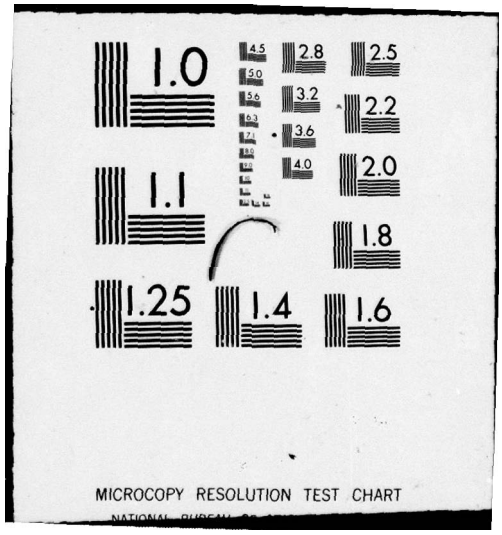
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Data Element Dictionary	Data Bases
*Data Management	Technical Information Centers
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20. ABSTRACT (Continue on reverse side if necessary and identify by block number)

The Data Element Dictionary standardizes the data elements and identifies the data uses that will constitute DTIC's uniform system. These standardized data elements will enable DTIC to incorporate its data banks, currently operating independently, into a uniform system. They will provide the capability of standardized access to all component data bases, or any combination of them.

The dictionary, in becoming the authority for data standardization, will serve as a communication link between system designers, programers and subject (cont.)

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specialists, and will provide a foundation for effective management of the data constituting the DoD Scientific and Technical Information System.

Also included are detailed descriptions of the current data banks and their relationships to the planned uniform system.

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PREFACE

The Data Element Dictionary establishes and defines the information that will constitute DTIC's uniform data system. Currently, DTIC maintains four separate information banks that operate independently of each other yet contain parallel information. They are the Technical Report (TR) Data Bank, the Research and Technology Work Unit Information System (WUIS), the Research and Development Program Planning (R&DPP) Data Bank, and the Independent Research and Development (IR&D) Data Bank. A fifth data bank is included which not only serves as a data base maintained by DTIC for DoD, but also serves as an internal control system. That data bank is the Master/User/Address/Control (MUAC) subsystem, a part of DTIC's Request Processing Computer subsystem. The MUAC system is composed of information based on data elements common with the other data bases.

DTIC will incorporate these data banks into a uniform system to provide the capability of standardized access to all data bases or to any combination of them. The requirements for a uniform system stipulate standardization of data entry, application, and retrieval. All like data are handled the same, with provision made for retention of information specific to a data base. For example, the Title, Security Classification and Narrative data elements appear in all four data bases; RDT&E Project Number appears in three data bases; Document Language Identifier is found only in the TR data base.

Data Use Identifiers, stemming from specified applications of a data element, appear in the data bases as required. The data element Date is an example. It is used as a Work Completion Date in the WUIS, R&DPP and IR&D but not in the TR data base. The Date's use as a Distribution Control Application Date appears in the TR data base but not in the others.

The standardizing of data and the restructuring of the data bases to achieve a uniform data system makes a data element required in one data base readily available for use in another, should a need be stated. An example is Supplementary Notation which is used in the TR data base for additional information not necessary for retrieval. If a need is stated for the same type of entry in the other data bases, the data element is already established and available.

This DTICH supersedes DTICH 4185.8, second draft, Jul 1979.

This Data Element Dictionary is organized basically in two primary sections. The first section describes the data elements as they relate to the DTIC uniform data system. The second section furnishes information on the current DTIC data banks, their data fields and entries. A third, subsidiary section relates three files comprising the the DTIC Request Processing (RP) subsystem (in addition to the MUAC subsystem) to the current data banks described in the second section. The Data Element Dictionary, consequently, serves as an authoritative document for:

(1) Defining the data elements and their specific uses for purposes of standardization;

(2) Serving as a communication link between the system designers, programers, and subject specialists;

(3) Providing a foundation for effective management of the data constituting the DoD Scientific and Technical Information System.

This document's goal is to have a uniform data system in DTIC. That system will be composed of related and auxiliary files filling the needs and requirements of a variety of users, having a variety of uses, and addressable in a comprehensive manner using a single, unified procedure.

Sixty-seven distinct data elements are defined in the Data Element Dictionary.

FOR THE DIRECTOR:

Hubert E Sauter

HUBERT E. SAUTER
Administrator
Defense Technical Information Center

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TABLE OF CONTENTS

	PAGE
Report Documentation Page	
Preface	i
Table of Contents	iii
Table of Data Elements	iv
Section I: DTIC Uniform System Data Elements	I-1
Section II: The Current DTIC Data Banks; Field Descriptions	II-1
Technical Report (1473) Data Bank (TR)	II-2
Work Unit Information System (1498) (WUIS)	II-100
R&D Program Planning (1634) Data Bank (PP)	II-209
Independent Research and Development (271) Data Bank (IR&D)	II-272
Master User-Address-Contract (MUAC) File	II-324
Section III: Request Processing (RP) Computer Subsystem	III-1
Master Inventory File	III-2
Master Suspense File	III-7
Request Processing History File	III-10
Glossary	IV-1
Addendum: RDT&E Project Number Breakdowns and Applications in the Current 1498 and 1634 Data Systems	V-1
Index	VI-1

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TABLE OF DATA ELEMENTS

		PAGE
1.	Accession Number	I-2
2.	Associated Agencies	I-3
3.	Content Complexity	I-4
4.	Data Set on CONTRACT/PROCUREMENT IDENTIFICATION	I-5
	4.1 Contract/Procurement Identification Number	I-6
	4.2 Procurement Funding Action Codes	I-7
	4.3 Partial DoD Contract/Grant Amount Code	I-9
	4.4 DoD Contract/Grant Award Status	I-10
	4.5 DoD Contract Type Codes	I-12
	4.6 DoD Contract/Grant Percent of Funds	I-14
5.	Date	I-15
6.	DTIC TR Initial Inventory	I-20
7.	Data Set on DISTRIBUTION/AVAILABILITY	I-21
	The Distribution/Availability Statement: explanation	I-22
	7.1 Distribution Codes	I-24
	7.2 Availability Codes	I-27
	7.3 Special Control Codes	I-31
8.	Document Language Identifier	I-36

(continued)

TABLE OF
DATA ELEMENTS

		PAGE
9.	Data Set on DOWNGRADING AND DECLASSIFICATION	I-38
	9.1 Security Downgrading and Declassification Codes	I-40
	9.2 Classification Authority	I-44
	9.3 Downgrading Event (in absence of date)	I-45
	9.4 Declassification Event (in absence of date)	I-46
	9.5 Classification Extension Authority	I-47
	9.6 Classification Extension Reason Codes	I-48
10.	DTIC Products and Services Validation	I-49
11.	Funding Agency Identification Codes	I-51
12.	Data Set on FUNDING RESOURCE DETERMINATIONS	I-52
	12.1 Fiscal Year	I-53
	12.2 Funding Resources	I-55
	12.3 Manpower Resources	I-59
13.	IR&D Effort Categories	I-61
14.	IR&D Technical Plan Volume and Page	I-62
15.	Military/Civilian Application	I-63
16.	Narrative	I-64
17.	NTIS Deposit Account Number	I-66

(continued)

TABLE OF
DATA ELEMENTS

		PAGE
18.	Data Set on ORGANIZATION	I-67
	18.1 Organization Name and Address	I-68
	18.2 Organization Code	I-73
	18.3 Organization Roll Code	I-75
	18.4 Organization Type Code	I-77
	18.5 Organization Location Code	I-80
	18.6 Organization Status Code	I-81
19.	Originator Supplied Keys	I-83
20.	Personal Name	I-84
21.	Data Set on PROJECT NUMBER DATA	I-86
	21.1 Program Element Number	I-88
	21.2 RDT&E Project Number	I-91
	21.3 Army Project Serial Number	I-93
	21.4 RDT&E 6.1 Subelement Number/RDT&E 6.2 Group Number	I-95
	21.5 RDT&E Task Number	I-98
	21.6 RDT&E Work Unit Number	I-100
	21.7 Organization Originated Project Number	I-101
22.	Related Documentation	I-103
23.	Remote Terminal Input Identification	I-104

(continued)

TABLE OF
DATA ELEMENTS

		PAGE
24.	Remote Terminal Site Holdings Symbol	I-105
25.	Report Number	I-106
26.	Report Type	I-108
27.	Security Classification	I-109
28.	Data Set on STUDIES AND ANALYSES	I-114
	28.1 Study and Analysis Category	I-115
	28.2 Studies and Analyses Relationships	I-116
	28.3 Studies and Analyses and Codeword or Sensitive Material	I-117
	28.4 Studies and Analyses Foreign Area Studies	I-118
29.	Subject Area Category	I-119
30.	Subject Terms	I-120
31.	Summary Level	I-122
32.	Summary Transaction	I-123
33.	Supplementary Notation	I-124
34.	Technical Report Descriptive Note	I-125
35.	Technical Report Page Count	I-126
36.	Technical Report Serial	I-127
37.	Telephone Number	I-128
38.	Title	I-130
39.	Title Key	I-133

SECTION I

DTIC Uniform System Data Elements

Data element descriptions are structured as follows:

Data Element Name - Designation used in the uniform data system.

Definition - Concise explanation of the nature of the data element.

Format - Machine entry requirement and limitation of the data element.

Design Requirement(s) - A statement (a) clarifying the use of a data element in the uniform system, and/or (b) indicating changes needed to the current data banks' data items for application in the uniform system.

Explanation - Information amplifying the definition or requirements.

Data Use Identifier(s) - The specified use(s) of a data element.

Current Systems Fields - The relation of data fields in the current DTIC data banks to the uniform system data element.

A Design Requirement statement, an Explanation statement, or a Data Use Identifier statement may not appear in the description of a particular Data Element. In such cases, an entry was not considered necessary based on the relation of the current systems to the Uniform System data entry, or according to the application of a particular data element in the uniform system.

1. Accession Number

a. Definition: Unique designator assigned to a technical report or management data bank record for machine processing and control.

b. Format: A composite of alphanumerics: the first set consists of 1 to 4 alphanumerics, the second set, up to 8 numerics.

(TR, 1498, 1634, IR&D data bases)

c. Design Requirements: For the TR data base, include the AD prefix designation as an integral component of the accession number.

In that the current AD number structure reflects DTIC announcement requirements, also maintain structures for remote terminal input of technical reports for AD identification and bibliographic reference (see Remote Terminal Input Identification).

Current 1498 and 1634 accession number structures conform to the above format.

For the IR&D data base, establish an alpha prefix designation, e.g., S. Do not use I, which is confused with the numeric 1 in keyboarding.

d. Explanation: The intelligence that is currently incorporated in accession numbers is especially applicable to the TR AD numbers. That structure is the result of in-house and user reference needs developed over a period of years pertaining to classification and distribution data implications. Continuation of all the structures provides positive identification of the record data base while the concept of "one-search retrieval" is maintained for the unified DTIC system.

Sequential machine generation and assignment of accession numbers should be considered determining the point at which machine generation may take place. For TRs in particular, document control and processing must be taken into account.

Current System Fields

TR - Field 1*
1498 - Field 1
1634 - Field B
IR&D - Field A*
MUAC - Not applicable

*For difference see current system field description.

2. Associated Agencies

a. Definition: Military organizations, Defense agencies or other Government agencies that have expressed an interest in or are participating to a limited degree in the research.

b. Format: Up to 315 alphanumeric and special characters. Organizational symbols or abbreviations may be used. Appropriate punctuation is used to separate the entries.

(1634 and IR&D data bases)

c. Design Requirement: Separate entry.

d. Explanation: This entry is a distinctive entry, rather than combined with another unrelated data item in a single field as has been done in the IR&D data bank, Field 20, Related DoD Technical Planning and Requirements Documents and Interested DoD Organizations.

Current Systems Fields

TR - Not applicable
1498 - Not applicable
1634 - Field 14
IR&D - Field 20B*
MUAC - Not applicable

*For difference see current system field description.

3. Content Complexity

a. Definition: Level of report's technical information.

b. Format: A two-character alpha code; for display, includes one of the following descriptive statements:

HT - Highly Technical - very technical information, an understanding of which requires specialized subject knowledge.

TD - Technical Data - technical information, an understanding of which requires general subject knowledge.

GC - Generalized Coverage - general or nontechnical information; subject knowlege is not required for understanding.

(TR data base)

c. Design Requirements: Establish this data element to indicate content complexity and display the accompanying statement.

d. Explanation: This element as a retrievable item allows a degree of complexity to be specified (or eliminated) before examination of the documents or bibliographies, thereby providing for a more precise search.

Current Systems Fields

Currently, not an entry in any data system. To be added to the TR data base.

4. CONTRACT PROCUREMENT IDENTIFICATION DATA ELEMENT SET

a. Data elements listed below constitute the contract/procurement identification set.

4.1 Contract Procurement Identification Number

4.2 Procurement Funding Action Codes

4.3 Partial DoD Contract/Grant Amount Code

4.4 DoD Contract/Grant Award Status

4.5 Dod Contract Type Codes

4.6 DoD Contract/Grant Percent of Funds

b. Related Data Elements:

Project Number Data Element Set

Funding Resource Determination Data Element Set.

4.1 Contract Procurement Identification Number

a. Definition: Alphanumeric designation of the specific procurement funding action supporting the research and development reported in the technical report or work unit record.

b. Format: Thirty-five alphanumeric and special characters, for entries of variable compositions and lengths, with provision for up to four entries.

(TR and 1498 data bases, MUAC Subsystem)

c. Design Requirements: This data element expands the current Contract/Grant designation by including numbers of other procurement procedures. Most procurement funding designations, however, will be for contracts.

d. Explanation: "Contract" and "grant" are only two of many procurement procedures currently developed and practiced. This is in part indicated by the current FAR-prescribed structure for DoD procurement methods that includes code letters designating particular "instruments" of procurement on contracts. The FAR also prescribes other procurement methods, the numbers for which appear on technical reports. In addition, DTIC accessions reports that display procurement funding actions belonging to agencies other than DoD.

The basic criterion for the entry of a contract/procurement identification number is the origin of procurement funding of the research and development described in the technical report (or work unit).

Current Systems Fields

TR - Field 15
1498 - Field 17B
1634 - Not applicable
IR&D - Not applicable
MUAC - Field C-1

References

DoD 5000.12M, Manual for Standard Data Elements,1 Mar 70 and changes current; Ref. No. TY-NM, Type of Procurement Instrument, and Ref No. PR-NB, Procurement Instrument Serial Number.

4.2 Procurement Funding Action Codes

a. Definition: Identify procurement method categories into which documents and records fall.

b. Format: Two-character alpha codes. The first character designates basic origin of funding (DoD, non-DoD), the second indicates funding action. The codes are to be added as needed. See table on following page.

(TR and 1498 data bases)

c. Design Requirements: Incorporate this data element into the TR data base; expand the performance method categories already in the 1498 data base (see table).

d. Explanation: This information in the TR data base provides categorized funding information such as contract, order, MIPR, interagency agreement, etc., on all material or designated areas of material, and the DoD/non-DoD funding origin of the research and development being reported.

The coding in the table (next page) recognizes, among other factors, the funding by non-DoD organizations of research and development performed by DoD organizations.

Expanding performance method categories in the 1498 system increases the availability of specific funding action data.

e. Related Data Element: Contract Procurement Identification Number.

Current System Fields

TR - To be added; currently not in TR system
1498 - Field 16*
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

*For difference see current system field description.

TABLE: Procurement Funding Action Codes

First Alpha (funding origin)	Second Alpha (funding action)
D DoD	A ARPA Order
N Non-DoD	C Contract
	G Grant
	H In-house (reporting organization)
	M MIPR
	N Department internal funding (transfer of funds from one organization to another within a Department)
	R Order (other than ARPA)
	W MWDDEA
	X Interagency agreement
	Y* Work performed by an agency (D for DoD, N for non-DoD) other than the reporting organization.

A number of funding actions are used only by DoD, such as ARPA Orders, MIPRs, MWDDEA actions, et al.

*Established primarily for indicating in the 1498 data base the means of securing the research and development support.

4.3 Partial DoD Contract/Grant Amount Code

a. Definition: Indicates that the entry for the DoD Contract/Grant Amount does not represent an entire contract or grant, but is part of a larger contract/grant funded effort involving more than one work unit.

b. Format: P only.

(1498 data base)

c. Design Requirements: Entry of P indicates part of a contract or grant. Absence of P indicates that the DoD Contract/Grant Amount represents the entire contract or grant funding for the current fiscal year.

d. Related Data Element: Funding Resources; Data Use Identifier: DoD Contract/Grant Amount.

Current Systems Fields

TR - Not applicable
1498 - Field 17D1
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

4.4 DoD Contract/Grant Award Status

a. Definition: Identifies current status of the DoD contract or grant funding a work unit.

b. Format: Three-alpha character entries: NEW, SUP, EXT, CON.

(1498 data base)

c. Design Requirements: Continue the current 1498 data system entry requirement. The meanings of the code entries are:

NEW An award for DoD contract/grant effort which was not supported by the reporting agency in the immediately preceding year.

SUP The provision of supplemental funds without extension of the duration of the contract/grant.

EXT The provision of supplemental funds with extension of the duration of the contract/grant.

CON The continuance of a contract/grant in time without provision of supplemental funds.

In identifying the status of the DoD contract or grant, the following data items, utilizing the appropriate data elements or data use identifiers, are required:

NEW All related DoD contract/grant data elements or data use identifiers are submitted (the data elements of the data use identifiers are indicated in parentheses):

Contract/Procurement Identification Number
Contract/Grant Effective Date (Date data element)
Contract/Grant Expiration Date (Date data element)
DoD Contract/Grant Amount (Funding Resources data element)
DoD Contract/Grant Cumulative Dollar Amount (Funding Resources data element)

SUP The following data use identifiers of the Funding Resources data element are submitted:

DoD Contract/Grant Amount, the supplemental amount
DoD Contract/Grant Cumulative Dollar Amount, the updated amount.

EXT The following data use identifiers are submitted:

Contract/Grant Effective Date, revised (Date data element)
Contract/Grant Expiration Date, revised (Date data element)
DoD Contract/Grant Amount, the supplemental amount (Funding) Resources data element)
DoD Contract/Grant Cumulative Dollar Total, the updated amount (Funding Resources data element)

CON The following data use identifier of the Date data element is submitted:

Contract/Grant Expiration Date, the revised (extended) date

Current Systems Fields

TR - Not applicable
1498 - Field 17E
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

4.5 DoD Contract Type Codes

a. Definition: Identify contract pricing provisions which are the bases for payments of DoD contracts.

b. Format: Single-character alpha codes taken from DoD 5000.12M, Manual for Standard Data Elements, OASD(C), 1 Mar 70, Ref. No. TY-FP, Type of Contract. See following table.

(1498 data base)

c. Design Requirement: The codes continue the current system plus inclusion as annotated in the table.

Current Systems Fields

TR - Not applicable
1498 - Field 17C
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

TABLE: DoD Contract Type Code Table

A	Fixed Price Redetermination - Type A	FPR-A
B	Fixed Price Redetermination - Type E	FPR-E
C	Fixed Price Redetermination - Other	FPR-O
G*	Grant	GR
J	Firm Fixed Price	FFP
K	Fixed Price with Excalation	FPE
L	Fixed Price Incentive (with Performance Incentive)	FPI(WPI)
M	Fixed Price Incentive (without Performance Incentive)	FPI(W/OPI)
N	Fixed Amount in Lieu of Individual Costs	FALIC
R	Cost-Plus-Award-Fee	CPAF
S	Cost Type	CT
T	Cost-Sharing Type	CST
U	Cost-Plus-Fixed-Fee	CPFF
V	Cost-Plus-Incentive-Fee (with Performance Incentive)	CPIF(WPI)
W	Cost-Plus-Incentive-Fee(without Performance Incentive)	CPIF(W/OPI)
X	Multiple Price Provisions	MPP
Y	Time and Materials	TM
Z	Labor Hours	LH

*NAVMAT letter, 03T2/JG ser 858, 24 Nov 76, Subj: Expanded Requirements Governing Processing Procedures for Navy Work Unit Summaries: Item 16D.

4.6 DoD Contract/Grant Percent of Funds

a. Definition: Percentage contract or grant supported effort, rounded to the nearest whole percent, of RDT&E dollar funds identified by fiscal year in the funding resources.

b. Format: Three numeric characters with leading zeros.
(1498 and 1634 data bases)

c. Design Requirements: Used in conjunction with a fiscal year funding resource determination (see Funding Resource Determinations Data Element Set).

Add to the 1498 data base; information to compute is already present; by including contract/grant percentage information in the 1498 system, this data base would coincide with the 1634 data base. The datum can be machine calculated from the Total Funding and DoD Contract/Grant Amount Data Use Identifier entries of the Funding Resources data element.

Current Systems Fields

TR - Not applicable
1498 - To be added*
1634 - Field 13 (subfields 13A3, B3 and C3)
IR&D - Not applicable
MUAC - Not applicable

*For difference see current system field description

5. Date

a. Definition: The time at which an event occurs.

Data Use Identifiers:

- Date of Report
- Declassification Date
- Downgrading Date
- Work Start Date
- Work Completion Date
- Processing Date
- Contract/Grant Effective Date
- Contract/Grant Expiration Date
- Initial Record Creation Date
- Distribution Control Application Date
- DTIC Services Expiration Date
- Declassification Review Date
- Original Classification Date

b. Format: Six numeric characters designating year, month, and day, represented by two numerics each in that sequence. When such data is incomplete, the entry is zero-filled to six numerics.

c. Design Requirements:

TR file: add Processing Date,
delete separate reclassification date.
1498 file: add Initial Record Creation Date.
IR&D file: delete Initial Record Creation Date.
MUAC file: replace the two expiration date fields (one currently not used) with a single DTIC Services Expiration Date.
All files: exclude Previous Report Date (delete from the 1498 and 1634 data systems); Previous Report Dates should be eliminated because they do not identify records.

The Date Format follows a computer industry standard and reflects the minimum amount of information needed for the data use identifier entries.

Provide for dates after the turn of the century, i.e., after December 31, 1999.

Use the date to generate information where needed. For example, Declassification Date and Downgrading Date can generate the Reclassification Date in the Inventory File; Distribution Control Application Date can be incorporated into the displayable distribution statement (see data set on Distribution/Availability.)

The need for only one expiration date in the MUAC subsystem is indicated by the use of the current field, labeled Contract Expiration, for both military/federal users and the contracts of contractor users; the original field established for military/federal users no longer contains any expiration date information.

(cont.)

5. Date (cont.)

d. Data Use Identifiers

(1) Date of Report: Date of creation of the report. This date occurs in each of the data bases. In the TR file, where an actual document exists, this date is the publication date as displayed on the document or established by standard cataloging procedures. In the 1498, 1634 and IR&D data bases, where the report is created specifically for input for these files, the report date is when the summary is submitted or prepared.

(TR, 1498, 1634 and IR&D data bases)

(2) Declassification Date: Date the classified information will become unclassified. Occurs in each data base if the report is classified and if there is no declassification event. Used to generate the reclassification date for the TR file in the Inventory File.

(TR, 1498, 1634 and IR&D data bases)

(3) Downgrading Date: Date the information classified above confidential will be regraded. Occurs in each data base if the report is classified and if there is no downgrading event. Used to generate the reclassification date for the TR file in the Inventory File.

(TR, 1498, 1634 and IR&D data bases)

(4) Work Start Date: Date the work will start or has actually begun. In the 1498 file the work referred to is the work unit; in the 1634 it is the project or task effort; in the IR&D file it is the company's project.

(1498, 1634 and IR&D data bases)

(5) Work Completion Date: Anticipated or actual date the work effort will be completed or has been completed. In the 1498 file the work effort referred to is the work unit; in the 1634 file it is the project or task effort; in the IR&D file it is the company's project.

(1498, 1634 and IR&D data bases)

(6) Processing Date: Date the most recent information in the record is added to DTIC's computer files; computer assigned entry.

(TR, 1498, 1634 and IR&D data bases, MUAC subsystem)

(cont.)

5. Date (cont.)

d. Data Use Identifiers (cont.)

(7) Contract/Grant Effective Date: Date the current contract or grant on which work is being performed becomes effective.

(1498 data base)

(8) Contract/Grant Expiration Date: Date the current contract or grant under which the work is performed will terminate.

(1498 data base)

(9) Initial Record Creation Date: Date the first record for the same accession number was created. Computer assigned entry.

(1498 data base)

(10) Distribution Control Application Date: Taken from the distribution statement on the original technical report when available and included in the distribution statement generated for display purposes.

(TR data base)

(11) DTIC Services Expiration Date: Date when DTIC services expire for either a military/federal user organization or the contract of a contractor user organization.

(MUAC subsystem)

(12) Declassification Review Date: Date on which the classified information in a report or record is to be reviewed for possible declassification.

(TR, 1498, 1634 and IR&D data bases)

(13) Original Classification Date: Date the original classification authority assigned a security classification to information referred to in the machine record.

(1498, 1634 and IR&D data bases)

(cont.)

5. Date (cont.)

Current Systems Fields

1. Date of Report

TR - Field 11
1498 - Field 2
1634 - Field 2*
IR&D - Field 2
MUAC - Not applicable

2. Declassification Field

TR - Field 38
1498 - Field 7B1
1634 - Field 6B1
IR&D - Field 15B
MUAC - Not applicable

3. Downgrading Field

TR - Field 39
1498 - Field 7C1
1634 - Field 6C1
IR&D - Field 15D
MUAC - Not applicable

4. Work Start Date

TR - Not applicable
1498 - Field 13*
1634 - Field 11*
IR&D - Field 11*
MUAC - Not applicable

5. Work Completion Date

TR - Not applicable
1498 - Field 14*
1634 - Field 12*
IR&D - Field 12*
MUAC - Not applicable

6. Processing Date

TR - Currently not available; to be added*
1498 - Field 39
1634 - Field F
IR&D - Field 31
MUAC - Field 28

7. Contract/Grant Effective Date

TR - Not applicable
1498 - Field 17A1*
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

8. Contract/Grant Expiration Date

TR - Not applicable
1498 - Field 17A2*
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

* For difference see current system field description.

(cont.)

5. Date (cont.)

Current Systems Fields (cont.)

9. Initial Record Creation Date

TR - Not applicable
1498 - Currently not available; to be added*
1634 - Not applicable
IR&D - Delete*
MUAC - Not applicable

10. Distribution Control Application Date

TR - Currently, part of Field 22; to be added as distinct data item*.
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

11. DTIC Services Expiration Date

TR - Not applicable
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Fields 19*, C-3*

12. Declassification Review Date

TR - Field 46
1498 - Field 7D
1634 - Field 6D
IR&D - Field 15
MUAC - Not applicable

13. Original Classification Date

TR - Not applicable
1498 - Field 7G
1634 - Field 6G
IR&D - Field 15
MUAC - Not applicable

DELETIONS: Current System

TR - Field 11"A", Reclass Date
1498 - Field 3, Date of Prev Summary
1634 - Field 3A, Date of Prior Summ
IR&D - Field 30, Initial Record Creation Date
MUAC - Field 19, User Expiration Date (currently, no entry)

* For difference see current system field description.

(end)

6. DTIC TR Initial Inventory

a. Definition: Number of copies of a document sent to DTIC from a contributor. Applies only to technical reports that are processed and disseminated by DTIC.

b. Format: Numerics only, three-character maximum.

(TR data base)

c. Design Requirements: Same as current system.

This data element does not apply to document records entered by remote terminal since DTIC does not control dissemination of those documents.

Current Systems Fields

TR - Field 29
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

7. DISTRIBUTION/AVAILABILITY DATA ELEMENT SET

7.1 Distribution Codes

7.2 Availability Codes

7.3 Special Control Codes

Presenting these data elements as a set provides a perspective on the relation of the distribution and availability data items.

DISTRIBUTION/AVAILABILITY DATA ELEMENT SET

Distribution/Availability Statement

a. Entry Requirements for the Uniform Data System:

The document distribution and/or availability statement is the narrative dissemination limitation statement, incorporating code-generated standard statements for display, with variant information supplied as needed. The statement thus derived represents the distribution and availability information provided by the document. The codes are used also for machine control of document and record distribution.

b. Statement Generation:

Code-generated standard statements take the place of the current input method of separate and noncorrelated entries of codes and narrative statements. Instating code-generated data incorporates the following data elements and data use identifier entries:

- Distribution Codes
- Distribution Controlling Activity Codes *
- Availability Codes
- Special Control Codes; see notation on CNWDI

c. Statement Format:

The display statement consists of alphanumeric and special characters. The entry precedence of the individual statements, used as needed or specified by the document, is:

(1) Distribution statement entry composed of the following, used as needed:

- Distribution control statement;
- Distribution control application date; **
- Distribution controlling activity.

(2) Availability statement.

(3) Information disclosure constraint statement (e.g., CNWDI).

Related Data Elements:

* See Organization Code data use identifier: Distribution Control Activity Code.

** See Date data use identifier: Distribution Control Application Date.

c. Statement Format (continued):

Provide for up to 500 characters.

Although the system-generated statement display is established primarily for the TR data base, its capability presence in the uniform data system will make it available for use in the management data base.

7.1 Distribution Codes

a. Definition: Indicate the DTIC secondary distribution controls placed on documents or records and generate the appropriate distribution statement for display information.

b. Format: Two-character alpha codes.

(TR and 1498 data bases).

c. Design Requirements: In place of current procedures of separate entries of distribution codes and supplied narrative control statements, instate code-generated narrative distribution control data for inclusion in the Distribution/Availability Statement as needed.

See table below for specific codes allowable. A maximum of two codes may be entered for a document.

Current Systems Fields

TR - Field 22, narrative supplied*.
Field 33, distribution codes, no data generation*
1498 - Field 8A1, use of codes only*.
1634 - Not applicable; access limited by the data base.
IR&D - Not applicable; access limited by the data base.
MUAC - Not applicable.

* For difference see current system field description.

Table: Distribution Codes

Reference Source	Code	Generated Narrative
DoDD 5200.20	AU	(No statement displayed; indicates approved for public release)
DoDD 5200.20	BF	Distribution limited to U.S. Gov't. agencies only; Foreign Info;
DoDD 5200.20	BP	Distribution limited to U.S. Gov't. agencies only; Proprietary Info;
DoDD 5200.20	BT	Distribution limited to U.S. Gov't. agencies only; Test and Evaluation;
DoDD 5200.20	BE	Distribution limited to U.S. Gov't. agencies only; Contractor Performance Evaluation;
	BZ	Distribution limited to U.S. Gov't. agencies only; Copyright, Foreign Info.;
	BC	Distribution limited to U.S. Gov't. agencies only; Copyright, Proprietary Info.;
	BR	Distribution limited to U.S. Gov't. agencies only; Classified References;
	BN	Distribution limited to U.S. Gov't agencies only; NSA Info;
	BQ	Distribution limited to U.S. Gov't. agencies only; Protection of Priviledged Information Evaluating Another Command;

continued

Code	Generated Narrative Statement
BM	Distribution limited to U.S. Gov't agencies only; Manning Level Assignment Projections;

NOTE: The B codes, in addition to incorporating the DoDD code, indicate distribution control by DoD offices.

DF	No Foreign
DD	DoD only;
DC	Controlled;
CU	(No statement displayed; Classified unlimited)
DU	DTIC users only.

NOTE: The D codes indicate distribution control by DoD offices.

NG	Distribution limited to U.S. Gov't. agencies only;
NP	Distribution limited to U.S. Gov't. agencies only; Proprietary Info.;
NT	Distribution limited to U.S. Gov't. agencies only; Test and Evaluation;
ND	DoD only;
NC	Controlled;
NX	DoD and DoD Contractors only;
RA	(Release Authority)(Current statement remains)

NOTE: The N codes indicate distribution control by non-DoD offices; the second alpha codes correspond to those of the B and D code-generated like statements.

7.2 Availability Codes

a. Definition: Indicate original state, physical state, source of availability, or nonavailability of reports according to such information displayed on the document or according to the availability requirements of remote terminal input.

b. Format: Two-character alpha code. See code table below.

(TR data base)

c. Design Requirements: In place of the current procedure of separate entries of availability codes and supplied narrative availability statements, instate code-generated availability data. The codes are applied as needed in addition to a document Distribution Code for a complete Distribution/Availability Statement.

The codes generate appropriate availability statements or availability headings for the inclusion of additional information to be supplied.

Provide for two entries; remote terminal input requires the option of an "Originally published in _____" in addition to an "Announcement only" statement.

Provide for the future announcement of materials for which bibliographic records are entered in the DTIC system from remote terminals. Two availability statements (Codes AN and AA) are included in the table as standard statements which may be applied to remote terminal input either for announcement of nonannouncement. See also Remote Terminal Input Identification.

Distinguish the difference between standard availability statements established for DTIC machine availability control and:

(1) Nonstandard variable, supplied statements coded for machine availability control, such as are applied to Magnetic Tapes, curently coded 1, 21; and

(2) Nonstandard variable availability statement that is supplied but does not require any availability control, such as is applied to Patent Applications, currently coded 1.

Provide for entry of supplied variable availability statements, coded for machine availability control (see code XC in table).

Provide for a code override to allow entry of a supplied variable availability statement, but precluding unneeded machine control (see code XX in Table).

Curent Systems Fields

TR - Field 22, narrative supplied*
TR - Field 33, availability codes with no data generation*
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

*For difference see current system field description.

Table: Availability Code Listing

Generated Narrative Statement or Heading	Uniform System Code	Replaces Current Code	Comment
Accessioned by DTIC for announcement only; available from_____	AC	21	For DTIC in-house use, only, for those documents which DTIC holds a microform copy, but does not distribute. Hardcopy and/or microfiche available from source named, with price information.
Announcement only	AN	new	Document record submitted by remote terminal; report not held by DTIC. Announced for information currency; not available from any point.
Announcement only; not held by DTIC. Available from _____	AA	new	Document record submitted by remote terminal; may be requested from point indicated.
Available from _____ Microfiche furnished to DTIC users.	AF	24	Hardcopy available from source named.
Availability:_____	XC	21	Allows a supplied statement and includes machine availability control, i.e., rejecting requests as not being available from DTIC (currently applied to Magnetic Tapes, available through NTIS).

Availability:_____	XX	none	Code override to allow any supplied availability statement required for nontechnical report material (currently Patent Applications) but which does not require DTIC machine availability control.
Availability: Document furished to DTIC is partially illegible for reproduction.	PI	23	Copies are best quality practicable.
Availability: Reference only at DTIC after original copies exhausted. Fullsize hard copies are provided only in answer to special requests.	RF	22	A large portion of the report cannot be reproduced legibly.
Availability: This government-owned invention available for U.S. licensing and, possibly, for foreign licensing. Copy of patent available from Commissioner of Patents, Washington, D.C. 20231, $0.50.	PA	21	Currently, code 21 is used to reject requests for patents, and further controls are applied manually. A distinct Patent availability code would instate machine distribution and availability control. DTIC is excluded by law from providing a copy of a patent (and a fiche copy is not made for retention).
Originally published in _____	PU	20	Reprint citations. Reprints reporting DoD RDT&E; paper copy and microfiche furnished.

7.3 Special Control Codes

a. Definition: Indicate additional controls on dissemination of document and record information, or specific items of information. Certain codes generate data in relevant fields.

b. Format: Two-character alpha special control code, entered as required, with provision for two codes in the TR and 1498 data bases. In the MUAC subsystem, the appropriate codes generate the designations CNWDI and NATO. See Table of Special Control Codes below.

c. Design Requirements: For the TR system, provide a unified field for special codes and eliminate current multiple fields (fields 31 and 33.

Generate the CNWDI information disclosure constraint statement when required as part of the distribution/availability statement (in place of the current TR system procedure of separate entries for a code and a statement).

Transfer RD (Restricted Data) and FRD (Formerly Restricted Data) for inclusion in the security designation fields (as is currently done in the management data bases but not in the TR data base). This entry conforms with DoD 5200.1R, Information Security Program Regulation, Dec 78, para. 4-204. See Data Element Security Classification.

Eliminate the current special code Z, meaning CNWDI/Unannounced-Type 3. Multiple use of required codes (see Format) provides the capability of designating this particular constraint application, with the accompanying data display information as required (see requirement for CNWDI, above).

Change the generated entry of NATO-furnished report to an intelligible generated entry, i.e., NATO, prefixed to the classified report classification. This entry corresponds to DoD 5200.1-R, Information Security Program Regulation, Dec 78, paras. 11-301 and 11-304 (example: NATO-Secret).

In the MUAC file continue the generation of the designations CNWDI and NATO to indicate DTIC user access eligibility to such information. In a realigned MUAC file, only a single access designation is necessary; therefore, eliminate the current double fields for these designations.

Special Control Code definitions and uniform system requirements are listed below for the following:

CNWDI	Special Access
Displayable Abstract	Contractor Access
NATO	No Contractor Access
Unannounced/No Display	

SPECIAL CONTROL CODE DEFINITIONS

CN-CNWDI: Critical Nuclear Weapons Design Information. In addition to a Restricted Data statement on document, indicated by a supplementary statement: "Critical Nuclear Weapons Design Information - DoD Directive 5210.2 applies."

Design Requirements:

1. In that CNWDI reports are always Secret-Restricted Data (according to DoDD 5210.2 and DTIC accumulated CNWDI accessions), code CNWDI singularly.

2. Generate from unified field of Special Codes.

3. Generate appropriate statement for the Distribution/ Availability Statement (see table below).

4. Continue generation of CNWDI designation, following the Work/Document Security Classification entry of the Security Classification data element, Secret-Restricted Data.

DA-Displayable Abstract: Provides the capability to increase the number of abstracts displayed in TAB, DTIC generated bibliographies, and via the on-line CRT retrieval system dependent on site profile.

Design Requirements:

1. Generate from unified field of Special Codes.

2. Since this special code applicability concerns expanded abstract announcement, establish strict cross-field audits to maintain security integrity.

3. Extend this special code applicability to DTIC user qualifications on request bibliographies for on-line retrieval.

NO-No Contractor Access to Specific Data: Indicated that specified data may not be made available to contractors from the management data bases.

Design Requirements:

1. Generate from unified field of Special Codes

NT-NATO: Indicated by"NATO" markings on document; also indicate AGARD (Advisory Group for Aerospace Research and Development) documents. Classified NATO reports are safeguarded in compliance with DoDI C5210.21.

Design Requirements:

1. Generate from unified field of Special Codes.

2. Generate the designation: NATO. Prefix to the Work/ Document Security Classification entry of the Security Classification data element. Eliminate the phrase NATO-furnished report, which is no longer applicable and does not conform to DoD 5200.1-R, Dec 78 (see Design Requirements statement on NATO entry, main description para. c).

SA-Special Access: Per DoDI 5100.38, para. VIII.B, "Technical reports marked for special access handling are excluded from routine provisions for distribution statements. Such documents may be supplied DDC (DTIC) if not excluded" (by certain categories of reports and materials) "but their processing, announcement, and all distribution will be controlled by separate and special arrangements made between DDC (DTIC) and the controlling component, acting under authority provided by applicable DoD directives or instructions."

Design Requirements:

1. Generate from unified field of Special Codes; provide for use in combination with other special codes as needed.

2. Include the possibilitiy of unclassified reports being designated Special Access.

3. Establish strict cross-field audits with this special code to insure security integrity.

UN-Unannounced/No Display: Refers to documents which by a delimiting statement on the report or from the report contributor indicate that the document is to be omitted from any kind of bibliographic announcement and display. The designation applies to both unclassified and classified documents.

Design Requirements:

1. Generate from unified field of Special Codes.

2. This designation replaces, as an intelligible title, the phrase "Unannounced-Type 3".

YS-Contractor Access to Specified Data Allowed: Indicates that specified data may be made available to contractors from the management data base.

