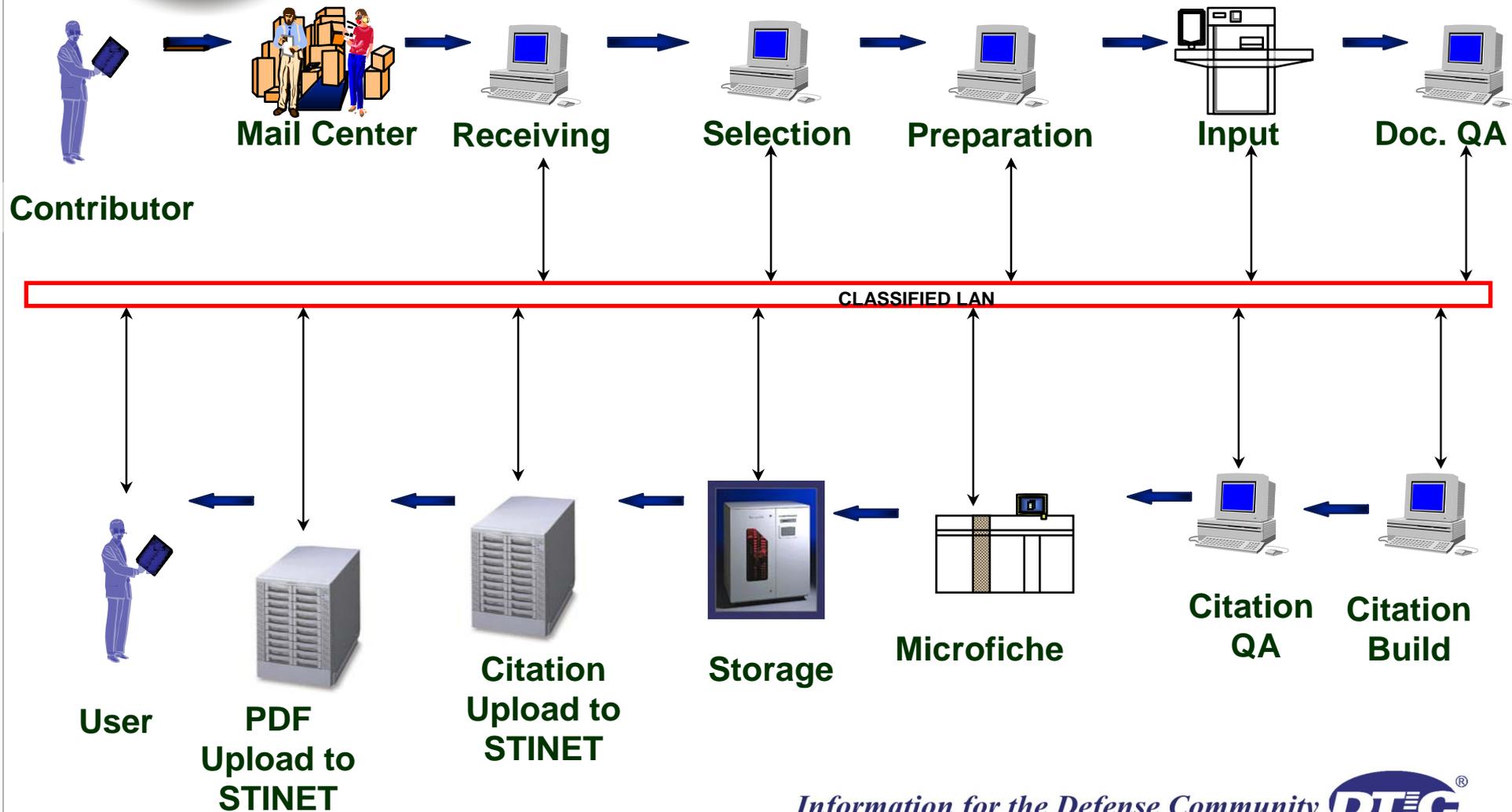
(http://www.dtic.mil/dtic/submitting/selec_criteria.html)

