How to Use the Save for Later Feature for Document Submission to DTIC

SUBMIT

July 2025

Fort Belvoir, VA

Introduction to Save for Later

- On the submission page, the upload button features a split dropdown with the options to "Upload Now" or "Upload Later". Upload Now is the same form and process as described for a single submission.

- Upload Later removes the upload document input and displays instructional text. It introduces the "Local Control Number" (LCN), which is required, and replaces the Submit button with a "Save for Later" button.

- Save for Later provides the option for submitters to enter metadata for a record, save it and continue entering metadata for similar submissions, and once ready, upload the documents in a bulk upload process.

- The LCN is an identifier created and assigned by the submitting organization to track a document they have submitted to DTIC. This identifier is neither issued nor controlled by DTIC. The LCN cannot contain the following: NUL \ / : * ? " < > |

Before Accessing DTIC Submit

Best practices:

- Confirm your file names match with the LCN being using for the Save for Later documents
- 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

DISTRIBUTION STATEMENT A. Approved for public release.

Tutorial & DTIC Submit Usage Conventions

- If you are not already familiar with DTIC Submit, please review the <u>Submission tutorial</u>.

- In this tutorial, **required fields** are written in a bold red font. The new fields for the Save for Later form are in **green** font.

- On the DTIC Submit form, a red asterisk * indicates a required field name.

- 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.

- 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.

- For a larger font in DTIC Submit, use the Zoom function slider of your browser.

Table of Contents for DTIC Submit Sections

Initial Document Information- Upload Later

The Upload for Later option incorporates new steps; each will be explained in this tutorial. All new fields in **green** font will be explained; **required** fields will be identified.

The LCN is an identifier created and assigned by the submitting organization and is neither issued nor controlled by DTIC. The LCN cannot contain the following: NUL \ / : * ? " < > |

🇺🇸 An official website of the United States government Here's how you know ⌄

SUBMIT

Katie Orgler

Menu

🏠

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

Upload Later ⌄ Submit this form now without a PDF, then later visit Saved for Later to upload matching PDFs.

Local Control Number ⓘ *

Digital Object Identifier (DOI) ⓘ

/128

Document Title ⓘ *

/2000

Document Type ⓘ * ▼

When was the document published? ⓘ * 📅

Next ↓

Author, Performing, and Funding Organization (0/3) * ⌄

Distribution and Controlling Organization (0/4) * ⌄

Abstract and Tags ⌄

Save for Later

Save for Later - Button

Once all required metadata and optional abstract information is provided, you are ready to Save for Later.

- Verify all the accordion sections show all required fields have been completed (i.e., 5/5, 3/3, and 1/1).

An official website of the United States government Here's how you know ⌄

SUBMIT

Katie Orgler

Menu

Initial Document Information (5/5) * ✓

Author, Performing, and Funding Organization (3/3) * ✓

Distribution and Controlling Organization (1/1) * ✓

Abstract and Tags

Save for Later

Required: **"Save for Later"**

Click this button to save the metadata for your submission.

Nothing is saved until you click this button.

Save for Later- Initial Messages

Once you click Save for Later, you will receive the below message and receive a reminder email.

✅ **Document Saved**

Saved Successfully. Visit the "Saved for Later" page when ready to upload matching PDFs.

OK

You have saved a draft submission to the Defense Technical Information Center (DTIC).

Local Control Number: **LCN001_DTIC**

Report Title: **New Test Document**

This report will not be added to the DTIC R&E Gateway until you complete and submit it.

To complete and submit this record, use the "Saved for Later" item in the drop-down menu on the right side of the DTIC submission page.

For further assistance, please email DTIC at DTIC-submit@groups.mail.mil or call 1 (800) 225-3842 (selection 6).

DISTRIBUTION STATEMENT A. Approved for public release.

Saved for Later Page

Once you have entered all the submissions to Save for Later, you will need to upload the documents.

Click on the top right menu.

Select **Saved for Later**.

This page will display all the submissions for which you have previously saved the metadata.

DISTRIBUTION STATEMENT A. Approved for public release.

Saved for Later Page– Upload

An official website of the United States government Here's how you know ∨

SUBMIT

Katie Orgler

Menu

🏠 > Saved for Later

Upload Documents Upload a PDF file or a zip file containing multiple PDF files. The PDF file names MUST MATCH the Local Control Number of your previous saved-for-later records, shown below.

Local Control Number	Title	Document Type	Updated ↓	Delete Record
LCN001_DTIC	Test UL Document 1			🗑
LCN002_DTIC	SD Test Document 2			🗑
LCN001_DTIC	Next Test			🗑

Name	Status	Date modified	Type	Size
📁 LCN000_DTIC	✓	7/17/2025 3:20 PM	Compressed (zipped)...	720 KB
📄 LCN001_DTIC	✓	7/16/2025 3:14 PM	Adobe Acrobat Docu...	267 KB
📄 LCN002_DTIC	✓	7/16/2025 3:14 PM	Adobe Acrobat Docu...	267 KB
📄 LCN003_DTIC	✓	7/16/2025 3:14 PM	Adobe Acrobat Docu...	267 KB

of 1 ‹ ›

File name: [   ] Custom files

Upload from mobile   Open   Cancel

Once you have entered all the metadata for the documents to Saved for Later, you will need to click **Upload Documents** to upload the documents.

If you complete multiple submissions for Saved for Later, you can upload one PDF file at a time or a ZIP file containing multiple PDF files.

Each PDF file name **MUST MATCH** the Local Control Number of your previous Saved for Later submissions.

Saved for Later Page- Matching Records Message

Once uploaded, DTIC Submit will match the files with the Saved for Later records, based on the LCN provided.

If you enter the same LCN on multiple submissions, DTIC Submit will only upload the document to the most recent Saved for Later record and you will not be able to include it in the bulk upload.

- The Matching Records message will identify the successful matches.

- Click the **Submit These Matching Records** button to complete your Saved for Later bulk upload submissions.

Saved for Later Page- Success Message

Once successfully uploaded, you will see a message providing the Accession Numbers for each submission.

You will also receive an email with the submission details included.

DISTRIBUTION STATEMENT A. Approved for public release.

Saved for Later Page- Single Submission

- If you enter the same Local Control Number (LCN) on multiple submissions, DTIC Submit will only upload the document to the most recent submission in a zip file.

- After the bulk upload is submitted, you can match the remaining LCN with the correct PDF and upload it for the remaining submission.

- Click the **Upload Documents** button to upload your Saved for Later submission.

Saved for Later Page- Single Submission Success Message

Once successfully uploaded, you will see a message providing the Accession Numbers for each submission.

You will also receive an email with the submission details included.

Matching Records

We found 1 local control number matching your 1 uploaded PDF file name:

- LCN001_DTIC

[Submit These Matching Records] [Cancel]

Matching Records

Local Control Number	Accession Number	Status
LCN001_DTIC	AD1301137	Success

[Close]

DISTRIBUTION STATEMENT A. Approved for public release.

Saved for Later Page- Completion

Once you have submitted all files for the Saved for Later submissions, you will see a blank list.

DISTRIBUTION STATEMENT A. Approved for public release.

DTIC Submit Resources at DTIC

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

dtic-submit-feedback@groups.mail.mil

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