Design Requirements:

1. Generate from unified field of Special Codes.

Table of Special Control Codes

Code	Designation	Statement or Datum Generated and Relevant Data Element
CN	CNWDI	Requesters must be authorized to receive CNWDI material as specified by DoD 5210.1, 12 Jan 78. (Distribution/ Availability Statement) CNWDI (Appended to Work/Document Security Classification, i.e., Secret-Restricted Data (CNWDI))
DA	Displayable Abstract	
NO	No contractor access to specific data	
NT	NATO	NATO (Prefixed to Work/Document Security Classification, e.g., NATO-Confidential)
SA	Special Access	
UN	Unannounced/No Display	
YS	Contractor access to specific data allowed	

Current Systems Fields

TR -Field 22, narrative supplied for CNWDI statement*
-Field 31, special codes, narrative statement not generated*
-Field 33, special codes, related RD/51 and FRD/52 special code function transferred*

1498 -Field 8B*

1634 -Not applicable

IR&D -Not applicable

MUAC -Field 21*, CNWDI, to be merged with Field C-7
Field 22* NATO, to be merged with Field C-5
Field C-5* NATO
Field C-7* CNWDI

*For difference see current system field descriptions.

8. Document Language Identifier

a. Definition: Primary language of a document when there is no English-equivalent, full translation included.

b. Format: Two-character mnemonic alpha codes taken from DoD 5000.12-M, Manual for Standard Data Elements, OASD(C), 1 Mar 70, Ref. No. LA-JM, Language Identity. See table for initial DTIC use.

(TR data base)

c. Design Requirements: This data element is established to provide for the precise identification of a foreign document language.

Provide for up to three entries for multilanguage materials, e.g., UN documents.

Generate an intelligible standard statement for inclusion in report announcement, e.g., "Document in French without full English translation."

The DoD Standard Data Element provides a ready, uniform reference for language coding. However, in cases where the standard identifies spoken language variations, select the code identifier that indicates the written language, e.g., Spanish-Castilian for Spain and South America, adapted to the DTIC system as Spanish, SR.

d. Explanation: Search and reference capabilities on non-English foreign documents can be expanded through the identification of their languages. This capability is not definitively accomplished with the performing organizations' geopolitical codes.

Current Systems Fields

Not currently an entry in any data base. To be added to the TR data base.

Reference: DoD 5000.12-M, Manual for Standard Data Elements, OASD(C), 1 Mar 70, Ref. No. LA-JM, Language Identity

Table: Document Language Identifiers*

Arabic	AD
Chinese	CMK
Dutch	DU
French	FR
German	GM
Italian	JT
Japanese	JA
Russian	RU
Spanish	SR
Swedish	SY

*Preliminary Table: codes are to be added as needed

9. DOWNGRADING AND DECLASSIFICATION DATA ELEMENT SET

a. DoD downgrading and declassification procedures are prescribed by DoD 5200. 1-R, Information Security Program Regulation. When the procedures change, DTIC is required to change its methods of implementation.

b. The current procedures are prescribed by DoD 5200.1-R dated Dec 78.

c. The Data Elements implementing the current procedures are:

9.1 Security Downgrading and Declassification Codes

9.2 Classification Authority

9.3 Downgrading Event (in absence of date)

9.4 Declassification Event (in absence of date)

9.5 Classification Extension Authority

9.6 Classification Extension Reason Codes

d. Related Data Alignment:

Currently in the DTIC data banks there is a difference in the entry of downgrading and declassification related data. In the management data bases (MDB) related data are structured as sub-fields to the regrading code with separate sub-fields for downgrading and declassification dates and events. In the TR system each data item is separate and distinct with individual fields, and a single field for a date/event entry. Also, in all systems a declassification date entry precedes a downgrade date entry when both appear simultaneously.

For the uniform system align the related data as associated items which also incorporates a date downgrading and declassification sequence as follows:

DOWNGRADING AND DECLASSIFICATION DATA ELEMENT SET (continued)

Statement >

1. Regrade Category
2. Classification Auth.
3a. Original Class. Date
3b. Confid. on event
or
3c. date
3d. Declass. on event
or
3e. date
4. Review on date
5. Extended by
6. Reason Code

e. Related Data Elements:

For Work/Document Security Classification, see Security Classification.
For Downgrading Date, see Date.
For Declassification Date, see Date.
For Reclassification Date, see Date: notation on Reclassification Date.
For Review On Date, see Date.
For Original Classification Date, see Date.

9.1 Security Downgrading and Declassification Codes

a. Definition: The DTIC downgrading and declassification code system used is the in-house machine program implementation of the classification and reclassification requirements prescribed by the DoD and DLA for safeguarding classified information. The code applied identifies the classification and reclassification statement on the document or record; the statement's classification authority, declassification date or event, downgrading date or event (if applicable), review on date, extended by item, reasons for extension, and original classification date (if applicable) are entered as separate data items.

b. Format: Single, specified alpha codes as needed: A, B, C, D, E, F, or G; see Table 1.

(TR, 1498, 1634 and IR&D data bases)

c. Design Requirements: Same as current systems. The requirements for DTIC's implementation are established by DoD 5200.1-R, Information Security Program Regulation (ISPR), Dec 78.

Below are additional tables indicating the Security Downgrading and Declassification Codes' relation to other fields. Table 2 shows the codes and their accompanying entries. Table 3 indicates cross-edits possible with related security data.

Current Systems Fields

TR - Field 32
1498 - Field 7
1634 - Field 6
IR&D - Field 15
MUAC - Not applicable

Table 1: DTIC Security Downgrading and Declassification Codes

DTIC Codes	Implementation, ISPR, Dec 78
A	Classified document or record displaying a declassification date.
B	Classified document or record displaying a declassification event.
C	Classified document or record displaying a classification review date (Review on___) of 21 to 30 years.
D	Classified document or record displaying a classification review date (Review on___) of 7 to 20 years.
E	Classified document or record displaying RD-Restricted Data or FRD-Formerly Restricted Data markings under AEC Act 1954. Includes CNWDI documents which are always S-RD.
F	Classified document of foreign origin; no automatic downgrading. (US documents and records with foreign source information will generally be coded C.)
G	Classified document or record with a past due classification review (Review on___) date. This code is never applied for newly accessioned document input. This code is a DTIC procedural control item.

Table 2: DTIC Codes and Accompanying Data Element Entries

DTIC Code	Mandatory Data Entries	Possible Additional Entries
A	Classification Authority Declassification Date	Original Classification Date, Downgrading Date or Event, Extended by..., Reason.
B	Classification Authority Declassification Event	Original Classification Date, Downgrading Date or Event, Extended by..., Reason.
C	Classification Authority Review on...	Original Classification Date, Downgrading Date or Event, Extended by..., Reason.
D	Classification Authority Review on...	Original Classification Date, Downgrading Date or Event, Extended by..., Reason.
E	Classification Authority	Original Classification Date, Downgrading Date or Event, Declassification Date.
F	(none)	Original Classification Date, Downgrading Date or Event, Declassification Date.
G	Review on...	Classification Authority, Original Classification Date, Extended by..., Reason.

Table 3: Cross-Edits

Statement	DTIC Code Entries	Work/Document Security
Downgrading Event	A, B, C, D, E, F, G	S
Downgrading Date	A, B, C, D, E, F, G	S
Declassification Event	B	S, C
Declassification Date	A, E, F	S, C, R
Review on... (Classification Review)	C, D, G	S, C
Extended by... (Classification Extension Authority)	A, B, C, D, G	S, C
Reason (Classification Extension Reason)	A, B, C, D, G	S, C
Original Class Date	A, B, C, D, E, F, G	S, C, R

DTIC Codes	Work/Document Security
A	S, C
B	S, C
C	S, C
D	S, C
E	S-RD, S-FRD, C-RD, C-FRD
F	S, NATO-S, C, NATO-C, R, NATO-R
G	S, C
(none)	U

9.2. Classification Authority

a. Definition: Original classification authority that determines the classification of the document or record information. On classified reports and data sheets the "Classified by..." segment of the downgrading statement indicates this authority.

b. Format: Alphanumeric with special characters, 150-character limitation.

(TR, 1498, 1634 and IR&D data bases)

c. Design Requirements: Expand to 150 characters. A character expansion will reduce the incidence of abbreviated and truncated statements and the confusion such abbreviation and truncation cause.

Current Systems Fields

TR - Field 37
1498 - Field 7A
1634 - Field 6A
IR&D - Field 15A
MUAC - Not applicable

9.3 Downgrading Event

a. Definition: The event that is certain to occur, in the absence of a date, that document or record information classified secret is downgraded to confidential as predetermined by the original classification authority. On secret reports and data sheets this statement is indicated by "Downgrade to..." or "Confidential on..." statements.

b. Format: Alphanumeric with special characters, 100-character limitation.

(TR, 1498, 1634 and IR&D data bases)

c. Design Requirements: Same as current systems.

Top secret information is not processed by DTIC.

Current Systems Fields

TR - Field 39
1498 - Field 7C2
1634 - Field 6C2
IR&D - Field 15E
MUAC - Not applicable

9.4 Declassification Event

a. Definition: The event, which is certain to occur, that the classified information in the document or record becomes declassified, as predetermined by the original classification authority. On classified reports and data sheets this statement is indicated by a "Declassify on.." segment of the downgrading statement.

b. Format: Alphanumeric with special characters, 100-character limitation.

(TR, 1498, 1634 and IR&D data bases)

c. Design Requirements: Same as current systems.

Current Systems Fields

TR - Field 38
1498 - Field 7B2
1634 - Field 6B2
IR&D - Field 15C
MUAC - Not applicable

9.5 Classification Extension Authority

a. Definition: Statement of the Top Secret classification authority extending classification beyond six years.

b. Format: 100 alphanumeric and special characters; narrative.

(TR, 1498, 1634 and IR&D data bases)

c. Design Requirements: Same as current systems.

Current Systems Fields

TR - Field 45
1498 - Field 7E
1634 - Field 6E
IR&D - Field 15
MUAC - Not applicable

9.6 Classification Extension Reason Codes

a. Definition: Numeric codes corresponding to the extension reasons prescribed in DoD 5200.1-R (ISPR) para. 2-301.c, indicating the applicable reasons(s) justifying classification beyond six years.

b. Format: Single digit numerics, 1 through 8, with provision of up to 8 entries; see table below.

(TR, 1498, 1634 and IR&D data bases)

c. Design Requirements: Same as current systems.

Current Systems Fields

TR - Field 47
1498 - Field 7F
1634 - Field 6F
IR&D - Field 15
MUAC - Not applicable

Table: The Classification Extenstion Reason Codes

ISPR Reason Numbers	ISPR Reasons
1	Foreign government information.
2	Protection specifically required by statute.
3	Information revealing intelligence sources or methods.
4	Pertaining to communications security.
5	Disclosure which can be reasonably expected to result in nullifying the effectiveness of a system, installation or project.
6	Disclosure which can be reasonably expected to result in nullifying the effectiveness of a plan itself or impede its orderly implementation.
7	Information concerning specific foreign relation matters.
8	Disclosure placing a person in immediate jeopardy.

10. DTIC Products and Services Validation

a. Definition: Indicates the recurring products and services an organization receives from DTIC.

Data Use Identifiers:

- Product Quantities
- Recurring Products
- DROLS Participation

b. Format: Up to three numerics.

(MUAC Subsystem)

c. Design Requirements: Centralize product and service information in one source reference location, i.e., the DoD Dissemination Authority List (DAL), which states: "The (DAL) constitutes the official listing of all U.S. Government organizations and their contractors, grantees, etc., registered with the Defense Technical Information Center (DTIC) to receive DoD scientific and technical information service in accordance with DoD Instruction 5200.21."

Product information includes recurring products such as Current Awareness Bibliographies and Automatic Document Distribution.

Invert the on-line access coding scheme of the DROLS participation to conform with like numeric code schemes used elsewhere, i.e., ascending numerics indicating more stringent access or security levels.

The information provided by this data element constitutes a set of data in one place indicating the recurring products and services an organization is getting from DTIC.

An entry other than 0 indicates that the organization is receiving the product or service, whether standing for quantity or access. A 0 entry indicates that the organization is not participating in the service.

d. Data Use Indentifiers:

1. Product Quantities: Indicates the number of copies of a serial product received by an organization. The numeric entry indicates not only participation but also the amount to be sent to the organization, for the following:

Technical Abstract Bulletin (TAB)
Biweekly TAB Index
Annual TAB Index
DTIC Digest

10. DTIC Products and Services Validation (cont.)

e. Data Use Identifier (cont.)

2. Recurring Products: Indicates participation in various product programs. Code entry of 0 indicates no participation, code entry of 1 designates participation:

Free Microform
Current Awareness Program
Automatic Document Distribution Program

3. DROLS Participation: Indicates participation and level of access by an organization in the Defense RDT&E On-Line System. Numeric entry indicates level of access:

0 No participation.
1 Non-government, unclassified terminal (limited document abstract exclustion).
2 Government unclassified terminal.
3 Secure terminal.

Current System Fields

1. Product Quantities

TR - Not applicable
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Fields 6, 7, 8, 9, 10

2. Recurring Products

TR - Not applicable
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Fields 20, 23

3. DROLS Participation

TR - Not applicable
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Field 18*

*For difference see current system field description.

11. Funding Agency Indentification Codes

a. Definition: Codes identifying the general federal government organizations(s) providing funds. Primary entry identifies the original source of the funds although another organization may be acting as an intermediary.

b. Format: The same two-character alpha codes that constitute the digraphs for the 1498 data base accession numbers. Provide for up to three entries in the 1498 data base and for a single funding identifying entry in the MUAC subsystem.

(1498 data base, MUAC subsystem)

c. Design Requirements: Continue current 1498 entry structure: Primary Funding Agency and two Other Funding Agencies. If the data elements for RDT&E project number data have entries, this data element must have the digraph for the corresponding DoD organization as the primary entry.

Use the same codes for MUAC funding identification control. Discard the grant identification, which is a different type of identification than source of funding, and no longer used.

d. Explanation: Although the codes used for this data element are the digraphs used for the 1498 accession numbers, this data entry relates to funding identification and not record identification. Therefore, the digraph(s) in this data element will not necessarily be the same as that of the accession number on a 1498 records.

Applying the same codes in the MUAC subsystem provides consistency in data handling. The current entry in the MUAC file serves a parallel purpose, i.e., the identification of the funding source, in addition to providing request processing control on DoD and DoD contractor distribution.

e. Related Data Element Set: Project Number Data.

Current Systems Fields

TR - Not applicable
1498 - Field 15
1634 - Not applicable
IR&D - Not applicable
MUAC - Field C-2*

*For difference see current system field description.

12. FUNDING RESOURCE DETERMINATIONS DATA ELEMENT SET

a. The following data elements constitute the Funding Resource Determination set.

12.1 Fiscal Year

12.2 Funding Resources

12.3 Manpower Resources

b. This set provides control information on appropriations and expenditures of DoD RDT&E efforts. The funding resources are an extension of the funding information designated by RDT&E programs project number data. For the 1634 data base, funding resources indicate appropriations projected for the program. In the 1498 data base, funding resources indicate the expenditures approved and funded for work unit breakdowns of an RDT&E program, in accordance with established procedures for planning, programing, budgeting, financing, contracting and other applicable requirements.

In the case of the IR&D data base, this information provides manpower expenditures, only, on independent but DoD-interested research.

c. Related Data Elements:

Contract Procurement Identification Data Element Set
Date; Data Use Identifiers: Contract/Grant Effective Date
Contract/Grant Expiration Date
Project Number Data Element Set

12.1 Fiscal Year

a. Definition: Any yearly period during which financial matters and resource expenditures are determined, without regard to calendar year.

Data Use Identifiers:
- Current Fiscal Year
- Preceding Fiscal Year(s)
- Planned Fiscal Year(s)

b. Format: Two numerics, taken from the last two digits of the fiscal year.

(1498, 1634, and IR&D data bases)

c. Design Requirements:

Continue the current two numeric fiscal year entries wherever they occur.

Provide for a planned fiscal year in the 1498 data base for future projected resource expenditures.

Add to IR&D data base for the fiscal year reference on manpower resource entries, eliminate the separate field (current field 1) for the Technical Plan Fiscal Year.

d. Data Use Identifiers:

1. Current Fiscal Year: Either the current fiscal year of the resource expenditures or the fiscal year in which the expenditures were historically current, depending upon the particular data manipulation requirements of the data bases.

2. Preceding Fiscal Year(s): Past fiscal year(s) of the resource expenditures.

3. Planned Fiscal Year(s): Successive fiscal year(s) for which resource expenditures are projected.

Current Systems Fields

1. Current Fiscal Year

TR - Not applicable
1498 - field 18, input field 182, current FY
1634 - field 13, subfield 13A1, current FY
IR&D - field 1*
MUAC - Not applicable

2. Preceding Fiscal Year (s)

TR - Not applicable
1498 - field 18, input field 181, preceding FY
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

3. Planned Fiscal Years (s)

TR - Not applicable
1498 - To be added
1634 - Field 13, subfield 13B1, budget FY (CFY+1)
subfield 13C1, budget FY+1 (CFY+2)
IR&D - Not applicable
MUAC - Not applicable

*For difference see current system field description.

12.2 Funding Resources

a. Definition: Monetary resources and expenditures expressed in dollars for a project, task, or work unit during a designated fiscal year, as identified by RDT&E project number data, and which may include contract and other procurement funding support.

Data Use Identifiers:

- Current Fiscal Year Funds
- Preceding Fiscal Year(s) Funds
- Planned Fiscal Year(s) Funds
- Contributing Funding
- Total Funding
- DoD Contract/Grant Amount
- DoD Contract/Grant Amount Cumulative Dollar Total

b. Format: Up to nine numerics, expressing full dollar amount.

(1498 and 1634 data bases)

c. Design Requirements: This entry continues the current management data base entries.

Provide for the entry of contributing funding, parallel to the fiscal years' funding indicated in Data Use Identifies below, in the 1498 data base.

Provide for Planned Fiscal Year Funds in the 1498 data base to indicate projected expenditures.

Provide for a Total Funding entry in both the 1498 and 1634 data bases.

d. Data Use Identifiers:

1. Current Fiscal Year Funds: Funding resources or expenditures for the current fiscal year, or for the fiscal year in which the expenditures were historically current, depending upon the particular data manipulation requirements of the data bases.

2. Preceding Fiscal Year(s) Funds: Funding resources or expenditures of the preceding fiscal year(s).

(1498 data base)

3. Planned Fiscal Year(s) Funds: Funding resources or expenditures projected for the successive fiscal year(s).

4. Contributing Funding: Funding resources from contributing sources, as identified by supporting RDT&E project number data, used in support of the work unit. (See Project Number Data Element set, data use identifiers: Supporting Program Element Number, Supporting RDT&E Project Number, etc.)

(1498 data base)

5. Total Funding: Summary of total funding amounts of all primary and contributing fiscal resources reported in relevant fiscal years, as identified by RDT&E project number data. Total funding includes any contract/procurement support as a component amount, not as an additional amount.

6. DoD Contract/Grant Amount: Latest amount of DoD RDT&E procurement funding of the DoD contract or grant identified in the Contract Procurement Identification Number Data Element (q.v.), for the duration shown by the entries in the Contract/Grant Effective Date and Contract/Grant Expiration Date data use identifier entries of the Date Data Element (q.v.).

(1498 data base)

7. DoD Contract/Grant Cumulative Dollar Total: Current cumulative dollar total amount of the DoD RDT&E contract or grant identified in the Contract Procurement Identification Number Data Element (q.v.).

(1498 data base)

Current Systems Fields

1. Current Fiscal Year Funds

TR - Not applicable
1498 - field 18, input field 182B, current FY funds
1634 - field 13, subfield 13A4, current FY funds
IR&D - Not applicable
MUAC - Not applicable

2. Preceding Fiscal Year(s) Funds

TR - Not applicable
1498 - field 18, input field 181B, preceding FY funds
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

3. Planed Fiscal Year(s) Funds

TR - Not applicable
1498 - To be added*
1634 - subfield 13B4, budget FY funds (CFY 1)
subfield 13C4, budget FY+1 funds (CFY+2)
IR&D - Not applicable
MUAC - Not applicable

4. Contributing Funding

TR - Not applicable
1498 - To be added*
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

5. Total Funding

TR - Not applicable
1498 - to be added*
1634 - to be added*
IR&D - Not applicable
MUAC - Not applicable

6. DoD Contract/Grant Amount

TR - Not applicable
1498 - field 17D2
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

7. DoD Contract/Grant Cumulative Dollar Total

TR - Not applicable
1498 - field 17F
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

*For difference see current system field description

12.3 Manpower Resources

a. Definition: Manyear expenditures for a work project or work unit during a designated fiscal year. The manyear is specific to a tenth of a year.

Date Use Identifiers:

- Current Fiscal Year Manyears
- Preceding Fiscal Year(s) Manyears
- Planned Fiscal Year(s) Manyears
- Cumulative Manyears

b. Format: Up to six numerics and the inclusion of the decimal point to indicate tenths, including zero tenths (NN.0).

(1498 and IR&D data bases)

c. Design Requirements: For consistancy include the decimal point at input; drop 1498 machine manipulation of inserting the decimal point.

Include a cumulative manyears datum summary in the 1498 data base.

d. Data Use Identifiers

1. Current Fiscal Year Manyears: Manpower expenditures for the current fiscal year, or for the fiscal year in which the expenditures were historically current, depending upon the particular data manipulation requirements of the data base.

2. Preceding Fiscal Year(s) Manyears: Manpower expenditures of the preceding fiscal year(s).

3. Planned Fiscal Year(s) Manyears: Manpower expenditures projected for the successive fiscal year(s).

4. Cumulative Manyears: Manyear amounts reported in relevant fiscal years.

Current System Fields

1. Current Fiscal Year Manyears

TR - Not applicable
1498 - field 18, input field 182A, current FY Manyears
1634 - Not applicable
IR&D - field 13A, current FY manyears
MUAC - Not applicable

2. Preceding Fiscal Year(s) Manyears

TR - Not applicable
1498 - field 18, input field 181A, preceding FY manyears
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

3. Planned Fiscal Year(s) Manyears

TR - Not applicable
1498 - To be added*
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

4. Cumulative Manyears

TR - Not applicable
1498 - To be added*
1634 - Not applicable
IR&D - field 13B, cumulative manyears
MUAC - Not applicable

*For difference see current system field description

13. IR&D Effort Categories

a. Definition: Categorizes IR&D technical efforts as defined in the Federal Acquisition Regulation (FAR), para. 15-205.35, sect. (a) (1), (2), (3) and (4).*

b. Format: One alpha character entry:

A - Applied research
B - Basic research
D - Development
S - Systems and other concept formulation studies

(IR&D data base)

c. Design Requirements: Same as current system.

d. Explanation: This data entry is governed by the FAR reference above. It closely resembles the designations used in the Army RDT&E project number as DoD project classification letter codes (1498 system sort field B1Ø, only; an Army required application).** These categories/classifications could possibly be the subject of a later project to establish a data item correlating the IR&D data base to the other data bases.

Current Systems Fields

TR - Not applicable
1498 - Not applicable
1634 - Not applicable
IR&D - field 9
MUAC - Not applicable

*FAR, Mar 80, para. 15-205.35, Independent Research and Development Costs.
**AR 70-9 C3, 22 Aug 73, Army Research and Development Information System Program Planning and Ongoing Work Reporting, pp. 2-14 thru 2-16.

14. IR&D Technical Plan Volume and Page

a. Definition: Identifies the volume, if any, and page number(s) of the Technical Plan containing a more detailed description of the IR&D project. It also indicates when an IR&D project does not relate to an item in the Technical Plan.

b. Format: Up to 11 alphanumeric and special characters for the Technical Plan volume and number,

Example--Plan Vol/Pg No: 1/14-1;

or two 2-character alpha codes that indicate lack of relation to a Technical Plan:

PI -Project initiated after Technical Plan was published.
PC -Project changed substantially from the original Technical Plan.

(IR&D data base)

c. Design Requirements: Same as current system.

Current Systems Fields

TR - Not applicable
1498 - Not applicable
1634 - Not applicable
IR&D - Field 8
MUAC - Not applicable

15. Military/Civilian Application

a. Definition: Specifies whether or not the technology being reported has civilian application.

b. Format: One alpha character:

M -Totally military oriented, no civilian application.
C -Has civilian applications.

(1498 data base)

c. Design Requirements: Same as current system; eliminate association with Studies and Analyses.

Not restricted to Studies and Analyses. Use with any work unit record as determined applicable.

Current Systems Fields

TR - Not applicable
1498 - Field 21E*
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

*For difference see current system field description.

16. Narrative

a. Definition: A brief descriptive summary of the work reported.

Data Use Identifiers:

- Abstract
- Technical Objective
- Approach
- Progress
- Plans
- Evaluation

b. Format: Variable length with a total of 4500 alphanumeric characters allotted among the data uses that occur. The security classification immediately precedes each data use identifier entry.

c. Design Requirements: Expand current character allotment to 4500 characters.

Expand from the current limitations of 1800 in the TR file, 2700 in the 1498 and 1634 files, and 3600 in the IR&D file in order to:

- accommodate longer narratives;
- permit inclusion of an evaluation data use identifier in response to stated needs by services submitting Studies and Analyses.

Include special characters and scientific/technical notations, i.e., the items now "verbalized for machinability," as part of a refined system design.

d. Data Use Identifiers:

(1) Abstract: A brief summary of the most significant information contained in the report.

(TR data base)

(2) Technical Objective: A narrative paragraph that identifies and describes the problem being explored or key technical issues from a technical or operational standpoint. (In the 1498 and 1634 data bases a clear statement of relevancy to the Defense mission is required.)

(1498, 1634 and IR&D data bases)

(3) Approach: Describes and identifies the technical methods to achieve stated objectives. Includes methods, techniques, specific tests and equipment and theoretical work that is being conducted. Factors which may accelerate or decelerate the work are also outlined.

(1498, 1634 and IR&D data bases)

(4) Progress: Identifies progress in achieving stated objectives. Summarizes in relation to stated objectives and approach and includes implications where applicable.

(1498, 1634 and IR&D data bases)

(5) Plans: The plans and objectives for budget fiscal year and budget fiscal year plus one.

(1634 data base)

(6) Evaluation: Primarily for a study and analysis, but can be used on any 1498 report (see Studies and Analyses (S/A) data set).

(1498 data base)

Current Systems Fields

1. Abstract

TR - Field 27
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

2. Technical Objective

TR - Not applicable
1498 - Field 23
1634 - Field 17*
IR&D - Field 21 and 22*
MUAC - Not applicable

3. Approach

TR - Not applicable
1498 - Field 24
1634 - Field 17*
IR&D - Field 23
MUAC - Not applicable

4. Progress

TR - Not applicable
1498 - Field 25
1634 - Field 19
IR&D - Field 24
MUAC - Not applicable

5. Plans

TR - Not applicable
1498 - Not applicable
1634 - Field 18
IR&D - Not applicable
MUAC - Not applicable

6. Evaluation

TR - Not applicable
1498 - Field 26*
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

* For difference see current system field description.

17. NTIS Deposit Account Number

a. Definition: A number identifying deposit account(s) held by DTIC user organizations with National Technical Information Service (NTIS) for payment of unclassified, unlimited documents.

b. Format: Five numerics, up to five entries.

(MUAC subsystem)

c. Design Requirements: Expand this entry in the MUAC file from one to five account numbers.

d. Explanation: In the current MUAC file only one account number held by an organization can be identified. This, in essence, does not indicate which account numbers an organization holds, but whether it has or does not have an account number. The purpose of multiple account number entry is to identify that account number a user organization indicates on an order.

Current Systems Fields

TR - Not applicable
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Field 38*

* For difference see current system field description.

18. ORGANIZATION DATA ELEMENT SET

18.1 Organization Name and Address

18.2 Organization Code

18.3 Organization Role Code

18.4 Organization Type Code

18.5 Organization Location Code

18.6 Organization Status Code

18.1 Organization Name and Address

a. Definition: Designates a specific organizational entity. The organization is used either for bibliographic identification or to indicate a delivery point for mail.

b. Format: The organization is composed of ten components:

(A) Organization Name - contains the name of the principle organization. (Maximum of 61 alphanumeric characters)

(B) Sub-organization name - designates a second, more specific level of the organization; office symbols may be used. (Maximum of 61 alpahnumeric characters)

(C) Lowest level name - the lowest entity of the organization; office symbols may be used. (Maximum of 61 alphanumeric characters)

(D) Command Line - the head of the military organization, such as Director or Commander, often required in a mailing address. (Maximum of 54 alphanumeric characters)

(E) Attention Line Office - used as part of a mailing address to designate the specific office to which the mail is directed. (Maximum of 31 alphanumeric characters)

(F) Attention Line Name - designation of a specific individual to whom the mail is directed, used only as part of a mailing address. (Maximum of 31 alphanumeric characters)

(G) Street or Post Office - the organization's street or post office box address. (Maximum of 54 alphanumeric characters)

(H) City - the city, town or a defined site (e.g., military post) of the organization. (Maximum of 34 alphanumeric characters)

(I) State/Territory/Province/Country - the U. S. state, possession, or state of the APO/FPO distribution city of the organization; or the foreign country of a foreign organization. (Maximum of 17 alphanumeric characters)

(J) ZIP Code - the U. S. Postal Service geographic code, including the APO/FPO postal codes. (Maximum of 5 numeric characters)

(J) (alternate) Mail Code - the U. S. ZIP code or the mail code of a foreign country. (5 numerics for U.S. ZIP code; up to 7 alphanumerics for foreign codes)

Entry in each component is dependent on the type of organization, commercial or military.

Various components are required depending on the application:

(a) Source organizations incorporate components A,B,C,G,H,I and J, as needed to identify a unique organizational entity.

(b) User organizations incorporate components A,B,D,E,F,G,H,I and J; entries are made as needed to represent the official mailing address and are usually ordered: D,A,B,E,F,G,H,I,J.

(c) Distribution Statement Address Formats for the Distribution Controlling Activities use D,A,E,F,G,H,I and J as needed to express the official mailing address of the controlling organization.

c. Design Requirements:

1. Establish an Organization Authority File.

2. For the purpose of a unified scientific and technical information reporting system, consolidate all DTIC organization uses into this file.

3. Establish the standard format indicated above for the organization entries in the authority file. The organization entry will be assigned surrogate identity codes (see Organization Codes), and adjunct data codes. Related information and codes will be incorporated into the Organization Authority File for automatic machine generation through the Organization Codes. Any use of the unique, standardized organization name and address entity will be governed by the organization codes, and the information resulting will be the same regardless of the function of the organization in a particular record or report.

4. The organization's current full name will be used. Full-name entries in the lower organization components are preferable, although organization symbols may be used for subdivisions of the organization according to specific data base and data program requirements (per regulatory materials).

5. The relationship or role of an organization in a research effort is to be identified by code in the data base record relating the research effort; see Organization Roll Code.

6. In the TR data base provide for the inclusion of associated organization data for machine handling, both for monitoring and performing organizations. This will allow retrievable input capability and machine manipulation of all related data (report numbers, contracts

as assigned) and ancillary data (type codes, location codes, CASE II codes).

7. Establish the adjunct data references generated by the uniform system Organization Authority File. The current DTIC source header file generates or builds the following:

Type Codes	Source Hierarchy File
Geopolitical Codes	TR Field 18 Monitor Acronym File
CASE II Codes	

8. Include the separate organization items in the current MUAC file as component levels of a single data element, i.e., Organization Name and Address.

9. The components other than the organization name continue the current MUAC file limitations, and are purposely kept short for mailing label generating. Abbreviated and acronym entries are allowed in order to accomplish both the user organization authorization function and the mailing label address function.

10. Refine this data element by including upper/lower casing and punctuation.

d. Explanation:

1. The establishment of a single Organization Authority File allows a central machine generating point for standardized organization information for all organization functions in all data bases.

2. The Organization Authority File permits the use of the various organization components according to the individual data base and program requirements, e.g., TR organization structure requirements according to the already established COSATI Standards for Descriptive Cataloging, the MUAC file organization use, or the individual management data base requirements. The Organization Authority File should contain the most complete information on an organization in standardized format, with the recognition that not all data might be available.

3. The unified Organization Authority File would eliminate the need for multiple source header files. Currently, there is the DTIC Source Header File and the IR&D Source Header File using the same source codes but different source entry structures.

4. Organization entry reflects minimum information required for any of the individual data bases. Components are separate levels to increase flexibility of manipulation.

e. Application:

The organization categories below refer to DTIC application of organizations (currently grouped in separate files) rather than designations of specific organizations on particular records. Therefore, these aren't true Data Use Identifiers.

(a) Source Organization: an organization involved with producing a specific report or involved in the research effort being reported. The relation of a particular organization to a specific record is identified by a code. See Organization Roll Code data element.

(TR, 1498, 1634 and IR&D data bases)

(b) User Organization: Corporate entity registered with DTIC to receive DoD scientific and technical information service in accordance with DoD Instruction 5200.21.

(MUAC subsystem)

(c) Distribution Controlling Activity: the organization responsible for controlling the secondary distribution of a document. See also Distribution Controlling Activity Code of Organization Code.

(TR data base)

Current System Fields:

TR	- Field 5* (Corporate Author)
	- Field 22* (Distribution/Availability Statement: Distribution Controlling Activity entry)
	- To be added: Monitoring or Responsible Government Organization*
	- To be added: Associated Organization*
(Form 1473	- Block 9, Performing organization
	Block 11, Controlling Office
	Block 14, Monitoring Agency)
1498	- Field 20* (Performing Organization)
	Field 19* (Responsible DoD Organization)
1634	- Field 10* (Responsible DoD Organization)
IR&D	- Field 6* (Organization)
MUAC	- Field 12* (Military Title)
	Field 13* (Organization Name)
	Field 14* (Sub-organization Name)
	Field 15* (Attention Line)
	Field 15A*(Attention Name)
	Field 16* (Street Address)

(cont.)

Current System Fields (cont.):

MUAC
- Field 17* (City)
- Field 27* (ZIP code)
- Field 31* (State or Country)

*For difference see current system field description.

18.2 Organization Code

a. Definition: Numeric representation of a unique organizational entity.

Data Use Identifiers:

- Source Organization Code
- User Organization Code
- Distribution Controlling Activity Code

b. Format: Maximum of six numeric characters; assigned by DTIC. Continues Current DTIC code system:

6 numerics for Source Organization Code
5 numerics for User Organization Code
5 numerics for Distribution Controlling Activity Code

c. Design Requirements: The organization code is used to generate the organization name and address data element and ancillary data as required.

d. Explanation: Because of varying organization information requirements in the current data systems, codes are used only to the extent that they help satisfy requirements in those systems. The TR and IR&D data bases use the same source codes to generate differently structured organization entries from two separate source files. In the 1634 and 1498 data systems, sources codes are entered for organization information that is supplied on other fields; no organization entries are generated by the codes. Both the User and the Distribution Controlling Activity codes generate mailing addresses, according to different formats. Also, certain ranges of User codes currently indicate that the organizations are authorized to receive DTIC documents or computer generated products, to have free services, or to receive certain DTIC mailings without being authorized users.

e. Data Use Identifiers:

(1) Source Organization Code: code used to identify an organization that is involved with producing a specific report or involved in the research effort reported. This code generates the organization name and address, type code and location code for a specific organization.

(TR, 1498, 1634 and IR&D data bases)

(2) User Organization Code: Code identifying a unique organizational entity that receives products and services from DTIC. (See also DTIC Products and Services Validation data element.)

(MUAC subsystem)

(3) Distribution Controlling Activity Code: code that identifies the organization with its mailing address, responsible for controlling the secondary distribution of a document.

(TR data base)

Current Systems Fields

(1) Source Organization Code

TR - Field 35
1498 - Field 19T
Field 20T
1634 - Field G
IR&D - Field 6B
MUAC - Not applicable

(2) User Organization Code

TR - Not applicable
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Field 2

(3) Distribution Controlling Activity Code

TR - Programmed for the TR system but not used; to be added. Also, see Field 22
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

18.3 Organization Role Code

a. Definition: Code that indicates the relationship of an organization to the specific research effort described in a technical report or management summary.

b. Format:
- Two character alpha,
- Maximum of four entries per record:

PP - Primary Performing Organization
PR - Primary Government Responsible Organization
AP - Associated Performing Organization
AR - Associated Government Responsible Organization

PP - Primary Performing: The organization primarily conducting the research effort. Only one organization can be identified with PP.

PR - Primary Government Responsible Organization: The government organization that is directly responsible for the effort, either through administering the effort or by funding it. Only one organization per record can be identified with a PR.

AP - Associated Performing: The organizations that have participated in the performance of the research, but only as an adjunct to the work of the primary performing organization; includes sub-contractors.

AR - Associated Government Responsible: Government organizations that have a peripheral role in administering, controlling, monitoring or funding the research effort.

(TR, 1498, 1634 and IR&D data bases)

c. Design Requirements: This data element is new to the system.

One of these codes will accompany each organization entry made in the TR, 1498, 1634 and IR&D data bases.

d. Explanation: This data element allows organizations to be identified according to the needs of a specific work effort; any combination of performing and responsible organizations can be used as needed. This will permit all information associated with an organization to be entered for machine manipulation (see Organization Name and Address, Design Requirements, para. 6).

Current Systems Fields

TR	- Field 5* (Corporate Author) To be added: Monitoring or Responsible Government Organization* To be added: Associated Organization*
(Form 1473	- Block 9, Performing Organization Block 11, Controlling Office Block 14, Monitoring Agency)
1498	- Field 19* (Responsible DoD Organization) Field 20* (Performing Organization)
1634	- Field 10* (Responsible DoD Organization)
IR&D	- Field 6* (Organization)
MUAC	- Not applicable

*For difference see current system field description.

18.4 Organization Type Code

a. Definition: Code that characterizes the kind of organization.

Data Use Identifiers:
. Source Organization Type Code
. User Organization Type Code

b. Format: Mnemonic alpha codes, one or two characters as required. See table.

(TR, 1498, 1634 and IR&D data bases, MUAC subsystem)

c. Design Requirements: The type code is assigned when the entry for an organization name and address is established.

The type code is used wherever the Source Organization or User Organization is used.

Make type code categories more responsive or DTIC's present and projected needs. See explanation and table on following page.

d. Data Use Identifiers:

(1) Source Organization Type Code: characterizes the kind of organization that is involved in producing a specific report or involved in the research effort being reported.

(2) User Organization Type Code: characterizes the kind of organization that is receiving products or services from DTIC.

Current System Fields

TR - Field 41*
1498 - Field 20N*
1634 - Field H*
IR&D - Field 6E*
MUAC - Field 3*

*For difference see current system field description.

ORGANIZATION TYPE CODE TABLE

This table conforms to that which was devised in-house DTIC to provide a categorization of organizations that is pertinent in analyzing DoD research and development with DTIC information.

The category codes are set up on two levels, the first level a general level, e.g., Army, and the second divisions of the general level, e.g., Army In-house RDT&E Activities. Searches may be made with either or both levels.

This organization type code system may be applied as required. A bibliographic data base may require both levels of categorizations, whereas a product and display dissemination control system may require only one level, e.g., DoD, Navy, etc.

Code Table

D	DoD	C	Contracter
A	Army	X	Foreign
F	Air Force	R	RDT&E
N	Navy (Including Marine Corps)	O	Other
E	Military Educational (Academic)	S	Academic (schools)
I	Military Intelligence	Z	Miscellaneous
G	Government (other than DoD)	L	Library

Organization Categorization

First letter is the general categorization level; the second is the categorization division level:

DR	DoD In-house RDT&E Activities	GO	Other Government (Not DoD)
DO	Other DoD Organizations	GC	Other Government with contracts*
AR	Army In-house RDT&E Activities	CO	Contractors
AO	Other Army Organizations	CS	Academic
		CZ	Miscellaneous
NR	Navy In-house RDT&E Activities	CD	FFRDC (contract to DoD)
NO	Other Navy Activities		
		XX	Foreign
FR	Air Force In-house RDT&E Activities	XD	Foreign with DoD contract
FO	Other Air Force Activities		
_E	Military Educational (Academic)		
_I	Military Intelligence		
_L	Military Library		

*Request processing requirement.

ORGANIZATION TYPE CODE TABLE
(continued)

keferences:

1. DTIC-AD IOM dated 25 Sep 78, Revision of Type Codes.
2. Organizations Submitting Technical Reports to DTIC, DTIC-B In-house report issued 1978.

18.5 Organization Location Code

a. Definition: Geographical or geopolitical location of an organization.