Examples of what we don't Select:

- Advertisements/Promotional materials
- Blueprints
- Brochures, Catalogs & Posters
- Conference Programs and Agendas
- Contracting Documents & Materials
- Correspondence
- Decision Papers
- Document Declassification Lists
- Memoranda: Inter-Office, MOAs, (MOUs)
- Operating Instructions
- Procedures
- Draft Reports



Hard Copy Document Workflow

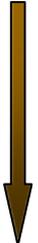




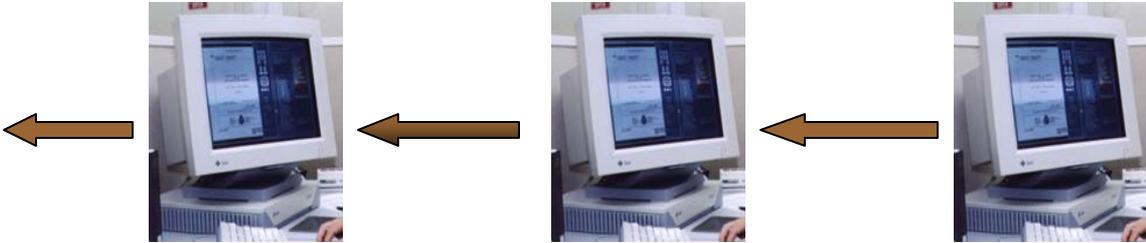
Electronic Document Processing

Submission **File Conversion** **Review** **Selection**

E-Mail
CD-ROM
STINT TR / EDOC



Microfiche



Citation QA **Citation Build** **Doc QA**



Electronic Submissions

STINT-TR/EDOC Registration

1. If you have already registered online with DTIC and received your DTIC user code and userid, please complete the Electronic Document Submission Registration Form.
2. If you have NOT registered online with DTIC, please register with DTIC at <https://register.dtic.mil/DTIC>. After you have received your DTIC user code and userid, please complete the Electronic Document Submission Registration Form.
3. You will be notified via email after your application has been processed.



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- [▶ How to Submit](#)
- [▶ Electronic Submission](#)
- [▶ **Registration Form**](#)
- [▶ Contributors' Guide](#)

Electronic Document Submission Registration Form

Contributor: To assist DTIC® in providing you with an electronic document submission system that meets your needs, please fill out the following registration form and submit it to DTIC in order to utilize the system.

Part I. Contributor Information

Your Name:

Organization Name:

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address Go

Search: Web Shopping Travel Dictionary Encyclopedia Fun

1. What types of documents will you be sending? (Check all that apply)

- Unclassified - Unlimited documents only (Distribution Statement A)**
- Unclassified - Limited documents only (Distribution Statement B-F, or X)**

2. What types of file formats will you be sending? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> PDF (.pdf) | <input type="checkbox"/> MS Word (.doc) |
| <input type="checkbox"/> TIFF (.tif) | <input type="checkbox"/> MS Excel (.xls) |
| <input type="checkbox"/> MS PowerPoint (.ppt) | <input type="checkbox"/> Text (.txt) |
| <input type="checkbox"/> Wordperfect (.wpd) | <input type="checkbox"/> Other |

(Provide format below)

<input type="checkbox"/> Rich Text (.rtf)	<input type="text"/>
<input type="checkbox"/> PostScript (.ps)	<input type="text"/>



Electronic Submissions

System Requirements

- Platform: Pentium II or higher
- RAM: 64MB
- Operating System: Windows/95/98/NT/2000/XP
- Display Settings: Minimum 800x600 resolution, 65K Colors, Small Font
- Browser: Netscape Communicator 4.7 or higher, or Internet Explorer 5.0 or higher, U.S. version



Electronic Submissions

Types of Documents & File Formats Accepted

Types

- Technical Reports
- Briefings
- Old Collections

• Formats

- Microsoft Word (.doc)
- Portable Document Format (.pdf)
- PowerPoint (.ppt)



