

How to Use DTIC Submit for Document Submission to DTIC



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Before Accessing DTIC Submit



Best practices:

- You must be registered with DTIC before you can access DTIC Submit.
 - Register here: <https://discover.dtic.mil/dtic-registration-benefits/>
- Use Google Chrome or Microsoft Edge when using DTIC Submit.
- Delete the browser cache before accessing DTIC Submit. In your browser, use “Tools” > “Delete Cache.”
- If you still have problems accessing DTIC Submit, please contact your IT department.



Tutorial & DTIC Submit Usage Conventions




- In this tutorial, **required fields** are written in a bold red font and optional fields are identified with a **bold blue** font.
- On the DTIC Submit form, a red asterisk * indicates a required field name.
- In DTIC Submit, use the Tab key to move from field to field. This will place your cursor in the correct location for data entry and reduce input errors.
- In DTIC Submit, use the up and down buttons, located at the upper right of each DTIC Submit accordion, to move from section to section in the form.
- Tool Tips provide field definitions and are identified by a  in DTIC Submit. The Tool Tip icon is located within the fields of the DTIC Submit form.
- If you want a larger font in DTIC Submit, use the Zoom function slider of your browser.



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Initial Document Information



The first section of the DTIC Submit process.

There are four sections in the DTIC Submit process; each will be explained in this tutorial. All **required** fields will be explained; some **optional** fields will be explained.

Each accordion has a number (0/X) identifying completion of required fields.

Initial Document Information **(0/4)** * ← Four (4) required fields in this accordion ^

Upload Document * ⓘ Digital Object Identifier (DOI) ⓘ

Document Title * ⓘ

Document Type * ⓘ

When was the document published? * ⓘ



Initial Document Information Input



Required:

Upload Document* (in PDF format, max file size is 1 GB)

Document Title*

Optional:

Digital Object Identifier (DOI)

Initial Document Information (0/4) * ← Four (4) required fields in this accordion

Upload Document * ⓘ

Upload

Digital Object Identifier (DOI) ⓘ

Document Title * ⓘ

Document Type * ⓘ

When was the document published? * ⓘ





Initial Document Information Input, cont.

This section will display different required document-specific fields based on your selection from the Document Type drop-down menu.

Required: **Document Type***

When was the document published?* - This is also known as the Report Date.

Examples:

If you select Security Classification Guide as your Document Type, only the required field: **When was the document published*** will display.

If you select Conference Proceedings as your document type, these required fields will display: **Document Subtype***, **Conference Title***, **Version***, **When was the document published?***, **Conference Start Date***.

Document Type* ⓘ
Conference Proceedings

Document Subtype* ⓘ

Conference Title* ⓘ

Version* ⓘ

Conference City

Conference State

Conference Country
UNITED STATES

Is this Open Access? ⓘ Yes No

Is this Commercially Published? ⓘ Yes No

When was the document published?* ⓘ

Conference Start Date* ⓘ

Conference End Date ⓘ



If the date is unknown, enter "01/01/current year", example: 01/01/2024.



Author, Performing, and Funding Organization



The second section of the DTIC Submit process is split into three parts.

- The first part is author and must be identified as an individual or corporate/organization author by selecting the relevant radio button.
 - If the document identifies individual author(s) by name, please select Individual for Author.
- The second part is performing and must provide the performing organization information.
- The third part is funding and must provide the funding organization information.

Author, Performing, and Funding Organization (0/2) * ← Two (2) required fields in this accordion ^

Who is the author of this document? ⓘ Individual Organization



Author Organization Input



This part will display different required fields based on your radio button selection.

If you select Individual as your Author, the red-framed required, individual-specific fields will display.

OR

If you select Organization as your author, these red-framed required, organization-specific fields will display.

After the initial Author Organization is entered, if there is more than one Author Organization, fill out the fields, and click the Add Author or Add Organization button. Continue this as needed for all Author Organizations.