Data Use Identifiers:
- Source Organization Location Code
- User Organization Location Code

b. Format: Up to four alphanumeric characters. The first two characters represent U.S. state, foreign country, or geographical area. The second two characters represent the U.S. congressional district in which the organization is situated. The U.S. state codes are those listed in JCS Pub. 7, Standard Data Element Ref. No. ST-GA. The foreign country and geographical codes are those listed in JCS Pub. 7, Chapter I, Sect. 6.

Source Organizations use all four characters; User organizations use the two characters representing the state or country code.

(TR, 1498, 1634, IR&D data bases, MUAC subsystem)

c. Design Requirements: Same as current systems. When the levels of the organization are entered as outlined in Organization Name and Address, the street, city, state, and ZIP code will be accessible for machine manipulation. This data will generate a U.S. location code automatically. Changes will also be generated automatically when congressional districts are realigned.

The organization location code is used wherever the source or user organization name and address is used.

d. Data Use Identifiers:

(1) Source Organization Location Code: Code that identifies the location of the organization involved in preparing the research report or with the research effort.

(2) User Organization Location Code: Identifies the location of the organization receiving services or products from DTIC.

Current Systems Fields:

TR - Field 40
1498 - Field 19U
Field 20U
1634 - Field J
IR&D - Field 6D
MUAC - Field 36

18.6 Organization Status Code

a. Definition: Code indicating the currency of an organization in the organization authority file.

b. Format: Mnemonic three alpha codes as follows:

ACT active; assigned to indicate current designation of the organization name. Usually assigned organizations new to the organization authority file.

ACC active-change; assigned to indicate current designation resulting from a change in an organization's nane and/or address. Assigned to an organization which has already been entered in the source authority file and has been active.

INA inactive; assigned to indicate that the organization's name is no longer current but has become historical, or its use has become uncertifiable.

(TR, 1498, 1634, IR&D data bases, and MUAC subsystem)

c. Design Requirements: Convert the current coding and meanings in the MUAC subsystem to a set of codes that is applicable to all data bases. The MUAC DELETE code does not mean that the organization has been deleted from the MUAC file, but that the organization has become ineligible and inactive for DTIC products and services validations.

d. Explanation: In the on-line data bases there is currently no status designation of organizations. Consequently, former and current organization names are not identifiable except by the personal knowledge of the viewer. An indication of currency would be helpful both in the current Source Header Listing and the Source Hierarchy List.

The use of organization status in the MUAC file indicates the need to validate an organization's eligibility to receive DTIC products and services.

The manual use in the TR card files of the designations "former name" and "later name" is based on traditional library usage in a manual card catalog. These designations can be continued if felt necessary, but for machine handling it should be remembered that it is primarily the document and its information that is being handled, not the organization. In the traditional manual system it was necessary to primarily manipulate the organization in order to expand access in the manual file.

18.6 Organization Status Code (cont.)

An organization new to the organization authority file does not necessarily have to be active. Older documents with old names, new to the system, may be received. Such an older, discontinued organization name may be immediately assigned code INA (inactive). This data element does not refer to an organization's origin in the file, but to the currency of the organization's name.

Current Systems Fields

TR - Not currently a part of the system; to be added.*
1498 - Not currently a part of the system; to be added.*
1634 - Not currently a part of the system; to be added.*
IR&D - Not currently a part of the system; to be added.*
MUAC - Field 29**

* Organization Status Code to be added as part of the Organization Authority File; see Organization Name and Address.
** For difference see current system field description.

19. Originator-Supplied Keys

a. Definition: Any designations that the report originator or the cataloging agency deem necessary to describe or identify the report.

b. Format: Up to 50 alphanumeric and special characters for each entry, and a maximum of ten entries.

(TR, 1498, 1634, IR&D data bases)

c. Design Requirements: The supplied keys are any alpha, numeric or alphanumeric designation, and not restricted to alphabetic words or phrases. This data element incorporates but is not restricted to the present author-supplied keywords in the TR, 1498 and IR&D files and the descriptive mission objective in the 1634 file.

Originator-supplied keys are retrievable data and are separate from the vocabulary field.

This data element will be established for the 1634 data base, and for the TR data base according to the requirement stated in MIL-STD-847A.

d. Explanation: The establishment of this data element reflects in part the accommodation of remote terminal input by a shared bibliographic network and management data base input by providing for the entry of their preferred or required terms.

MIL-STD-847A, para. 20.20, provides for the entry of author-supplied key words on the DD Form 1473 (block 19) for use as "...index entries for cataloging, conforming to standard terminology." The creation of a machine-controlled vocabulary, however, places a greater distinction between "standard terminology" (see Subject Terms) and originator-supplied key words. The establishment of this data element provides for the requirements of both the Form 1473-supplied entries and DTIC's data handling system.

Current Systems Fields

TR	-currently not an entry in the TR data base; to be added.
	-DD Form 1473, Block 19*. See TR Fields 23 & 25, SBIE Terms.
	-Field 42 (IAC)
	-Field 44 (IAC)
1498	-Field 22*
1634	-Field 15*
IR&D	-Field 19*
MUAC	-Not applicable

*For difference see current system field description.

20. Personal Name

a. Definition: The distinctive designation of an individual.

Data Use Identifiers:
. Administrative Contact
. Technical Contact(s)

b. Format: Up to 60 alpha characters for first name and middle initial, and 60 characters for last name. Provide for up to 5 entries.

c. Design Requirements: Standardize for the uniform data base to include full first name (or initial when name is not available), middle initial, and full last name. Titles, ranks, honorifics, and family succession designations are excluded.

The personal name is currently used either to identify a report or to provide a contact for further information concerning the work that is being reported. The inclusion of the individual's telephone number in the management data bases indicates the primary use of the name as a contact point.

In the TR file, the personal name alone does not provide a unique identification of a report. Therefore, it is an unnecessary effort to attempt to establish a full name for bibliographic entry. The first name, middle initial, and last name are adequate when used in conjunction with other elements to identify a report.

d. Data Use Identifiers:

(1) Administrative Contact: Person charged with executing the research effort for which the report is submitted.

(1498, 1634 and IR&D data bases)

(2) Technical Contact(s): Individual(s) involved in conducting the work.

(TR, 1498 and IR&D data bases)

Current Systems Fields

1. Administrative Contact

TR - Not applicable
1498 - Field 19C.
1634 - Fields 10C1; 10C2*
IR&D - Field 7A
MUAC - Not applicable

2. Technical Contact(s)

TR - Field 10*
1498 - Fields 20C; 20F; 20G; 20H*
1634 - Not applicable
IR&D - Field 16A
MUAC - Not applicable

*For difference see current system field description

21. PROJECT NUMBER DATA ELEMENT SET

a. Data elements listed below constitute the Project Number set:

21.1 Program Element Number

21.2 RDT&E Project Number

21.3 Army Project Serial Number

21.4 RDT&E 6.1 Subelement Number/RDT&E 6.2 Group Number

21.5 RDT&E Task Number

21.6 RDT&E Work Unit Number

21.7 Organization-Originated Project Number

These compiled data elements are presented as a single package to provide a perspective on project number data structure.

b. Related Data Elements:

Funding Resource Determinations Data Element Set
Contract/Procurement Identification Data Element SEt
Funding Agency Identification Codes

AD-A083 800 DEFENSE TECHNICAL INFORMATION CENTER ALEXANDRIA VA F/G 5/2
DATA ELEMENT DICTIONARY; DTIC UNIFORM DATA SYSTEM,(U)
APR 80 A KUHN, M L YOUNG
UNCLASSIFIED DTICH-4185.8 NL

2 OF 6
AD A083800



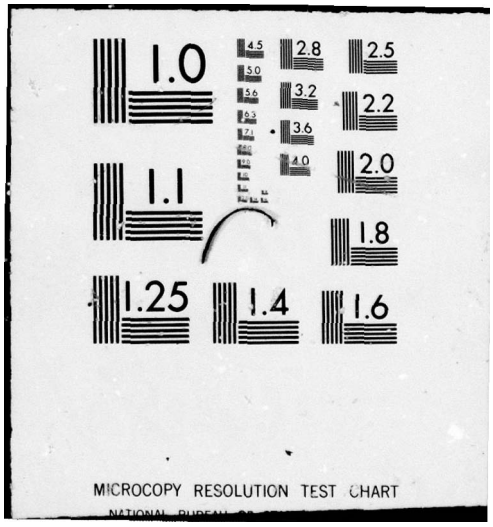

1.0
1.1
1.25
1.4
1.6
1.8
2.0
2.2
2.5
2.8
3.2
3.6
4.0
4.5
5.0
5.6
6.3
7.1
MICROCOPY RESOLUTION TEST CHART

Table: Correlation of Project Number Information

(A) RDT&E Project Number Data

(B) Organization-Originated Project Numbers

	DTIC Data Banks Equivalent Fields as of January 77	PP 1634	WUIS 1498	TR 1473	IR&D 271
(A)	RDT&E PROGRAM ELEMENT NUMBER	8A1	10A1	25	/
	RDT&E PROJECT NUMBER	8A2	10A2	16	/
	RDT&E TASK AREA NUMBER	8A3	10A3	17	/
	RDT&E WORK UNIT NUMBER	/	10A4	25	/
	RDT&E 6.1 SUBELEMENT NUMBER	8A4	30	/	/
(B)	ORGANIZATION-ORIGINATED NUMBER	/	/	25	4

This chart correlates only the basic project number data items. Relational (contributing/prior) data items, subdivisional breakdowns, and inverted file search items without display capability are adjunctive to the basic data items shown.

21.1 Program Element Number

a. Definition: Identifies programing and budgeting building blocks of the Department of Defense Five Year Defense Program (FYDP). A Program Element (PE) may consist of a project or of a number of projects in a related science and technology field and within a single budget activity.

DTIC's primary mission is to collect records and documents generated under Program Element funding 6, Research and Development, processed in the PP, WU, and TR programs. Information is collected, however, under all FYDP programs.

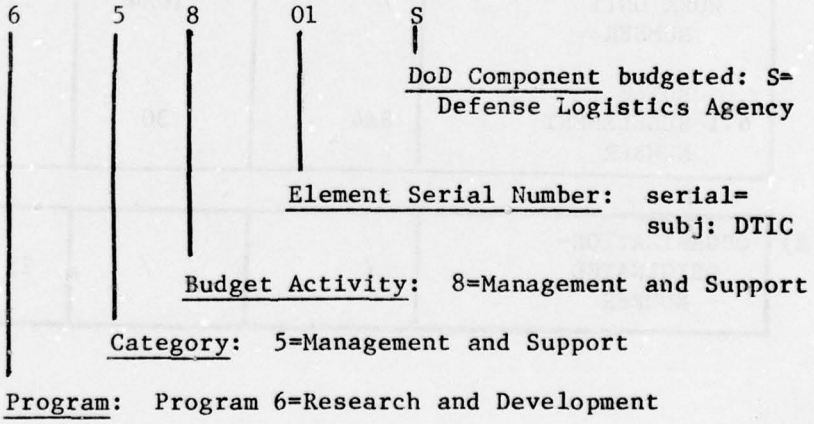
Data Use Identifiers:

. Primary Program Element Number(s)

. Supporting Program Element Number(s)

b. Format: Five numerics and one alpha making a six-character number. The five numerics make up four units of a program classification coding system, and the terminal letter designates the DoD agency or service funded.

Example:



From: Program Element Definition (DD Form 1643): title - Defense Technical Information Center; "Manpower authorizations, peculiar and support equipment, necessary facilities and the associated costs specifically identified and measurable to (DTIC)."

Establish format for entry of six characters in precise format above. Provide for up to four entries for both primary and supporting program element numbers.

(TR, 1498, and 1634 data bases)

c. Design Requirements: Uniform data entry continues current 1498 and 1634 data systems entries.

Establish a separate entry for the TR data base; transfer the program element numbers in the current TR system from their temporary entry in Field 25, Identifiers, with the designator PE. Remove the designator PE for the uniform system entry.

d. Explanation: The Program Element number is the principal funding identifier of RDT&E project data. It categorizes related research and technology project efforts within single DoD budget activities. Since it is a DoD funding element, it will not occur in the IR&D data bank.

e. Data Use Identifiers:

(1) Primary Program Element Number(s): Identifies the current program element(s) funding the research and development.

(2) Supporting Program Element Number(s): Currently, Contributing Program Element Number in the WU/1498 and Former Program Element Number in the PP/1634; the identification of previously used numbers or of contributing numbers to be entered when appropriate. This field should not exclude the multiple entry of PEs in the primary PE field; multiple PEs occur on TRs on compilations of reported funding.

Current Systems Fields

1. Primary Program Element Number

TR - Field 25 with designator PE*
1498 - Field 10a1
1634 - Field 8a1
IR&D - Not applicable
MUAC - Not applicable

2. Supporting Program Element Number

TR - To be added
1498 - Field 10b1, 10c1
1634 - Field 8b1
IR&D - Not applicable
MUAC - Not applicable

*For difference see current system field description.

21.2 RDT&E Project Number

a. Definition: Identifies the specific segments of RDT&E program efforts, primarily Program Element 6, Research and Development. (A project is a designed unit of RDT&E effort or group of closely related efforts.)

Data Use Identifiers:

. Primary RDT&E Project Number(s)
. Supporting RDT&E Project Number(s)

b. Format: The DoD services and agencies have their own project number structures of alphanumeric code segments comprising the project number and accompanying data. Consequently, the project number character lengths and alphanumeric compositions are variable.

Establish format for alphanumerics with up to 18 characters. Provide for up to four entries for both the primary and supporting RDT&E project numbers.

(TR, 1498 and 1634 data bases)

c. Design Requirements: Same as current system.

Transfer the additional RDT&E project numbers in the current TR system from their temporary entry in Field 25, Identifiers, with the designator PN. Remove the designator for the uniform system entry.

d. Explanation: Projects are initially identified in the Research and Development Program Planning Information System (PP/1634) and continue on into the Research and Technology Work Unit Information System (WU/1498) as they break down into tasks and further into work units.

RDT&E projects and their breakdowns are also identified in technical reports documenting research and technological application results in permanent record form.

Since the RDT&E Project Number is a DoD-generated element, it will not occur in the IR&D data base.

e. Data Use Identifiers:

(1) Primary RDT&E Project Number(s): Identifies current RDT&E project number(s) funding the research and development.

(2) Supporting RDT&E Project Number(s): Currently, Contribution Project Number in the WU/1498 and Former Project Number in the PP/1634; the identification of previously used numbers or of contributing numbers to be entered when appropriate.

This field should not exclude multiple entry of project numbers in the primary RDT&E project number field. In TRs, multiple numbers both from a single agency and from multiple agencies are common.

Current Systems Fields

1. Primary RDT&E Project Number

TR - Field 16, Field 25 when needed with designator PN*
1498 - Field 10a2
1634 - Field 8a2
IR&D - Not applicable
MUAC - Not applicable

2. Supporting RDT&E Project Number

TR - To be added
1498 - Field 10b2, 10c2
1634 - Field 8b2
IR&D - Not applicable
MUAC - Not applicable

*For difference see current system field description.

21.3 Army Project Serial Number

a. Definition: The last three characters of the 12-character Army RDT&E project number, identifying specific Army project efforts.

Data Use Identifiers:

. Primary Army Project Serial Number(s)
. Supporting Army Project Serial Number(s)

b. Format: Three characters, alphanumeric. Provide for up to four entries for both the primary and supporting Army project serial numbers.

(TR, 1498 and 1634 data bases)

c. Design Requirements: Establish for display in the 1634 data base.

Establish a separate entry in the TR data base; transfer the Army project serial numbers in the current TR system from their temporary entry in Field 25, Identifiers, with the designator AS. Remove the designator for the uniform system entry.

The uniform data entry continues the current 1498 data system entry.

d. Explanation: This element, though applicable only to Army RDT&E project data, is used in all the DTIC RDT&E data bases. It is searched and displayed in the TR and 1498 systems, searched but not displayed in the 1634 system. Since this datum is DoD-generated, it will not occur in the IR&D data base.

e. Data Use Identifiers:

(1) Primary Army Project Serial Number(s): Identifies Army project serial number(s) incorporated in the Army Primary RDT&E project number(s) (see RDT&E Project Number).

(2) Supporting Army Project Serial Number(s): Identifies Army project serial number(s) incorporated in the Army supporting RDT&E project number(s) (see RDT&E Project Number).

Current Systems Fields

1. Primary Army Project Serial Number

TR - Field 25 with designator AS*
1498 - Field 10a2b
1634 - Inverted File 31, only; not displayable**
IR&D - Not applicable
MUAC - Not applicable

2. Supporting Army Project Serial Number

TR - To be added***
1498 - To be added***
1634 - To be added***
IR&D - Not applicable
MUAC - Not applicable

*For difference see current system field description.

**See Explanation in this data element.

***Currently, this is not an entry in the DTIC data systems except as it may be related to the 1498 Army special application Field 10D2B, Army Prior Project Serial Number (see section titled: Addendum, RDT&E Project Number Breakdowns and Applications in the current 1498 and 1634 Data Systems).

21.4 RDT&E 6.1 Subelement Number/RDT&E 6.2 Group Number

a. Definition: Subelement Number: a numerical designation taken from the listing of Program Element 6.1 Defense Research Sciences. Group Number: a numerical designation taken from the Navy Program Elements 6.2 Exploratory Development programs groups structure.

Data Use Identifiers:

. Primary RDT&E 6.1 Subelement Number/RDT&E 6.2 Group Number
. Supporting RDT&E 6.1 Subelement Number/RDT&E 6.2 Group Number

b. Format: Two numerics.

(1498 and 1634 data bases)

c. Design Requirements: Continues Subelement numbers; Group Number is new.

(1498 and 1634 data bases)

d. Explanations: Since either the subelement number or the group number is related only to its specific Program Element number category (6.1 or 6.2), each may be applied as a singular data element entry according to the category it represents. See table below.

RDT&E 6.1 Subelement Number - Navy is the primary user of this data element. Army and Air Force have used it less than half as much as the Navy in the PP/1634. Navy alone uses it in the WU/1498. The Navy integrates these numbers into the PE 6.1 R (Research Area) Project Numbers. The Naval Material Command Information Div. (08T4) uses this data item to retrieve multiple 6.1 project-funded information.

RDT&E 6.2 Group Number - Entry of this specific data item is new, although it uses the same space that is used by the PE 6.1 Subelement Number.

The Navy integrates these numbers into the PE 6.2 F (Functional Area) project numbers. The Naval Material Command Information Div. would use this data item to retrieve multiple 6.2 project-funded information.

Future consideration may be given to the use of this data element in the TR data base; it appears sporadically in technical reports.

Since this data element is DoD generated, it will not occur in the IR&D data base.

e. Data Use Identifiers:

(1) Primary RDT&E 6.1 Subelement Number/RDT&E 6.2 Group Number: Identifies current project number data.

(2) Supporting RDT&E 6.1 Subelement Number/RDT&E 6.2 Group Number: Currently displayed only in the PP/1634 as Former Subelement Number; the identification of previously used or contributing numbers to be entered when appropriate in both the 1634 and 1498 data bases.

Current Systems Fields

1. Primary RDT&E 6.1 Subelement Number/RDT&E 6.2 Group Number

TR - Not applicable
1498 - Field 30
1634 - Field 8A4
IR&D - Not applicable
MUAC - Not applicable

2. Supporting RDT&E 6.1 Subelement Number/RDT&E 6.2 Group Number

TR - Not applicable
1498 - To be added
1634 - Field 8B4
IR&D - Not applicable
MUAC - Not applicable

Table: RDT&E 6.1 Subelement Number/RDT&E 6.2 Group Number

RDT&E Program Element 6.1 Subelement Numbers;
Defense Research Sciences:

11 - General Physics
12 - Nuclear Physics
13 - Chemistry
14 - Mathematics
21 - Electronics
22 - Materials
23 - Mechanics
24 - Energy Conversion
31 - Oceanography
32 - Terrestrial Sciences
33 - Atmospheric Sciences
34 - Astronomy and Astrophysics
41 - Biological and Medical Sciences
42 - Behavioral and Social Sciences

The Navy integrates these numbers into the PE 6.1 R (Research Area) project numbers.

RDT&E Program Element 6.2 Group Numbers;
Navy Exploratory Development Program Group Structure:

11 - Undersea Target Surveillance
12 - Surface/Aerospace Target Surv.
21 - Command and Control
31 - Missile Propulsion
32 - Strike Warfare Weaponry
33 - Undersea Warfare Weaponry
34 - Countermeasures
41 - Aircraft
42 - Nuclear Propulsion
43 - Ships, Subs and Boats
51 - Biomedical Technology
52 - Ocean and Atmospheric Support Technology
53 - Logistics Technology
54 - Materials/Electronic Devices
55 - Human Resources
56 - C/B Weapons Defense
57 - Energy and Environmental Protection
61 - Laboratory IED

The group numbers through 43 correspond to the Program Element serial number. The Navy integrates these numbers into the PE 6.2 F (Functional Area) project numbers.

See current system field descriptions for references.

21.5 RDT&E Task Number

a. Definition: Division of the RDT&E project, identifying objectives that have unity of scope and purpose.

Data Use Identifiers:

- Primary RDT&E Task Number(s)
- Supporting RDT&E Task Number(s)

b. Format: DoD services and agencies have their own task number structures. Number of characters and alphanumeric compositions vary. Establish format for alphanumerics with up to 18 characters. Provide for up to four entries for both the primary and supporting RDT&E task numbers.

(TR, 1498 and 1634 data bases)

c. Design Requirements: Same as current system.

Transfer the additional RDT&E task numbers in the current TR system from their temporary entry in Field 25, Identifiers, with the designator TN. Remove the designator for the uniform system entry.

d. Explanation: Task numbers (or task areas) may be assigned in the PP/1634 stage, or may not be assigned until the project reaches the WU/1498 level (e.g., Navy P.E. 6.1 Requirements Program Planning, with no tasks assigned). A task may be divided into subtasks ("work units" in DTIC's data base). Since the RDT&E Task number is DoD generated, it will not occur in the IR&D data base.

e. Data Use Identifiers:

(1) Primary RDT&E Task Number(s): Identifies current RDT&E task number(s) assigned to research and development.

(2) Supporting RDT&E Task Number(s): Currently, Contributing Task Area/Number in the WU/1498 and Former Task Area/Number in the PP/1634; the identification of previously used numbers or of contributing numbers to be entered when appropriate. This filed should not exclude multiple entry of task numbers in the primary RDT&E task number field. In TRs, multiple numbers both from a single agency and from multiple agencies are common.

Current Systems Fields

1. Primary RDT&E Task Number

TR	-	Field 17, Field 25 when needed with designator TN*
1498	-	Field 10a3
1634	-	Field 8a3
IR&D	-	Not applicable
MUAC	-	Not applicable

2. Supporting RDT&E Task Number

TR	-	To be added
1498	-	Field 10b3, 10c3
1634	-	Field 8b3
IR&D	-	Not applicable
MUAC	-	Not applicable

*For difference see current system field description.

21.6 RDT&E Work Unit Number

a. Definition: Identifies the smallest segment into which RDT&E research and technology efforts are normally divided, for purposes of local administration.

b. Format: DoD services and agencies have their own work unit number structures. Number of characters and alphanumeric compositions vary. Establish format for up to 18 alphanumeric characters. Provide for up to four entries.

(TR and 1498 data bases)

c. Design Requirements: Establish a separate entry for the TR data base; transfer the work unit numbers in the current TR system from their temporary entry in Field 25, Identifiers, with the designator WU. Remove the designator for the uniform system entry.

The uniform system entry continues the current 1498 system entry.

d. Explanation: The term "work unit" replaces, but is not necessarily equivalent to such terms as problem assignment, subtask, work item, job order and various other terms that are used to describe scientific or technical efforts for management purposes at the local level. The term work unit may also be used for locally administered efforts that are not RDT&E funded.

RDT&E Work Units are not a part of and not applicable to PP/1634. The RDT&E Work Unit is a specific, active segment of a research and technology effort that was generated basically in Program Planning as a requirement to be researched.

This element is DoD generated; it will not occur in the IR&D data base.

Current Systems Fields

TR	-	Field 25 with designator WU*
1498	-	Field 10a4
1634	-	Not applicable
IR&D	-	Not applicable
MUAC	-	Not applicable

*For difference see current system field description.

21.7 Organization-Originated Project Number

a. Definition: Assigned by an organization to its specific research and development effort for local administrative purposes.

Data Use Identifiers:

- Organization-Originated Project Number (Primary)
- Current Related Organization Project Number
- Prior Related Organization Project Number

b. Format: Since organizations apply their own structures to their own requirements, number of characters and alphanumeric compositions vary. Establish format for alphanumerics and special characters, up to 40 characters. Provide for up to three entries of the primary and other subelement numbers.

(TR, 1498 and IR&D data bases)

c. Design Requirements: Establish a separate entry for the TR data base; transfer the organization-oriented project numbers in the current TR system from their temporary entry in Field 25, Identifiers, with the designator LPN Local Project Number). Remove the designator for the uniform system entry.

Provide for entry in the 1498 data base. This data item will find use in the 1498 data base by contractors assigning such data to their research and development efforts, as demonstrated by their technical reports.

The uniform system entry continues the current IR&D data system entry.

d. Explanation: Organization-originated project numbers are displayed on technical reports. They are an integral part of the IR&D data system.

A distinction must be made between locally assigned numbers generated under RDT&E funding project data breakdowns (which are accepted by the Navy as RDT&E Work Unit Numbers) and those local numbers assigned but not generated by RDT&E (Program Element 6) funding. The latter constitute the entries for this data element.

e. Data Use Identifiers:

(1) (The primary) Organization-Originated Project Number: The number applicable to the research and development described in the document or record.

(2) Current Related Organization Project Number: Currently identified in the IR&D as Related Project (Current Year); the identification of current projects directly related to the reported primary project number.

(IR&D data base only)

(3) Prior Related Organization Project Number: Currently identified in the IR&D as Related Project (Previous Years); the identification of earlier projects that contributed to or led to the reported primary project number.

(IR&D data base only)

Current Systems Fields

1. Organization Originated Project Number

TR - Field 16 excluding RDT&E data; Field 25: LPN designated*; integrate as a single field
1498 - To be added, for inclusion on contractor research efforts*
1634 - Not applicable
IR&D - Field 4
MUAC - Not applicable

2. Current Related Organization Project Number

TR - Not applicable
1498 - Not applicable
1634 - Not applicable
IR&D - Field 17a, b, c
MUAC - Not applicable

3. Prior Related Organization Project Number

TR - Not applicable
1498 - Not applicable
1634 - Not applicable
IR&D - Field 18a, b, c
MUAC - Not applicable

*For difference see current system field description.

22. Related Documentation

a. Definition: Documents related to the research being reported.

b. Format: Up to 315 alphanumeric and special characters (variable entry). Appropriate punctuation is used for easier reading.

(TR, 1498, 1634 and IR&D data bases)

c. Design Requirements: Separate entry.

This entry is to be distinctive, rather than combined with another unrelated data item in a single field as is done currently in the IR&D data system, Field 20, Related DoD Technical Planning and Requirements Documents and Interested DoD Organizations.

The entry is for identification of documents only. Subject words and phrases are to be entered as Originator Supplied Keys (q.v.). The relation of the identified documents is not specified, so this entry can be any document that the originator deems to be related: Examples are:

TOD, ROC, NRR, ADO, etc.
Navy GORs
Individual organizations' documents and reports
Related DTIC-accessioned reports

This data element is to be included in the TR and 1498 data bases. For example, the indication on a completed work unit record of technical reports resulting from that work unit provides a direct link between the 1498 and TR data bases.

d. Explanation: The Navy General Operational Requirement (GOR) entries are special Navy information entries in the 1634 data base stated as a requirement by the Naval Material Command Information Div. (08T4).

Current Systems Fields

TR - To be added
1498 - To be added
1634 - Field 15*
- Field 20
IR&D - Field 20A*
MUAC - Not applicable

*For difference see current system field description.

23. Remote Terminal Input Identification

a. Definition: Identifies TR records entered by remote terminal sites outside of DTIC.

b. Format: The following information will be automatically generated through a programmed item such as the site location code number which currently is assigned with AD number ranges:

Remote Terminal Input supplied by (that organization to which the site number is assigned).

(TR data base)

c. Design Requirements: This data element is new to the data system. Program for automatic generation for DTIC in-house data handling controls and display information purposes.

d. Explanation: The purpose of establishing this particular data item is to replace the improvised distribution/availability processing information established for the Shared Bibliographic Input Experiment (SBIE), and provide for the need of input identification in the shared bibliographic input network.

Currently, this item is part of a statement that is structured for the special use of SBIE and combines identification of the input site with the statement of availability of the document. Establishing this data element as a separate entry enables the other information to be handled as part of the standardized availability statements (see Distribution/Availability Data Element Set).

Current Systems Fields

TR - Field 36*
- Fields 22 and 33: special SBIE application*
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

*For difference see current system field description.

24. Remote Terminal Site Holdings Symbol

a. Definition: Establishes holdings information for a remote terminal site. Holdings symbols are originated by a site for its use, and are transparent to the other terminals.

b. Format: Up to 15 alphanumeric characters, with provision for up to 12 entries and expansion of up to 300 entries per record in future shared bibliographic input. The symbol is structured as follows:

(1) three alphas, as the site identification code; followed by

(2) twelve alphanumeric and special characters.

The Remote Terminal Site originates the symbol according to its needs; the site identification codes are monitored by DTIC to prevent duplication.

(TR data base)

c. Design Requirements: Establish for shared cataloging technical report input processing; continue from current TR system.

The Holdings Symbol is site-generated for site use only, with the DTIC computer systems functioning as the centralized servicing data system. A site's holdings symbols are to be field transparent to the other remote terminal sites. An entry for a particular document, however, will be made by any site in the input processing network.

Provide for on- and off-line searching and sorting with this data element by the generating site, and applying it for generating related DTIC current and anticipated products, e.g., TR bibliographies, COM (Computer Output Microform) catalogs, shelf listings, etc.

The Holdings Symbol is established as a cooperative and cost-sharing item of a full-fledged shared cataloging network. Incorporating this data element will allow participating sites to close their card catalogs in varying degrees. With the inclusion of their catalog entries for DTIC record citations, they will use the DTIC data base as their on-line catalog. Holdings symbols will allow sites to search their holdings directly against their shelf lists using DROLS.

Current Systems Fields

TR - Field 48
Applicable to the TR data base, only.

25. Report Number

a. Definition: Number assigned to a report by any organization involved in the research and development described in the report. The report number identifies the report for future reference.

b. Format: Up to 40 alphanumeric and special characters. Provide for up to six entries in the TR data base, one entry in the 1634 data base.

(TR and 1634 data bases)

c. Design Requirements: Establish a single search capability for any report number in machine storage; eliminate having to search segregated fields.

Establish the capability to identify report numbers assigned by the Responsible Government Organization (see Organization Name and Address).

d. Explanation: The contributor-assigned accession number entered in the 1634 Program Planning data base is included as a number assigned to a record by an organization other than DTIC. This entry is not a machine control number assigned by DTIC. The number corresponds to numbers entered by DTIC for technical reports as searchable items of information, although they were originally assigned as accession numbers to documents by other organizations. Contributor assignment is optional.

Primary current use of report numbers in the TR system is to provide a structured access method into the data files, TAB announcement indexes and special product indexes. To establish structured report numbers it is necessary to apply rigid standardization concepts. A basic standardization method is to prefix report numbers with organizational alphabetical designations.

The original intent of DTIC's standardization policy was to establish a standard method of access for search and retrieval. The policy succeeds for machine generation of indexes. Such standardization has not proved practical for search and retrieval applications, however, for both in-house and out-of-house personnel must ascertain how "standardized" numbers were entered.

A consequence of DTIC's standardization practices is that the system is index-oriented in endeavoring to align the numbers organizationally, and search capability has been relegated to a secondary function.

An aspect to be considered is the requirements imposed on DROLS users and the future shared bibliographic input network. Is it worth obligating the sites to spend time and machine use in attempting to identify DTIC's rigid standardized report entry methods?

All report numbers should be retrievable in the manner in which they are displayed on the reports. Abstract organizational relationships should not have to be taken into account. Report numbers are assigned primarily to identify documents, not organizations.

Current Systems Fields

TR - Fields 14; 18 and 19*
1498 - Not applicable
1634 - Field 1
IR&D - Not applicable
MUAC - Not applicable

26. Report Type

a. Definition: General kind of report.

b. Format: The report type is identified by a two-character alpha code:

RP - Reprint
TT - Translation (Technical Translation)
FS - Document supplied by a foreign source
MT - Magnetic Tapes
TH - Theses and dissertations
CR - Conference reports or proceedings - compilations of papers presented at conferences, symposia, meetings, etc.
PT - Patents
PA - Patent Applications
PR - Reissued Patents
GD - GIDEP
SG - Security Classification Guides

(TR data base)

c. Design Requirement: Establish this data element as a searchable element to retrieve certain document types that are not currently identifiable or easily retrievable.

Current Systems Fields

Currently, not an entry in any data system. To be added to the TR data base.

27. Security Classification

a. Definition: A designation of the specific degree of protection required for official information to prevent unauthorized disclosure.

Data Use Identifiers:

- Record Security Classification
- Work/Document Security Classification
- Title Security Classification
- Narrative Security Classification
- Classified Subject Terms Security Classification
- Originator Supplied Keys Security Classification
- Facility Security Clearance
- Contract Security Clearance

b. Format: Up to four alpha characters which represent a particular level of classification:

TS	-	Top Secret
S	-	Secret
SRD	-	Secret Restricted Data
SFRD	-	Secret Formerly Restricted Data
ST	-	Secret - Tentative
C	-	Confidential
CRD	-	Confidential Restricted Data
CFRD	-	Confidential Formerly Restricted Data
CT	-	Confidential - Tentative
U	-	Unclassified
R	-	Foreign Restricted

c. Design Requirements: For the security classification entries that are retrievable, establish search capability on the first character as well as the whole code.

Provide for the RD and FRD security designations in the TR and 1498 data bases; these security designations are already used in the 1634 and IR&D data bases. Eliminate the separate and unique entry in the TR (coded 51 or 52 in current Field 33), in the 1498 (coded RD or FR in current Field 8A2), and in the MUAC file. The combination of the security classification and RD or FRD symbols conforms with DoD 5200.1R, Information Security Program Regulation, Dec 78, para. 4-204.

Therefore, in the MUAC file incorporate and use the same classification designations for the data use entries Facility Security Clearance and Contract Security Clearance, i.e., U, C, CRD, S and SRD.

Instate Record Security Classification, already in the management data bases, in the TR data base.

Although Top Secret is a valid security classification, any information received by DTIC with such a classification is forwarded to the National Security Agency and is not processed by DTIC. The only place this classification can appear in DTIC's files is for the Work/Document Security Classification on records not having information higher than Secret.

The Record Security Classification (which for TRs is the security of the bibliographic record, and for the management data bases is the overall security of the summary sheets) must be of an equal or higher classification than the title classification, narrative classification, subject terms classification, and originator supplied keys classification. The Work/Document Security Classification is the only classification that may exceed the Record Security Classification.

By providing for a record classification in the TR file, access to unclassified information can be expanded, particularly for unclassified computer terminals. Currently, the unclassified terminals are restricted from displaying the records of classified documents because the records are assigned the classified status of the documents they describe.

d. Related Data Elements: Title
Narrative
Subject Terms
Originator Supplied Keys

e. Data Use Indentifiers:

(1) Record Security Classification: The overall security of the machine record. In the TR system, where a bibliographic record represents an entire document, it is the classification of the bibliographic record. For the 1498, 1634, and IR&D data bases, this is the classification of the entire summary sheet which generates from the machine record.

(TR, 1498, 1634 and IR&D data bases)

(2) Work/Document Security Classification: The work/document security classification is the classification for the work effort that is being reported, or the document that the bibliographic record represents. This classification may be higher than the record classification and is the only place in a record held by DTIC that Top Secret may appear

(TR, 1498, and 1634 data bases)

(3) Title Security Classification: This is the security classification of a title. The security classification immediately precedes the title and is enclosed in parentheses.

(TR, 1498, 1634 and IR&D data bases)

(4) Narrative Security Classification: This is the security classification of the narrative portions of the report. Each narrative section must be preceded by the appropriate classification enclosed in parentheses.

(TR, 1498, 1634 and IR&D data bases)

(5) Classified Subject Terms Security Classification: This is the security classification of the classified subject terms. Each classified term must be preceded by its appropriate classification enclosed in parentheses. Because this applies only to the classified term entries, the (U) is not a valid entry.

(TR, 1498, 1634 and IR&D data bases)

(6) Originator Supplied Keys Security Classification: This is the security classification of the originator supplied keys. Each key must be preceded by its appropriate classification enclosed in parentheses.

(TR, 1498, and IR&D data bases)

(7) Facility Security Clearance: This indicates the facility's eligibility for receiving documents up to the designated security clearance level.

(MUAC subsystem)

(8) Contract Security Clearance: This designates the security clearance level of a particular contract, indicating by the level of classification the documents the user may receive under that contract.

(MUAC subsystem)

Current Systems Fields

1. Record Security Classification:

TR - Field 3*
Field 33 (51/RD or 52/FRD)*
1498 - Field 5*; Field 8A2*
1634 - Field 5*
IR&D - Field 14*
MUAC - Not applicable

2. Work/Document Security Classification:

TR - Field 20; Field 33 (51/RD or 52/FRD)*
1498 - Field 6*; Field 8A2*
1634 - Field 7
IR&D - Not applicable
MUAC - Not applicable

3. Title Security Classification:

TR - Field 8*; Field 33 (51/RD or 52/FRD)*
1498 - Fields 11 and 11A; Field 8A2*
1634 - Field 9
IR&D - Field 5*
MUAC - Not applicable

4. Narrative Security Classification:

TR - Field 28; Field 33 (51/RD or 52/FRD)*
1498 - Fields 23, 24, 25*; Field 8A2*
1634 - Fields 17, 18, 19
IR&D - Fields 21, 22, 23, 24*
MUAC - Not applicable

Current Systems Fields (continued)

5. Classified Subject Terms Security Classification:

TR - Fields 24, 26*; Field 33 (51/RD or 52/FRD)
1498 - Not currently available - to be added - present subject terms Field 37, 38*; Field 8A2*
1634 - Not currently available - to be added - present subject terms Field L*
IR&D - Not currently available - to be added - present subject terms Field 25*
MUAC - Not applicable

6. Originator Supplied Keys Security Classification:

TR - Not currently available - to be added - see Originator Supplied Keys; Field 33 (51/RD or 52/FRD)*
1498 - Field 22*; Field 8A2*
1634 - Not applicable
IR&D - Not currently available - to be added - present keywords Field 19*
MUAC - Not applicable

7. Facility Security Clearance:

TR - Not applicable
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Field 4*
Field 25*

8. Contract Security Clearance:

TR - Not applicable
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Field C-9*
Field C-10*

*For difference see current system field description.

28. STUDIES AND ANALYSES (S/A) DATA SET

a. Definition: Nonrecurring examinations of a subject that provide greater understanding of relevant issues, alternatives, conclusions, and recommendations which contribute to planning, programing, budgeting, and policy development. Also included are research and development of related data base structurees and models for support of studies and analyses.

28.1 Study and Analysis Category

28.2 Studies and Analyses Relationships

28.3 Studies and Analyses Models and Codeword or Sensitive Material

28.4 Studies and Analyses Foreign Area Studies

b. Design Requirements: Separate elements, entered individually, required only for S/A. Evaluation will be a data use identifier of the narrative; keywords become originator-supplied keys. Evaluation and keywords are not used exclusively for S/A,

c. Related data element: Narrative, date use identifier Evaluation.

Reference:
DoDD 5010.22, The Management and Conduct of Studies and Analyses 22 Nov 76.

28.1 Study and Analysis Category

a. Definition: The general subject area covered by a study and analysis.

b. Format: One-digit numeric code.

1 - Manpower and Personnel
2 - Concepts and Plans
3 - Operations and Force Structure
4 - Installations and Logistics
5 - Sciences, Technology, Systems and Equipment
6 - Management
7 - Intelligence
8 - International Security

(1498 data base)

c. Design Requirements: Separate entry; this data element should be a separate entry rather than a part of a string of characters in a general use field as it is currently.

Current Systems Fields:

TR - Not applicable
1498 - Field 21A
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

28.2 Studies and Analyses Relationships

a. Definition: Relationships among Research and Technology Work Units, Studies and Analyses, and Computerized Data Bases.

b. Format: One-character alpha code.

