UNCLASSIFED

How to Use DTIC Submit for Document Submission to DTIC



April 2025





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 ⑤ 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.



Table of Contents for DTIC Submit Sections



Initial Document Information section	<u>siide 5</u>
Initial Document Information Input	slide 6
2. Initial Document Information Input, cont	<u>slide 7</u>
Author, Performing, and Funding Organization section	<u>slide 8</u>
Individual Author and Performing Organization Input	<u>slide 9</u>
2. Organization Author Input	<u>slide 10</u>
3. Funding Organization Input	<u>slide 11</u>
Editing & Deleting Organization Input	slide 12
Distribution & Controlling Organization section	<u>slide 13</u>
1. Controlling Organization Input	<u>slide 14</u>
2. Editing & Deleting Distribution and Controlling Organization Input	<u>slide 15</u>
Abstract and Tags section	slide 16
Editing & Deleting Communities of Interest and Subject Categories	
Ready to Submit	<u>slide 18</u>
Successful Submission to DTIC	
2. DTIC Submit Summary Notes	
3. DTIC Submit Resources at DTIC	



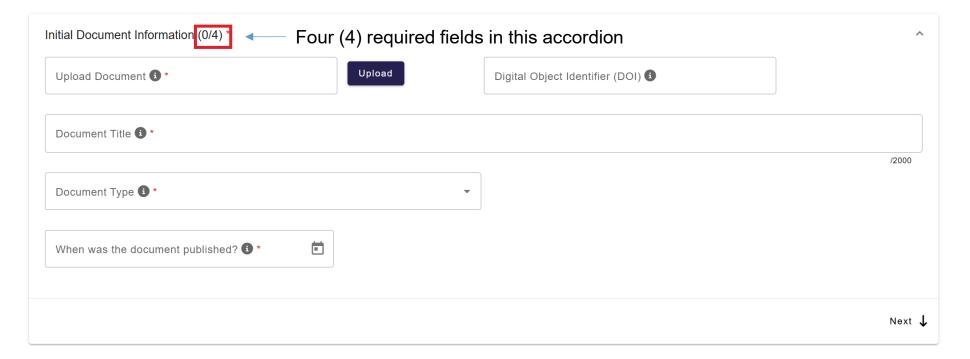
Initial Document Information



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 Input



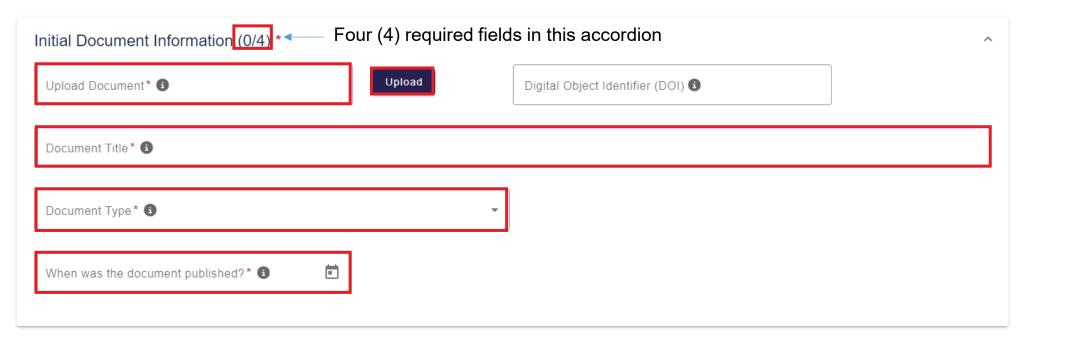
Required:

Optional:

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

Digital Object Identifier (DOI)

Document Title*





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.

