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Defense Technical Information Center

SUBMITTING TECHNICAL REPORTS



*Information for the
Defense Community*

Submitting Technical Reports (TR)

The Defense Technical Information Center (DTIC) collects, maintains and disseminates scientific, research and engineering reports. DTIC contributors include DoD organizations and organizations working under DoD contract, as well as universities, non-profit organizations participating in scientific and technological activities for DoD, foreign governments, US Government agencies and their contractors.

Access to these reports ensures:

- * Technological innovations are linked to defense development and acquisitions efforts
- * New research efforts begin with the highest level of information available
- * Maximum use of DoD project dollars by reducing duplication of effort



Why Submit Your Reports to DTIC?

While submitting your technical reports to DTIC is required by DoD Directive 3200.12, there are direct benefits to submitting that go beyond the regulation:

- * Saves your agency and the taxpayer money
- * Protects National Security
- * Controls access to information by matching document classification and secondary distribution markings with authenticated DTIC customer registration authorization.
- * Helps your organization respond to Freedom of Information Act (FOIA) requests.

Contacts for submitting data to DTIC:

- * Submitting Information Web site:
<http://www.dtic.mil/dtic/submit/>
- * DTIC Selection Criteria:
<http://www.dtic.mil/dtic/submit/guidance/criteria/index.html>
- * Electronic Submissions:
<http://www.dtic.mil/dtic/submit/electronic/index.html>
- * Distribution Statements / limitations:
<http://www.dtic.mil/dtic/submit/guidance/distribstatement.html>

What Information Should Be Sent to DTIC?

- * DTIC accepts scientific, research and engineering information as well as acquisition and budget related documents for its Technical Reports (TR) collection.
- * Documents are accepted with these security classifications: Unclassified, Unlimited (Public Release); Unclassified, Limited; Classified Secret and Below.

What Media Does DTIC Accept?

- * Hard copy print via mail
- * Non-print removable media (such as videotape, CD-ROMs, and DVDs) via mail
- * Digital electronic submissions (preferred) (.pdf, Word, Powerpoint, .tif)
 - ◆ Retains clarity, formatting, color and embedded HTML links
 - ◆ Ease of transmission
 - ❖ Public Release via email
 - ❖ Unclassified, Limited via encrypted email (CAC Card) or SSL Web Interface
 - ❖ Classified via SIPRNET