R - Both a Research and Technology Work Unit and Studies and Analyses effort.
S - Studies and Analyses
B - Computerized Data Bases separate from Studies
C - Both a Computerized Data Base and a Study

(1498 data base)

c. Design Requirements: Separate entry; this data element should be a separate entry rather than a part of a string of characters in a general use field as it is currently.

Current Systems Fields

TR - Not applicable
1498 - Field 21B
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

28.3 Studies and Analyses Models and Codeword or Sensitive Material

a. Definition: Studies that require models or data bases which use codeword or sensitive material.

b. Format: Two-character alpha code.

SM - Models (Study develops or depends on a major computer-operated model)
BC - Data bases use codeword or specially sensitive material

(1498 data base)

c. Design Requirements: Separate entry; this data element should be a separate entry rather than a part of a string of characters in a general use field as it is currently.

Current System Fields

TR - Not applicable
1498 - Field 21C
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

28.4 Studies and Analyses Foreign Area Studies

a. Definition: Studies or data bases that have foreign affairs implications.

b. Format: Two-character alpha code.

SF - Foreign Area Social Science Research
SP - Foreign Area Policy Planning Research
BF - Data bases with data on foreign forces or equipment, whether or not these have been provided by the intelligence community

(1498) data base)

c. Design Requirements: Separate entry; this data element should be a separate entry rather than a part of a string of characters in a general use field as it is currently.

Current Systems Fields

TR - Not applicable
1498 - Field 21D
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

29. Subject Area Category

a. Definition: General category of science and/or technology to which the work effort relates.

b. Format: Six-numeric code taken from DoD modified COSATI Subject Categories.

For on-line data bases (TR, 1498, 1634, IR&D) provide space for up to eight codes; first code entry reflects the closet relationship to work being reported. The following codes indicate relationships of declining importance.

For MUAC subsystem provide storage space for each DTIC user to enter up to the total amount of codes available (about 160).

c. Design Requirements: Convert Scientific and Technological (S&T) codes in the 1498 and 1634 data bases to COSATI Subject Categories. The COSATI codes are used now, and will continue to be used, in the TR and IR&D data bases.

The MUAC subsystem continues its current entry of up to the total amount of codes available (about 160).

d. Explanation: S&T codes were apparently developed by DDR&E (now ODUSDR&E) to facilitate their modification at a DoD level rather than at a government interagency level, as is required by the use of the COSATI subject categories. S&T codes, however, have undergone only minor changes which are reflected also in the COSATI categories. Therefore, it would seem beneficial to use the more widely accepted COSATI categories.

In the MUAC file these codes are used to control user access to classified TR documents and 1498 summaries, and to both classified and unclassified 1634 and IR&D records.

Current Systems Fields

TR - Field 2
1498 - Field 12*
1634 - Field 16*
IR&D - Field 10
MUAC - Field C-4

*For difference see current system field description

30. Subject Terms

a. Definition: Any single word or group of words which expresses the major concepts of the technical effort being reported. All subject terms are assigned and reviewed by DTIC and become part of the controlled vocabulary.

Data Use Identifiers:
. Unclassified terms
. Classified terms

b. Format: Subject terms are composed of up to 50 alphanumeric characters which represent any word or group of words, with a maximum of 30 entries.

c. Design Requirements: Division of subject terms into any sub-data use is not necessary for on-line retrieval, display, or access. Access is determined by security and limitation restriction pertinent to the entire record, and the security classification of the record must be equal to or higher than any of the individual components (such as individual terms). Some accommodation, however, is needed for the publication of TAB, where unclassified information in a classified report can be displayed. Unclassified and classified terms will satisfy these requirements.

NOTE: The current systems field descriptions have been written on the basis of procedures and policies in effect Sep 79.

At this time the TR file is totally manually indexed; the 1498, 1634 and IR&D data banks are processed through the Machine Aided Indexing (MAI) programs and humanly post-reviewed. A change in these procedures will affect the concept of index terms. One consequence is that distinctions among descriptors, open-ended terms, and identifiers will be less defined, as will the difference between "controlled" and "uncontrolled" vocabulary. As more material is processed through MAI and more definite procedures are established for vocabulary control, all vocabulary assigned as index terms will be "controlled" by DTIC, either through a match against the Natural Language Data Base (NLDB), or as a result of being processed by the Vocabulary Control Group.

d. Data Use Identifiers

(1) Unclassified Terms: Subject terms with an unclassified security classification. Any of these terms can be displayed in TAB or any unclassified publication.

(2) Classified Terms: Subject terms which, either by themselves or because of the context in which they appear in a unique report, have a security classification of confidential or above. Not displayed in TAB or any other unclassified publication.

NOTE: A term could conceivably be included as an unclassified term on one report and, because of its context, be listed as a classified term on another report.

Current Systems Fields

TR - Field 23*
TR - Field 25*
1498 - Field 37*
1498 - Field 38*
1634 - Field L*
IR&D - Field 25*
MUAC - Not applicable

31. Summary Level

a. Definition: Level of RDT&E work effort being reported.

b. Format: Four-character alpha designations:

Work - Work Unit
Task - Task
Proj - Project
Prog - Program
Syst - System

(1498 and 1634 data bases)

c. Design Requirements: Same as current system.

1498 data base requires entry for Work Unit only.

1634 data base requirements specify entries for Project and Task.

d. Explanation: The proposed R&D Program Planning (1634) Data Bank Input Manual provides for the inclusion of entries for Program, System and Subelement; these designations are used according to various service needs.

Use of Format designations provides common, mnemonic designations where needed.

Current Systems Fields

TR - Not applicable
1498 - Field 9*
1634 - Field 4
IR&D - Not applicable
MUAC - Not applicable

*For difference see current system field descriptions.

32. Summary Transaction

a. Definition: Type of work effort summary.

b. Format: Up to four alpha characters:

NEW - Initial submission on a new project, task, or work unit.
CHAN - Amending submission indicating changes to a previous summary.
CORR - Editorial submission correcting a minor error on a previous summary.
COMP - Final submission for a work effort that is completed.
TERM - Final submission on an uncompleted work effort that has been terminated.
DELT - Deletion of a record.

(1498, 1634 and IR&D data bases)

c. Design Requirements: Convert the alpha code entries in the 1498, the 1634 in-house transaction, and IR&D data systems to mnemonic entries. Make the 1634 double transaction fields a single transaction entry for both processing and retrieval.

d. Explanation: Use of the Format entries provides mnemonic representations and common designations for like information and processing throughout the data bases.

In the IR&D data base, the use of CHAN in place of the current entry indicating "continuing" is applicable in that the latest IR&D record for a specific project would include amended entries for Fiscal Year (as with current Technical Plan FY), the Narrative/Progress (as with current Progress), and Manpower Resources/Cumulative Man-years (as with the current Professional Man-years/Cumulative to Date).

Current Systems Fields

TR - Not applicable
1498 - Field 4*
1634 - Field 3
- Field C*
IR&D - Field 3*
MUAC - Not applicable

*For difference see current system field descriptions

33. Supplementary Notation

a. Definition: Unclassified, supplemental information not necessary for retrieval.

b. Format: Up to 600 alphanumeric and special characters. (TR data base)

c. Design Requirements: Same as current system.

Use this entry for generated statements that are not applicable elsewhere, e.g., see Document Language Identifier and its recommended generated statement.

Use this data element only for items not necessary for retrieval. Report numbers, contract numbers, and organizations that can specifically index a report should not be used as non-retrievable supplementary information.

Current Systems Fields

TR - Field 21
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

34. Technical Report Descriptive Note

a. Definition: A concise narrative phrase that denotes the type, serialization, or succession of a report or set of reports. The note follows the report title entry in the bibliographic citation.

b. Format: Alphanumeric with special characters, up to 150 characters.

(TR data base)

c. Design Requirements: Same as current system with expanded characters as in Format above.

d. Explanation: This data item, in denoting the type of report, does not repeat the title nor the title's subject content. It generally is a standardized categorization descriptive of the report such as Final rept., Annual rept., Summary rept., Interim rept., Special publication, et al., and may also denote succession in a series of related documents, e.g., Progress rept. no. 3, etc. Inclusive dates covering the period of the report are also included as part of the descriptive note as applicable.

e. Related Data Element: Technical Report Serial

Current Systems Fields

TR - Field 9
1498 - Not applicable
1634 - Not applicable
[illegible] - Not applicable
[illegible]AC - Not applicable

35. Technical Report Page Count

a. Definition: Pages in a document including all pages with information and excluding blank pages.

b. Format: Up to four numerics, plus p. generated.

(TR data base)

c. Design Requirements: Same as current system.

d. Explanation: This form of page count refers to the microform and blowback size of a document, not to the original pagination format. Since it is done for microfiche frame reproduction, requirements must be observed, e.g., the page sizes that may be photographed individually, frame-counting for oversize pages, and those items that should or should not be counted such as overlays, charts, microfiche in the document itself, and other assorted pocket material.

Current Systems Fields

TR - Field 12
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

36. Technical Report Serial

a. Definition: Coded version of succession information that the title indicates when there are two or more documents to a title, or serialization indicated by descriptive notation on the document.

b. Format: Either single-character alpha entries or numerics up to four characters; up to three retrievable entries.

A Annual
F Final
S Summary

1234 Numeric sample (up to four characters)

(TR data base)

c. Design Requirements: Establish multiple entries to expand retrieval capability on report serial designations.

d. Explanation: This entry is used to retrieve technical reports by the categories (shown above in Format) originating from the title succession information (Volumes, Parts, etc.) or from the descriptive note serialization.

The expansion to multiple retrieval capability permits the inclusion of multiple succession information. For example, the entry of serial data on "Annual rept. no. 3" would allow retrieval on A and 3. The serial data on Volume 3 of rept. no. 2 (Final) would permit search and retrieval on 3, 2, and F.

e. Related Data Elements: Technical Report Descriptive Note
Title

Current Systems Fields

TR - Field 34
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

37. Telephone Number

a. Definition: The commercial call number assigned to a telephone.

Data Use Identifiers:
. Administrative Contact Telephone Number
. Technical Contact Telephone Number

b. Format: Maximum of 22 alphanumeric characters. The area code, three-digit exchange number, four-digit number, and extension (when needed) should be included. The numbers are separated by dashes, e.g., 202-274-6833-1234.

(1498, 1634, IR&D data bases)

c. Design Requirements: Align telephone number subelement with personal name designations to permit their association with individuals.

d. Explanation: The commercial telephone number is used because it represents the number available to the complete range of DTIC's users.

Telephone numbers are used to obtain further information on the work effort reported; they are used mainly for work still in progress. Therefore, telephone numbers are included in the management data bases (1498, 1634, IR&D) and not in the technical reports file.

e. Data Use Identifiers:

(1) Administrative Contact Telephone Number: Telephone number of the individual designated as the administrative contact.

(1498, 1634 and IR&D data bases)

(2) Technical Contact Telephone Number: Telephone number of the individual designated as the primary technical contact.

(1498 and IR&D data bases) A technical contact exists as an entry in the TR file (see Personal Name data use identifier, Technical Contact), but no telephone number accompanies the entry in that file.

Current Systems Fields

(1) Administrative Contact Telephone Number

TR - Not applicable
1498 - Field 19D
1634 - Field 10C3*
IR&D - Field 7B*
MUAC - Not applicable

(2) Technical Contact Telephone Number

TR - Not applicable
1498 - Field 20D*
1634 - Not applicable
IR&D - Field 16B*
MUAC - Not applicable

38. Title

a. Definition: Distinguishing description or name of work being reported.

Data Use Identifiers:
. Record Title
. Unclassified Version of Title
. Modified Version of Title

b. Format: Alphanumeric with special characters:

TR - 450-character maximum, with provision for extended titles (see Design Requirements below)

1498 - 160 character maximum
1634 - 60 character maximum
IR&D - 122 character maximum

The title security classification is included in the Title entry (see Design Requirements below and Security Classification data element.

c. Design Requirements: In the DTIC uniform data base there will be one field for the record title, whether classified or unclassified.

Provide for a uniform data base security designation procedure, i.e., embedding the title security datum as a machine processing subfield in the title element.

Provide for the total inclusion of TR titles extending beyond the title entry maximum (450 characters) through the use of an extended field with a machine processing automatic switch used as needed on both input and retrieval display.

Provide for a data entry field displaying an unclassified version of a TR classified title, whether already designated on a technical report or supplied (as is done in the current TR data system with the Annotation, Field 30).

Provide for a data use field displaying a modified version of a TR title, to be supplied as needed according to DTIC in-house announcement and bibliographic index requirements.

For product refinement include special characters and scientific/technical notation, i.e., the items currently "verbalized for machinability."

d. Explanation: The current data base constraints appear to satisfy the projected title entry requirements of the uniform data system's component management data bases.

The establishment of data uses to display unclassified versions of classified titles and modified versions of titles is dependent on TR data base requirements. The use of these entries in the management data bases might be considered. The number of classified titles in those data bases, however, is so small that the use of such entries would be relatively slight, if used at all.

e. Data Use Indentifiers:

(1) Record Title: Title displayed on the technical report or assigned to the management data base record.

(TR, 1498, 1634, IR&D data bases)

(2) Unclassified Version of Title: An adaptation of the classified title entered as the Record Title that can be released to the public in unclassified publications. This element is either assigned by the originator or supplied by DTIC. When the unclassified version is supplied by DTIC, it becomes subject to specific requirements established for the TR data base-generated announcement and bibliographic indexes. 1

(TR data base)

(3) Modified Version of Title: Supplied by DTIC as a clarified substitute title entry in accord with specific requirements established for the TR data base-generated announcement and bibliographic indexes. 2

(TR data base)

1. Entry in Data Use Identifier (2) (when supplied by DTIC) and (3) originates in the current TR data system in Field 30, Annotation/Index Annotation.

2. Use of the Annotation entry is indicated in the TAB Indexes by an asterisk appended to the substitute title entry except in the TAB Subject Index. There the asterisk indicates a title-generated entry and the lack of the asterisk indicates an annotation-generated entry. Asterisk designation should be consistent.

Current Systems Fields

(1) Record Title

TR - Fields 6* and 7*
1498 - Field 11
1634 - Field 9
IR&D - Field 5
MUAC - Not applicable

(2) Unclassified Version of Title:

TR - Field 6* and 30*
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

(3) Modified Version of Title:

TR - Field 30*
1498 - Not applicable
1634 - Not applicable
IR&D - Not applicable
MUAC - Not applicable

*For difference see current system field description.

39. Title Key

a. Definition: Coded version of a title devised according to a predetermined algorithm.

b. Format: Twelve alphanumeric and asterisk characters. The title is parsed 1, 4, 3, 2, 2 on the first five words to obtain the algorithm, as follows:

1st character: First character of the first word of the title;

2nd, 3rd, 4th and 5th characters: First four characters of the second word of the title;

6th, 7th and 8th characters: First three characters of the third word of the title;

9th and 10th characters: First two characters of the forth word;

11th and 12th characters; First two characters of the fifth word.

Asterisks are used to fill the spaces then there are not enough characters in the words of the title to fill the requirement of the key.

All special characters and punctuation in tht title are ignored and treated as spaces in forming the title key.

(TR, 1498, 1634 and IR&D data bases)

c. Design Requirements: Continues current search capabilities. The inclusion of this data element provides a retrieval point for a specific record which aids in checking for duplicate titles.

Current Systems Fields

Currently programmed into the online data bases for search and retrieval capability.

SECTION II

The Current DTIC Data Banks; Field Descriptions

This section is organized according to the data bank and its numerical fields, as follows:

Technical Report (1473) Data Bank (TR)

Work Unit Information System (1498) (WUIS)

R&D Program Planning (1634) Data Bank (PP)

Independent Research and Development (271) Data Bank (IR&D)

Master User-Address-Contract (MUAC) File

Each part on a data bank also includes, in addition to current field descriptions:

(a) descriptions on data items not currently a part of the data system, but included for relevance and reference;

(b) particular data bank fields to be deleted because of irrelevance to the uniform data system.

Each current system field description terminates with a reference to its appropriate Uniform System Data Element, or indicates its applicability in the context of the uniform data system, i.e., item to be deleted, internal control, etc.

Technical Report (1473) Data Bank

The Technical Report data bank contains bibliographic citations on approximately 1 million technical reports which are held by DTIC under computer control. The citations represent a collection of formally documented scientific and technical results of Defense (and other government agency) sponsored Research, Development, Test and Evaluation. In serving as a repository for the technical reports, and having responsibility for their data processing automation, DTIC is the central DoD facility for their secondary distribution.

The Technical Report machine citation data is not only used to provide a direct reference to a particular document, but is also used for a variety of programs, products and services. These include the Technical Abstract Bulletin and Index announcement publications, bibliographies, current awareness services, specific time-span citation compendiums, automatic microfiche and tape distribution, and subject and descriptive cataloging-derived data compilations. Additionally, the Technical Report data bank both contains and refers to information that is classified and unclassified, of limited and unlimited distribution.

DoDI 5100.38, 29 Mar 65, Defense Documentation Center for Scientific and Technical Information (DTIC), is the authority for submission of DoD-funded scientific and technical reports to DTIC and their processing.

References:

1. User's Guide to Defense Documentation Center: Programs, Products, Services, Aug 76.
2. DDC Congressional Fact Book, Feb 79; Technical Report Input (2.1)
3. DDC Program/Budget, 22 Aug 78;...Technical Report Services.

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field: none; Associated Organization

CURRENTLY, NOT A PART OF THE TR SYSTEM

Background: Currently, in the TR system one cannot retrieve data (including all adjunct data) on organizations that have aided the primary organizations in report preparation (such as cooperatively, through subcontract, or independently contractually). Therefore, the organization report numbers and DoD contracts of these collaborating organizations (when assigned and indicated) are also nonretrievable but are otherwise completely compatible with the TR data input. Additionally, corporate author/source code-generated data (Type Codes, Geopolitical Codes) are not useable for retrieval on such organizations since no input record is made for them (except in current Field 21, Supplementary Note, for information supplementary to data indicated elsewhere, but neither searchable nor retrievable).

Description: Identifies organizations that have aided the primary organizations in report preparation and allows retrieval of adjunct compatible data.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field; None: Keywords

Description: Keywords are terms or short phrases that identify the principle subjects covered by the report and are sufficiently specific and precise to be used as index entries for cataloging.

Current system entry: Currently, while there is the provision for entry of keywords on the 1473, they are not entered as such as indexing terms. They may provide a guideline for DTIC subject analysts for the assignment of terms.

CURRENTLY, NOT A SEPARATE PART OF THE TECHNICAL REPORTS DATA BASE; APPEARS ON THE DD FORM 1473, BLOCK 19.

Uniform System Data Element: Originator-Supplied Keywords

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field: none; Monitoring or Responsible Government Organization

CURRENTLY, NOT A PART OF THE TR SYSTEM

Background: A separate data field for this item is not a part of the current TR system. There is a separate entry for this on the DD Form 1473, a separate field in the 1498 WUIS system for the Responsible DoD Organization (1498 Field 20), and the sole organization entry in the 1634 Program Planning is designated "Responsible DoD Organization" (1634 Field 10).

Additionally, the DD Form 1473, Report Documentation Page (for technical reports), includes blocks for 3 organization entries: Performing Organization Name and Address (block 9), Controlling Office Name and Address (block 11), and Monitoring Agency Name and Address (block 14).

Description: An additional organization entry for monitoring or responsible government organization should be considered in conjunction with the other DTIC data systems. This entry should be for government and not only DoD since the TR system accessions a large number of other government monitored reports, e.g., FAA.

An appropriate common designation for this data element should be determined, e.g., Responsible Government Organization, and its generation by the redesigned organization authority file should be considered.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field; None: Processing Date

CURRENTLY NOT AN ENTRY IN THE TR SYSTEM.

Background: The processing date occurs in the other data bases as the date when the record is processed by DTIC's computer system. It is a system assigned entry.

Description: This entry provides a visual indication of when the report record is processed into the DTIC TR system. It may vary greatly with the actual date on the report. This date provides a more generally and more easily understood entry for the record citation than a TAB cycle number, for instance.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 1: Accession Number

Description: The Accession number is a machine processing control number assigned uniquely to a technical report as soon as it has been determined by DTIC accessioning procedures that it is not a duplicate report.

Current DTIC application: The current meaning of AD is Accessioned Document. A degree of intelligence is structured into the AD number in its initial assignment, to designate classified or unclassified report and limited or unlimited distribution. Historically, these designations have changed periodically since the inception of AD number assignment (see following page).

Current system entry: The AD number is a 9 character datum composed of 3 alphas followed by 6 numerics. The first two alphas are always AD, the third alpha is a letter code to designate additional intelligence (see following page), and the following numerics constitute the sequence number assigned to the document, e.g., ADA100233.

Display of the accession number may include the lette L as the 10th, last character, designating a limited distribution report, but currently this suffix item is machine program-generated from current Field 33, Distribution/Availability Codes, sub-field Distribution Code (q.v.).

Machine storage of the AD number precludes retention of the AD designation for machine manipulation. Product display re-incorporates the AD designation.

Validation: Mandatory on all TR records.

Uniform System Data Element: Accession Number

TR Data Field 1 (continued) Accession Number

1. Current Intelligence Application

Effective TAB year 75 to current:

AD A000 001 Unclassified, unlimited distribution (GRA)
AD B000 001 Unclassified, limited distribution (TAB)
AD C000 001 Classified (TAB)
AD B950 000 Unannounced unclassified, limited distribution
AD C950 000 Unannounced, classified
AD D000 001 Patents, Patent Applications (GRA)
AD D100 000 thru AD D5----- IAC records (no DDC dissemination)
AD E000 001 Shared Bibliographic Input Experiment technical report records (no DTIC dissemination as AD-Es) Sep 77-current

2. Preceding Intelligence Application

AD 900 000 Unclassified, limited 1972-1974
AD 800 000 Unclassified, limited 1966-1972
AD 895 000 - AD 896 884 Unannounced, unclassified 1972-1974
AD 700 000 - AD 787 897 Unclassified, unlimited 1970-1974
AD 600 000 Unclassified, unlimited 1964-1970
AD 500 000 Classified 1969-1974
AD 594 000 - AD 597 190 Unannounced, classified 1970-1974
AD 400 000 Unclassified; unlimited 63-64; limited 63-66
AD 490 000 Unannounced, unclassified 1963-1971
AD 300 000 Classified 1958-1969
AD 396 000 Unannounced, classified 1958-1970
AD 200 000 Unclassified, limited & unlimited 1958-1963
AD 221 000 - AD 224 999 Unannounced, unclassified 1958-1963
AD 1 = AD 000 001 - AD 163 403 Unclassified and classified 1952-Aug 58

AD 163 500 - AD 165 117 DoD Patents, patent applications (GRA) 73-9 thru 74-26
AD 175 000 - AD 183 121 IAC records 1974 only (no DTIC dissemination)
AD 190 000 - AD 196 582 IAC records 1974 only (no DTIC dissemination)

TR Data Field 1 (continued) Accession Number

3. An expanded list is available in DTIC on additional early uses of the accession number; unannounced, special applications, ranges used and not used. (See project background folder for Accession Number; referrals to DTIC sections with Accession Number listings and use information.)

SYSTEM FIELD DESCRIPTION: Technical Report (1498) Data Bank (TR)

TR Data Field 1A: Technical Report Processing Category

Description: Coded category control to indicate the level or amount of data input on a document.

Curent system entry: . Alpha codes a, b, or c:

Code	Category	Meaning
a	I	Minimum processing; DTIC is not the primary store for the document.
b	II	Full processing; DTIC is the primary store for the document.
c	III	Full processing; DTIC is the primary store for the document for which a record of an antecedant document is in the DTIC TR data bank.

This control item is applied DTIC in-house only, for DTIC-disseminated documents.

References:

1. Informal DTIC-TII memo date 28 Sep 78, subj: Definitions for the Current Technical Report Input Processing System.
2. DTIC-T IOM dated 31 Mar 78, subj: Proposed Technical Report Input Processing System.

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT:
Since this is a process control item it is not to be considered as a Uniform System Data Element.

SYSTEM FIELD DESCRIPTION: Technical Report (1473) DAta Bank (TR)

TR Data Field 2: Subject Fields and Groups

Description: The subject fields and groups identify the general area of science and/or technology that is covered by the report.

Current system entry: . Six digit numeric code

The fields and groups are assigned by DTIC subject analysts. These codes are taken from the DoD-modified COSATI Subject Categories.

For unclassified/unlimited documents three or four codes generally are assigned per document; often more codes are assigned to classified documents and the Form 41 has space for up to 8 entries.

TAB is arranged by fields and groups; the first field and group assigned to a document determines the placement of the report's citation in TAB.

Validation: . Mandatory entry.

Uniform System Data Element: Subject Area Category

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 3: (designated) Entry Classification, or
Catalog Card Classification

Current Use: To indicate highest classification appearing within a record citation; machine-generated entry. (Dec 79)

Description: In indicating the highest classification of an entry in a record, acts as the highest classification of that record. The Report Classification (Field 20), however, is still used in the retrieval of the record as the classification of the entire record.

Current system entry:
- Machine-generated entry,
- single alpha entry of classification codes s, c, r, or u,
- based on the highest classification appearing in any of Field 8, Title Classification, or Field 24, Descriptor Classification or Field 26, Identifiers and Open-ended Terms Classification, or Field 28, Abstract Classification.

Validation:
- No classification higher than Field 20, Report Classification;
- with a Field 20 entry of u, Field 3 (this field) entry must be u.

Background: Originally, the purpose of this machine-generated item was to indicate the security classification of the data displayed on a catalog card. When it was determined, however, that no classified information should appear on catalog cards, all card designations have been Unclassified.

Currently, this data entry is displayed on-line, only, when requested. Because no classified information appears on catalog cards, an entry on a card is not necessary.

Because a TR bibliographic machine record is controlled by the classification of the original document (Field 20), unclassified computer terminals do not have access to the bibliographic records of classified reports having only unclassified data. The record shares the classified status of the report it describes. Bibliographic records assigned unclassified would permit terminal access to information on classified documents.

Reference: Procedures to Protect Technical Report Security during Machine-Aided Indexing, 28 Jul 78, DTIC Intern Program.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 4: NTIS Price

Description: This field entry was established to display hardcopy/ paper copy and microform prices of unclassified, unlimited distribution reports approved for public release through OTS/CFSTI/NTIS.

Current procedure: This information is not entered in DTIC data storage. NTIS generates their price entries automatically by computer based on the page count in *Pagination* (DTIC Field 12) for their computer system, only.

Recommended action: DTIC pricing information no longer occurs in the DTIC system, making this field a blank item. This data element should be considered for abolishment since DTIC does not currently* charge for documents but for services.

*Dec 79

RECOMMENDED ACTION: DELETE THIS DATA ITEM.

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 5: Corporate Author

Description: The name of the corporate organization that prepares the report, or is editorially or contractually responsible for the preparation of the report. The corporate author serves as a major idex point facilitating the identification of a document or record. Establishment of a corporate author follows COSATI standardized cataloging procedure and structure.

Current system entry: Corporate Author Field 5 is generated by the appropriate corporate author code number entered in Field 35, Source Code. The primary entry in the corporate author/source header file is made completely in caps and without punctuation, with a maximum of 3 lines with 40, 38, 38 character limitation consecutively. Special symbols (dashes, slashes, parentheses, etc.) pertaining to organization structure or name are included.

Validation: none; generated entry.

Areas of Consideration on Current Organization Structure Problems:

1. Make the "Corporate Author"/"Performing Organization" authority file a direct on-line accessible file for new entries and changes. This would eliminate the punch card input-update entry preparation.

2. In eliminating the punch card preparation procedure the current entry character limitation could be removed. The current limitation is constricted by the space available on the punch cards.

An example of the effect of the character limitation is the presence of a block of German sources in the file which cannot be displayed with their appropriate research subdivisions at their various locations.

3. Refine entry by including upper-lower casing and punctuation.

4. Redefine the purpose of this data item in correlation with comparable organization entries in the other DTIC data systems. In conjunction with the uniform data system definition, this data element is both a bibliographic index point and an information referral type data item.

TR Data Field 5: (continued) Corporate Author

5. Establish a single, uniform designation for this data element (in conjunction with the other DTIC systems). The variety of terms currently employed include: source, source header, source name, originating author, corporate author, corporate source, organization, performing organization. Organization Authority File is inclusive and covers all systems.

6. Establish a separate data entry for responsible/monitoring (government) organizations in conjunction with the other DTIC data systems.

7. Establish the adjunct data references generated by the redesign organization authority file. The current TR source header file generates or builds the following:

Type codes	Source Hierarchy file
Geopolitical codes	Field 18 Monitor Acronym file
CASE II codes	

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 6: Unclassified Title

Description: For the purposes of technical report data processing, the title is the name of the work, including the subtitle and alternative title when cited; and generally excluding descriptive notation which may be entered in the Descriptive Note (Field 9), and an overall project or report series name which may be entered in the Supplementary Note (Field 21).

On classified reports, when a title is classified it is entered in Field 7, Classified Title, for security application data handling.

Title variations and implications are handled according to standard descriptive cataloging procedures.

Current system enty:
- Narrative entry,
- up to 450 alphanumeric and special characters.

Validation:
- Only unclassified titles may be entered in this field;
- therefore, Field 8, Title Classification, is always u.

Uniform System Data Element: Title

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 7: Classified Title

Description: The DoD designated original classification authority determines that a title is classified if the title's narrative content reflects or reveals the classified information content of the document, particularly when two or more concepts are sensitively associated according to the DoD Security Classification Guide issued covering the classification of the information in the report.

Current system entry:
- Narrative entry,
- up to 450 alphanumeric and special characters.

Validation:
- Only classified information is entered in this field;
- therefore, Field 8, Title Classification, is always r, c or s

If there is only a Classified Title on the document, the Information Analysis Branch supplies an unclassified version for Field 30, Index Annotation, entry.

Uniform System Data Element: Title

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 8: Title Classification

Description: Indicates the classification of the document title. If there are both an unclassified title and classified title, the highest degree of title classification is entered.

Current system entry:

- Single alpha codes:

  u unclassifed
  r restricted
  c confidential
  s secret

Validation:

- Mandatory entry,
- u entry with Field 6, Unclassified Title, only;
- r, c or s entry with Field 7, Classified Title;
- if Field 7 has an entry, u is not allowed;
- the Title Classification may not be higher than Field 20, Report Classification;
- the r entry is used with foreign documents, only.

In the case of a classified title, the title classification indicates the degree of protection required against unauthorized disclosure of the title content, determined by the document's original classification authority in the interest of national defense.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 9: Descriptive Note

Description: A descriptive note is a phrase which denotes the type of report, but does not repeat the title. The note may be documentary in nature, e.g., Final, Annual, Interim, et al., or it may indicate the serialization of a set of reports, e.g., Rept. no. 4, Progress rept. no. 2, Quarterly rept. no. 3, Final rept.

According to the COSATI standard* this data item is referred to as a Descriptive Note or Subtitle, without subject content.

Current system entry:
- narrative entry,
- up to 120 alphanumeric and special characters.

In addition to a standardized narrative entry in this field, Final, Annual, Summary or numeric serialization are coded in field 34, Serial Number/Source Series (q.v.).

Reference: *Guidelines for Descriptive Cataloging of Reports; A Revision of COSATI Standard for Descriptive Cataloging of Government Scientific and Technical Reports, Committee on Information Hang-ups, Mar 78, CIH-78/01, AD-A050 900; Sect. 4.

Uniform System Data Entry: Technical Report Decriptive Note

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 10: Personal Author(s)

Description: The person credited with the preparation, writing, or compostion of the content of the report.

Current system entry:
- Alphanumeric and special characters,
- up to five entries,
- with 60 characters for first name and middle name or initial,
- and 60 characters for last name;
- machine input is last name entered first.

The names of the personal authors are entered as they are recorded on or in the document with an attempt to enter as complete a name as possible.

When a personal author is not definitively indicated on a document, an ascertainment is made of the proper entry in this data field based on standard cataloging procedure. Suffixes (Jr., Sr., III) are included in the entry, but titles, degrees, ranks and honorifics are omitted. Current descriptive cataloging entry for a name is to indicate it with a last name indicator, e.g., James L. /Jones. The various DTIC sub-systems include both direct and indirect name display requirements. The printed TAB entry results with the name as originally indicated, that is, James L. Jones.

Uniform System Data Element: Personal Name

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 11: Report Date (excluding Field 11"a").

Description: The date of publication. If not definitively displayed on the document, the date is determined through standard cataloging procedures.

Current system entry:
- Up to 7 alphanumeric characters with the machine edit eliminating spaces (up to 2);
- Entry of 1 or 2 numeric day, 3 alpha character month, 2 numeric year, e.g., 3 Jan 77, 26 Mar 76; date entry may be made without day;
- If year is used alone, 4 numeric entry, e.g., 1979.

Validation: . Mandatory entry on all report records.

Input indication/retrieval display: DTIC programs and subprograms provide a variety of date displays. However, DTIC-TID Descriptive Cataloging standard entry is day, month, alpha abbreviated, and 2 digit year, e.g., 1 Jan 77; or month and year, e.g., Jan 77; or four digit year, e.g., 1977.

Various DTIC subprograms have a variety of input and retrieval displays based on numeric only and alphanumeric entries. For example, 770101; Jan 1, 1977; and Julian dates, e.g., 77 001. The printed TAB entry results with data as originally indicated, that is, 1 Jan 77.

Inventory file date entry is converted to YYMMDD (e.g., 770103), with a secondary conversion to a julian date in binary form (YYYDDD) for retention in that file.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 11"a": Reclassification Date

Description: Identifies the next date of reclassification of a classified report, as displayed in Field 38, Declassification Date (Declassify on) or in Field 39, Downgrading Date (Confidential on), or both.

Current system entry:
- Up to 7 alphanumeric characters with the machine
- edit eliminating spaces (up to 2);
- Policy entry of 1 or 2 numeric day; 3 alpha month, 2 numeric year, e.g., 1 Jun 86, 31 Dec 86.

Validation: A valid entry is made when:

- Field 20, Report Classification is s, c, or r,
- Field 32, Regrade Category, entry is A, C, D, E, or F.
- This field is blank when Field 20 entry is u, or if there are no date entries in Fields 38 and/or 39.

This date entry, repeating either Fields 38 or 39 date entries, goes to the DTIC Inventory File Subsystem but not to the MAD File.

This entry indicates the date when the Field 20 entry on a classified report is to be changed from s to c, c to u, or r to u. This function is also applicable to RD and FRD documents.

THIS FIELD TO BE DELETED
See notations in Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 12: Pagination

Description: Pagination is the total number of pages in a document regardless of numeration. Page count includes all pages with print; the cover, diagrams, charts, illustrations, maps, photos, foldouts, pocket material, etc. At DTIC oversize pages such as foldouts, pocket maps, charts, etc., are counted for the number of frames needed to microfiche them. Blank pages including those so designated are not counted. Pagination indicates the length or size of a document, corresponding to the number of frames necessary for microfische reproduction.

Current system entry:
- Up to four numerics,
- with a following p. machine-generated.

The Federal Microfiche Standards*, 3rd Edition, states that primary distribution lists shall not be filmed. Therefore, distribution list pages have not been counted in the past. Effective 30 Aug 78** all pages with print are counted for microfiching.

References:

*COSATI Federal Microfiche Standards, 3rd Edition, Apr 68, PB-167 630; see page 4.6.

**DTIC-M IOM dated 30 Aug 78, Subj.: Distribution Lists within Technical Reports.

Adjunct reference: Basic U.S. Government Standards and Specifications, National Microfilm Association, RS1-1974, Feb 74; p.78, para2.3, refers to above standards.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 13: (No Entry)

TR Field 13 not used since at latest 1965.

Formerly was "Originating Agency Acronym" (corporate author) in conjunction with the corporate author's report series number, Field 14.

THIS FIELD DELETED

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 14: Source Series/Report Number

Description: The organization, whether government, military, or contractor, that performs the research recorded in the report assigns its unique report series number (or numbers, according to the organization's needs) to the document.

The alpha/numberic and spacing composition of a report number is variational at the discretion of the organization. Generally, the organization's acronym prefixes the actual report number, but not in all cases.

The report numbers of monitoring or sponsoring military and government organizations assigned in addition to the performing organization's report number(s) are entered in Fields 18 and 19, Monitor Acronym and Series (q.v.).

Current system entry:
- Up to two entries, separated by a comma,
- each having up to 35 alphanumeric and special characters.

There are numerous character limitations depending on system programs and display requirements. This character limitation is the Print E second level edit specification.

Policy validation: . The number entered must belong to the corporate author assigned to the report, regardless what other number(s) may be displayed on that report.

The American National Standards Institute has sponsored an attempt to standardize report numbers, having uniformity and compatibility. The standard format utilizes uniform composition and separation of categorized segments for the report number.*

Reference:
*American National Standard Technical Report Number (STRN), ANSI 239.23-1974

Uniform System Data Element: Report Number

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 15: Contract (or Grant) Number

Description: This entry is the contract, grant or order funding that identifies the financial support of the research results recorded in the technical report. The contract/grant entries in this field are both DoD and other government agencies, but DoD entries take precedence.

Current system entry: . An entry of 35 alphanumeric special characters,
. with up to two entries, separated by a comma.

The alpha/numeric and spacing composition follows the usage of the agency. DoD numbers have a FAR* prescribed structure, but with older structures appearing from time to time and with other agencies' numbers, there is wide variation in character length and spacing.

FAR refers to DoD numbers as Procurement Instrument Identification (PII) numbers.

See attached suggestions for dedesign considerations:

(a) Considerations for clarification of data element purpose;
(b) Funding instrument example (MIPR) for entry consideration.

Reference:
*Federal Acquisition Regulation, Mar 80, para. 20-201.

Uniform System Data Element: Contract Procurement Identification Number

TR Data Field 15: (continued) Contract Number

1. Preliminary Considerations for Contracta Data Item Entries in This Data Element

a. Clarify the purpose of this data element.

b. In that the RDT&E project number data (current TR Fields 16 & 17) also deal with funding, a clarification of the purpose of these elements would be helpful for comparison purposes.

2. Suggested Basic Clarifications for Funding Data Items

a. For contract/grant Data Element: data items that indicate transfer of funds from one organization to another, indicating a procurement funding action.

b. For RDT&E project Data Elements: data items that indicate DoD designated funding for defined categories of RDT&E.

3. Considerations for the Clarification of the TR System's Requirements, Needs and Uses for the Contract/Grant Data Element

a. Establish the DoD, DLA and DTIC specified required entries.

b. Establish the needs, in addition to those generated by the required entries, for funding data determination and correlation; that is, do we want to know the origin of the research funding for documents beyond that of the required DoD funded reports?

c. Establish the degree of capacity desired for determination and correlation of the origin of procurment funding. Do we want to know the funding of reports done under DoD contracts and grants only, or would we also like to be able to determine the funding origins on reports done by DoD agencies for each other, and by DoD organizations for non-DoD funding organizations.

d. Develop well defined entry criteria for data items wanted, according to the capacities wanted, based on authoritative regulatory materials, i.e., the appropriate instructions, regulations, manuals, etc.

e. Also, take into consideration DoD agency internal funding transfers (work orders, work requests, task assignments, etc.) in order to establish boundary lines of wanted input.

TR Data Field 15: (continued) Contract Number

4. Examples of Contract/Grant Data Element Entry: Current and Projected Criteria

a. Current DoD required entries: DoD contracts, DoD grants.

b. Current and additional COSATI standard entries: Government agencies contracts, grants and orders (COSATI Std for Desc Cat, Para.8).

c. DTIC inclusion of additional funding instruments, DoD related:

ARPA order numbers
OCD - Office of Civil Defense contracts
PKO - interagency Purchase Request Orders
MWP (..MWP...) Mutual Weapons Project contracts
MWDDEA - Mutual Weapons Development Data Exchange Program

d. Projected Examples of Funding for Input Criteria Consideration

(1) Transfers of funding within DoD for RDT&E research: MIPRs, Purchase Orders, Project Orders, etc.

(2) Funding by non-DoD organizations for DoD research: interagency agreements (IAAs), contracts given to DoD agencies, etc.