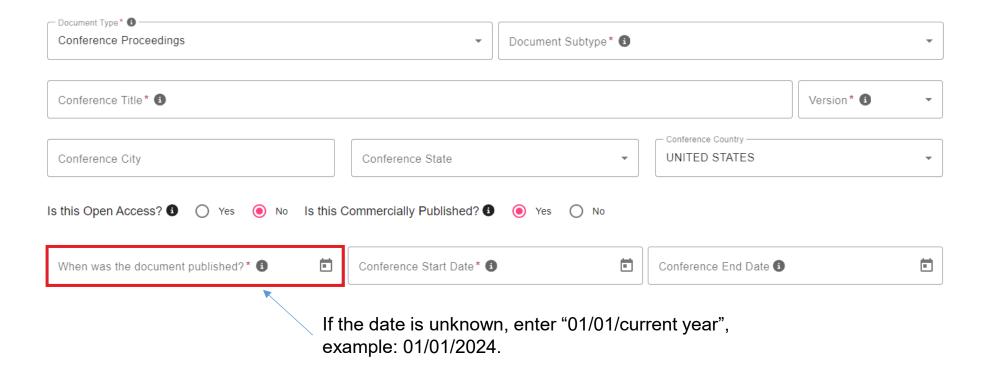
Required: **Document Type***

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*.





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.
 - > This is pre-populated with the organizations selected for the Author.
- > The third part is funding and must provide the funding organization information.





Individual Author and Performing Organization Input

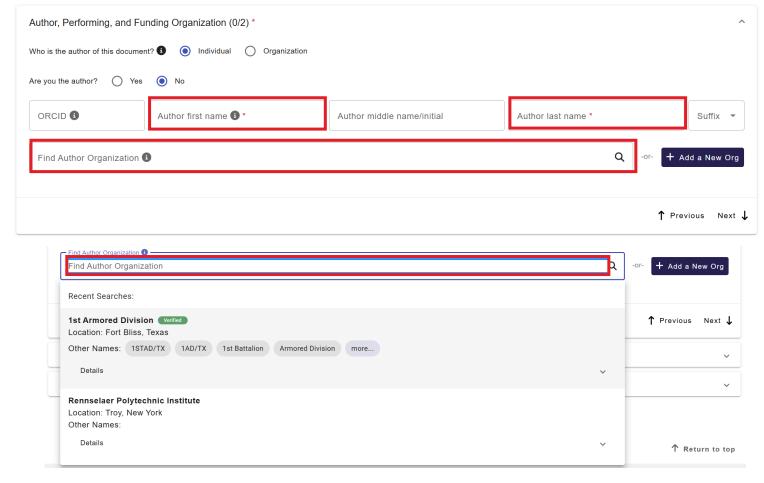


This part will display required fields based on your radio button selection. If you select Individual as your Author, the red-framed required, individual-specific fields will display.

Use the Find Author Organization field to search using name, acronym, city, state, country, CAGE code, or Corporate Source code. It can take up to five (5) seconds to return results. Once the correct organization is returned, click on it and then click Save Author.

If the correct organization is not found, click on Add a New Org, and fill out the required fields, then click Save Author.

Continue this as needed for all Author and Performing Organizations.





Organization Author Input

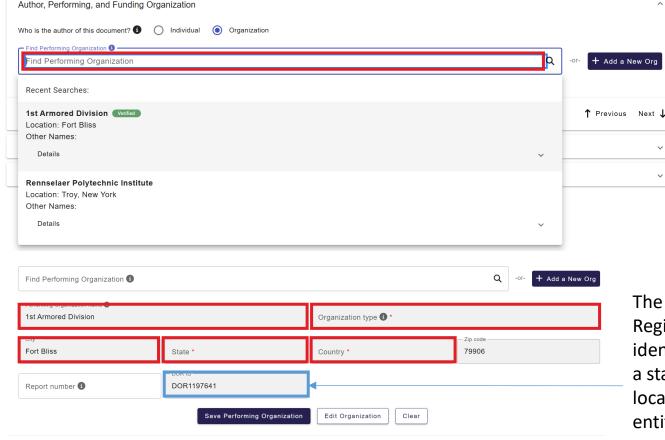


This part will display required fields based on your radio button selection. If you select Organization as your Author, the red-framed required, individual-specific fields will display.

Use the Find Performing Organization field to search using name, acronym, city, state, country, CAGE code, or Corporate Source code. It can take up to five (5) seconds to return results. Once the correct organization is returned, click on it and then click Save Performing Organization.

If the correct organization is not found, click on Add a New Org, and fill out the required fields, then click Save Performing Organization.

Continue this as needed for all Performing Organizations.