Author, Performing, and Funding Organization (0/2) *

Who is the author of this document? Individual Organization

Are you the author? Yes No

ORCID ⓘ Author first name * ⓘ Author middle name/initial Author last name * Suff... ▾

Author affiliated organization name * ⓘ Author affiliated organization type * ⓘ ▾

Author affiliated city * Author affiliated state * ▾ Author affiliated country * ▾ Zip code

Author affiliated report number ⓘ Author affiliated unique ID

Add Author Clear

Author, Performing, and Funding Organization (0/2) *

Who is the author of this document? Individual Organization

Performing Organization name * ⓘ Organization type * ⓘ ▾

City * State * ▾ Country * UNITED STATES ▾ Zip code

Report number ⓘ Organization ID

Add Organization Clear



Performing Organization Input

- The second part is Performing and must provide the Performing Organization information.
 - If this organization is the same as the Author Organization, click the Yes radio button and it will auto-populate the fields with the previously provided information. Click the Add Organization button.
 - If this organization is different from the Author Organization, click the No radio button and fill in the red-framed Required fields. Click the Add Organization button.
 - After the initial Performing Organization is entered, if there is more than one Performing Organization, click the No radio button, fill in the fields, and click the Add Organization button. Continue this as needed for all Performing Organizations.

Is the Performing Organization the same as the Author's Affiliated Organization? Yes No

Performing Organization name Test		Organization type DoD (Departmental Offices)	
City Test	State Washington DC	Country UNITED STATES	Zip code
Report number	Organization ID		

Add Organization Clear



Funding Organization Input

- The third part is Funding and must provide the funding organization information.
 - If the Funding Organization is the same as the Performing Organization, click the Yes radio button and it will auto-populate the fields with the previously provided information. Click the Add Organization button.
 - If the Funding Organization is different from the Performing Organization, click the No radio button and fill in the red-framed Required fields. Click the Add Organization button.
 - After the initial Funding Organization is entered, if there is more than one Funding Organization, click the No radio button, fill out the fields, and click the Add Organization button. Continue this as needed for all Funding Organizations.

Is the Funding Organization the same as the Performing Organization? Yes No

Funding Organization name Test		Organization type DoD (Departmental Offices)	Performance method <i>i</i>
City Test	State Washington DC	Country UNITED STATES	Zip code
Report number <i>i</i>	Organization ID	Program element number <i>i</i>	Project number <i>i</i>
Task number <i>i</i>	Work unit number <i>i</i>	Contract number	Grant number <i>i</i>

Add Organization Clear



Editing & Deleting Organization Input



- If any organization needs to be edited or deleted, this can be done by clicking on the pencil or trash can icons on the row of the specific organization.

Added Authors:

Author Name	Orcid	Org. Name	Org. Type	City	State	Country	Zip code	Report No.	Unique ID	Actions
Test Test Test		Test	DoD (Departmental Offices)	Test	Washington DC	UNITED STATES				

Added Performing Organizations:

Org. Name	Org. Type	City	State	Country	Zip code	Org. Report No.	Org. Id	Actions
Test	DoD (Departmental Offices)	Test	Washington DC	UNITED STATES				

Added Funding Organizations:

Org. Name	Org. Type	City	State	Country	Zip code	Org. Report No.	Org. Id	Actions
Test	DoD (Departmental Offices)	Test	Washington DC	UNITED STATES				



Distribution and Controlling Organization

The third section of the DTIC Submit process is in two parts: document-specific and distribution-specific.

- Once the Authorized Audience is identified, other fields will be added or removed, based on the selection.
- For Distribution B-F, based on distribution category choices, the **Export Controlled** radio button will be set to Yes.
- If a distribution category is required, select from drop-down, and click the Add Distribution Category button. Up to three distribution categories can be added.

Distribution and Controlling Organization (1/3) * ← Ex. three (3) required fields based on distribution

What is the authorized audience? * ⓘ
 DISTRIBUTION A = Approved For Public Release

REL TO ⓘ

Distribution Date * ⓘ

Export Controlled ⓘ Yes No

Distribution and Controlling Organization (2/4) * ← Ex. four (4) required fields based on distribution

What is the authorized audience? * ⓘ
 DISTRIBUTION C = U.S. Government agencies and their contractors

What is the distribution category? * ⓘ

Add Distribution Category

Distribution Categories:

Distribution Categories	Actions
Export Controlled	

REL TO ⓘ

Distribution Date * ⓘ



Controlling Organization Input



- The second part is Controlling and must provide the controlling organization information.
 - If the Controlling Organization is the same as the Funding Organization, click the Yes radio button and it will auto-populate the fields with the previously provided information. Click the Add Organization button.
 - If the Controlling Organization is different from the Funding Organization, click the No radio button and fill in the red-framed Required fields. Click the Add Organization button.
 - After the initial Controlling Organization is entered, if there is more than one Controlling Organization, click the No radio button, fill out the fields, and click the Add Organization button. Continue this as needed for all Controlling Organizations.