(3) Major DoD agency internal funding transfers: work requests, work orders, task assignments, job orders, etc.; internal funding transfers may be considered as the line at which funding transfer data might not be needed.

5. Funding Instrument Example

Attached is an example of funding instrument for which criteria are established for Contract/Grant Data Element entry consideration.

TR Data Field 1[illegible] (continued) Contract Number

a. Funding Instrument Example: MIPR

(1) MIPR (Military Interdepartmental Purchase Request): Per DLAM 7000.1, Chapter 9, Sect. VIII, the regulatory use of MIPRs is for the procurment of services, materiel or equipment. There is a further explanation of the MIPR categories (two) and MIPR use policy.

(2) Federal Acquisition Regulation (FAR): Section 5, para. 5-1108.1(a) indicates the components that should make up the MIPR number:

(i) the requiring agency identification code as prescribed in the DoD Activity Address Directory (DoDAAD), DoD 4000.25D*;

(ii) the last digit of the fiscal year; and

(iii) the number of the particular MIPR (numbered consecutively by the requiring activity).

There is an expanded policy explanation under para. 5-1108.1.

(3) MIPR Number Examples: A cursory search and check for MIPR numbers in DTIC-M files and DTIC-TID notes indicate that there has been an extreme latitude in the construction of these numbers by DoD organizations, as shown in the examples following:

Number	Construction	Organization	Comments
A35200-5-0001 (1 2 3)	1 DoDAAD ID code, 2 FY, 3 sequence no.	DA-AEWES	Appears to follow FAR
M00029-9-7606 (1 2 3)	1 DoDAAD ID code(?) 2 FY, 3 sequence no.	Marine Corps	Appears to follow FAR
FD2050-9-11078 (1 2 3)	1 DoDAAD ID code(?) 2 FY, 3 sequence no.	Air Force org	Appears to follow FAR
4006-7 (1 2 3)	1 MILSTRIP no., 2 FY, 3 sequence no.	DLA/DTIC	per DLA/DASC-IS

*DoDAAD available in DTIC on microfiche, only.

TR Data Field 15: (continued) Contract Number

Number	Construction	Organization	Comments
FY7621-75-90002 (1 2 3 4)	1/DoDAAD ID code(?) 2/FY(?), 3/station code, 4/sequence no.	AF ADTC, Eglin	Variation of FAR
RN522-75	-	DA-APG	-
FS D308	-	DA-FSTC	-
RPE 75-0001 (1 2)	1/FY(?), 2/sequence	DA-TACOM	-
1-75 (1 2)	1/sequence(?), 2/FY(?)	DA-Army Lib., Pentagon	-

(4) Additional Notes for Establishing MIPR Data Entry Criteria:

DoDI 7720.13, WUIS, states in para. V.B.3.: "Contracts, grants and IPRs for services, supplies or equipment used in support of research and technology efforts need not be reported as separate work units to the system" (WUIS).

TIR-2/MIS (WUIS) was asked if MIPRs are being entered. The response was that they are entered irregularly; they are not required data item input.

MIL-STD-847A, TRs, states in the Form 1473 Appendix instructions for Blk.8., Contract or Grant Number, para. 20.8: "For a contractor of grantee report, enter (the contract)... . Leave blank in in-house reports." Presumbly, this indicates that at the time the MIL-STD was formulated, the funding transfer data thought needed for input was not expansive.

(5) MIPR Entry Inclusion or Exclusion Criteria Considerations:

In that a number of TRs have indicated MIPR funding, presumably under the services basis, MIPR entry would indicate the procurement funding origin of the document. The entry criterion would be the origin of procurement funding.

On the other hand, the definition of MIPR could exlcude its entry, in that its use is materiel requisition oriented, and not RDT&E.

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 16: RDT&E Project Number

Description:

Before TAB/GRA 77-1: any entry on the technical report and/or DD Form 1473 B1, 10, labeled "Project", "Project Number", regardless of origin, and including DoD PE 6 funded RDT&E.

Since TAB/GRA 77-1: Project numbers generated by the DoD Five Year Defense Program (FYDP) Program Element 6 (Research and Development) RDT&E funding, for correlation with same entries in the 1498 and 1634 data systems.

Current system entry:

- 2 project number entries, separated by a comma, for a total of 73 alphanumeric and special characters.
- A project number character length is variable depending on the DoD agency or military service number structure.
- Additional project numbers are entered temporarily in Field 25 for eventual recapture, beginning with designation PN (project number) (TAB/GRA 77-1).

Uniform System Data Element: RDT&E Project Number

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 17: RDT&E Task Number

Description:

Before TAB/GRA 77-1: any entry on the technical report and/or DD Form 1473 Blk. 10, labeled "Task" or "Task Area", in conjunction with a project number, regardless of origin, and including DoD PE 6 funded RDT&E.

Since TAB/GRA 77-1: Task numbers under project numbers generated by the DoD Five Year Defense Program (FYDP) Program Element 6 (Research and Development) RDT&E funding, for correlation with the same entries in the 1498 and 1634 data systems.

Current system entry:

- 2 task number entries, separated by a comma, for a total of 73 alphanumeric and special characters.
- A task number character length is variable depending in the DoD agency or military service number structure.
- Additional task numbers are entered temporarily in Field 25 for eventual recapture, beginning with designation TN (task number) (TAB/GRA 77-1).

Validation: Must have Field 16, Project Number, entry.

Uniform System Data Element: RDT&E Task Number

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 18: Monitor Acronym (of Monitor Series)

Description: This specific data entry refers to the acronym prefix of the report series number assigned to a technical report by the military organization or government office monitoring or sponsoring the research in the report.

The report number segment of the monitor's series is currently continued in Field 19.

The alphanumeric and spacing composition of the monitor acronym entry is variational according to an agency's own designation or the acronym supplied.

The monitor acronym field also currently generates a separate Field 18 acronym data file.

Current system entry:
- Up to two entries,
- each having up to 30 alphanumeric and special characters.

There are numerous character limitations depending on system programs and display requirements. This character limitation is the Print E second level edit specification.

Validation: . If there is an entry in this field, an entry is mandatory in Field 19, Monitor Series.

Uniform System Data Element: Report Number

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 19: Monitor Series (excluding acronym)

Description: This data element contains the remainder of a monitor agency's report number with the prefixed acronym entered in Field 18, Monitor Acronym.

The alphanumeric and spacing composition of the series number is variable according to an agency's usage.

Current system entry:
- Up to two entries, separated by a comma,
- each having up to 42 alphanumeric and special characters.

There are numerous character limitations depending on system programs and display requirements. This character limitation is the Print E second level edit specification.

Validation: . If there is an entry in this field, a corresponding entry is mandatory in Field 18, Monitor Acronym.

Uniform System Data Element: Report Number

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 20: Report Classification

Description: The security classification of the total document as determined by the original classification authority according to the DoD Security Classification Guide issued covering the classification of the information in the report. The report classification indicates the degree of protection required against unauthorized disclosure as determined by the needs and interests of national defense.

Current system entry; . Single alpha codes:

u	unclassified
r	restricted
c	confidential
s	secret

Validation:
- Mandatory entry;
- if r, c or s is entered, Field 32, Regrade Category, must have an entry,
- the Report Classification may not be lower than the Field 8, Title Classification, entry;
- the r entry is used with foreign documents, only.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 21: Supplementary Note

Description: This entry is a narrative statement of information about the report not included elsewhere in the descriptive cataloging.

Current system entry: The narrative information put in this field is supplemental to any of the descriptive cataloging information; it is not retrievable. This entry must always be unclassified. There is a 600 character limitation.

Validation: None; although any information put in this field is supposed to be unclassified, there is no committal security indication, i,e., u.

Uniform System Data Element: Supplementary Notation

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 22: Limitations (Alpha)/Distribution-Availability Statements

Description: This field contains a supplied narrative statement taken from information on the document concerning access to a document through its distribution control, availability limitation, or disclosure constraint.

Current system entry: With any narrative statement displayed, or in the absence of a distribution control statement, an appropriate code is entered in current Field 33, Limitation-Availability Codes/Distribution-Availability Codes; an exception is the entry of a supplied CNWDI disclosure statement which is coded in, but not generated from, current Field 31, Special Code/Special Indicator. Although the codes in Field 33 represent the statements, no statement generation is provided in Field 22 by those codes. The narrative statement as supplied provides a display statement and the Field 33 (and Field 31) codes provide inventory file control of the document.

The current statement entry procedures were established to satisfy in part the requirements of DoDD 5200.20, Distribution Statements on Technical Reports.

Validation: . A statement is displayed with any Field 33 distribution control code 1 thru 17, except 1 and 9 when used singly.

. A statement is displayed if an availability code 20 thru 24 is included in Field 33 in addition to any distribution code.

. A statement is displayed if the Field 31, Special Code, CNWDI code is designated.

Uniform System Data Elements: Distribution Codes
Availability Codes

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 22(included): Distribution Control Application Date (Part of Field 22).

Description: The distribution control application date indicates when the statement on distribution limited to U.S. Government agencies, DoDD 5200.20* Statement B, was applied.

Current system entry: . Policy entry of 1 to 2 numeric day, 3 alpha character month, 2 numeric year, e.g., 7 Mar 79, 28 Aug 79.

This date is included in the document distribution control statement indicating secondary distribution control (U.S. Gov't. agencies only) as displayed on the document, and entered as a narrative statement in current Field 22, Distribution-Availability Statement.

THIS DATA ITEM IS NOT CURRENTLY A DISTINCT ENTRY

Reference:
*DoDD 5200.20, Distribution Statements on Technical Reports, 24 Sep 70.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Fields 22 and 33(included): Specific Application: SBIE Distribution/Availability Statement

Description: A prescribed supplied distribution and availability statement is applied (in addition to a distribution statement when showing) to document input of the Shared Bibliographic Input Experiment (SBIE) for on-line display. Since the documents in this experiment are not available for TAB announcement and distribution by DTIC, each SBIE site assumes responsibility for answering inquiries and providing information regarding secondary distribution of the documents until they are reprocessed by DTIC in-house.

Current system entry: The following availability statement is always entered in Field 22: "Announcement only; not available from DTIC. For availability information contact _____."

Distribution/Availability Codes Application, Field 33: The above statement is coded with Availability Code 21. A DTIC Distribution code is also applied, as mandatory for input, representing in code form the distribution information on the document. The Distribution Codes usually applicable to SBIE documents are 1, 3 and 9.* These codes, however, do not generate their applicable narrative data.

Validation: Entry of a distribution code in Field 33 is mandatory.

References: . DTIC Shared Bibliographic Input Experiment, 5 Aug 77 (Project Statement).

. DLAM 4185.15, Jun 79, Defense RDT&E On-Line System Terminal Operator's Manual (INPUT); Appendix B: RTIS Format Guide for the Technical Reports Data Bank (see instruction for Field 22).

* See TR Data Field 33 description.

Uniform System Data Element: Remote Terminal Input Identification

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 23: Posting Terms/Descriptors

Description: Any single word or phrase expressing the main concept of the technical effort being reported.

Current system entry:
- No stated machine entry character limitation for a single term;
- total field entry of up to 1200 alphanumeric and special characters;
- each term entry separated by a comma.

Posting terms currently assigned by DTIC are found in the DTIC Retrieval and Indexing Terminology (DRIT) publication. This controlled vocabulary is a product of DTIC's Natural Language Data Base (NLDB) which in effect is a thesaurus held in mass storage. Posting terms, although usually generic in nature, vary in specificity according to the various subject disciplines. All are unclassified.

For security reasons concerning a document, posting terms may be put in Field 25, Candidate Posting Terms/Identifiers and/or Open-ended Terms.

Currently, the character limitations of a term are dependent on the individual requirements of machine programs and display uses.

Older printed references refer to terms as Index terms or Descriptors. The terms, however, have now acquired the designation "Posting Terms."

Uniform System Data Element: Subject Terms.

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Fields 23 & 25(included): SBIE Terms (Posting Terms)

Description: The remote sites participating in the Shared Bibliographic Input Experiment (SBIE) enter terms similar to the manner DTIC indexers do. Remote site input is bound by the same entry limitation requirements. Unique SBIE-entered terms remain on the inverted file as type 49 terms, meaning externally submitted new subject terms.

References:

DTIC-TO memorandum, 30 Jan 79, Display and Retrieval of Subject Data Fields.

DTIC-T IOM, draft Feb 78, SBIE Term Input to the DTIC Inverted Files.

Uniform System Data Elements: Originator Supplied Keys
Subject Terms

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 24: Descriptor Classification

Description: Indicates the classification of the posting terms entered in Field 23, Posting Term/Descriptors.

Current system entry: . Single alpha codes:

u	unclassified
r	restricted
c	confidential
s	secret

This field is distinct and separate from the field it classifies.

Validation: . An entry in this field is required when there is an entry in Field 23,

. u entry is required when Field 20, Report Classification, entry is u.

. the Descriptor Classification may not be higher than the Field 20 classification entry.

POLICY STATEMENT:

Current DTIC policy for the past several years has been to make only unclassified entries in Field 23, with Field 24 always being u. DTIC Form 41, Mar 79, however, retains all classification designations, and Appendix D to DDCM 4800.1 (superseded), Field 23, indicates that originally this field was established to include classified entries which were suppressed for display, but available for retrieval.

When Restricted Data and Formerly Restricted Data (AEC Act 1954) are involved, the report is coded correspondingly only in Field 33, Distribution/Availability Codes subfield Special Codes.

Uniform System Data Element: Security Classification

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 25(included): Army Project Serial Number

Description: The Army project serial number is a subdivisional entry of Army project data. It is the last three (3) characters of the Army RDT&E 12 character project number, e.g., 458 is the project serial number on Army project number 1X63717D458.

Before TAB/GRA 77-1 there was no stated requirement to enter these numbers in the TR data bank. Since TAB/GRA 77-1, they are being entered in Field 25 for eventual recapture and for eventual correlation with the same numbers in the 1498 (and 1634 inverted file 31, only) system.

Current system entry: The current entry in Field 25 begins with the designator AS for a fixed length of 5 characters, e.g., AS458. In the DTIC uniform system the entry should be 3 characters to correspond with the WUIS/1498 system.

The alphanumeric positions within the three character entry are variable depending on the Program Element 6 funding category:

61: 2 numerics + 1 alpha;
62-66: (a) 3 numerics, or (b) 1 alpha + 2 numerics.

References:
AR 70-6, Management of the Army RDT&E Appropriation; p.1-7.
AR 70-9, Army R&D Info System Program Planning and On-going Work Reporting; Change 3, p.2-14 - 2-16.

Uniform System Data Element: Army Project Serial Number

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 25 (inclusive): Candidate Posting Terms/ Identifiers

Description: Identifiers are any single word or groups of words which refer to specific scientific or technical concepts (project names, code names, originator supplied key words, weapons systems, etc.).

Current system entry:
- No stated machine entry character limitation for a single term;
- total field entry of up to 1200 alphanumeric and special characters;
- each term entry separated by a comma.

Currently, identifiers are entered in Field 25 by DTIC. There are no distinctions made in either the input or on-line display between open-ended terms and identifiers. On the Form 41 both are included in Field 25 and with the on-line display they are both listed as identifiers.

The distinction had been made in various statistical records until recently with identifiers listed as a type 49. They are now listed as type 50 with open-ended terms.

These terms are used to provide unique subject access points, which would otherwise be available through the controlled vocabulary (Posting Terms).

For limited and classified documents, an indexer may put identifiers in Field 23, Posting Terms/Descriptors, for emphasis. They will consequently be published in TAB and displayed as Posting Terms/Descriptors.

Currently, the character limitations of a term are dependent on the individual requirements of machine program and display uses.

See also description for Candidate Posting Terms/Open-ended Terms, this field.

Uniform System Data Element: Subject Terms

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 25 (inclusive): Candidate Posting Terms/ Open-ended Terms

Description: Open-ended terms are any single word or group of words used to express a concept of the technical report being submitted. Open-ended terms are used to identify subjects for which there are no identifiers or posting terms/descriptors available. Consequently, these terms are not in the controlled vocabulary.

Current system entry:
- No stated machine entry character limitation for a single term;
- total field entry of up to 1200 alphanumeric characters;
- each term entry separated by a comma.

Currently, open-ended terms are assigned in Field 25 by DTIC with identifiers, and these two types of terms are not distinguished either in input (Form 41) or in the on-line display (where they are both listed as identifiers). The open-ended terms are still carried in some statistical records as type 50.

For limited and classified documents, an indexer may put open-ended terms in Field 23, Posting Terms/Descriptors, for emphasis. They will consequently be published in TAB and displayed as Descriptors.

Currently, the character limitations of a term are dependent on the individual requirements of machine programs and display uses.

See also description for Candidate Posting Terms/Identifiers, this field.

Uniform System Data Element: Subject Terms

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 25 (included): Organization Originated Project Number (Local Project Numer)

Description: This data item is comprised of organization-originated project numbers generated for local administative purposes. The local project number's character length and composition, including prefixed acronym and spacing symbols, are variable and primarily determined by the organization's usage and the intelligence each alphanumeric unit of the number conveys.

Current systems entry: Pre-TAB/GRA 77-1, these data were entered in Field 16 and accompanying task Field 17, in addition to RDT&E projects and tasks.

Since TAB/GRA 77-1 all organization-generated local project numbers were ignored until TAB/GRA 77-19, when provision was made to enter them in Field 25 with the designator LPN- (Local Project Number) for recapture and entry in an appropriate field in the DTIC uniform system. When the standardized field entries take effect, the LPN- designator should be dropped.

NOTE: Local numbers that are generated specifically as local administrative numbers under RDT&E projects/tasks and are designated as work units under PE 6 funding are entered as Field 25 Work Unit Numbers (q.v.). Such numbers must not be confused with non-RDT&E local numbers.

Suggest this data entry be related to the Independent Research and Development (IR&D) data bank project number entry, Field 4, since that entry, also, is organization-originated.

Uniform System Data Element: Organization-Originated Project Number

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 25 (included): Program Element Number

Description: Program element numbers are the programming and budgeting identifiers of the DoD Five Year Defense Program (FYDP). A PE number consists of 5 numbers and a letter that make up a program classification coding system.

Current system entry: Before TAB/GRA 77-1, there was no stated requirement to enter these numbers in the TR data bank. Since TAB/GRA 77-1, PE 6 (Research and Development) RDT&E funding numbers are being entered in Field 25 for eventual recapture and for eventual correlation with the same numbers in the 1498 and 1634 data syhstems.

The current entry in Field 25 begins with the designation PE (program element), giving a total number of 8 characters, e.g., PE65801S. In the DTIC uniform system, the entry should be six characters, e.g., 65801S.

Validation: . five numerics followed by one alpha.

Reference:
DoD Handbook 7045.7-H, FYDP Program Structure (2 vols), May 76

Uniform System Data Element: Program Element Number

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 25 (included): RDT&E Work Unit Number

Description: Work Units are the smallest segments into which RDT&E research and technology task efforts are normally divided for purposes of local administration. The term "work unit" replaces, but is not necessarily equivalent to such terms as problem assignment, sub-task, work item, job order and various other terms that are used to describe scientific or technical efforts for management purposes at the local level.

Current system entry: Before TAB/GRA 77-1, there was no stated requirement to enter work unit numbers in the TR data bank. Since, these numbers when appearing on TRs/1473s are being entered in Field 25 for eventual recapture and for eventual correlation with the same numbers in the WUIS/1498 system.

The current entry in Field 25 begins with the designation WU. In the DTIC uniform system, the entry should conform with WUIS/1498 entry.

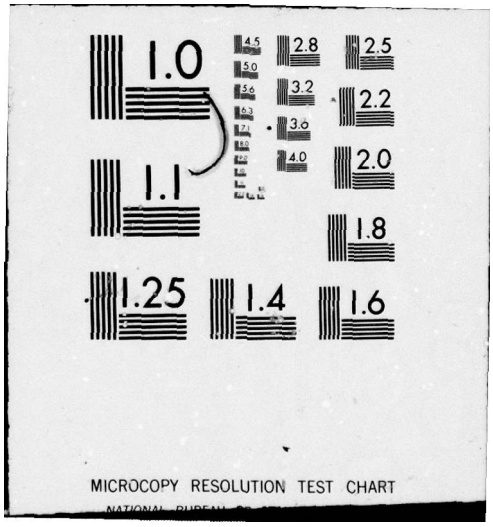
The entry character length is variable depending on the military service and DoD agency work unit number structure system.

Uniform System Data Element: RDT&E Work Unit Number

AD-A083 800 DEFENSE TECHNICAL INFORMATION CENTER ALEXANDRIA VA F/G 5/2
DATA ELEMENT DICTIONARY: DTIC UNIFORM DATA SYSTEM,(U)
APR 80 A KUHN, M L YOUNG
UNCLASSIFIED DTICH-4185.8 NL

3 OF 6
AD A083800




1.0
1.1
1.25
1.4
1.6
1.8
2.0
2.2
2.5
2.8
3.2
3.6
4.0
4.5
5.0
5.6
6.3
MICROCOPY RESOLUTION TEST CHART

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 26: Identifiers and Open-Ended Terms Classification

Description: Indicates the classification of the posting terms entered in Field 25, Candidate Posting Terms/Identifiers and Open-Ended Terms.

Current system entry: . Single alpha codes:

u	unclassified
r	restricted
c	confidential
s	secret

This field is distinct and separate from the field it classifies.

Validation: . An entry in this field is required when there is an entry in Field 25.

. u entry is required when Field 20, Report Classification, is u.

. this classification entry may not be higher than the Field 20 classification entry

When Restricted Data and Formerly Restricted Data (AEC Act 1954) are involved, the report is coded correspondingly only in Field 33, Distribution/Availability Codes subfield Special Codes.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 27: Abstract

Description: Brief summary of the most significant information contained in the report.

Current system entry:
- Variable length field not to exceed 1800 alphanumeric and special characters (about 200 words).
- The abstract is unclassified whenever possible.
- Classification of the abstract is indicated in separate Field 28.

Some editorial work is done to the abstract in-house such as verbalizing for machinability, editing and length, suppressing brand names or qualitative comparisons, etc.

Validation: . Optional entry.

Uniform System Data Element: Narrative

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 28: Abstract Classification

Description: Indicates the classification of the Abstract narrative entered in Field 27, Abstract.

Current system entry: . Single alpha entry:

u	unclassified
r	restricted
c	confidential
s	secret

This field is distinct and separate from the field it classifies.

Validation:
- An entry in this field is required when there is an entry in Field 27.
- u entry is required when Field 20, Report Classification, is u.
- this classification entry may not be higher than the Field 20 classification entry.

When Restricted Data and Formerly Restricted Data (AEC Act 1954) are involved, the report is coded correspondingly only in Field 33, Distribution/Availability Codes subfield Special Codes.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Technical Reports (1473) Data Bank (TR)

TR Data Field 29: Initial Inventory/Inventory

Description: Records the total number of hard copies of a document received from a contributor.

Current system entry:
- Numerics, only;
- 3 character limitation.

The number is entered both for the direct file and the inventory file.

Validation: . Mandatory entry on all DTIC processed and disseminated documents.

Uniform System Data Element: DTIC TR Initial Inventory

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 30: Annotation/Index Annotation

Description: Currently*, an entry in this field provides a title modification or substitution effecting specified entries in the DTIC and NTIS Indexes.

Current system entry:
- Narrative entry,
- up to 450 alphanumeric and special characters.

(1) DTIC entry for DTIC Indexes - An unclassified annotation entry is made, depending on title circumstances, generating specified entries in the TAB Indexes.

(2) DTIC entry for NTIS GRA Indexes - with unclassified, unlimited serials and translations, the titles are repeated in this field, but including the designations "Reprint" and "Translation" in order to appear as such in the GRA Indexes.

*A review of the readily available written materials, conferrals with appropriate DTIC personnel, and checks on entries in the Indexes and through the CRT, reveal that there has been confusion over the specific use of this field during the life of the current system. There are references to either a title substitute entry or a report substance entry. There is also the question of an annotation entry need when there are both classified and unclassified titles on a report.

Also, apparently early in the data system the Annotation field had an Annotation Classification field (Field 31) which was dropped.

See next page for current specific use of the Annotation entry.

Uniform System Data Element: Title

Tk Data Field 30: (continued) Annotation

Specific uses of this field -

Under the following situations, for the purposes of TAB and GRA announcement and AD bibliographic indexes, a machine entry in this field generates varying precedence over a title (or lack of title) entry in the indexes:

1. Modified title - title modified for supposed clarity, use appears to be subjective; Annotation entry appears only in the TAB Subject Index.

2. Multiple title - particularly with English and foreign language titles; English title entered in Annotation which appears only in the TAB Subject Index.

3. Classified report with classified title, only - In the TAB announcement "CLASSIFIED TITLE" is displayed as the title entry; an Annotation narrative entry (unclassified) is made which appears in the Indexes except the Title index, which has no title entry for the report.

In the confidential TABs and Indexes a confidential title (with no unclassified title) could be displayed as long as the report was subject to the former General Declassified Schedule (or ADS) along with the TAB.

4. Classified report with both unclassified and classified titles - confusion seems to exist as to whether and for what purpose the unclassified title is also entered in the Annotation. If there is an Annotation entry of the unclassified title, that entry is generated for the Subject Index (indicated by the non-use of an asterisk; see next paragraph).

5. The use of the asterisk in the Indexes - In the Subject Index, the asterisk at the end of a title indicates that the title comes from Field 6, Unclassified Title; if the asterisk does not appear, the Annotation entry has been generated. In the other Indexes (where the title appears), the opposite is true.

6. NTIS GRA&I requirements (AD-A reports) - DTIC is required to annotate reprints and translations for the GRA Indexes. R-6 and T-6 are hand-coded in the Index Annotation (DTIC Form 41) and the titles and designations are keyed in for display in the GRA Indexes as follows:

"Reprint: (title)."
"(title)--Translation."

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 31: Special Codes

See TR Data Field 33: Special Codes ... (subfield)

(Consolidated data descriptions)

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 32: Regrade Category/Reclassification Code

Description: The Regrade Category Code entry is the DTIC implementation of DoD 5200.1-R, Information Security Program Regulation. The code entry identifies the manner in which the classified report is to be downgraded or declassified.

Current system entry: . Single character alpha code, as follows:

A - documents with declassification dates.
B - documents with declassification events.
C - documents with 30 year review dates (21 to 30 years).
D - documents with 20 year review dates (7 to 20 years).
E - documents with RD-Restricted Data and FRD-Formerly Restricted Data markings under AEC Act 1954.
F - foreign documents (not US documents with foreign source information).
G - Documents with past due Review on date (Field 46) (not used on new document input).

Validation: . Code entry on a classified document indicated in Field 20, Report Classification, as being s, c, or r.

. No entry on an unclassified report, with Field 20 entry being u.

References:
1. DoD 5200.1-R, Information Security Program Regulation, Dec 78
2. DLAM 5205.1, Safeguarding Classified Information, Apr 76 and changes current.
3. DTIC Cataloging Guidelines, Jan 80 and changes current, AD-A080 800.
4. DTIC-T Memorandum, Project 421.25, DoD 5200.1-R Implementation for Tech Reports, 23 Feb 79.

Uniform System Data Element: Security Downgrading and Declassification Codes

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 33: Limitation-Availability Codes/
Distribution Availability Codes

Description: The entry in this field represents a document's distribution control, availability limitation, and special coding of additional disclosure constraints. The codes for distribution and availability subrogate the narrative statements entered in current Field 22, Limitations (Alpha)/Distribution-Availability Statements, but without generating Field 22 information. The special codes generate additional disclosure constraint designations that are addended to the document classification.

Current system entry: One and two character numeric codes are entered with up to 3 codes employed as appropriate. The codes are used for inventory file control. Codes 1 thru 17 represent documents distribution control, with entry of an appropriate distribution control code mandatory. Additionally, any distribution code representing limited distribution (3, 4, 5, 13, 14, 15, 16) machine-generates the letter L, suffixed to the accession number, meaning limited. Codes 20 thru 24 represent a document's availability limitation, usually its physical limitation, and in extension, its place of purchase if so designated. Codes 50 thru 54 represent the special coding for additional information disclosure constraints. See attached pages for codes in current use.

Validation: A distribution code entry is mandatory, initially 1 thru 16; code 17 is a replacement release authority code.

Uniform System Data Elements: Availability Codes
Distribution Codes
Special Control Codes

Distribution/Availability Code Dictionary

ADP Numeric Code	Microfiche Header Display	TAB & Catalog Card Display	Meaning
1	NL	(No Display)	This document has been approved for public release and sale; its distribution is unlimited. Never used on classified documents. NTIS sale prices when applicable appear opposite the AD number in the GRA entry. These documents may be from either DoD or non-DoD sources.
* 2	NoForn	Distribution: No Foreign without approval of (____)	If the document is Unclassified: This document is subject to special export controls and each transmittal to foreign governments or foreign nationals may be made only with prior approval of (controlling DoD office). If the document is Classified: In addition to security requirements which must be met, this document is subject to special export controls and each transmittal to foreign governments or foreign nationals may be made only with prior approval of (controlling DoD office).
2		U.S. Gov't and its contractors	Used only for Security Classification Guides.
3	U.S. Gov't	Distribution: Limited to U.S. Gov't agencies only; Reason; _____ Date; _____ Other requests to (_____)	If the document is Unclassified: Each transmittal of this document outside the agencies of the U.S. Government must have prior approval of (controlling DoD office).

*Dod funded reports dated prior to 24 Sep 70.

Distribution/Availability Code Dictionary (Cont'd)

ADP Numeric Code	Microfiche Header Display	TAB & Catalog Card Display	Meaning
			If the document is Classified: In addition to security requirements which apply to this document and must be met, each transmittal outside the agencies of the U.S. Government must have prior approval of (controlling DoD office).
* 4	DoD	Distribution: DoD only: others to (_____)	If the document is Unclassified: Each transmittal of this document outside the Department of Defense must have prior approval of (controlling DoD office). If the document is Classified: In addition to security requirements which apply to this document and must be met, each transmittal outside the Department of Defense must have prior approval of (controlling DoD office).
* 5	Controlled	Distribution: Controlled: all requests to (_____)	If the document is Unclassified: This document may be further distributed by any holder only with specific prior approval of (controlling DoD office). If the document is Classified: In addition to security requirements which apply to this document and must be met, it may be further distributed by the holder only with specific prior approval of (controlling DoD office).

*DoD funded reports dated prior to 24 Sep 70.

Distribution/Availability Code Dictionary (Cont'd)

ADP Numeric Code	Microfiche Header Display	TAB & Catalog Card Display	Meaning
5		Further dissemination only as directed by (Insert appropriate controlling office or official) or higher DoD authority.	May be used on classified document if DoD originator determines that information is subject to special dissemination limitations of DoD 5200.1-R, 4-505.
9	NL	(No Display)	(No Statement) Classified documents which do not have distribution limitations
12	DTIC users	Distribution: DTIC users only	Release only to DTIC users. Document not subject to DoD distribution regulations.
13	U.S Gov't	Distribution: Limited to U.S. Gov't agencies only; (reason if displayed) (date if displayed); Other requests to (_____)	Each transmittal outside the agencies of the U.S. Government must have prior approval of (non-DoD controlling office).
14	DoD only	Distribution: DoD only: Others to (_____)	Each transmittal outside the Department of Defense must have prior approval of (non-DoD controlling office).
15	Controlled	Distribution: Controlled: All requests to _____)	May be further distributed by the holder only with specific prior approval of (non-DoD controlling office).
16	DoD + Contractors	DoD and DoD Contractors only: Others to (_____)	If the document is Unclassified: Each transmittal of this document outside the Department of Defense and its contractors must have prior approval of (foreign controlling office).

Distribution/Availability Code Dictionary (Cont'd)

ADP Numeric Code	Microfiche Header Display	TAB & Catalog Card Display	Meaning
			If the document is Classified: In addition to security requirements which apply to this document and must be met, each transmittal outside the Department of Defense and its contractors must have prior approval of (foreign controlling office).
17			Assigned after initial input and announcement to a limited distribution unclassified or classified report when the controlling office gives DTIC blanket release authority to override the distribution limitation for DTIC registered users.
20		Availability: Pub. in _____ (Complete the journal citation in Field 21.)	Papers reporting DoD-Sponsored RDT&E work and accepted in lieu of a technical report. Copies furnished to DTIC users.
21		Availability: Pub. in _____ (Complete the journal citation in Field 22.) No copies furnished by DTIC/NTIS or John Wiley & Sons, New York, NY. HC $18.00 (No copies furnished by DTIC.)	Accessioned for announcement only. Available only from originator or publisher. No copies furnished.

Distribution/Availability Code Dictionary (Cont'd)

ADP Numeric Code	Microfiche Header Display	TAB & Catalog Card Display	Meaning
21		Availability: This Government-owned invention available for U.S. licensing and, possibly, for foreign licensing. Copy of patent available Commissioner of Patents, Washington, DC 20231 $0.50.	
21		Availability: Available from National Technical Information Service, Springfield, VA 22161 PC$17.50, MF$17.50. (example)	
21		Availability: Source tape is in ___ character set. Tape(s) can be prepared in standard 7 or 9 track recording modes for one-half inch tape. Identify recording mode desired by specifying character set, tract, density and parity. Call NTIS Computer Products if you have questions.	
22		Availability: Reference only at DTIC after original copies exhausted.	Most of the document cannot be legibly reproduced. After the supply of original copies is exhausted, the file copy can be reviewed at DTIC or NTIS. If with full knowledge of the degree of illegible reproduction DTIC users request full size hard copies, these will be provided only in answer to special requests (letter or phone).
23		Availability: Document partially illegible.	Portions of the document contain illegible or nonreproducible printing. The document is best quality practicable from copy furnished to DTIC.

Distribution/Availability Code Dictionary (Cont'd)

ADP Numeric Code	Microfiche Header Display	TAB & Catalog Card Display	Meaning
24		Availability: Superintendent of Documents, GPO, Washington, DC 20402 HC $7.50 Microfiche furnished to DTIC (and NTIS) users	Available from source named.
51	Restricted Data	Restricted Data (Excluded from automatic downgrading and declassification)	RD* (printed after security classification in Field 20)
52	Formerly Restricted Data	Formerly Restricted Data	FRD* (printed after security classification in Field 20)
53	NATO	NATO Furnished (Excluded from automatic downgrading and declassification)	NATO Furnished* (printed after security classification in Field 20)
54		Special Access	* (printed after security classification in Field 20)

*Applies to DTIC manual cataloging only.

SYSTEM FIELD DESCRIPTION: Technical Reports (1473) Data Bank (TR)

TR Data Fields 33: Special Codes (51, 52, 53, 54) (subfield)
31: Special Codes (A, X, Y, Z)

Description: DTIC Special codes are applied to:
(1) Classified materials that have restricted dissemination requirements in addition to the security classification assigned, as imposed by DoD regulations and DoD obligations to other agency requirements;
(2) Classified and unclassified materials that are designated as being excluded from any type of DTIC bibliographic announcement (referred to as "Type 3" unannounced reports).
(3) Classified and unclassified documents when it is necessary to indicate the display availability of an abstract in TAB.

Current DTIC Special Codes are:

Field 31: A - Tab Displayable Abstract
X - Type 3 Unannounced
Y - CNWDI
Z - CNWDI - Type 3 Unannounced

Field 33: 51 - Restricted Data
52 - Formerly RD
53 - NATO furnished
54 - Special Access

Recommended Unified Field Special Codes:

CNWDI
Displayable Abstract
NATO furnished
Special Access
Unannounced (Type 3)

Recommended Security Designation Use:

Restricted Data (-rd)
Formerly Restricted Data (-frd)

Uniform System Data Elements: Security Classification
Special Control Codes

TR Data Fields 33 and 31: Special Codes (continued)

CNWDI (Critical Nuclear Weapons Design Information)

Indicated, in addition to Restricted Data statement, by statement on document: "Critical Nuclear Weapons Design Information - DoD Directive 5210.2 applies"; appearing on Secret Restricted Data documents as applicable.

Current system entry: Two different fields are coded - code Y indicating CNWDI is entered in current field 31, Special Code, and code 51 indicating Restricted Data is included in current field 33, Limitation/Availability Codes (q.v.). Additionally, the following statement is inputted in current field 22, Distribution/Availability Statement: "Requesters must be authorized to receive CNWDI material as specified by DoD Directive 5210.1 (12 Jan 78)". CNWDI and RD distribution limitations are placed in the Inventory File.

Redesign Requirements:

1. In that CNWDI are always Secret-Restricted Data according to DoD 5210.2 and DTIC accumulated CNWDI accessions, code CNWDI singularly and establish cross-field audits accordingly (see next para.).

2. Generate from unified field of Special Codes.

3. Generate appropriate statement for the Distribution/Availability Statement field.

Cross-Field Audits:

1. Report Classification: S (current field 20).
2. Regrade Category: Code E (no downgrading) (current field 32).
3. Special availability statement generated in Distribution/Availability Statement field (current field 22).
4. Reclassification Dates: no entry (current fields 38, 39, 11"a").
5. Classification Authority: entry for reports dated later than July, 1972 (effective date of DoD 5200.1) (current field 37).

Regulation Authority

DoDD 5210.2, Access to and Dissemination of Restricted Data, 12 Jan 78, para. F, and Definitions, Encl 2, para. B.
DoD 5200.1-R, Information Security Program Regulation, Dec 78, para. 1-308 and 4-501.

TR Data Fields 33 and 31: Special Codes (continued)

CNWDI - UNANNOUNCED (TYPE 3)

This restricted dissemination requirement is applied in conformance with all restrictive statements on a document indicating CNWDI, in conjunction with all bibliographic announcement exclusion. See the descriptions in this set for CNWDI and UNANNOUNCED (TYPE 3).

Current system entry: Two different fields are coded - code Z indicating CNWDI/UNANNOUNCED (TYPE 3) is entered in current field 31, Special Code, and code 51 indicating Restricted Data is included in current field 33, Limitation/Availability Codes (q.v.). Additionally, the CNWDI material dissemination statement is entered separately in current field 22, Distribution/Availability Statement.

Redesign Requirements:

This category was originated as a combination of Special Codes X plus Y for current field 31.

In a unified field of special codes utilizing multiple entry, this combined category is not necessary.

For further explanation of these two dissemination restrictions, see descriptions in this set for CNWDI and UNANNOUNCED (TYPE 3).

TR Data Field 33 & 31: Special Codes (Continued)

DISPLAYABLE ABSTRACT

The assignment of this special code (effective TAB 77-15) provides the capability to increase the number of abstracts displayed in TAB, DTIC generated bibliographies, and via the on-line CRT retrieval system dependent on site profile. The need for this code is to override current machine programs that exclude abstracts on limited distribution documents.

Current system entry: In compliance with DTIC in-house stated requirements, DDC-TSR IOM, 15 Nov 78, "Increase of Abstracts in TAB, Tech Report Bibs and On-Line Displays," the Information Analysis Branch assigns special code A in current field 31, Special Code, to designate an allowable TAB abstract display (effecting the same for bibs and on-line) and to bypass the machine program automatic exclusion. Therefore, the use of special code A allows the display of abstracts not to be limited in addition to the abstracts already automatically displayed; code A is not needed for the automatically displayed abstracts. A result of the use of the special code is to allow entry into TAB those unclassified non-limited abstracts from limited classified reports, as well as those non-limited abstracts, from limited unclassified reports, that have DoD permission to be displayed in TAB as required to be indicated on the DD Form 1473 (1 Jan 73) block 17, Distribution Statment of the Abstract...if different from Report.

The instatement of unclassified TAB (78-14, 7 Jul 78)precludes announcement of classified abstracts.

Redesign Requirments:

1. Generate from a unified field of special codes. Although current Field 33 special codes 51, 52, 53, and 54 exclude TAB abstract displays, the Displayable Abstract special code is possible to include in a unified multiple entry special code field for bib and on-line displays.

2. Because this special code applicability concerns expanded abstract announcement, strict cross-field audits should be established to maintain security integrity.

3. Retain the special code expanded applicability concerning DTIC user qualifications on request bibliographies and for on-line retrieval in relation to its more constricted use for abstract display in the unclassified TAB.

Cross-Field Audits

A. For comparison purposes, TAB automatic display of the abstract is generated as follows:

TR Data Fields 33 & 31: Special Codes, Displayable Abstract (Cont.)