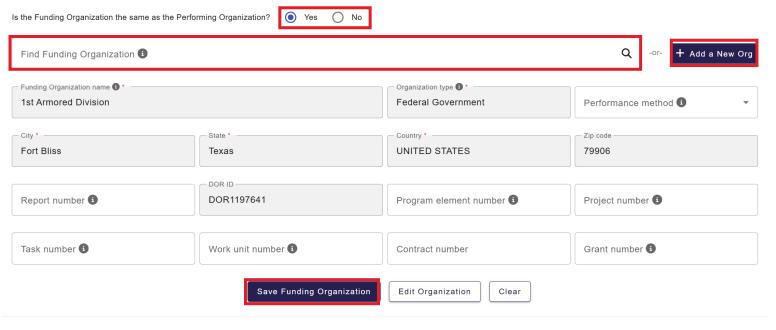
The Defense Organization Registry (DOR) is a persistent identifier (PID) that provides a standardized name and location for organizational entities.



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 autopopulate the fields with the previously provided information. Click the Save Organization button.
 - ➤ If the Funding Organization is different from the Performing Organization, click the No radio button and fill in the redframed Required fields. Click the Save Funding Organization button.
 - ➤ After the initial Funding Organization is entered, if there is more than one Funding Organization, repeat the above and continue this as needed for all Funding Organizations.



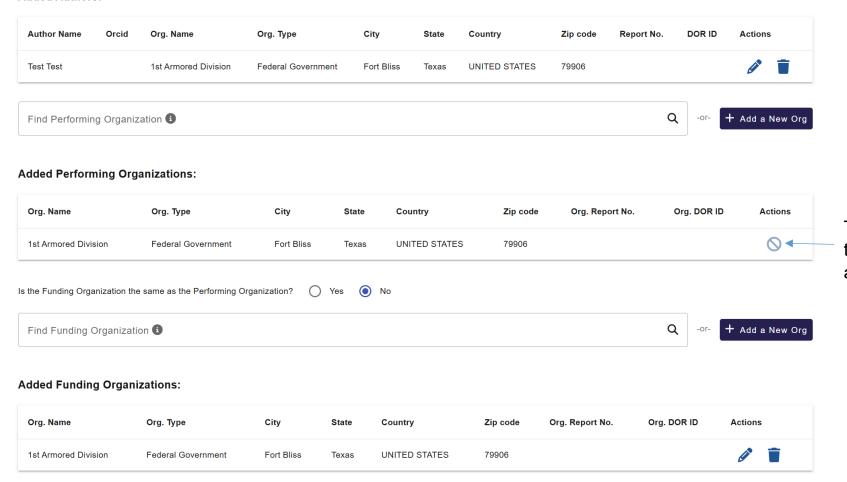


Editing & Deleting Organization Input



> 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:



The Performing Org fields tied to the Author Org entries are not editable.



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.

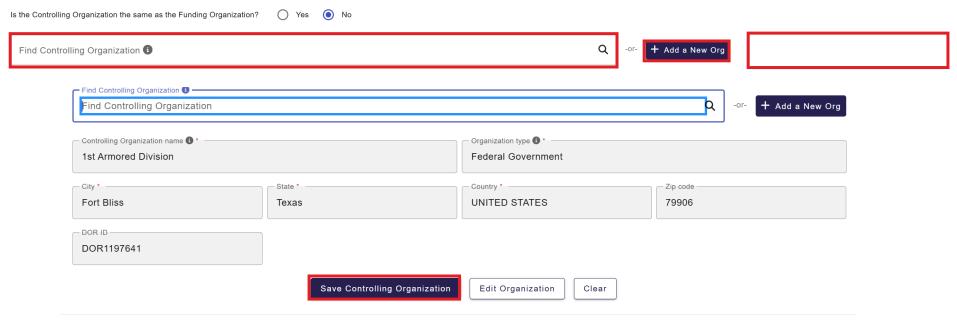




Controlling Organization Input



- > 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 Save Controlling Organization button.
 - ➤ If the Controlling Organization is different from the Funding Organization, click the No radio button and fill in the redframed Required fields. Click the Save Controlling Organization button.
 - ➤ After the initial Controlling Organization is entered, if there is more than one Controlling Organization, repeat the above and continue this as needed for all Controlling Organizations.