Is the Controlling Organization the same as the Funding Organization? Yes No

Controlling Organization name* <small>i</small>		Organization type* <small>i</small>	
City*	State*	Country UNITED STATES	Zip code
Organization ID			
Add Controlling Organization			Clear













Editing & Deleting Distribution and Controlling Organization Input



- If any Distribution Category or Controlling Organization needs to be edited or deleted, this can be done by clicking on the pencil or trash can icons on the row of the specific distribution category or organization.

Distribution Categories:

Distribution Categories	Actions
Administrative or Operational Use	 
Critical Technology	 
Export Controlled	 
Foreign Government Information	 
Specific Authority	 

Added Controlling Organizations:

Org. Name	Org. Type	City	State	Country	Zip code	Org. Id	Actions
Test	DoD (Departmental Offices)	Testing	Vermont	UNITED STATES			 



Abstract & Tags



- All fields in the fourth accordion section are **optional**, but highly recommended.
- Enter as much data as you know.
- Additional data will help deliver more accurate search results for researchers.

Abstract and Tags ^

Critical Technology Area ⓘ Technology Readiness Level ⓘ

Communities of interest ⓘ

Abstract ⓘ

What are relevant subject terms? ⓘ

Enter keywords separated by commas that best describe the main topics of your document

Subject category field ⓘ

Additional Information ⓘ



↑ Return to top





Editing & Deleting Communities of Interest and Subject Categories

- If any Community of Interest or Subject Category needs to be edited or deleted, this can be done by clicking on the pencil or trash can icons on the row of the specific distribution category or organization.

Communities of Interest:

Communities of Interest	Sub Communities of Interest	Actions
Air Platforms	Fixed Wing Vehicles	 

Subject Categories:

Subject Category Field	Subject Category Group	Actions
Agriculture	Agricultural Economics	 



Ready to Submit



Once all required metadata and optional abstract information is provided, you are ready to submit your document.

➤ Verify all the accordion sections show all required fields have been completed (i.e., 4/4, 3/3, and 2/2).

Initial Document Information (4/4) * ✓	▼
Author, Performing, and Funding Organization (2/2) * ✓	▼
Distribution and Controlling Organization (3/3) * ✓	▼
Abstract and Tags	▼

Submit

Required: **“Submit”** Click this button to send your document to DTIC.

Nothing is sent to DTIC until you select this button.



Successful Submission to DTIC



- After submitting your report to DTIC, DTIC will identify an accession number (AD) for the submission.
- After the submission is received, you will see the message on your screen:

 Document Submitted

Your accession number is AD1300527.

OK

- DTIC will also send you a separate email with the DTIC accession number.
- Once successfully submitted, click OK and the form will reset to start another submission.



DTIC Submit Summary Notes



- In DTIC Submit, field definitions are provided by tool tips listed within the specific fields.
- You must select the Submit button below the last accordion, “Abstract and Tags” to send your submission to DTIC. Nothing is saved or sent to DTIC until you use the Submit button at the bottom of the form.
- You will receive two messages from DTIC after a successful submission
 - 1. an on-screen “Document Submitted: Your accession number is AD.....” message and
 - 2. a separate email to your email address from DTIC with the DTIC accession number (AD).
- If you receive an error message, please take a screen shot and send it to us. The POC is listed at the end of the tutorial.



DTIC Submit Resources at DTIC



For questions or problems regarding your submission, please contact DTIC's Information Collection Division directly at

dtic.belvoir.ecm.mbx.acquisitions@mail.mil

If you receive an error message after submitting the report, please take a screen shot of the error message and send that to us so we may better assist you.