Field 28, Abstract Classification, is u.
Field 33, Distribution/Availability Codes. entry is 2, 9, or 12, and does not include added codes 51, 52, 53 and 54.

B. Special Code A entry applied when specified by DD 1473 block 17, to include a non-limited abstract in TAB on a limited report:

Field 31, Special Code, entry is A,
Field 28, Abstract Classification, entry is u.
Field 33, Distribution/Availability Codes, entry is any code other than 2, 9, and 12, but with display excluded by Special Codes 51, 52, 53 and 54.

C. Assignment of Special Code A for abstract display in technical report bibliographies and on-line displays, but with continued exclusion in TAB:

(1) As stated in the current DTIC TABs (e.g., 79-8), "all titles and abstracts in the TAB are followed by as classification indicator of (U). No abstracts are included for Restricted Data, Formerly Restricted Data, and NATO-furnished documents. No limited-document (AD number with "L" suffix) abstracts are included except those rendered unlimited by their originator."

(2) When the originator, however, indicates, that the abstract is to be made displayable, Special Code A is assigned to override the machine exclusions for display in technical report bibliographies and on-line. As stated in the referenced DDC-T IOM, "...it is possible to have a 'not limited', confidential abstract for a limited Secret RD report."

(3) For bibs and on-line displays the validation subsystem verifies that the requester (organization) is cleared and eligible for the bib product or for entry into the system, corresponding to the limitations and constraints of the information displayed.

D. Special Access material:

Special Access material is excluded in that it is also coincidentally unannounced.

Regulation Authority

DDC-T IOM, 15 Nov 78, Increase of Abstracts in TAB, Tech Report Bibs, and On-Line Displays (copy attached).

DTICH 4185.8

DEFENSE LOGISTICS AGENCY

Inter-Office Memorandum

DATE: 15 Nov 78

SUBJECT: Increase of Abstracts in TAB, Tech Report Bibs, and On-Line Displays

FROM : DDC-T

TO : DDC-TI
DDC-TO

1. References:

a. DDC-T IOM, 27 Sep 78, subject: Validation Criteria for Tech Report, WUIS, R&DPP, and IR&D Systems.

b. DDC-TSR IOM, 21 Jun 77, subject: Increase of Abstracts in TAB.

c. DDC-T IOM, 23 May 77, subject: Increase of Abstracts in TAB.

2. Recent OUSDR&E and service representatives interest in providing more abstracts in DDC products has resulted in a review of current DDC practices in abstract selection and coding for the Tech Report data bank. DDC currently reviews block 17 on DD Forms 1473 submitted with limited distribution technical reports to detect when the author supplies an abstract that is "not limited". This condition is coded by entering an "A" in direct file field 31. As guided by references b and c, this coding is currently entered only when the abstract is unclassified, and thereby eligible for display in the unclassified TAB.

3. Reference c stated that the field 31 coding scheme for "not limited" abstracts would also be useful for abstract display in bibliographies (and the on-line system). Reference a listed validation steps for bibliographies and on-line displays that search for an "A" in field 31 to determine whether abstracts will be printed or displayed for documents limited to the requester, whether the abstracts are classified or unclassified. TAB generation programs already select only unclassified abstracts for TAB. These programs search field 31 for an "A" only when an unclassified abstract is present and the document is limited.

4. To make the already programed validation steps effective, DDC-T now enlarges the application of guidance issued by references b and c by assigning an "A" in field 31 for all documents when:

a. the document is limited (code 3, 4, 5, 13, 14, 15, or 16 in field 33), and

b. the abstract selected for field 27 is entirely from the DD Form 1473, and

c. block 17 of the DD Form 1473 states that the abstract is not limited.

5. Wording in block 17 may be unlimited distribution, not restricted, none, not limited, or other phrases that mean the limitation statement assigned to the document does not apply to the author prepared abstract.

DTICH 4185.8 15 Nov 78

SUBJECT: Increase of Abstracts in TAB, Tech Report Bibs, and On-Line Displays

6. This guidance applies to all classification categories of reports and abstracts, e.g., it is possible to have a "not limited", confidential abstract for a limited Secret RD report.

Paul A. Robey, Jr.

PAUL A. ROBEY, JR.
Director, Directorate
of Data Base Services

cc: DDC-S

TR Data Fields 33 & 31: Special Codes (continued)

FORMERLY RESTRICTED DATA

As indicated by statement on document: "Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restricted Data in foreign dissemination. Section 144b, Atomic Energy Act, 1954." Appears on classified reports.

Current DTIC Entry: Entered in current Field 33, Limitation Availability Codes, current special code 52, following the document distribution limitation code and availability code if present. This entry generates "Formerly Restricted Data" statement for retrieval and bibliographic display; places FRD distribution limitation in the Inventory File.

Redesign Requirements: Transfer FRD function to report security field; see Security Classification data element.

Cross-Field Audits:

Report Classification:	c or s (current Field 20)
Regrade Category:	Code E (no downgrading)(current Field 32)
Reclassification Dates:	no entry (current Fields 38,39, 11"a")
Classification Authority:	entry for reports dated later than July, 1972 (effective date of DoD 5200.1)(current Field 37)

Regulation Authority

DoD 5200.1-R, Information Security Progran Regulation, Dec 78, para. 4-502.

DoDD 5210.2, Access to and Dissemination of Restricted Data, 12 Jan 78.

TR Data Field 33 & 31: Special Codes (Continued)

NATO FURNISHED

Indicated by "NATO" markings on document; also includes AGARD (Advisory Group for Aerospace Research and Development) documents. Classified NATO furnished reports are safeguarded in compliance with DoDI C5210.21.

Current system entry: In compliance with a DTIC in-house requirement, DDC-TA, 31 Oct 77, "Marking, Handling and Accounting for NATO Classified Information," only classified documents are to be indicated by the inclusion of special code 53 in current Field 33, Distribution Availability Codes. Unclassified NATO documents are not coded. The special code 53 entry generates "NATO FURNISHED REPORT" statement; places separate distribution requirement in the Inventory File for NATO classified documents. Unclassified NATO documents do not require separate distribution.

Redesign Requirement: Generate from unified field of special codes.

Cross-Field Audits:

1. Report Classification: r, c, or s. (current field 20)
2. Regrade Category: Code F (no downgrading) (current field 32)
3. Reclassification Dates: no entry (current fields 38, 39, 11"a")

(2. and 3. should be re-verified for possible occurrence of downgrading statement; see attached DDC-TC IOM, 1 May 74, "NATO Report Cataloging" (re downgrading date).)

Further cross-field audits per IOM* mentioned above:

4. Unclassified title entry (current field 6) or, if no entry, Annotation entry, current field 30 (unclassified)
5. Classified title: No entry (current field 7)
6. Title classification: u (current field 8)
7. Descriptors classification: u (current field 24 on field 23)

(Identifiers may be classified if necessary since the identifier field is United States derived, assigned, and maintained, and considered U.S. classified instead of NATO classified* (current fields 25, 26).

8. Abstract classification: u or blank (current field 28 for field 27)

Regulation Authority

*1. DDC-TA IOM, 31 Oct 77, Marking, Handling and Accounting for NATO Classified Information (see also DTIC-TA IOM, 23 Feb 78, NATO Furnished Reports).

TR Data Fields 33 & 31: Special Codes, NATO Furnished (cont.)

2. DTIC-X IOM, 22 Apr 77, Marking, Handling and Accounting for NATO Classified Information.
3. DoDI C5210.21, Implementation of NATO Security Procedure, 17 Dec 73, w/Encl 1, USSAN Instruction 1-69.
4. DoD 5200.1-R, Information Security Program Regulation, Dec 78. Chapter XI, Foreign Origin Material, paras. 11-300 and 11-400.
5. DLAM 5205.1, Safeguarding Classified Information, Apr 76, Chapter XI, Foreign Origin Material, paras. 11-200 and 11-300; see also Appendix N (Change 2), International Treaty Organizations Security Briefing Guides; superseded by DLA Suppl. 1 to DoD 5200.1-R, 1 Jun 79, App. M, International Treaty Organization Security Briefing Guides.

DTICH 4185.8

DEFENSE SUPPLY AGENCY

Inter-Office Memorandum

DATE: 23 Feb 78

SUBJECT: NATO Furnished Reports

FROM : DDC-TA (Mr. Revoir/46821/mas)

TO : DDC-TC
DDC-TST
DDC-TAA

1. Reference: DDC-TA IOM, 31 Oct 77, subject: Marking, Handling and Accounting for NATO Classified Information.

2. The following is a further guide for processing NATO furnished reports, please add attached table to above IOM.

Field (AD#)	A&B	C
2	All F/G unsuppressed	
6	Usual procedure	U title or _____
7	_____	_____(no classified titles)
8	_____	U or _____
21	Do not add "NATO furnished"	
23	Unclassified subject terms	
24	U	
25	Unclassified subject terms + "NATO furnished"	+(optional) classified identifiers and subject terms
26	_____	U,R,C,or S
27	Unclassified abstract only, or blank	
28	U or blank	
30	Usual procedure	+ unclassified annotation if field 6 is blank
33	Usual procedure	+ 53

Andrew G. Revoir

ANDREW G. REVOIR
Chief, Analysis Division

DTICH 4185.8

DEFENSE SUPPLY AGENCY

Inter-Office Memorandum

DATE: 1 May 74

SUBJECT: NATO Reports Cataloging

FROM : DDC-TC (M. B. Kahn/46824/rg)

TO : DDC-TCD

North Atlantic Treaty Organization (NATO) Reports are being assigned a specific downgrading date. Such information will be made a part of the descriptive cataloging entry as follows:

In Field 11a indicate Reclassification Date

In Field 38 Declassification on_____

M. B. KAHN
Chief, Accessions Division

11

Mark up for Coordinator

TR Data Field 33 & 31: Special Codes (continued)

RESTRICTED DATA

As indicated by statement on document: "This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Its dissemination or disclosure to any unauthorized person is prohibited." Appears on classified reports.

Current DTIC Entry: Entered in current Field 33, Limitation Availability Codes, current special code 51, following the document distribution limitation code and the availability code if present. This entry generates "Restricted Data" statement for retrieval and bibliographic display; places RD distribution limitation in the Inventory File.

Redesign Requirement: Transfer RD function to report security field; see Security Classification Data Element.

Cross-Field Audits:

Report Classification:	c or s (current Field 20)
Regrade Category:	Code E (no downgrading) (current Field 32)
Reclassification Dates:	no entry (current Fields 38, 39, 11"a")
Classification Authority:	entry for reports dated later than July, 1972 (effective date of DoD 5200.1) (current Field 37)

Regulation Authority

DoD 5200.1-R, Information Security Programs Regulation, Dec 78, para. 4-501.
DoDD 5210.2, Access to and Dissemination of Restricted Data, 12 Jan 78

TR Data Field 33 & 31: Special Codes (continued)

SPECIAL ACCESS

Per DoD 5200.1-R, "A Special Access Program is any program imposing 'need-to-know' or access controls beyond those normally provided for access to Confidential, Secret or Top Secret Information", determined by additional access limitation requirements. Per DoDI 5100.38, para. VIII.B., "Technical reports marked for special access handling are excluded from routine provisions for distributed statements. Such documents may be supplied DTIC, if not excluded" (by certain categories of reports and materials), "but their processing, announcement, and all distribution will be controlled by separate and special arrangements made between DTIC and the controlling component, acting under authority provided by applicable DoD directives or instructions."

Consideration must also be given for the possibility of unclassified documents being designated Special Access.

Current DTIC Documentation Procedure: Special Code 54 is entered in current Field 33, Limitation Availability Codes, following the document distribution code. Special Code X (or Z if CNWDI document) is entered in current Field 31, Special Code, to indicate UNANNOUNCED (TYPE 3) (q.v., Special Codes).

Redesign Requirements: Generate from unified field of special codes. Provide for use in combination with other special codes as needed.

Cross-Field Audits: Insure that the application of this code generates the appropriate cross-field audits and cross file validation based on the classification, downgrading and distribution limitations of the report as requested by the DoD controlling office, in order to maintain complete security and dissemination control.

Regulation Authority

DLAM 5205.1, Safeguarding Classified Information, Apr 76, Chapter XIII, Special Access Programs.
DoD 5200.1-R, Information Security Program Regulation, Dec 78, Chapter XII, Special Access Programs.
DoDI 5100-38, Defense Technical Information Center For Scientific and Technical Information (DTIC), 29 Mar 65, Para. VIII.E., Subj: Special Access Handling.

TR Data Field 33 & 31: Special Codes (continued)

UNANNOUNCED (TYPE 3)

The designation "Type 3 unannounced" refers to documents which by a delimiting statement on the document or from the document contributor indicates that the document is to be omitted from any kind of a bibliographic announcement. The designation applies to both classified and unclassified documents.

Current DTIC Entry: Special Code X is entered in current Field 31. No statement is generated but the code remains available for display from the direct file, and the announcement restriction is entered in the inventory file.

Redesign Requirements: Generate from unified field of Special Codes; assign an intelligible designation, e.g., unannounced-unlisted, prohibited announcement, unannounced-no bibliographic listing, unannounced-no display, etc.

Cross-Field Audits: No application special to this announcement restriction. Audits applicable are those determined by the document classification.

Regulation Authority

DTIC in-house requirement effective with DDC-T IOM, 5 Feb 70, "Processing of Unannounced Reports" (referring to Type 3), and DDC-TAT IOM, 20 Feb 70, "Processing of Unannounced Reports" (referring to Type 3) (Policy tracing incomplete).

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 34: Serial Number/Source Series

Description: The document serial number entry is a modified version of the information described in Field 9, Descriptive Note, or Field 6, TITLE.

Current system entry: . Up to 19 alphanumeric characters.

The entry for one item, only, is made, in coded or modified form. There is a policy entry limitation and precedence as follows:

(1)	F	Final
(2)	#	numeric succession; Field 9, numeric serialization; Field 6, title succession, such as volumes, parts, books.
(3)	A or S	Annual Summary

The alpha codes are programmed to appear with the contracts in the Contract Index of the TAB Indexes.

Uniform System Data Element: Technical Report Serial

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 35: Source Code

Description: Numeric designation of a unique organizational entity.

Current system entry: . 6 character numeric code

The standard source code is assigned to an organization established for entry into the Source Header File. This source code will be used in any subsequent reference to the organization.

Validation: . Required entry on all records.

Uniform System Data Element: Organization Code

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 36: Document Location

Description: When this data item was established, its original intention was to indicate by numeric code whether an AD document and microfiche were located at DTIC or at NTIC (formerly CFSTI, formerly OTS). The location appeared on direct file display by acornym, being converted from the code numbers. The code numbers (1 - NTIC, 2 - DTIC) were used for Inventory File control. These two codes continue to be generated automatically through the AD number ranges.

Current System Generation: 1. For DTIC processed ADs, (a) the AD number-generated code numbers go to the direct file and are converted to display NTIS or DTIC; (b) in the inventory file all 1s are converted to 2. Consequently, only code 2 is currently used in this file, which makes this process superfluous.

2. With the expansion of the TR system to remote terminal input (IACs and SBIE) the remote terminal sites have been assigned code numbers (see following page) in conjunction with the AD number ranges assigned to those sites. Through various DTIC systems' conversions, the final display in this field is the acronym of the remote terminal site organization. The net result is that although this displayable field is labled "Document Location", it is actually displaying the acronym of the organization making the remote input of technical report records. The display is automatically generated through correlation of the AD number range and the code number.

Validation: An erroneous AD number range entry by a site terminal will reject the record because of terminal misidentification.

Recommended Action: Eliminate the use of these data as "Document Location". With the development and expansion of a DTIC centered shared bibliographic network, apply this code system as site location codes to automatically generate the remote terminal input statement in Data Element: Remote Terminal Input Identification.

TR Data Field 36 (Continued) Document Location

Current Code System:

Code	Organization	Input	AD Number Range
1	NTIS	DTIC assigned code for	AD-A
2	DTIC	In-house	AD-A, B, C
3	MCIC	IAC	AD-D1
4	NTIAC	IAC	AD-D3
5	PLASTEC	IAC	AD-D4
6	GCIAC	IAC	AD-D5
10	AFWL	SBIE*	AD-E2
11	DNA	SBIE*	AD-E3
12	ARRADCOM	SBIE*	AD-E4
13	IDA	SBIE*	AD-E5
14	NRL	SBIE*	AD-EØ
15	DCA	SBIE*	AD-E1
16	SMIAC	IAC on RTIS input	AD-E6

Of these numbers, only code 2 is entered in the DTIC Inventory File.

*SBIE code numbers are all converted to code 7 in the DTIC systems internal processing. A following conversion takes place, however, which generates the site organization's acronym in the current field (Document Location).

Uniform System Data Element: Remote Terminal Input Identification

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 37: Classification Authority/Classified By

Description: This entry indicates the original classification authority stated in the classification and reclassification statement cited on the classified document.

Current system entry:
- 100 alphanumeric character limit;
- Narrative.

Current limitation of 100 characters has satisfied most of the classification authority citations. However, many reports have had statements extending beyond the limit. This has resulted in abbreviated and truncated statements which in some cases are unintelligible.

Validation Criteria:
- Report classification r, c or s in Field 20, Report Classification.
- Confirm DTIC Reclassification Code entry in Field 32, Regrade Category/Reclassification Code.

Not a bibliographic display field; an informational field for document security control.

Uniform System Data Element: Classification Authority

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 38(inclusive): Declassification Date/Declassify On.

Description: The original classification authority predetermines at the time of classification the date (or event) on which a classified report becomes unclassified.

Current system entry:
- 100 alphanumeric character limited field for a declassification event statement entry when there is no date;
- Policy entry of (a) 2 digit year through 1999, e.g., 31 Dec 99;
  (b) 4 digit year for years 2000, e.g., 31 Dec 2005.

Validation: . An entry is required when:

- Field 20, Report Classification, is s, c or r,
- Field 32, Regrade Category, entry is A, E or F
- Field 46, Review On Date, is blank.

Field 32 entries E or F may appear with this field (Field 38) date entry, but this date entry is not required with those codes.
If the Declassification Date is greater than six years from

- Field 11, Report Date,
- or a date indication entry in Field 37, Classification Authority,
- Field 45, Extented By, must have a classification extension statement,
- and Field 47, Reason Code, must have numeric code entry.

When this date is the next date of reclassification, it is repeated in Field 11"a", Reclassification Date, which goes to the DTIC Inventory File Subsystem but not to the MAD File.

This entry indicates when the Field 20 entry is to be changed to u through technical report file maintenance.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 38 (inclusive): Declassification Event (Declass. Date)

Description: The original classification authority predetermines at the time of classification the event that is certain to occur, in the absence of a date, on which a classified report becomes unclassified.

Current system entry:
- 100 alphanumeric character limit;
- narrative (in place of a date entry).

Validation:
- An entry is required in the place of a date when:
  - there is no date entry in this field,
  - Field 20, Report Classification, is s or c,
  - Field 32, Regrade category, entry is B,
  - Field 46, Review On Date, is blank.

It is also possible to have an entry in this field with foreign classified reports with Field 20 entries of s, c or r. This entry also indicates when the Field 20 entry is to be changed to u through technical report file maintenance.

Uniform System Data Element: Declassification Event

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 39 (inclusive): Downgrading Date/Confidential On.

Description: The original classification authority predetermines at the time of classification the date (or an event in the absence of a date) on which a secret report becomes confidential.

Current system entry:
- 100 alphanumeric character limited field for a downgrading statement entry when there is no date;
- Policy entry of (a) 2 digit year through 1999, e.g., 31 Dec 99;
  (b) 4 digit year from year 2000, e.g., 31 Dec 2005.

Validation:
- An entry is made when:
  - Field 20, Report Classification, entry is s,
  - Field 32, Regrade Category, entry is A, B, C, D, E, or F;
  - If Field 20 entry is u or c (and r on foreign reports), this field must be blank.

When this date is the next date of reclassification, it is repeated in Field 11"a", Reclassification Date, which goes to the DTIC Inventory File Subsystem but not to the MAD File.

This entry indicates when the Field 20 entry is to be changed from s to c through technical report file maintenance.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 39 (inclusive): Downgrading Event (Downgrading Date)

Description: The original classification authority predetermines at the time of classification the event that is certain to occur, in the absence of a date, on which a secret report becomes confidential.

Current system entry:
- 100 alphanumeric character limit;
- narrative (in place of a date entry).

Validation: An entry is made in the place of a date when:

- there is no date entry,
- the Field 20, Report Classification, entry is s,
- the Field 32, Regrade Category, entry is A, B, C, D, E, or F;
- if Field 20 entry is u or c (and r on foreign documents), this field must be blank.

This entry indicates when the Field 20 entry is changed from s to c through technical report file maintenance.

Uniform System Data Element: Downgrading Event

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Date Field 40: Geopolitical Code

Description: Identifies the geographic or geopolitical location of an organization.

Current system entry: . This code is a four-character numeric, a four-character numeric-alpha or a two-character alpha code.

- The first two characters of the code represent the state or foreign country,
- the second two characters represent the congressional district in which the organization is situated.

The geopolitical/location code is assigned to an organization when it is established for entry into the Source Header File. Consequently, the geopolitical/location code will appear in any subsequent reference to the organization.

Validation: None; computer generated by source code after assignment.

References:

State codes: JCS Pub 7, Worldwide Military Command & Control System Standards (WWMCCSS), Joint Chiefs of Staff, Wash., D.C., 1 Aug 68 and Changes to current; Chapter III, Section 3, pp. III-3-14 & 15: standard data element-States of the US, Ref. No. ST-GA.

Foreign country and geographical areas: ibid. Chapter I, Section 6, pp. I-6-1 thru 46, (Primarily I-6-35 thru 46); Standard Geographic Code for...

Congressional Districts: Congressional Staff Directory, Bro son, Mt. Vernon, VA., annual; or any current reference available on the open literature.

Uniform System Date Element: Organization Location Code

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 41: Type Code

Description: Code that characterizes the organization according to what kind of organization it is.

Current system entry: . Single alpha or numeric code representing one of 33 general classes (see table).

A type code is assigned by DTIC to an organization when the entry is established for inclusion in the Source File. Subsequent reference or use of an organization usually also entails the display of the type code.

Validation: None; computer generated by source code after assignment.

Uniform System Data Element: Organization Type Code

TR Data Field 41: (continued) Type Code

T Y P E C O D E S

U.S. ORGANIZATIONS

A - Army
B - Labor
C - Commerce
D - DoD (Departmental Offices)
E - Environmental Protection Agency
F - Air Force
G - Agriculture
H - Health, Education and Welfare
I - Interior
J - Justice
L - Federal Legislative Branch
N - Navy and Marine Corps
P - Post Office
Q - Quasi-Federal (NRC)
R - Treasury
S - State
T - Transportation
U - Housing and Urban Development
V - State/Municipal Government
W - Not-for-Profit/Non-Academic
X - Executive
Y - DoD Agencies
Z - Independent Federal Agencies

FOREIGN ORGANIZATIONS

6 - Academic and Nonprofit
7 - Industrial/Commercial
8 - Government
9 - International

0 - Public or State Academic Educational Institutions
1 - Private Academic Educational Institutions
2 - Federal Contract Research Centers
3 - Other Academic Institutions and Institutes
4 - Industrial/Commercial
5 - Miscellaneous

Reference:

Source Header List - Supplement 2, Jun 79, DDC/TR-79/1, AD-A069 900.

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 42: IAC Report Number

Description: A number assigned by the IAC to provide a unique identity to each IAC-accessed document.

Current system entry:
- Up to 5 alphas making an IAC identifier,
- a dash (-),
- 6 numerics, zero-filled, as a serial number,
- for a maximum of 12 characters.

IACs using the IAC fields sub-set (Fields 42, 43, 44) have their information available only to the specific IAC entering the data and to DTIC in-house.

The IAC identifier prefixes are:

GC-	GACIAC
MCIC-	MCIC
NT-	NTIAC
PL-	PLASTEC

The IAC document number also acts as a flag identifying the entire report citation record with the IAC submitting the data.

Uniform System Data Element: Originator-Supplied Keys

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 43: IAC Document Type and Location Code

Description: Code identifying a type of IAC-Accessioned Document.

Current system entry: . A single character entry of a numeric or an alpha as follows:

Code	Explanation
1	Hard Copy
2	Microfiche
3	Microfilm
4	Journal Articles
5	Official Use Only
6	Proprietary
7	Confidential
8	Secret
A	Hard Copy-Secret
B	Microfiche-Secret
C	Hard Copy-Confidential
D	Microfiche-Confidential
E	Hard Copy-Proprietary
F	Microfiche-Proprietary

IACs using the IAC fields sub-set (Fields 42, 43, 44) have their information available only to the specific IAC entering the data and to DTIC in-house.

Uniform System Data Element: (Candidate Data Element)

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 44: IAC Subject Terms

Description: A set of IAC-specific subject terms.

Current system entry:
- Up to 600 alphanumeric character total field entry,
- each term entry separated by a comma,
- optional weighting by asterisk prefix.

IACs using the IAC fields sub-set (Fields 42, 43, 44) have their information available only to the specified IAC entering the data and to DTIC in-house.

When the IAC site enters its subject terms, the DTIC machine program for the IAC data sub-set automatically prefixes each term with an IAC site code. This procedure creates a sub-set of individual IAC terms, prevents the IAC terms from being interfiled with the main DTIC terminology, prohibits (as an additional lockout) access to the individual terminology (with the exception of DTIC in-house), and provides the individual IAC site the capability to retrieve on its own set of terms.

The IAC alpha code terms are:

G-- GACIAC
M-- MCIC
N-- NTIAC
P-- PLASTEC

No distinction is made in this field between descriptors and identifiers.

Uniform System Data Element: Originator-Supplied keys

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 45: Extended by...

Description: Identifies the Top Secret classification authority who authorized classification for more than six years.

Current system entry: . 100 alphanumeric character limit
. narrative

Validation: . Field 32, Regrade Category, entry is A, B, C, D or G.

. Field 20, Report Classification, entry is s or c.

. This entry may be present when the declassification date extends beyond six years from the date appearing in Field 11, Report Date, or a Field 37, Classification Authority, date appearing as part of the classification statement.

Uniform System Data Element: Classification Extension Authority

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 46: Review On...

Description: Identifies the specific date for declassification review, as displayed in the report classification statement.

Current system entry:
- Up to 7 alphanumeric characters with the machine edit eliminating spaces (up to 2);
- Policy entry of 1 to 2 numeric day, 3 alpha character month, 2 numeric year, e.g., 1 Jun 96, 31 Dec 96.

Validation:
- An entry is made, per classification statement displayed, and:
  - Field 20, Report Classification is s or c,
  - Field 38, Declassification Date/Event (Declassify on), is blank.
  - Field 32, Regrade Category, is C or D;
    - (a) for code C, the date entry is 21 to 30 years from the date indicated in Field 11, Report Date, or a date entry indication in Field 37, Classification Authority, whichever is earlier;
    - (b) for code D, the date entry is 7 to 20 years, same entries as above.
  - Field 32, Regrade Category, may have code entry of G, indicating document has a past due Review On date.

Inventory file date is converted to YYMMDD, e.g., 961231, with a secondary conversion to a julian date in binary form (YYYDDD) for retention in that file.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 47: Reason Code(s)

Description: Numeric codes 1 through 8 corresponding to the extension reasons prescribed in DoD 5200.1-R, Information Security Program Regulation, Dec 78, para. 2-301.c, identifying the applicable reason(s) justifying classification beyond six years.

Current system entry: . Single digit numeric codes 1 through 8,
. with up to 8 entries,
identifying the ISPR reasons as follows:

1 Foreign government information.
2 Protection specifically required by statute.
3 Information revealing intelligence sources or methods.
4 Pertaining to communications security.
5 Disclosure which can be reasonably expected to result in nullifying the effectiveness of a system, installation or project.
6 Disclosure which can be reasonably expected to result in nullifying the effectiveness of a plan itself or impede its orderly implementation.
7 Information concerning specific foreign relation matters.
8 Disclosure placing a person in immediate jeopardy.

Validation: . Field 32, Regrade Code, entry mey be A, B, C, D, or G.
. Field 20, Report Classification, entry must be s or c.
. Entry in this field (Field 47) may be present when Field 38, Declassification Date entry extends more than six years beyond the date showing in Field 37, Classified by, or Field 11, Report Date, entry;
. and whenever there is an entry in Field 45, Extended by.

Uniform System Data Element: Classification Extension Reason Codes

SYSTEM FIELD DESCRIPTION: Technical Report (1473) Data Bank (TR)

TR Data Field 48: Remote Terminal (SBIE) Site Holdings Symbol

Description: Designates holdings information for an SBIE remote terminal site of the document holdings in its collection.

Current system entry: Site-originated entry composed of:

- three alphas, as the site identification code, followed by,
- 12 alphanumeric and special characters,
- with a total of 15 characters.

An SBIE site and DTIC may enter holdings symbols to any record available on-line in the DTIC TR data bank, in addition to adding the symbol to the record when it is created.

Site use is optional.

Validation:
- One alpha identification code per site,
- One entry by a site to a record.

The purpose of the holdings symbol field is to provide a place for SBIE sites to append information to on-line records to indicate that the site holds the document described by the record and its accession identification. The addition of this information to a direct file record permits the participant to use DTIC's on-line system to search their own document collections.

Uniform System Data Element: Remote Terminal Site Holdings Symbol

The Research and Technology (R&T) Work Unit Information System (1498) (WUIS)

The Work Unit Information System (WUIS) provides a centralized source of information on current efforts in science and technology. The data bank is a collection of technically oriented summaries describing work units under the DoD Research, Development, Test and Evaluation (RDT&E) program.

The R&T WUIS makes available brief descriptions of R&T efforts currently in progress to all U.S. Government scientists, engineers, and managers of the R&D community. The information in the system is developed at the working level and computerized. Printouts from the R&T WUIS are produced through a report format generator which has been programmed to arrange data to satisfy requester's needs.

R&D managers utilize the WUIS to:

a. Identify ongoing DoD-supported research and technology in any scientific or technical area.

b. Easily identify and eliminate undesirable overlap or duplication of effort.

c. Identify any changes within a project by receiving reports on a recurring basis.

Individual scientists and engineers utilize the WUIS to:

a. Become aware of the various objectives and current status of technical efforts related to their own work.

b. Identify scientists and engineers who are working in similar areas of interest so they may be contacted for further technical information.

c. Maintain current awareness through periodic review of progress statements in pertinent work units.

DoDI 7720.13, 16 Apr 68 and changes current, Research and Technology Work Unit Information System, is the authority for submission of RDT&E work unit information to DTIC.

Reference: DLAM 4185.4, Jul 76, R&T Work Unit Information System U.S. Government Users Manual.

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field; None: Contract/Grant Percent of Funds

CURRENTLY, NOT PART OF THE WORK UNIT DATA BASE

Description: This entry would indicate the percent of the total RDT&E funds used for contract or grant supported effort during an identified fiscal year.

This data item relates to current Field 17, Contract/Grant information, Field 18, Resource Estimates, and 1634 data base current Field 13, Resources Estimate.

Uniform System Data Element: DoD Contract/Grant Percent of Funds

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field; None: Contributing Funding (parallel to the basic Fiscal Year Funding Resources and Manpower Estimates)

CURRENTLY, NOT A PART OF THE WORK UNIT DATA BASE

Background: The Naval Material Command Information Div. (08T4, formerly 03T2) has expressed a need for this data item to be a part of the funding and man-years resource estimates.

Description: This data item, parallel to the basic fiscal year funding and man-year resources data, would indicate funding resources from contributing sources used in support of the work unit, as identified by the contributing RDT&E project number data (current fields 10B and 10C, Contributing project number data).

This data item relates to current field 18, Resource Estimates (q.v.).

Reference:
NAVMAT letter, 03T2/JG Ser 858, 24 Nov 76, Subj.: Expanded Requirements Governing Processing Procedures for Navy Work Unit Summaries.

Uniform System Data Element: Funding Resources

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field; None: Cumulative Manyears

CURRENTLY, NOT A PART OF THE WORK UNIT DATA BASE

Description: This entry, in summarizing the expenditure of manyears on a work unit, would be an additional funding resources control information reference point.

This data item relates to current field 18, Resource Estimates (q.v.)

Uniform System Data Element: Manpower Resources

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field; None: Initial Record Creation Date.

CURRENTLY NOT AN ENTRY IN THE WORK UNIT DATA BASE.

Background: The initial record creation data as currently used in the IR&D data base indicates the date when the first record was added to the file. It is assigned by the system.

Description: In the 1498 file each submission for a work unit effort overlays the preceding record referring to the same work unit. Therefore the information under an accession number could represent an accumulation of several years' submissions. There is, however, currently no way to tell when the information was first reported. The inclusion of this system assigned field would correct this situation.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field; None: Organization Originated Project Number

CURRENTLY NOT A PART OF THE WORK UNIT DATA BASE

Description: This data item is comprised of organization originated project numbers generated for local administrative purposes. This item may find use in the 1498 data bank, especially by contractors which commonly assign such data to their research and development efforts reported in technical reports. The organization project number's character length and composition, including prefixed acronym and spacing symbols, are variable and primary determined by the organization's usage and the intelligence each alpha/numeric unit of the number conveys.

NOTE: This number should not be confused with the numbers generated under RDT&E funding project data breakdowns.

Uniform System Data Element: Organization-Originated Project Number

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Fields; None: Planned (a) Fiscal Year (b) Funding Resources and (c) Manpower Estimates

CURRENTLY, NOT A PART OF THE WORK UNIT DATA BASE

Background: The Naval Material Command Information Div. (08T4, formerly 03T2)* has expressed a need for these data items to be a part of the funding and man-years resource estimates data.

Description: This entry would identify the next fiscal year(s) following the current fiscal year, with the best estimates of funds and man-years expected to be used.

This data item relates to current field 18, Resource Estimates (q.v.).

Reference:
*NAVMAT letter, 03T2/JG ser 858, 24 Nov 76, Subj.: Expanded Requirements Governing Processing Procedures for Navy Work Unit Summaries.

Uniform System Data Element: Funding Resource Determinations Data Element Set

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field; None: RDT&E 6.2 Group Number

CURRENTLY, NOT AN ENTRY IN THE DTIC SYSTEMS.

Description: The group number is a two digit numerical designation of Program Element 6.2 Navy Exploratory Development program groups structure:

11 Undersea Target Surveillance
12 Surface/Aerospace Target Surv.
21 Command and Control
31 Missile Propulsion
32 Strike Warfare Weaponry
33 Undersea Warfare Weaponry
34 Countermeasures
41 Aircraft
42 Nuclear Propulsion
43 Ships, Subs and Boats
51 Biomedical Technology
52 Ocean and Atmospheric Support Technology
53 Logistics Technology
54 Materials/Electronic Devices
55 Human Resources
56 C/B Weapons Defense
57 Energy and Environmental Protection
61 Laboratory IED

The group numbers through 43 correspond to the Program Element serial number.

Validation Criterion: two numerics.

References:
Dept. Navy RDT&E Management Guide, NAVSO P-2457 (Rev. 1-75), App. C, p. C-8.
Proposed Navy Revision of the Work Unit Information Manual and DD Form 1498, Chief of Naval Material (03T2/JG* Ser 858, 24 Nov 76, Item 14E(2).
(*Telephone Communication, ofc of Ms. Jane Gapen, 692-0516, Apr 78.)

Uniform System Data Element: RDT&E 6.1 Subelement Number/RDT&E 6.2 Group Number

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field; None: Total Funding

CURRENTLY, NOT A PART OF THE WORK UNIT DATA BASE

Background: The Naval Material Command Information Div (08T4, formerly 03T2) has expressed a need for this data item to be a part of the funding and man-years resource estimates data.

Description: This entry would indicate the total funding amounts of all primary and contributing fiscal resources reported in relevant fiscal years.

This data item relates to current field 18, Resources Estimates (q.v.).

Reference:
NAVMAT letter, 03T2/JG ser 858, 245 Nov 76, Subj: Expanded Requirements Governing Processing Procedures for Navy Work Unit Summaries.

Uniform System Data Element: Funding Resources

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 1: Agency Accession.

Description: The Agency Accession is a unique designator that identifies a record of work unit level RDT&E efforts. An accession number is assigned to a record of a specific work unit. Further modifications conerning the information about that work unit are applied against the record identified by the same accession number. An accession number is assigned only once. If the work unit is completed or terminated, the accession is not reassigned.

Current system entry:
- Eight character entry, assigned by the submitting agency;
- composed of up to four character alpha code, beginning with the digraph indicating the submitting agency,
- followed by four or six numeric characters, depending on whether the entry begins with two or four alphas.

The digraph is constructed in accordance with codes in the Defense Organizational Entity Standards Project (DOES). The first character of the digraph represents the reporting government agency. For DoD agencies this character will always be "D".

The second character of the digraph represents the major components of the government agency. For DoD organizations this character will be one of the following:

A - Department of the Army
B - Defense Mapping Agency
C - Defense Civil Preparedness Agency
D - Department of Defense (OSD, OAS, and DARPA)
F - Department of the Air Force
G - National Security Agency
H - Defense Nuclear Agency
J - Joint Chiefs of Staff (including the Joint Staff, Unified or Specified Commands and Joint Serivce Schools)
K - Defense Communications Agency
L - Defense Intelligence Agency
M - United States Marine Corps
N - Department of the Navy
P - United States Coast Guard
R - Defense Contract Audit Agency
S - Defense Logistics Agency
Other non-DoD organizations

1498 Data Field 1: (continued) Agency Accession

The display format is, e.g., DN950634.

Validation: Entry is mandatory on all submissions.

Uniform System Data Element: Accession Number

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 2: Date of Summary.

Description: Identifies the date that the 1498 summary or summary modification was prepared.

Current system entry:
- 6 numeric character limit;
- the left-most two representing the year, the middle being the month, and the right-most two being the day, i.e. YYMMDD or 780101 for January 1, 1978

The current display format for the summary date is DD Mon YY or 01 Jan 78.

Validation: Required entry on all NEW summaries (see Field 4).

In actual current use there are some discrepancies in the interpretation of this date. It could represent the beginning of the summary preparation, the completion of the summary preparation or, with most of the Air Force submissions, the date of MASIS processing.

Uniform System Date Element: Date

SYSTEM FIELD DISCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 3: Date of Previous Summary.

Description: The date of previous summary is the date of the last summary or summary modification that was submitted for the same accession number. This date is used to ensure that the modifications are done in the proper time sequence.

Current system entry:
- 6 numberic character limit;
- Expressed in the same format as the Date of Summary (Field 2): YYMMDD or 780101 for January 1, 1978.

The current display format is DD Mon YY or 01 Jan 78.

Validation: . Entry is required on all but NEW transactions (see Field 4).

Where this is required, it should correspond to Field 2(Date of Summary) of the preceding report submitted for the same accession number, even if the original entry was incorrect.

If the preceding report was a "Correction" (type R - Field 4) transaction, it does not effect the date of summary and therefore is ignored in determining the date of previous summary.

THIS FIELD TO BE DELETED; see Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 4: Kind of Summary

Description: Indicates the type of the most recent transaction being reported for the accession number.

Current system entry: . One alpha character:

Entry	Display	Meaning
A	NEW	Initial report on an approved work unit effort.
B	CHANGE	A submission to report substantive revisions to a previously reported summary or to reinstate a work unit effort previously reported as terminated.
H	TERMINATION	Report on an uncompleted work unit effort, which has been canceled, suspended, or otherwise discontinued.
K	COMPLETION	Final report on a work unit effort, which is finished.
R	CORRECTION	A submission to indicate an editorial change or to correct a minor error on a previously submitted summary. The date of the report being corrected will remain as the date of summary (Field 2). The transaction will not affect the processing date.

Validation: . An entry is required on all submissions.

A NEW transaction is the only means by which a work unit record can be established in the system for an accession number never previously submitted. The reamining types of transactions are "modification transactions" and are used to change, add, or delete data.

Uniform System Data Element: Summary Transaction

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 5: Summary Security

Description: Indicates the overall security classification of the summary.

Current system entry: . Single alpha codes:

*T - Top Secret
S - Secret
C - Confidential
U - Unclassified

Validation: . This entry is required on all NEW summaries, (Field 4),

. and on subsequent summary modifications that upgrade or downgrade the summary security or the security classification codes assigned to the title (Field 11), keywords (Field 22), objective (Field 23), approach (Field 24), or progress (Field 25).