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:



Added Controlling Organizations:

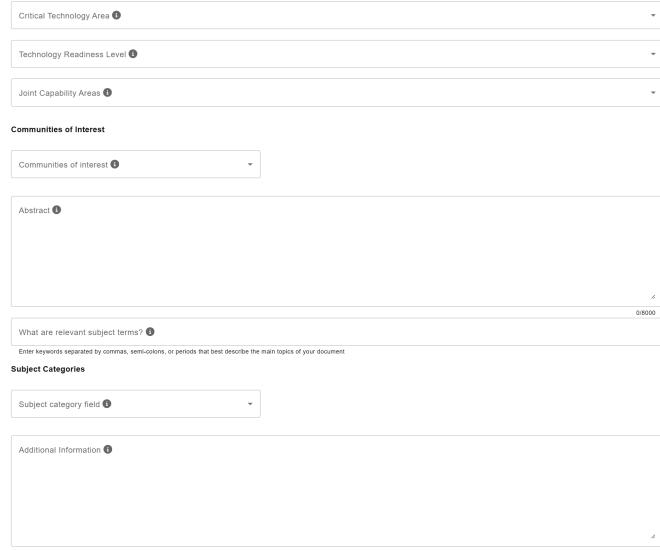
Org. Name	Org. Type	City	State	Country	Zip code	Org. Id	Actions
Test	DoD (Departmental Offices)	Testing	Vermont	UNITED STATES			



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.

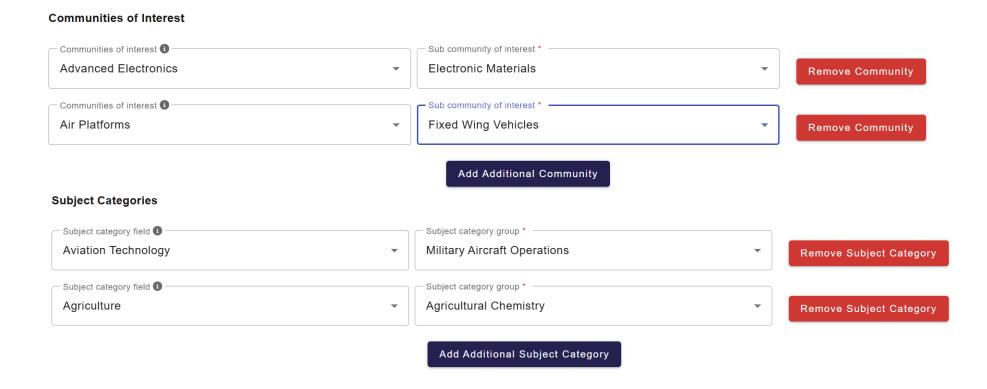




Editing & Deleting Communities of Interest and Subject Categories



➤ If any Community of Interest or Subject Category needs to be added or removed, this can be done by clicking on the Add or Remove buttons on the row of the specific distribution category or organization.



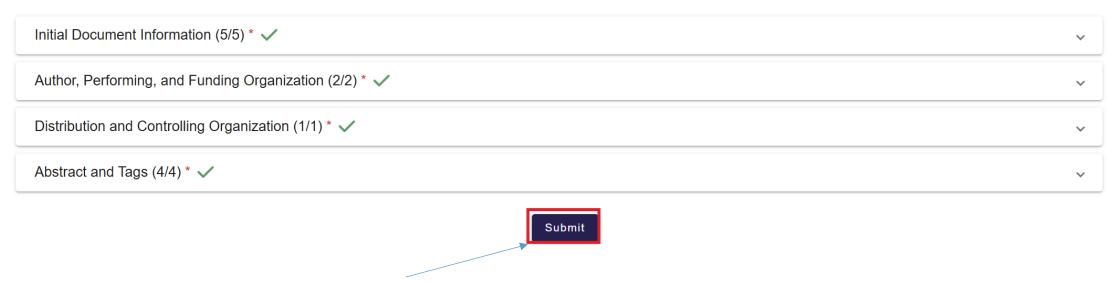


Ready to Submit



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).



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:



Your accession number is AD1300527.



- > 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-Submit@groups.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.