Electronic Submissions

Do's & Do Not's

- **Do's**

- Set up ECAB to receive AD's (Private STINET's Scheduled Search Service)

(http://www.dtic.mil/dtic/submitting/how_submit.html)

- Review the Selection Criteria

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

- Check on Document Distribution Markings

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

- Only send Complete Reports

- No missing pages

- No missing images



Electronic Submissions

Do's & Do Not's

- **Do Not**

- Use Zip Files
- Use Security Settings
- Share URL & Login/Password with others
- Use all Capitals in Fields (Title, Author, etc.)
- Use Authors in Point of Contact Field

By clicking on the following links (also available at the top of each screen) you can perform any of the following tasks:

Task	Description
Initiate	Create a citation by filling an electronic SF298 Form
Assign	Assign contributors to work on a Citation
View/Work	View and work assigned Citations
Review/Submit	Review Citations, Attach Technical reports and submit the Technical Report to DTIC
Administration	For contributors and focal points : Update my user info. Unlock Citations, set default prefill values. Search and delete citations. Review older citations. Generate statistic reports.
	For administrators: Create, Modify/Delete users. Add/Update citation Remarks. Update my user info. Unlock Citations, set default prefill values. Search and delete citations. Review older citations. Generate statistic reports.



Address Go

Search: Web Shopping Travel Dictionary Encyclopedia Fun



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

Form Approved

OMB No. 0704

[TR Form 1-6-04-001-011](#)

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address Go

Search: Web Shopping Travel Dictionary Encyclopedia Fun



ELECTRONIC DOCUMENT SUBMISSION

- [Unclassified Report Submission Form](#)
- [Classified Submission Form](#)
- [Help for Report Documentation Page Fields](#)

DO YOU WANT TO SUBMIT A DOCUMENT ELECTRONICALLY TO DTIC?

If so, you came to the right place. *We are now accepting unclassified documents electronically through this Web page. We are also accepting classified documents electronically, but they must be submitted under separate cover (refer to the Classified Submission Form for more information). There are some special requirements for all types of electronic submissions, so please take a moment to read the guidelines provided below before you get started.*

ELECTRONIC DOCUMENT SUBMISSION GUIDELINES

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address Go

Search: Web Shopping Travel Dictionary Encyclopedia Fun



Submitting Unclassified Reports

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

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



Where to Submit Documents

Hard-Copy (SF-298) & Non-Print (DTIC Form 530):

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

Electronic Documents (SF-298):

Email: TR@dtic.mil (*unclassified-unlimited documents*)
TR@dtic.smil.mil (*Classified documents*)

STINT-TR/EDOC

(unclassified-unlimited & unclassified-limited documents)

How to Submit Classified Documents



- Secret Material:

- Via registered mail, USPS express mail or with a courier escort. (*Receiver/facility must be cleared to accept classified materiel.*)
- Must be double wrapped in such a manner to make tampering easy to detect:
 - Inside wrap should be stamped with highest classification, the inside label can have a person's name & address.
 - Outside wrapping serves as protective covering, with no classification indicators, wrapped in a manner to make tampering detection easy, and addressed to an activity (office symbol or code). Never a person's name, with return address on the outer wrapper.
- Secret materiel includes a receipt to be signed by the receiver and returned to the sender within a prescribed time period, generally 30 days.

- Confidential Material

- Via certified mail.



Online Resources

- DoD Instruction 3200.14, *Principles & Operational Parameters of the STIP*
- http://www.dtic.mil/dtic/3200_14.pdf
- Submitting to DTIC
- <http://www.dtic.mil/dtic/submitting/index.html>
- DoD Directive 5230.24, *Distribution Statements*
- http://stinet.dtic.mil/stinfo/data/DoDD_523024.pdf.
- Selection Criteria
- http://www.dtic.mil/dtic/submitting/selec_criteria.html
- Electronic Submission
- http://www.dtic.mil/dtic/submitting/elec_subm.html
- Form 298 & 530 / Private STINET's Scheduled Search Service
- http://www.dtic.mil/dtic/submitting/how_submit.html



Contact Information

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