. The Summary Security must be of an equal or higher classification than the classification assigned to any of the individual fields (11, 22, 23, 24 or 25).

*Although Top Secret is a valid classification for an R&T Work Unit Summary, all summaries with this classivication are to be forwarded directly to the National Security Agency (NSA); therefore, any security classification code of T in fields 5, 11, 22, 23, 24, or 25 in a summary received by DTIC will cause the transaction to be rejected.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 6: Work Security

Description: Identifies the overall security classification of the work which the summary describes.

Current system entry: . Single alpha codes:

*T	-	Top Secret
S	-	Secret
C	-	Confidential
U	-	Unclassified

Validation: . This entry is required on all NEW transactions (Field 4),

. may differ from the security classification of the summary (Field 5).

*Top Secret is a valid entry in this field and can only appear in this field in a summary accepted by DTIC.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 7: Regrading

Description: The regrading entry identifies the manner in which the classified information is to be regraded at a lower security classification.

Current system entry:

- Single character alpha code that corresponds to a category established by DoD 5200.1-R, Dec 78:

A	Documents with declassification dates
B	Documents with declassification events
C	Documents with 30 year review on dates
D	Documents with 20 year review on datas
E	RD, FRD
F	Foreign Documents
G	Documents with past due review on dates

Validation:

- Mandatory entry if the record is classified (Field 5) S or C.
- If the record is classified U, this field must be blank.
- No entry on a classified record creates a catastrophic condition.

Uniform System Data Element: Security Downgrading and Declassification Codes

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 7A: Classification Authority

Description: This entry indicates the original classification authority determining the classification of the record information.

Current sysem entry:
- 60 alphanumeric character limit;
- narrative.

Validation:
- A valid entry is mandatory when current Field 5, Record Security, is designated S or C.
- When the record is declassified by an update transaction, a delete code must be entered simultaneously.
- If the record is unclassified, this field must be blank.
- Updated, classified records must include entry in this field.

Uniform System Data Element: Classification Authority

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 7B1: Date of Declassification

Description: Identifies the date on which classified information in the record becomes unclassified.

Current system entry:
- 6 numeric character limit;
- standard DoD 6 digit year, month, day, e.g., 31 Dec 96 becomes 961231 (YYMMDD).

Validation:
- A valid entry is mandatory when:
  - Field 5, Summary Security, entry is S or C,
  - Field 7, Regrading Code, entry is A,
  - Field 7b2, Declassification Event, is blank,
  - Field 7D, Review On Date, is blank;
  - the digital date entry is:
    - (a) left-most 2 digits for year, range 41 - 99 for 1941 - 1999, and 00 - 40 for 2000 - 2040;
    - (b) middle 2 digits for month, range 01 - 12;
    - (c) right-most 2 digits for day, range 01 - 31.

This entry indicates when the Field 5, Summary Security, is to be changed to U by an update transaction.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 7B2: Declassification Event

Description: Identifies the event certain to occur on which classified information in the record becomes unclassified.

Current system entry:
- 54 alphanumeric character limit;
- narrative.

Validation:
- A valid entry is required when:
  - Field 5, Summary Security, entry is S or C,
  - Field 7B1, Date of Declassification, is blank,
  - Field 7, Regrading Code, entry is B,
  - Field 7D, Review On Date, is blank.

This entry indicates when the Field 5, Summary Security, is to be changed to U by an update transaction.

Uniform System Data Element: Declassification Event

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 7C1: Downgrading Date.

Description: Identifies the data on which secret information in the record becomes confidential.

Current system entry:
- 6 numeric character limit,
- standard DoD 6 digit year, month, day, e.g., 31 Dec 96 becomes 961231 (YYMMDD).

Validation:
- If Field 5, Summary Security, is S, as valid entry is permitted if:
  - Field 7C2, Downgrading Event, is blank;
  - Field 7, Regrading Code, entry may be A, B, C, D, E, or F.
  - If Field 5 entry is C or U, this field must be blank.
  - The digital date entry is:
    (a) left-most 2 digits for year, range 41 - 99 for 1941 - 1999, and 00 - 40 for 2000 - 2040;
    (b) middle 2 digits for month, range 01 - 12;
    (c) right-most 2 digits for day, range 01 - 31.

This entry indicates when the Field 5, Summary Security, is to be changed from S to C by an update transaction.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 7C2: Downgrading Event

Description: Identifies the event certain to occur on which secret information in the record becomes confidential.

Curent system entry: . 54 alphanumeric character limit;
. narritive.

Validation: . If Field 5, Summary Security, is S, a valid entry is permitted if Field 7C1, Downgrading Date, is blank. (sic)

. Field 7, Regrading Code, entry may be A, B, C, D E, or F.
. If Field 5 entry is C or U, this field must be blank.

This entry indicates when the Field 5, Summary Security, is to be changed from S to C by an update transaction.

Uniform System Data Element: Downgrading Event

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 7D: Review On Date.

Description: Identifies the date on which classified information in the record is to be reviewed for possible declassification.

Current system entry:
- 6 numeric character limit;
- standard DoD 6 digit year, month, day, e.g., 31 Dec 96 becomes 961231 (YYMMDD).

Validation:
- A valid entry is mandatory when:
  - Field 5, Summary Security, entry is S or C,
  - Field 7B1, Date of Declassification, is blank,
  - Field 7B2, Declassification Event, is blank,
  - Field 7, Regrading Code, is C, D or G:
    - (a) for code C, the date entry is 21 to 30 years from the date entry in Field 7G, Original Classification Date;
    - (b) for code D, the dae entry is 7 to 20 years same as above;
    - (c) for code G, this entry indicates that the record has a past due Review On Date.
  - The digital date entry is:
    - (a) left-most 2 digits for year, range 41 - 99 for 1941 - 1999, and 00 - 40 for 2000 - 2040;
    - (b) middle 2 digits for month, range 01 - 12;
    - (c) right-most 2 digits for day, range 01 - 31.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 7E: Extended by...

Description: Identifies the classification authority which authorized classification extenstion beyond six years from the original classification date displayed in Field 7G, Original Classification Date.

Current system entry: . 60 alphanumeric character limit;
. narrative.

Validation: . If Field 5, Summary Security, is S or C, this field (Field 7E) may contain a valid entry.

. This entry may be omitted if it identifies the same classification authority identified in Field 7A, Classification Authority,

. or if the record is derivatively classified.

Uniform System Data Element: Classification Extenstion Authority

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 7F: Reason number

Description: Identifies one or more applicable reason numbers from DoD 5200.1-R, para. 2-301.c, used to justify classification beyond 6 years from the Original Classification Date in Field 7G.

Current system entry:
- Single digit numerics, 1 through 8,
- with provision of up to 8 entries.

Validation:
- Entry may be present when,
  - Field 5, Summary Security, is S or C and
  - Field 7, Regrading Code, entry is C, D or G.
- Also may be present when Field 7 entry is A,
  - Field 5 is S or C.
  - and the date in Field 7B1, Date of Declassification, is greater than 6 years from the date in Field 7G, Original Classification Date.

Uniform System Data Element: Classification Extension Reason Codes

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 7G: Original Classification Date.

Description: Identifies the date the original classification authority assigned a security classification to information in the record.

Current system entry:
- 6 numeric character limit;
- standard DoD 6 digit year, month, day, e.g., 8 Jul 77 becomes 770708 (YYMMDD).

Validation:
- A valid entry is required when:
  - Field 5, Summary Security, entry is S or C (including suffixed designations RD and FRD),
  - Field 7, Regrading Code, entry is A, B, C, D, E, F or G.
- The digital date entry is:
  - (a) left-most 2 digits for year, range 41 - 99 for 1941 - 1999, and 00 - 40 for 2000 - 2040;
  - (b) middle 2 digits for month, range 01 - 12;
  - (c) right-most 2 digits for day, range 01 - 31.

This date is the base date used to determine duration of classified information.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 8A1: Distribution Instructions.

Description: Indicate whether there is any restriction on who can receive the summary or parts of the summary. This entry is separate from the restrictions established by the security classification, but used in conjunction with it to determine appropriate distribution.

Current system entry: . two-character alpha code:

NL	No limitation - do not use on classified summaries.
NA	No limitation on distribution other than imposed by security classification. Do not use on unclassified summaries.
GE	U.S. Government only - restricted to export control acts
GF	U.S. Government only - information furnished by a foreign government
GP	U.S. Government only - proprietary information
GU	U.S. Government only - preliminary information
GT	U.S. Government only - test and evaluation
DE	DoD only - evaluation of programs
DS	DoD only - trade secrets
DP	DoD only - internal information

Validation:
- This entry is required on all NEW transactions (Field 4).
- If this entry is NL then the Summary Security (Field 5) must be U;
- If this entry is NA then the Summary Security (Field 5) must be C or S.

Uniform System Data Element: Distribution Codes

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 8A2: Additional Security Restriction

Description: The additional security restriction is an added security category imposed by the Atomic Energy Act of 1954 that governs information concerning the design, manufacture, or utilization of atomic materials or weapons.

Current system entry: . Two-character alpha code:

RD - Restricted Data
FR - Formerly Restricted Data

Validation: . If this entry is RD or FR, the summary security (Field 5) must be S or C;

. if the summary security is U, this field must be blank.

RECOMMENDED ACTION: Transfer RD and FRD function to security designation fields.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 8B: Contractor Access

Description: The contractor access indicates whether specific data from the summary may or may not be released to qualified U.S. government contractors/grantees.

Current system entry: . Single alpha code:

Y - Yes, the specified data may be made available to the contractors.
N - No, the specified data may not be made available to the contractors.

Validation: . This entry is required on all NEW transactions (Field 4),

. and its continued entry is required on all records.

. If current Field 8A1, Distribution Instructions, is NL or NA, this field (8B) must be Y.

. If this field is blank on a NEW transaction, or is deleted by a modification transaction, a releasable error results.

. A transaction is not releasable with an invalid code.

Uniform System Data Element: Special Control Codes

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 9: Level of Summary

Description: Indicates the level of the RDT&E work effort that is being reported.

Current system entry: . The alpha character A is always entered.

Validation: . Entry must be A;

- a transaction is not releasable if entry is other than A;
- a blank entry is a releasable error; an A will be inserted.

On the submitted form 1498, "A. Work Unit" is preprinted in block 9 (Field 9).

Uniform System Data Element: Summary Level

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Fields 10A1, 10B1, 10C1: Program Element

Description: The program element entered in Field 10A1 indicates the primary program that provides the bulk of the funds for the current work. Contributing program element numbers may be added in Fields 10B1 and 10C1 to indicate other supporting programs when appropriate (DoDI 7720.13, p.9).

Program element numbers are the programming and budgeting identifiers of the DoD Five Year Defense Program (FYDP). A PE number consists of 5 numbers and a letter that make up a program classification coding system, e.g., 65801S, for a fixed length of 6 characters.

Per DoDI 7720.13, p.1, para. I.A., the data entered in WUIS "concern on-going research and technology efforts being accomplished by DoD components within the RDT&E Program," which is designated primarily by DoD Program 6, Research and Development (first digit in program element number).

Current system entry:
- five numerics followed by one alpha, packed;
- a zero is entered in the high order position if a valid primary DoD program number is inapplicable.

Validation:
- Mandatory entry for all NEW, Field 4, Kind of Summary, entries;
- Field 10A1 may never be blank;
- transaction is not releasable if Field 10A1 is blank or deleted by a modification;
- the organization indicated by the Field 15A, Primary Funding Agency, digraph, must correspond with that shown by the entry in Field 10A1;
- failure of a crosscheck between Field 15A and Field 10A1 is a releasable error.

Reference
DOD Handbook 7045.7-H, FYDP Program Structure (2 vols), May 76.

Uniform System Data Element: Program Element Number

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Fields 10A2, 10B2, 10C2: RDT&E Project Number

Description: The project number entered in Field 10A2 indicates the primary project providing the bulk of the RDT&E funds for the current work. Contributing project numbers may be added in Fields 10B2 and 10C2 to indicate other supporting project funding when appropriate.

A project is a designed unit of RDT&E effort or group of closely related efforts, identifying specific segments of the RDT&E program generated by the DoD Five Year Defense Program (FYDP) Program Element 6 (Research and Development) funding.

A project number character length is variable depending on the DoD agency or military service number structure.

Current system entry:
- Up to 12 alphanumeric characters;
- a zero is entered in the high order position if a valid primary project number is not applicable.

Validation:
- Mandatory entry for all NEW, Field 4, Kind of Summary, entries;
- Field 10A2 may never be blank;
- transaction is not releasable if Field 10A2 is blank on a Field 4 NEW transaction or deleted by a modification.

Uniform System Data Element: RDT&E Project Number

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 10A2B:	Army Project Serial Number
Army Project Number Data Example:	1 J 6 64317 D L47 00 001
Character position	1 2 3 45678 9 012 T WU
Character type	N A N NNNNN A ANN A N A

Description:

DF10A2B Army Primary Project Project Serial Number — Characters 10-12; serial identification of a specific Army project. Structured according to PE 6.1 or 6.2 thru 6.6
Authority: AR 70-9 C3, AR 70-6

Current system entry: . Three alphanumeric

Validation: . Three alphanumeric characters,
. entered with an Army project number entry in Field 10A2;
, this entry corresponds to last three characters of the Army project number entry in Field 10A2.

Uniform System Data Element: Army Project Serial Number

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Fields 10A3, 10B3, 10C3: RDT&E Task Area Number

Description: The task area number entered in Field 10A3 indicates the primary task number under the RDT&E project providing the bulk of the funds for a specific work unit. Contributing task numbers may be added in Fields 10B3 and 10C3 under other supporting project funding as appropriate.

Tasks are divisions of the RDT&E project that identify objectives that have unity of scope and purpose. A task may be divided into sub-tasks, termed in the DTIC management information system as work units.

A task number character length is variable depending on the DoD agency or military service number structure.

Current system entry:
- Up to 10 alphanumeric characters;
- a zero is entered in the high order position if a valid primary project number is not applicable.

Validation:
- Mandatory entry for all NEW, Field 4, Kind of Summary, entries;
- Field 10A3 may never be blank;
- transaction is not releasable if Field 10A3 is blank on a Field 4 NEW transaction or deleted by a modification.

Uniform System Data Element: RDT&E Task Number

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 10A4: RDT&E Work Unit Number

Description: The work unit number, as the basis for the Work Unit Information System, is the smallest segment into which RDT&E research and technology efforts are normally divided for purposes of local administration. DoDI 7720.13 states the requirements for reporting technical and management data at the work unit level, concerning on-going research and technology efforts being accomplished by DoD components within the RDT&E program.

The term "work unit" replaces, but is not necessarily equivalent to such terms as problem assignment, sub-task, work item, job order and various other terms that are used to describe efforts at the local level.

Work units are not a part of and not applicable to the R&D Program Planning (1634) Data Bank (PP). A work unit is a specific, active segment of an R&D effort that was generated basically in Program Planning as a requirement to be researched and reported to WUIS.

A work unit number character length is variable depending on the DoD agency or military service number structure.

Current system entry:
- Up to 16 alphanumeric characters;
- a zero is entered in the high order position if no agency work unit number has been assigned.

Validation:
- Mandatory entry on all NEW, Field 4, Kind of Summary, entries;
- this field may not be blank;
- transaction is not releasable if Field 10A4 is blank in a NEW transaction or by a modification.

Uniform System Data Element: RDT&E Work Unit Number

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 11: Title

Description: A brief narrative description of the work unit.

Current system entry:
- Narrative entry,
- up to 160 alphanumeric characters,
- the first or which must be the security classification of the title.

Validation:
- A title is required on all NEW transactions (see Field 4),
- this field may never be blank,
- the security classification can be no higher than the summary security (Field 5).

Uniform System Data Element: Title

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 11(included): Title Classification

Description: This entry is the security classification of the title of the summary.

Current system entry: This entry is identified by a single alpha code as the first character in the title field:

*T	-	Top Secret
S	-	Secret
C	-	Confidential
U	-	Unclassified

Parentheses are machine-generated.

Validation: . This entry is required on all NEW summaries (Field 4),
. cannot be of a higher classification than the summary security (Field 5).

*Items that are classified Top Secret must be forwarded to NSA; this entry must be a S, C, or U to be accepted by DTIC.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 11A: Title Security

Description: Repeats singularly in this specific field the security classification assigned to and displayed with the title in Field 11, Title.

Current system entry:
- Automatically machine-generated from Field 11,
- single alpha character of:

  S - secret
  C - confidential
  U - Unclassified

- without parentheses.

Validation: The entry in this field results from the audit process that takes place with the required title classification entry in Field 11, Title.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 12: Scientific and Technological Area Codes

Description: The scientific and technological area codes identify the general areas of science and/or technology to which the work relates.

Current system entry:
- Up to three entries in subfields 12A, 12B and 12C:
- six numeric characters each entry;
- Field 12A may have 6 zeros if in a specified case the codes are not applicable, with 12B and 12C blank.

The S&T codes, prepared by ODDR&E, reflect the three most significant areas in descending order of importance.

Validation:
- A valid entry is mandatory at all times for Field 12A.
- All NEW transactions (Field 4, Kind of Summary) and all modifications must include a Field 12A entry, either a valid code or 6 zeros.
- Fields 12B and 12C may be blank; entries becoming inapplicable with modifications must be individually changed or deleted.
- If Field 12A is blank the transaction is not releasable.
- If an invalid code is entered in any of the subfields the transaction is not releasable.

A display of the record includes the terms generated by the codes that represent them.

Uniform System Data Element: Subject Area Category

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 13: Start Date

Description: The date that the work which is being reported actually began.

Current system entry:
- 4 numeric characters;
- the first two the year, the second two the month, e.g., January 1978 becomes 7801 (YYMM).

The current display format for the start date is Mon YY or Jan 78.

Validation: . Entry is required on all NEW transactions (see Field 4).

This date may be different from the contract effective date (Field 17).

Uniform System Data Element: Date

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 14: Estimated Completion Date

Description: The date when the work unit is expected to be completed. If the work unit has been terminated or completed, then this is the actual completion date.

Current system entry:
- 4 numeric or 4 alpha characters;
- the first two numerics are the year, the last two the month, e.g., 7801 for January 1978;
- if the work unit is of an indeterminate continuing nature then CONT is entered.

The current display format is Mon YY of Jan 78.

Validation: Required entry for all transactions.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 15: Funding Agency

Description: The funding agency identifies the federal agency(s) or DoD component(s) that provide funds for the work that is being reported. This identifies the original source of the funds, even though some other organization may be acting as an intermediary. This could also include the reporting agency, if applicable.

Current system entry: A maximum of three agencies may be entered using the following alpha codes:

DA - Dept. of the Army
DC - Office of Civil Defense
DD - Dept. of Defense (OSD, OASD, ARPA)
DF - Dept. of the Air Force
DG - National Security Agency
DH - Defense Nuclear Agency
DJ - Joint Chiefs of Staff
DK - Defense Communications Agency
DL - Defense Intelligence Agency
DM - Marine Corps
DN - Dept. of the Navy
DP - U. S. Coast Guard
DR - Defense Contract Audit Agency
DS - Defense Logistics Agency
AX - Dept. of Agriculture
BX - Dept. of Labor
CA - Canada (eff. Jul 79)
CX - Dept. of Commerce
FX - Dept. of Justice
GX - Dept. of Transportation
HX - Dept. of HEW
KX - Dept. of Interior
MX - Dept. of HUD
NX - Dept. of Energy (eff. May 78)
PX - Postal Service
SX - Dept. of State
TX - Dept. of Treasury
UE - Smithsonian Institution
VA - Veterans Administration
VN - NASA
WA - AEC/ERDA; for DOE, see NX
WS - NSF

1498 Data Field 15: (continued) Funding Agency

Validation: . At least one entry is required on all NEW summaries (see Field 4).

. If a DoD component is entered first in this field a valid Program Element Number must also appear on the summary.

The DoD codes are the same that are used for the digraph of the Accession Number (Field 1).

Reference:
DoD 5000.12M, Manual for Standard Data Elements, 1 Mar 70 and changes current; Ref. No. DE-NM dated 72-06-30, Department-Establishment Component.

Uniform System Data Element: Funding Agency Identification Codes

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 16: Performance Method

Description: This entry codes the method of accomplishing the research and development described in the record.

Current system entry: . Mandatory alpha code entry, as follows:

A for Grant funding
B for Contract funding
C for DoD in-house performance
D for work performed by a U. S. government agency or department other than the DoD reporting agency.

Validation: . A valid code is mandatory on all NEW transactions and a delete or invalid code is not accepted in modification transactions.

. If code A or B is entered, current contract data Fields 17A1, 17A2, 17B, 17D2, 17DE, and 17F must not be blank.

. If code C or D is entered, all contract data for field 17 (17A1 through 17F) are comitted.

A transaction is not releasable if these conditions are not followed.

Uniform System Data Element: Procurement Funding Action Codes

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 17A1: Contract/Grant Effective Date.

Description: The date when the current contract or grant under which the work unit is being performed becomes effective.

Current system entry: . 4 numeric characters:
. the two left-most digits are the year, followed by two digits for the month: 7803 (YYMM) for March 1978.

The display format is Mon YY or Mar 78.

Validation: . A valid entry is required for this field if the performance method is a grant or contract (an A or B in Field 16).

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 17A2: Contract/Grant Expiration Date.

Description: The date when the current contract or grant under which the work is being performed will terminate.

Current system entry: . 4 numeric characters;
. the first two the year, the second two the month, e.g., Mar 78 becomes 7803 (YYMM).

The current display format is Mar 78.

Validation: . This entry is mandatory if the work is performed under a grant or contract (an A or B in Field 16).

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 17B: Contract/Grant Number.

Description: This entry records the basic contract or grant by which the work unit is funded when not performed in-house.

Current system entry: . When Field 16, Performance Method, is coded A (grant funded) or B (contract funded),
. a valid contract or grant number of up to 24 alphanumeric characters is mandatorily entered on all NEW transactions,
. and is continued through modification transactions as long as Field 16 retains the A or B codes.
. New contract numbers must follow the format for the basic Procurement Instrument Identification Number as described in the FAR*, para. 20-203.

Validation: . If Field 16 is A or B, Field 17B must not be blank.
. If Field 17B is blank, Field 16 must be coded C (in-house work) or D (other US Government agency work).

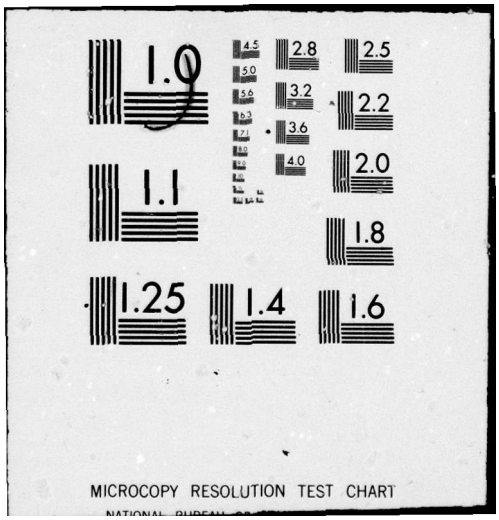
Reference:
*Federal Acquisition Regulation (FAR), Mar 80, para. 20-203.

Uniform System Data Element: Contract Procurement Identification Number

AD-A083 800 DEFENSE TECHNICAL INFORMATION CENTER ALEXANDRIA VA F/G 5/2
DATA ELEMENT DICTIONARY: DTIC UNIFORM DATA SYSTEM,(U)
APR 80 A KUHN, M L YOUNG
UNCLASSIFIED DTICH-4185.8 NL

4 OF 6
AD A083800




1.0
1.1
1.25
1.4
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2.0
2.2
2.5
2.8
3.2
3.6
4.0
4.5
5.0
5.6
6.3
7.1
MICROCOPY RESOLUTION TEST CHART

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 17C: Contract Type

Description: Identifies the contract pricing provision which is the basis for payment of the contract.

Current system entry: . If Field 16, Performance Method, is B (contract funded), a contract provision code, originally based on a standard data element titled "Contract Pricing Provision"*, is entered:

A	Fixed Price Redetermination - Type A
B	Fixed Price Redetermination - Type E
C	Fixed Price Redetermination - Other
J	Firm Fixed Price
K	Fixed Price with Escalation
L	Fixed Price Incentive (with Performance Incentive)
M	Fixed Price Incentive (without Performance Incentive)
N	Fixed Amount in Lieu of Individual Costs
R	Cost-Plus-Award-Fee
S	Cost Type
T	Cost-Sharing Type
U	Cost-Plus-Fixed-Fee
V	Cost-Plus-Incentive-Fee (with Performance Incentive)
W	Cost-Plus-Incentive-Fee (without Performance Incentive)
X	Multiple Price Provisions
Y	Time and Materials
Z	Labor Hours

Validation: . If Field 16, Performance Method, is B, a valid single alpha code entry is required in Field 17C (this field).
. If this field is blank, Field 16 must be A, C or D.
. A valid entry is required on NEW transactions if Field 16 is B;
. on modification transactions this field may not be deleted as long as Field 16 is B.
. A transaction is not releasable if an invalid code is entered in Field 17C. A releasable error exists if Field 16 is B

*Name was changed to "Type of Contract;" DoD 5000.12M, Manual for Standard Data Elements (OASD(C)), 1 Mar 70 with changes thru 10, 30 Jun 73; Ref. No. TY-FP, as of Mar 70.

Uniform System Data Element: DoD Contract Type Codes

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 17D1: Partial Contract/Grant Code

Description: Indicates a partial contract/grant amount if the work unit data, and the dollar amount displayed in Field 17D2, Contract/Grant Amount, do not represent an entire contract or grant.

Current system entry: . Code letter P, only is entered for partial, to identify the work unit as a part of a larger contract or grant effort.

Validation: . This field must be either blank or P.
. A transaction is not releasable if an entry is other than P, blank, or a delete code.

Uniform System Data Element: Partial DoD Contract/Grant Amount Code

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 17D2: Contract/Grant Amount

Description: Displays the latest amount of the funding of the contract or grant identified in Field 17B, Contract/Grant Number, rounded to the nearest whole dollar, for the duration shown in Fields 17A1, Contract/Grant Effective Date, and 17A2, Contract/Grand Expiration Date.

Current system entry:
- Up to 9 numerics indicating the amount are entered,
- right-justified with zeros in the unused high order columns.
- If Field 17D1, Partial Contract/Grant Code, is P, only the portion of the amount applicable to the work unit record is entered.
- If the amount of funding is zero, all zeros are entered.

On modification transactions in which Field 17E, Kind of Award, is changed to NEW, EXT, or SUP, Field 17D2 (this field) is resubmitted to reflect the latest funding amount. In addition, when Field 17E is SUP without a change in duration (fields 17A1 and 17A2), the amount of additional funds awarded is entered, not the total amount.

Validation:
- If Field 16, Performance Method, is A (grant) or B (contract) a numeric entry is mandatory in the record at all times;
- all NEW transactions with Field 16 A or B must have the numeric entry;
- Field 17D2 (this field) may not be deleted in modification transactions as long as Field 16 remains or is changed to A or B.

Therefore, if Field 16 is A or B, field 17D2 must not be blank. If field 17D2 is blank, Field 16 must be C (in-house) or D (other agency). A dollar amount in excess of $500,000 is flagged as a possible error. A transaction is not releasable if field 16 is A or B and if field 17D2 is blank on a NEW transaction, deleted by a modification, or is not numeric. A releasable error condition is indicated if a dollar amount in excess of $500,000 is entered.

Uniform System Data Element: Funding Resources

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 17E: Contract/Grant Kind of Award

Description: Identifies the current kind of award or funding action by which the work unit is funded.

Current System Entry: The following three character alpha codes are entered:

NEW	An award for contract/grant effort which was not supported by the reporting agency in the immediately preceding year.
SUP	The provision of additional funds without extention of the duration of the contract/grant.
EXT	The provision of additional funds with extension of the duration of the contract/grant.
CON	The continuance of a contract/grant in time without provision of additional funds.

The Kind of Award need not always be NEW on a NEW transaction (Field 4, Kind of Summary) since the contract/grant may already have been in being (sic).

On modification transactions other specified contract/grant data relating to the award, depending upon the Kind of Award, must be updated:

(1) If NEW, the following fields are also submitted-
17A1, Contract/Grant Effective Date
17A2, Contract/Grant Expiration Date
17B, Contract/Grant Number
17D2, Contract/Grant Amount
17F, Contract/Grant Cumulative Dollar Total

(2) If SUP, the following fields are also submitted-
17D2, entry of the additional Amount
17F, update to greater Cumulative Dollar Total

(3) If EXT, the following fields are also submitted-
17A1, entry of revised Effective Date
17A2, entry of revised Expiration Date
17D2, entry of the additional Amount
17F, update to greater Cumulative Dollar Total

(4) If CON, the following field is also submitted-
17A2, entry of the extended Expiration Date

1498 Data Field 17E: (continued) Contract/Grant Kind of Award

Validation: . A valid entry is mandatory in the record at all times if Field 16, Performance Method, is A (grant) or B (contract).

. A valid entry is mandatory on all Field 4, Kind of Summary, NEW transactions with Field 16 A or B entries.

. Field 17E (this field) may not be deleted by a modification transaction as long as Field 16 remains, or is changed to, A or B.

. If this field is blank, Field 16 must be C (in-house) or D (other agency).

. A transaction is not releasable if Field 16 is A or B and this field is blank on a NEW transaction, deleted by a modification, or is an invalid code.

Uniform System Data Element: DoD Contract/Grant Award Status

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 17F: Contract/Grant Cumulative Dollar Total

Description: This entry displays the current cumulative dollar total amount for the contract or grant entered in field 17B, Contract/Grant Number, rounded to the nearest whole dollar.

Current system entry: .Up to 9 numerics indicating the total amount to date are entered,
.right-justified with zeros in the unused high order columns.
.However, if Field 17D1, Partial Contract/Grant Code, is P, only the portion of the total amount applicable to the particular work unit is entered.

Validation: .If Field 16, Performance Method, is A (grant) or B (contract, a numeric entry is mandatory in the record at all times;
.all NEW transactions with Field 16 A or B must have the numeric entry;
.Field 17F (this field) may not be deleted in modification transactions as long as Field 16 remains or is changed to A or B.

Therefore, if Field 16 is A or B, Field 17F must not be blank. If Field 17F is blank, Field 16 must be C (in-house) or D (other agency). A transaction is not releasable if Field 16 is A or B, and Field 17F is blank on a NEW transaction, deleted by a modification, or is not numeric.

Uniform System Data Element: Funding Resources

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 18: Resource Estimates; Part 1 of 2: Preceding Fiscal Year Resource Estimates (181, 181A, 181B)

Description: This set of three data entries is used to describe the expenditures of professional manyear and funds resources in support of the work unit during the preceding fiscal year.

Current system entry:

Field 181, Preceding Fiscal Year: The last two digits of the preceding fiscal year are entered. If not applicable, this entry is left blank.

Validation: If field 181 is blank, fields 181A and 181B must be blank. If field 181 is not blank, these other two fields must not be blank. A transaction is not releasable if the input is other than blank or numeric. A releasable error exists if the entry fails audit checks.

Field 181A, Preceding Fiscal Manyears: Up to 6 numerics indicating preceding fiscal manyears expended on the work unit are entered, to the nearest tenth manyear without using the decimal point; 10 is interpreted as 1.0 manyears. If the preceding fiscal year data are not applicable, this field is left blank. Entries are right-justified with zeros in the unused high-order columns. If the level of effort is zero, all zeros are entered.

Validation: Entries in excess of 5 manyears are flagged for possible errors. The entry must be numeric. If field 181A is blank, fields 181 and 181B must be blank. If field 181A is not blank, these other two fields must not be blank. A transaction is not releasable if the input is other than blank or numeric. A releasable error exists if the entry fails audit checks.

Field 181B, Preceding Fiscal Year Funds: Up to 6 numerics indicating preceding fiscal year funds expended on the work unit are entered, to the nearest thousand dollars; an entry of 1000 is interpreted as $1,000,000. If the preceding year data are not applicable, this field is left blank. Entries are right-justified with zeros in the unused high-order columns. If the level of funding is zero, all zeros are entered.

Validation: The entry must be numeric. In field 181B is blank, fields 181 and 181A must be blank. A transaction is not releasable if the input is other than blank or numeric. A releasable error exists if the entry fails audit checks.

(cont.)

1498 Data Field 18: (continued) Resource Estimates, Part 1 of 2

Fields 181, 181A and 181B General Requirements: In most instances for work unit NEW transactions, preceding fiscal year resource expeditures are not applicable, and these fields may be blank. For established work units over a year old, preceding fiscal year resources data are required. Regardless of transaction type, if any entry is made in one field, a valid entry is needed in each of the three fields.

The recording of the resources data reported in fields 181A, 181B, and 182A and 182B depend upon the fiscal year identities reported in fields 181 and 182 (see data field description following for field 182). Resources data are maintained in the WUIS for five successive years. Each year the identity of the current and four preceding fiscal years is changed and the location of the manyears and funds estimates is changed accordingly. Regardless of the mane of fields in which the resource data are entered, the WUIS input program will assign the data to the proper location in the file based solely on the 2-digit fiscal year designation.

Resource Estimates Data Retrieval, fields 181 and 182*(including A and B) The WUIS machine program takes the above data and automatically converts it to a two column Resource Estimates fields 18A and 18B. Field 18A is the Manyears Current Fiscal Year, and fields 18A1 through 4 are the four Manyears Preceding Fiscal Years. Field 18B is the Funds Current Fiscal Year, and fields 18B1 through 4 are the four Funds Preceding Fiscal Years. If a work unit is not current, each year the Resource Estimates will roll back until they drop off, leaving these fields blank.

*See Data Field Description for Fields 182, 182A and 182B following.

Uniform System Data Element: Funding Resource Determinations Data Element Set

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 18: Resource Estimates; Part 2 of 2: Current Fiscal Year Resource Estimates (182, 182A, 182B)

Description: This set of three data entries is used to describe the current fiscal year's professional manyear and funds resource expenses in support of the work unit.

Current system entry:

Field 182, Current Fiscal Year: The last two digits of the current fiscal year are entered.

Validation: The entry is mandatory on all NEW transactions. a transaction is not releasable if field 182 is blank in a NEW transaction, deleted by a modification, or is not numeric. On modification transactions if field 182 is blank, fields 182A and 182B must be blank. If field 182 is not blank, these other fields must not be blank. A releasable error exists if field 182 is not the actual current fiscal year.

Field 182A, Current Fiscal Year Manyears: Up to 6 numerics are entered to the nearest tenth manyear without using the decimal point; 10 is interpreted as 1.0 manyears. Entries are right-justified with zeros in the unused high-order columns. If the level of effort is zero, all zeros are entered.

Validation: A valid entry is mandatory on all NEW transactions. Entries in excess of five years are flagged. The entry must be numeric. In modification transactions if field 182A is blank, field 182 and 182B must be blank. If field 182A is not blank, these other fields must not be blank. A transaction is not releasable if field 182A is blank in NEW transaction, deleted by a modification, or is not numeric. A releasable error exists if the entry fails audit checks.

Fields 182B, Current Fiscal Year Funds: Up to 6 numerics are entered to the nearest thousand dollars; an entry of 1000 is interpreted as $1,000,000. Entries are right-justified with zeros in the unused high-order columns. If the level of funding is zero, all zeros are entered.

(cont.)

1498 Data Field 18: (continued) Resource Estimates, Part 2 of 2

Validation: A valid entry is mandatory on all NEW transaction. The entry must be numeric. If field 182B is blank, fields 182 and 182A must be blank. If field 182B is not blank, these other fields must not be blank. If field 182B is not blank, these other fields must not be blank. A transaction is not releasable if field 182B is blank on a NEW transaction, deleted by a modification, or is not a numeric. A releasable error exists if the entry fails audit checks.

Field 182, 182A and 182B General Requirements: The Resource Estimates for currently active records are supposed to be reviewed and resubmitted at least annually. A valid entry in each of these three fields is mandatory on all NEW transactions. If any of the fields are changed in a modification transaction, valid entries in all three fields must be resubmitted.

Uniform System Data Element: Funding Resource Determinations Data Element Set

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Fields 19A, 19B: Responsible DoD Organization

Description: The DoD Laboratory, Installation or Activity directly responsible for the work reported.

Current system entry:
- For Field 19A, up to 122 alphanumerics,
- designating the full name of the organization,
- with the name and symbol of the organization subdivision directly involved, included.
- For Field 19B, up to 61 alphanumerics,
- designating the address
- to include city (base, post, station), and state address, and ZIP code.

DoDI 7720.13 R&T WUIS, calls for the postal address. DLAM 4185.5, R&T WUIS Data Input Manual, specifies the above.

Validation:
- Mandatory entry on all NEW summaries (Field 4);
- continued mandatory entry on all transactions (Field 4);
- this field must not contain a delete code on a modification transaction;
- transaction is not releasable if these subfields (19A, 19B) do not pass above audit checks.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 19C: Responsible Individual

Description: The person associated with the responsible government organization who is directly responsible for the work being reported.

Current system entry:
- Up to 28 alpha characters,
- name is entered last name first, followed by a comma, then by first and middle initial.
- Titles or ranks are not included:

Example: Last, F M
Smith, J J

Validation: This enty is required on all NEW summaries, Field 4, Kind of Summary, and is included as it appears on the 1498.

Uniform System Data Element: Personal Name

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 19D: Responsible Individual's Telephone Number

Description: The commercial telephone number of the individual designated as the person within the DoD responsible organization charged with controlling the work unit effort.

Current system entry: . Up to 22 alphanumeric characters, representing the three digit area code, the three digit exchange, and the four digit number, all separated by dashes. This may be followed by an extension number: e.g., 202-274-6833, X352.

Validation: A valid entry is required on all transactions.

Uniform System Data Element: Telephone Number

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 19E/19F*: Responsible Individual's Title

Description: The title or rank of the individual that has been designated as the responsible individual.

Current system entry: . Up to four alpha characters. Space is alotted for this field even though the regulation specifically states that rank and title are to be omitted.

*DLAM 4185.5, CH 1, 21 Dec 77, p. II-47, lists Field 19E, Responsible Individual Title; DROLS Reference Guide, Feb 76, lists Field 19F, Responsible Individual Title, along with the online system WU Field ID Codes exhibit (EWC), and the CRT screen display for a work unit accessions.

DLAM 4185.5 CH 1 lists Field 19F as Navy Responsible Individual Organization Symbol, and the WU machine file lists Field 32A, Responsible Individual Organization Symbol (listed on DLAM 4185.5 CH 1 as Field 32, Navy Principal Investigator Organization Symbol; see WU machine file list for Field 32B, Principal Investigator Organization Symbol).

THIS FIELD TO BE DELETED; see Uniform System Data Element: Personal Name.

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 19S: DoD Responsible Organization Sort Code

Description: The number code assigned for alphabetization purpose to the organization source when it is established in the source header authority machine file.

Current system entry:
- Generated by the source code entered in 1498 Field 19T, DoD Responsible Organization Source Code;
- being 5 numerics with leading zeros.

Validation: None; computer generated by source code entry.

This datum is used to alphabetize on-line retrieval batching in order by organization.

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT;
Since this is a process control item it is not to be considered as a Uniform System Data Element.

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 19T: DoD Responsible Organization Source Code

Description: Numeric designation of a unique organizational entity.

Currenty system entry: . 6 character numeric code

The standard source code is assigned to an organization established for entry into the Source Header File. This source code will be used in any subsequent reference to the organization.

Validation: . Required entry on all records.

Uniform System Data Element: Organization Code

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 19U: Responsible (Organization) State or Country

Description: Identifies the geographic or geopolitical location of an organization.

Current system entry: . This code is a four-character numeric, a four-character numeric-alpha or a two-character alpha code.

- The first two characters of the code represent the state or foreign country,
- the second two characters represent the congressional district in which the organization is situated.

The geopolitical/location code is assigned to an organization when it is established for entry into the Source Header File. The geopolitical/location code will appear in any subsequent reference to the organization.

References:

State codes: JCS Pub 7, Worldwide Military Command & Control System Standards (WWMCCSS), Joint Chiefs of Staff, Wash.,D.C., 1Aug68 and Changes to current; Chapter III, Section 3, pp. III-3-14 & 15: standard data element-States of the US, Ref. No. ST-GA.

Foreign country and geographical areas: ibid. Chapter I, Section 6, pp. I-6-1 thru 46, (Primarily I-6-35 thru 46); Standard Geographic Code for...

Congressional Districts: Congressional Staff Directory, Brownson, Mt. Vernon, VA., annual; or any current reference available on the open literature.

Uniform System Data Element: Organization Location Code

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Fields 20A, 20B: Performing Organization

Description: Identifies the entity actually conducting the work.

Current system entry:
- For Field 20A, up to 122 alphanumerics,
- designating the full name of the organization,
- with the name and symbol of the organization subdivision directly involved, included, as appropriate.
- For Field 20B, up to 122 alphanumerics,
- designating the full mailing address, including the street address, if known, and ZIP code on domestic addresses.

DoDI 7720.13, R&T WUIS, calls for postal address. DLAM 4185.5, R&T WUIS Data Input Manual, specifies the above.

Validation:
- Mandatory entry on all NEW entries (Field 4);
- continued mandatory entry on all transactions (Field 4);
- this field must not contain a delete code on a modification transaction;
- transaction is not releasable if these subfields (20A, 20B) do not pass the above audit checks.

If Field 16, Performance method, indicates a contract or grant, the contractor or grantee is entered as the Performing Organization. If Field 16 indicates in-house or other government agency, the performing government organization is entered, even if it is identical to the entry in Field 19, Responsible DoD Organization.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 20C: Principle Investigator

Description: The individual, associated with the performing organization, who is doing the work.

Current system entry:
- Up to 28 alpha character,
- name is entered last name first, followed by a comma and then the first and middle initial.
- Titles or ranks are omitted:

Example: Last, F M
Smith, J J

Validation: This entry is required on all NEW transactions, Field 4, Kind of Summary, and is included as it is submitted in the 1498.

Uniform System Data Element: Personal Name

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 20D: Principle Investigator's Telephone Number

Description: The commercial telephone number of the individual designated as the principle investigator within the performing organization.

Current system entry: . Up to 22 alphanumeric characters, representing the three digit area code, the three digit exchange, and the four digit number, all separated by dashes. This may be followed by an extension number: e.g., 202-274-6833, x352.

Validation: No validation; any entry is allowed.

Uniform System Data Element: Telephone Number

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 20E: Principal Investigator's Social Security Number

Description: This field contained the social security number of the individual designated as the principle investigator.

Current system entry: Entry is prohibited in this field currently and all records have had this information deleted.

THIS FIELD TO BE DELETED.

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 20F and 20G: Associate Investigators

Description: Identifies, when applicable, individuals other than the principle investigator, who are involved in the performance of the work unit.

Current system entry:
- Up to 28 alpha characters,
- names are entered last name first followed by a comma and then the first and middle initials.
- Titles and ranks are omitted:

Example: Last, F M
Smith, J J

Uniform System Data Element: Personal Name

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 20H: Principle Investigator's Title

Description: The title or rank of the individual designated as the principle investigator.

Current system entry: . Up to four alpha characters.

THIS FIELD TO BE DELETED: see Uniform System Data Element: Personal Name

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 20N: Performing Organization Type Code

Description: Code that characterizes the organization according to what kind of organization it is.

Current system entry: . Single alpha or numeric code representing one of 33 general classes (see table on following page).

A type code is assigned by DTIC to a organization when the entry is established for inclusion in the Source File. Subsequent reference or use of an organization usually also entails the display of the type code.

Validation: None; computer generated by source code after assignment.

Uniform System Data Element: Organization Type Code

1498 Data Field 2GN: (continued) Performing Organization Type Code

TYPE CODES

U.S. ORGANIZATIONS	FOREIGN ORGANIZATIONS
A - Army	6 - Academic and Nonprofit
B - Labor	7 - Industrial/Commercial
C - Commerce	8 - Government
D - DoD (Departmental Offices)	9 - International
E - Environmental Protection Agency	
F - Air Force	
G - Agriculture	
H - Health, Education and Welfare	
I - Interior	
J - Justice	
L - Federal Legislative Branch	
N - Navy and Marine Corps	
P - Post Office	
Q - Quasi-Federal (NRC)	
R - Treasury	
S - State	
T - Transportation	
U - Housing and Urban Development	
V - State/Municipal Government	
W - Not-for-Profit/Non-Academic	
X - Executive	
Y - DoD Agencies	
Z - Independent Federal Agencies	

0 - Public or State Academic Educational Institutions
1 - Private Academic Educational Institutions
2 - Federal Contract Research Centers
3 - Other Academic Institutions and Institutes
4 - Industrial/Commercial
5 - Miscellaneous

Reference:
Source Header List - Supplement 2, Jun 79, DDC/TR/1, AD-A069 900.

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 20S: Performing Organization Sort Code

Description: The number code assigned for alphabetization purpose to the organization source when it is established in the source header authority machine file.

Current system entry:
- Generated by the source code entered in 1498 Field 20T, Performing Organization Source Code;
- being 5 numerics with leading zeros.

Validation: None; computer generated by source code entry.

This datum is used to alphabetize on-line retrieval batching in order by organization.

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT;
Since this is a process control item it is not to be considered as a Uniform System Data Element.

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 20T: Performing Organization Source Code

Description: Numeric designation of a unique organizational entity.

Current system entry: . 6 character numeric code

The standard source code is assigned to an organization established for entry into the Source Header File. This source code will be used in any subsequent reference to the organization.

Validation: . Required entry on all records.

Uniform System Data Element: Organizational Code

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 20U: Performing (Organization) State or Country Code

Description: Identifies the geographic or geopolitical location of an organization.

Current system entry: . This code is a four-character numeric, a four-character numeric-alpha or a two-character alpha code.

- The first two characters of the code represent the state or foreign country,
- the second two characters represent the congressional district in which the organization is situated.

The geopolitical/location code is assigned to an organization when it is established for entry into the Source Header File. The geopolitical/location code will appear in any subsequent reference to the organization.

References:

State Codes: JCS Pub 7, Worldwide Military Command & Control System Standards (WWMCCSS), Joint Chiefs of Staff, Wash., D.C., 1 Aug 68 and Changes to current; Chapter III, Section 3, pp. III-3-14 & 15: standard data element-States of the US, Ref. No. ST-GA.

Foreign Country and geographical areas: ibid. Chapter I, Section 6 pp. I-6-1 thru 46, (Primarily I-6-35 thru 46); Standard Geographic Code for...

Congressional Districts: Congressional Staff Directory, Brownson, Mt. Vernon, VA., Annual; or any current reference available on the open literature.

Uniform System Data Element: Organization Location Code

SYSTEM FILLD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 21A: Study and Analysis Category

Description: Describes the general subject area covered by the study and analysis being reported.

Current system entry: . Single digit numeric code:

1 - Manpower and Personnel
2 - Concepts and Plans
3 - Operations and Force Structure
4 - Installations and Logistics
5 - Sciences, Technology, Systems and Equipment
6 - Management
7 - Intelligence
8 - International Security

See attached listing for a complete definition of the categories.

Validation: This entry must occur on each study and analysis.

Uniform System Data Element: Study and Analysis Category

DEFINITIONS OF STUDIES AND ANALYSES CATEGORIES

1. Manpower and Personnel Studies. Evaluation of the manpower requirements and costs of forces and programs and application of effective methods and policies for the recruitment, selection, testing, classification, training, allocation, assignment, compensation, grade control, career management, sustaining and separating of personnel.

2. Concepts and Plans Studies. Evaluation of concepts, policies, techniques, methods and systems in terms of their costs and effectiveness to determine preferred employments of the several forces and development of programs, postures and strategies which optimize the attainment of U.S. objectives in potential or actual conflict.

3. Operations and Force Structure Studies. Determination of preferred mixes of combined forces to meet existing and potential threats to U.S. security; establishment of quantitative requirements for weapon systems or other military materiel or the comparison of the effectiveness and costs of alternatively constituted and equipped forces; and the development and application of techniques to study military operations and tactics and describe or evaluate the results of combat engagements.

4. Installations and Logistics Studies. Determination and application of improved methods for effective and efficient operation of all noncombatant logistics activities of the DoD, including procurement, production, supply, installations, military construction, real property, facilities, housing, maintenance, transportation, distribution, support, international logistics, and related logistics services.

5. Science, Technology, Systems and Equipment. Evaluation of technical concepts, systems, subsystems and components to compare their cost benefits and effectiveness in relation to competing concepts, systems, subsystems and components and the determination of alternative R&D programs and the selection of programs that yield the greatest return from expenditure for R&D. Includes the development of mission envelopes for individual systems and equipment and the analysis of test approaches for individual systems and equipment.

6. Management. Evaluation of organizational structure, administrative policies, procedures, methods, systems and distribution of functions and the applications of the management sciences which will achieve more efficient and economical operation and elimination of unnecessary overlap or duplication of effort.

7. Intelligence. Estimation of foreign force capabilities; projection and estimation of foreign force levels and performance as a basis

for combination in the formulation of specific threats to the security of the United States and its forces; analysis and comparison of intelligence systems and the relative capabilities of the United States and foreign forces in a net assessment; improvement of the collection and analysis of data on foreign forces and the quality and management of intelligence.

8. International Security. Evaluation of present and alternative Defense policies, concepts and positions related to the identification and attainment of national security objectives. Subject matter includes determination of the impact of international, political, military and economic affairs on currently approved and planned strategies and programs; also studies and analyses on arms control and disarmament, alliances, foreign military facilities and operating rights, status of forces, National Security Council Affairs, and security assistance matters; evaluation of the status of competition between the United States and foreign adversaries in producing, maintaining and operating military forces; and studies aimed at characterizing key military balances.

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 21B: Studies and Analysis Relationships

Description: Identifies the relationships among Research and Technology Work Units, Studies and Analyses, and Computerized Data Bases.

Current system entry: . single alpha code:

K - Work reported describes both a Research and Technology Work Unit and Studies and Analyses effort.
S - Record is unique to Studies and Analyses reporting requirement.
B - Record identifies Computerized Data Bases separately from Studies.
C - Record describes both a Computerized Data Base and a Study.

Validation: This entry must occur on a Study and Analyses record.

Uniform System Data Element: Studies and Analyses Relationships

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 21C: Study and Analysis Models and Codeword or Sensitive Material

Description: Studies that require models or data bases which use codeword or sensitive material.

Current system entry: . two character alpha code:

SM - Models (Study develops or depends on a major computer-operated model)
BC - Data bases use codeword or specially sensitive material

Uniform System Data Element: Studies and Analyses Models and Codeword or Sensitive Material

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 21D: Foreign Area Studies

Description: Studies or data bases that have foreign affairs implications.

Current system entry: . two character alpha code:

SF - Foreign Area Social Science Research
SP - Foreign Area Policy Planning Research
BF - Identifies data bases with data on foreign forces or equipment, whether or not these have been provided by the intelligence community.

Uniform System Data Element: Studies and Analysis Foreign Area Studies

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 21E: Military/Civilian Application

Description: Identifies work unit records that contain specific technology which have civilian applications.

Current system entry: . One alpha character:

M - work unit is totally oriented to military requirements and has no application to civilian technological problems.
C - work unit contains technology applicable to solving problems of the civilian sector.

Validation: When a code C is entered in this field, the narrative fields (23, 24, 25) should give further explanation of the area of non-military application.

Although this is currently a part of the Field 21 subset that deals with Studies and Analyses, this item is not restricted only to studies and analyses. It can be used with any work unit record.

Uniform System Data Element: Military/Civilian Application

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 22: Keywords

Description: The keywords are a single word or group of words which express the major concepts of the technical effort that is being described. Keywords, which are contributor supplied, are used in conjunction with other retrieval terms as the basic input to retrieve work unit summaries by subject.

Current system entry:
- A maximum of 50 characters is allowed for each keyword,
- and each keyword must be preceded with the security classification, in parentheses, for that term.

Presently any keyword supplied is accepted as a subject term in the form which it is submitted, as well as being processed through the Machine Aided Indexing (MAI) process.

Validation: At least four keywords are required on all NEW transactions (see Field 4). The keywords are regarded as a set and therefore any summary modification which changes one or more keywords must include all previously submitted terms which are to be retained.

Uniform System Data Element: Originator-Supplied Keywords

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 22 (included): Keyword Classification

Description: Identifies the security classification of the keywords.

Current system entry: . Single alpha code preceding each keyword:

*T - Top Secret
S - Secret
C - Confidential
U - Unclassified

Parentheses are machine-generated.

Validation: . This entry is required for each keyword,

. is mandatory on all NEW summaries (Field 4),

. cannot be of a higher classification than the summary security (Field 5).

*Items that are classified Top Secret must be forwarded to NSA; this entry must be a S, C or U to be accepted at DTIC.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 23: Technical Objective

Description: Narrative paragraph that describes the principle technical objective, the technical questions being explored, and where appropriate, the performance goals in quantitative terms. A clear statement of the relevance of the work to the Defense mission is also required.

Current system entry:
- The Technical Objective paragraph can have a variable length, so long as the three narrative paragraphs collectively do not exceed 2700 alphanumeric and special characters, or approximately 300 words.
- The Technical Objective is identified by the paragraph/field number 23,
- and must be preceded by the security classification.

Validation:
- This entry is required on all NEW summaries (Field 4, Kind of Summary),
- is considered in determining Contractor Access (Field 8B).
- The security classification must be of an equal or lower classification than the Summary Security (Field 5).

Uniform System Data Element: Narrative

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 23 (included): Technical Objective Classification

Description: The security classification of the information in the paragraph labeled Technical Objective.

Current system entry: The Technical Objective paragraph is preceded by a single alpha code:

*T	-	Top Secret
S	-	Secret
C	-	Confidential
U	-	Unclassified

Parentheses are machine-generated.

Validation: . This entry is required on all NEW summaries (Field 4),

. cannot be of a higher classification than the summary security (Field 5).

*Items that are classified Top Secret must be forwarded to NSA; this entry must be a S, C, or U to be accepted by DTIC.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 24: Approach

Description: Brief outline of the plan, including specific tests or equipment, theoretical work being conducted, major technical problems, and factors which may tend to accelerate or decelerate the work.

Current system entry:
- The Approach paragraph can be of variable length, as long as the three narrative paragraphs collectively do not exceed 2700 alphanumeric and special characters or more than 300 words.
- The Approach is identified by the paragraph/field number 24,
- and is immediately preceded by the security classification.

Validation:
- This entry is required on all NEW summaries (Field 4, Kind of Summary).
- The security classification must not be higher than the Summary Security (Field 5).

Uniform System Data Element: Narrative

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 24 (included): Approach Classification

Description: Identifies the security classification of the information in the paragraph labeled Approach.

Current system entry: The Approach paragraph is preceded by a single alpha code:

*T	-	Top Secret
S	-	Secret
C	-	Confidential
U	-	Unclassified

Parentheses are machine-generated.

Validation: . This entry is required on all NEW summaries (Field 4),

. cannot be of a higher classification than the summary security (Field 5).

*Items that are classified Top Secret must be forwarded to NSA; this entry must be a S, C or U to be accepted by DTIC.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 25: Progress

Description: Identifies the progress made in achieving the plans outlined for the work unit. It should also interpret scientific results achieved with respect to stated objectives and include implications or applications.

Current system entry:
- The Progress paragraph has a variable length as long as the three narrative paragraphs together do not exceed 2700 alphanumeric and special characters or approximately 300 words.
- The Progress paragraph is identified by the paragraph/field number 25,
- and must be immediately preceded by the security classification.
- If there is no reportable progress on an initial summary, none should be entered.

Validation:
- This entry is required on all NEW summaries (Field 4, Kind of Summary) and all others when there is a significant change.
- Terminated summaries (Field 4) summarize the final results, whether positive or negative.

Uniform System Data Element: Narrative

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 25 (included); Progress Classification

Description: Identifies the security classification of the information in the paragraph labeled Progress.

Current system entry: The Progress paragraph is preceded by a single alpha code:

*T - Top Secret
S - Secret
C - Confidential
U - Unclassified

Parentheses are machine-generated.

Validation: . This entry is required on all NEW summaries (Field 4),
. cannot be of a higher classification than the summary security (Field 5).

*Items that are classified Top Secret must be forwarded to NSA; this entry must be S, C. or U to accepted by DTIC.

Uniform System Data Element: Security Classification

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 26: Studies and Analyses Evaluation

Description: Provides an evaluation for a study and analysis.

Current system entry:
- Narrative field,
- variable length, not to exceed approximately 900 alphanumeric and special characters.

Validation: The Army requires this entry on studies and analyses reports.

Uniform System Data Element: Narrative

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 30: Primary Subelement Number

Description: The program subelement entry is a numerical designation listing of Program Element 6.1 Defense Research Sciences (Program Elements 61102A, 61102F, 61153N, 61161E*).

Defense Research Sciences subelements** are:

11 - General Physics	24 - Energy Conversion
12 - Nuclear Physics	31 - Oceanography
13 - Chemistry	32 - Terrestrial Sciences
14 - Mathematics	33 - Atmospheric Sciences
21 - Electronics	34 - Astronomy and Astrophysics
22 - Materials	41 - Biological and Medical Sciences
23 - Mechanics	42 - Behavioral and Social Science

The Navy integrates these numbers into the PE 6.1 R (Research Area) project numbers.

Current system entry: . Two numerics.

Validation: . Two numerics.

References:

* DoD Handbook 7045.7H, FYDP, Program Structure (2 vols), May 76.
** Dept. Navy RDT&E Management Guide, NAVSO P-2457 (Rev 1-75), App.C, p. C-5.

Uniform System Data Element: RDT&E 6.1 Subelement Number/6.2 Group Number

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Fields 31, 31A, 31B, 31C: Responsible Organization Installation Digraphs (Army)

Description: DARCOM-originated digraph codes for distinguishing organizations, and indicating the hierarchical level of the organizations by their entry in the field subset.

Current system entry:
- Field 31: 2, 4, or 6 alphanumeric characters,
- which are a composite, in hierarchical order,
- of the following separate fields:

31A Responsible Organization Installation 1st digraph; 2 alphanumerics

31B Responsible Organization Installation 2nd digraph; 2 alphanumerics

31C Responsible Organization Installation 3rd digraph; 2 alphanumerics

Validation:
- Field 31 entry must be 2, 4, or 6 alphanumeric characters;
- summary error notation if field does not contain 2, 4, or 6 characters (Note: not required from field by AR 70-9) (sic).*

The digraph codes entered in this set of fields are DARCOM-originated, and correspond neither to the standard DoD DOES alpha codes (see 1498 Field 1, Agency Accession), nor to the DARCOM Procurement Request Order Number (PRON) digraphs.

Reference:

* DA/OCRD/CRDISO letter dated 14 May 71, subj: Proposed Consolidation of DA and DoD Work Unit Information System Data Banks (DD 1498).

Uniform System Data Element: (Candidate Data Element)

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 32A: Responsible Individual Organization Symbol (Navy)

Description: The office symbol of the Responsible DoD Organization (Field 19A) to which the Responsible Individual (Field 19C) is assigned.

Current system entry:
- single entry,
- of up to 8 alphanumeric and special characters.

DLAM 4185.5 CH 1, indicates that this data is for Navy entry (card image designation: "This card for Navy use only"). A recent sampling (1979) shows, however, that the other services use this field for their particular needs.

This entry was established for retrievability of statistical information on offices and individuals dealing with types of technology.*

Reference

* Telephone conversation with NAVMAT-08T4, Oct 79.

Uniform System Data Element: (Candidate Data Element)

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 32B: Principal Investigator Organization Symbol (Navy)

Description: The office symbol of the Performing Organization (Field 20A) to which the Principal Investigator (Field 20C) is assigned.

Current system entry:
- single entry,
- of up to 8 alphanumeric and special characters.

DLAM 4185.5 CH 1, indicates that this data is for Navy entry (card image designation: "This card for Navy use only"). A recent sampling (1979) shows, however, that the other services use this field for their particular needs.

This entry was established for retrievability of statistical information on offices and individuals dealing with types of technology.*

Reference

* Telephone conversation with NAVMAT-08T4, Oct 79.

Uniform System Data Element: (Candidate Data Element)

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 37: Descriptors

Description: Words or groups of words, taken from DTIC's controlled vocabulary (NLDB posting terms) expressing the major concepts of the technical effort being described.

Current system entry:
- Up to 51 alphanumeric and special characters for each term;
- each term preceded by single alpha security designation;
- each term separated by semi-colon;
- with no stated requirement on number of term entries.

Older printed references refer to terms as Index Terms or Descriptors. These terms have now acquired the designation "Posting Terms."

These Posting Terms (Descriptors) currently are assigned by DTIC's Machine Aided Indexing (MAI) programs. They are manually reviewed and edited prior to final file updating. Since the terms are all NLDB* Posting Terms, the matched words and phrases are generated unclassified. Classification is manually assigned to the matched and unmatched terms as necessary during post review.

*Natural Language Data Base.

Uniform System Data Element: Subject Terms

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 37 (included): Descriptors Classification

Description: The security classification of the DTIC assigned posting terms in this field.

Current system entry: Each term is preceded by the security classification, U, C or S, of that term. Parentheses are machine-generated.

Validation: Security classification entry is required for each term.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 38: Identifiers

Description: Words or phrases which are used to identify concepts of the technical effort which can not be adequately covered by the Natural Language Data Base (NLDB) controlled vocabulary.

Current system entry:
- Up to 51 alphanumeric and special characters for each term;
- each term preceded by a single alpha security designation;
- each term separated by a semi-colon;
- with no stated requirement on number of term entries.

Identifiers are currently being assigned by DTIC as part of the manual review process of the Machine Aided Indexing (MAI) procedure. Any DTIC assigned term not an NLDB posting term is labeled as an identifier.

Included with Identifiers are Open-ended Terms. Displays, however, make no distinction.

Uniform System Data Element: Subject Terms

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 38 (included): Identifiers Classification

Description: The security classification of the DTIC assigned posting terms in this field.

Current system entry: Each term is preceded by the security classification, U, C or S, of that term. Parentheses are machine-generated.

Validation: Security classification is required for each term.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498) (WUIS)

1498 Data Field 39: Processing Date

Description: The date when the most recent information concerning an accession number is added to the computer files.

Current system entry: This date is assigned by the system and is displayed as DD Mon YY or 01 Jan 78.

The processing date is generally changed only to reflect originator's (non-DTIC) submissions. In other words a NEW, CHANGE, TERMINATION, or COMPLETION transaction (A, D, H, K) (see Field 4) will result in a new processing date, while a Correction (R) will not.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 40*: Army Performing Organization Identification Code

Description: DARCOM input contractor-originated organization number code assigned preliminarily to establish search capability prior to the assignment of the DTIC source header code in 1498 Field 20T, Performing Organization Source Code.

Current system entry: . 6 numerics.

Validation:
- input contractor required entry;
- rejected by input contractor's system if not a valid code in their system.

The contractor enters their codes in the 1498 Block/Field 20 to generate the organization name and address entries in that field. For DTIC entry, the code is shifted to Field 40 (this field), and the later DTIC assignment of DTIC organization codes generates additional data, i.e., Location code, Type code and Sort code (Fields 20U, 20N and 20S).

References:

* DA/OCRD/CRDISO letter dated 14 May 71, subj: Proposed Consolidation of DA and DoD Work Unit Information System Data Banks (DD 1498).
OLE On Line Edit User Manual, 1979, ADR Services, Inc., Vienna, VA.

Uniform System Data Element: (Candidate Data Element)

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 41: Army Performing Organization Location Code

Description: DARCOM-originated code identifying the geographic location of an organization.

Current system entry:
- Single entry of 2 characters, either 2 numerics with a leading zero or 2 alphas,
- with the numerics ranging from 01 to 51.

Validation:
- Must contain 2 numeric characters, 01 - 51,
- or any 2 alpha characters.
- If Field 42, Army Performing Organization Type Code, contains a numeric 5, then this field (Field 41) must be alphabetic.
- Summary error notation if field is blank or if Field 42 contains a numeric 5 and this field is not alphabetic.

The codes 01 - 51 do not correspond to the *DoD 5000.12M*, Manual for Standard Data Elements, Ref. No. ST-GA, States of the United States. That standard designates codes 01 through 56, with 03, 07, 14, 43, and 52 reserved for possible future use.

Reference:

* DA/OCRD/CRDISO letter dated 14 May 71, subj: Proposed Consolidation DA and DoD Work Unit Information System Data Banks (DD 1498).

Uniform System Data Element: (Candidate Data Element)

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 42: Army Performing Organization Type Code

Description: A numeric or alpha digraph characterizing the organization according to the kind of organization it is.

Current system entry:
- Single entry of a 2 character specified numeric, or the alpha digraph based on the DoD DOES alpha codes (see 1498 Field 1);
- the numerics specified being 10, 20, 30, 40, 51, 52, 53, or 54.

Validation:
- Any alpha digraph allowed:
- numerics must be those above.
- Summary error notation if field is blank or contains any combination of numeric digits not above.*

The original instructions given in CRDISO reference below indicated entry of single character numerics. Handwritten notation, undated, and AR 70-9** indicate change to 2 characters.

Reference is made to this item of information in AR 70-9** as an addended entry in DD Form 1498 Blk. 20, Performing Organization, of the code (the numeric or the alpha digraph). This datum is shifted to DTIC Field 42.

The numeric codes and their meanings are listed in AR 70-9**, Chapter 3, para. v.(4).

References:

* DA/OCRD/CRDISO letter dated 14 May 71, subj: Proposed Consolidation of DA and DoD Work Unit Information System Data Banks (DD 1498).
** AR 70-9, C3, 22 Aug 73, Army Research and Development Information System Program Planning and Ongoing Work Reporting.

Uniform System Data Element: (Candidate Data Element)

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 43: Cumulative Partial Contract/Grant Code (Army)

Description: Indicates that the work unit summary represents only a partial amount of the total effort funding displayed in Field 17D2, Contract/Grant Amount.

Current system entry:
- Code letter P, only, is entered to indicate Cumulative Partial, or
- field is left blank

Validation:
- This field must be either blank or P.
- There is a summary error notation if field contains a character except P.*

The input contractor enters the total dollars in Field 17D2, Contract/Grant Amount, obligated to the work unit from start to current date**. The cumulative partial datum which is displayed in DTIC Field 43 (this field) indicates whether the work unit summary represents part of the amount entered.

References:

*DA/OCRD/CRDISO letter dated 14 May 71, subj: Proposed Consolidation of DA and Dod Work Unit Information System Data Banks (DD 1498).

** OLE On Line Edit User Manual, 1979, ADR Services, Inc., Vienna, VA; p. II-61.

Uniform System Data Element: (Candidate Data Element)

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 44: Foreign Intelligence Considered (Army)

Description: Indicates that foreign intelligence has or has not been considered.

Current system entry: . Single alpha entry of Y or N, for yes or no.

Validation: . Field must contain the letters Y or N.
. Summary error notation if field is blank or contains any character except Y or N.*

Reference is made to this item of information in AR 70-9** as a statement to be entered on the DD Form 1498, Blk. 21, General Use: "Foreign Intelligence Considered" or "Foreign Intelligence not applicable." Since the machine use of Field 21 is for Studies and Analyses data, the information is coded (Y or N) in Field 44 (this field). The data is displayed as YES or NO.

The input contractor enters in their system *** the codes FIC or FINC for "Foreign Intelligence Considered" or "Foreign Intelligence Not Considered" in the 1498 Block/Field 21, as a mandatory entry.

References:

* DA/OCRD/CRDISO letter dated 24 May 71, subj: Proposed Consolidation of DA and DoD Work Unit Information System Data Banks (DD 1498).
** AR 70-9, C3, 22 Aug 73, Army Research and Development Information System Program Planning and Ongoing Work Reporting.
*** OLE On Line Edit User Manual, 1979, ADR Services, Inc., Vienna, VA.

Uniform System Data Element: (Candidate Data Element)

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 45*: (Army) Coded Mission Objective

Description: DARCOM-originated science and technology objectives guide and number(s).

Current system entry:
- Up to 144 alphanumeric characters in field; with a DTIC display requirement of each entry up to 12 characters,
- left justified,
- separated by a semi-colon;
- or entry of BBBB if Field 46, (Army) Narrative Mission Objective, has entry.

Validation:
- Input contractor required entry,
- of the appropriate guide alphas and numbers,
- or BBBB in this field to indicate entry in DTIC Field 46, (Army) Narrative Mission Objective.

Currently, the input contractor enters the DARCOM-originated science and technology objectives guide designations: STO, STOG, CARD, and CARDS, and the reference numbers**. The contractor's entries are keyed in their system's 1498 Block/Field 10C, with the entries shifted to DTIC Fields 45 and 46.

References:

* DA/OCRD/CRDISO letter dated 14 May 71, subj: Proposed Consolidation of DA and DoD Work Unit Information System Data Banks (DD 1498).
** OLE On Line Edit User Manual, 1979, ADR Services, Inc., Vienna, VA.

Uniform System Data Element: (Candidate Data Element)

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Fields 46*: (Army) Narrative Mission Objective

Description: Concise narrative entry concerning mission objective or reference to appropriate document on mission objective.

Current system entry:
- Up to 144 alphanumeric characters,
- free text,
- or entry of BBBB if DTIC Field 45, (Army) Coded Mission Objective, has entry.

Validation:
- Input contractor required entry,
- narrative;
- or entry of BBBB in this field to indicate entry in DTIC Field 45, (Army) Coded Mission Objective.

Currently, the input contractor enters reference(s) to specific approved requirements documentation, e.g., LOA, ROC, LR, TDR,** or makes a brief narrative describing mission objective. The contractor's entries are keyed in their system's 1498 Block/Field 10C, with the entries shifted to DTIC Fields 45 and 46.

References:
* DA/OCRD/CRDISO letter dated 14 May 71, subj: Proposed Consolidation of DA and DoD Work Unit Information System Data Banks (DD 1498).
** OLE on Line Edit User Manual, 1979, ADR Services, Inc., Vienna, VA.

Uniform System Data Element: (Candidate Data Element)

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 47: Army Responsible Organization Location Code

Description: DARCOM-originated code identifying the geographic location of an organization.

Current system entry:
- Single entry of 2 characters, either 2 numerics with a leading zero or 2 alphas,
- with the numerics ranging from 01 to 51.

Validation:
- Must contain 2 numeric characters, 01 - 51,
- or any 2 alpha characters.
- Summary error notation if field is blank.*

The codes 01 - 51 do not correspond to the DoD 5000.12M, Manual for Standard Data Elements, Ref. No. ST-GA, States of the United States. That standard designates codes 01 through 56, with 02, 07, 14, 43, and 52 reserved for possible future use.

Reference:
* DA/OCRD/CRDISO letter dated 14 May 71, subj: Proposed Consolidation of DA and DoD Work Unit Information System Data Banks (DD 1498).

Uniform System Data Element: (Candidate Data Element)

SYSTEM FIELD DESCRIPTION: Work Unit Information System (1498)(WUIS)

1498 Data Field 48*: Army Responsible Organization Identification Code

Description: DARCOM input contractor-originated organization number code assigned preliminarily to establish search capability prior to the assignment by DTIC source header code in 1498 Field 19T, DoD Responsible Organization Source Code.

Current system entry: . 6 numerics.

Validation: . Input contractor required entry;
. rejected by input contractor's system if not a valid code in their system.

The contractor enters their codes in the 1498 Block/Field 19 to generate the organization name and address entries in that field. For DTIC entry, the code is shifted to Field 48 (this field), and the later DTIC assignment of DTIC organization codes generates additional data, i.e., Location code and Sort code (Fields 19U, 19S).

References:

* DA/OCRD/CRDISO letter dated 14 May 71, subj: Proposed Consolidation of DA and DoD Work Unit Information System Data Banks (DD 1498).
OLE On Line Edit User Manual, 1979, ADR Services, Inc., Vienna, VA.

Uniform System Data Element: (Candidate Data Element)

R&D Program Planning (1634) Data Bank

The R&DPP data bank was established at DTIC to support DoD Research, Development, Test, and Evaluation (RDT&E) programs. It provides centralized, readily accessible program planning documentation needed in reviewing and approving DoD R&D programs.

The R&DPP data bank contains summaries of planned R&D efforts at project and task levels in the following categories: (1) Research; (2) Exploratory Development; (3) Advanced Development, Engineering Development, and Operational System Development; and (4) Management and Support.

Planned efforts are submitted to DTIC on DD Form 1634, R&D Program Planning Summary. The data bank affords the Office of the Under Secretary of Defense for Research and Engineering (OUSDR&E) rapid access to information about the RDT&E program to answer inquiries and to provide technical backup in performing its review of the annual apportionment and budget submission.

Registered DTIC users may use the data bank to identify planned RDT&E programs in certain scientific or technical areas for a specific budget year.

R&DPP information is retrievable with a wide variety of contents, selection criteria, and sort sequences. A standard output format, DTIC Form 272, R&DPP Data Bank Summary is available to all requesters. This form simulates the DD Form 1634. DoD users may also tailor a report format to meet particular requirements.

DoDI 7720.16, 10 Dec 68 and changes current, Research and Development Planning Summary (DD Form 1634) for Research and Development Program Planning Review, is the authority for submission of RDT&E program planning information to DTIC.

Reference: DLAM 4185.12, Nov 78, R&D Program Planning Data Bank Users Manual.

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field; None: RDT&E 6.2 Group Number

CURRENTLY NOT AN ENTRY IN THE DTIC SYSTEMS.

Description: The group number is a two digit numerical designation of Program Element 6.2 Navy Exploratory Development program groups structure:

11 Undersea Target Surveillance
12 Surface/Aerospace Target Surv.
21 Command and Control
31 Missile Propulsion
32 Strike Warfare Weaponry
33 Undersea Warfare Weaponry
34 Countermeasures
41 Aircraft
42 Nuclear Propulsion
43 Ships, Subs and Boats
51 Biomedical Technology
52 Ocean and Atmospheric Support Technology
53 Logistics Technology
54 Materials/Electronic Devices
55 Human Resources
56 C/B Weapons Defense
57 Energy and Environmental Protection
61 Laboratory IED

The group numbers through 43 correspond to the Program Element serial number.

Validation Criterion: two numerics.

References:

Dept. Navy RDT&E Management Guide, NAVSO P-2457 (Rev 1-75), App. C, p.C-8.
Proposed Navy Revision of the Work Unit Information Manual and DD Form 1498, Chief of Naval Material (03T2/JG* Ser 858, 24 Nov 76, Item 14E(2).
(*Telephone communication, ofc of Ms. Jane Gapen, 692-0516, Apr 78.)

Uniform System Data Element: RDT&E 6.1 Subelement Number/RDT&E 6.2 Group Number

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field; None: Total Funding

CURRENTLY, NOT A PART OF THE PROGRAM PLANNING DATA BANK

Background: This data item parallels the same data item recommended in the 1498 data base, relating to 1498 current Field 18, Resource Estimates, for which the Naval Material Command Information Div. has expressed a need to include Total Funding as a part of the funding and man-years resource estimates data.

Description: This entry would indicate the total funding amounts of all fiscal resources reported in relevant fiscal years.

This data item relates to current field 13, Resources Estimate (q.v.)

Reference:
NAVMAT letter, 03T2/JG ser 858, 24 Nov 76, Subj.: Expanded Requirements Governing Processing Procedures for Navy Work Unit Summaries.

Uniform System Data Element: Funding Resources

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field B: DTIC Assigned Accession Number

Description: The accession number is a unique DTIC assigned designator that identifies a record of a project or task level RDT&E effort. Each contributor submission (other than simple editorial changes or corrections) will result in a new DTIC accession number being assigned.

Current system entry:
- Accession number is assigned by DTIC;
- composed of a two-character alpha digraph and a six-character numeric, i.e., AANNNNNN.

The first character of the digraph is always R, indicating the Program Planning data bank. The second character identifies the organization.

A - Department of the Army
B - Defense Mapping Agency
C - Defense Civil Preparedness Agency
D - Department of Defense (OSD, OASD, and DARPA)
F - Department of the Air Force
G - National Security Agency
H - Defense Nuclear Agency
J - Joint Chiefs of Staff
K - Defense Communications Agency
L - Defense Intelligence Agency
M - United States Marine Corps
N - Department of the Navy
P - United States Coast Guard
R - Defense Contract Audit Agency
S - Defense Logistics Agency

The first two numeric characters (left-most) identify the budget fiscal year for which the summary (1634) has been written. The last four numeric characters are assigned in consecutive order as the summaries (1634) are received from a range established by DTIC for each submitting agency.

The display format is, e.g., RN781687.

(continued)

1634 Data Field B: (continued) DTIC Assigned Accession Number

Validation: . Mandatory entry on all records.
. The first two numeric characters representing the budget fiscal year should correspond to the entry in Budget Fiscal Year (Field 13).

In the regulation (DoDI 7720.16) Field 1 is the optional agency accession. In the unpublished input manual, Field 1 is the DTIC assigned number, and for display is Field B.

Uniform System Data Element: Accession Number

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field C: DTIC Assigned Transaction Code

Description: Code identification of the type of transaction the DTIC-inputted summary represents.

Current System entry: . Single alpha character entry of A, U, X, or W:

A	Addition of a new record
U	Update of an existing record
X	Deletion of a record (DTIC only)
W	Correction of an existing record

This set of codes is for DTIC machine processing of 1634/PP records, and is used neither for searching nor manipulating the 1634 information, as is the set assigned in Field 3, Kind of Summary.

DTIC-input field is Field 1A.

Uniform System Data Element: Summary Transaction

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field F: Processing Date

Description: The date when the most recent information concerning an accession number is added to the computer files.

Current system entry: This date is assigned by the system and is displayed as DD Mon YY or 26 Nov 77.

The processing date will generally change only with an originator's submission. DTIC can make minor editorial changes (with the W transaction code, field C) which will not affect the processing date.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field G: Responsible DoD Organization Source Code

Description: Numeric designation of a unique organizational entity.

Current system entry: . 6 character numeric code

The standard source code is assigned to an organization established for entry into the Source Header File. This source code will be used in any subsequent reference to the organization.

Validation: . Required entry on all records.

DTIC input field is Field 21.

Uniform System Data Element: Organization Code

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field H: Responsible DoD Organization Type Code

Description: Code that characterizes the organization according to what kins of organization it is.

Current system entry: . Single alpha or numeric code representing one of 33 general classes (see table on following page).

A type code is assigned by DTIC to an organization when the entry is established for inclusion in the Source File. Subsequent reference or use of an organization usually also entails the display of the type code.

Validation: None; computer generated by source code after assignment.

Uniform System Data Element: Organization Type Code

1634 Data Field H: (Continued) Responsible DoD Organization Type Code

TYPE CODES

U. S. ORGANIZATIONS

A - Army
B - Labor
C - Commerce
D - DoD (Department Offices)
E - Environmental Protection Agency
F - Air Force
G - Agriculture
H - Health, Education and Welfare
I - Interior
J - Justice
L - Federal Legislative Branch
N - Navy and Marine Corps
P - Post Office
Q - Quasi-Federal (NRC)
R - Treasury
S - State
T - Transportation
U - Housing and Urban Development
V - State/Municipal Government
W - Not-for-Profit/Non-Academic
X - Executive
Y - DoD Agencies
Z - Independent Federal Agencies

FOREIGN ORGANIZATIONS

6 - Academic and Nonprofit
7 - Industrial/Commerical
8 - Government
9 - International

0 - Public or State Academic Educational Institutions
1 - Private Academic Educational Institutions
2 - Federal Contract Research Centers
3 - Other Academic Institutions and Institutes
4 - Industrial/Commerical
5 - Miscellaneous

Reference:

Source Header List - Supplement 2, June 79, DDC/TR-79/1, AD-A069 900.

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field J: Responsible (Organization) State/Country and Congressional District Code

Description: Identifies the geographic or geopolitical location of an organization.

Current system entry: . This code is a four-character numeric, a four-character numeric-alpha or a two-character alpha code.

- The first two characters of the code represent the state or foreign country,
- The second two characters represent the congressional district in which the organization is situated.

The geopolitical/location code is assigned to an organization when it is established for entry into the Source Header File. The geopolitical/location code will appear in any subsequent reference to the organization.

References:

State codes: JCS Pub 7, Worldwide Military Command & Control System Standards (WWMCCSS), Joint Chiefs of Staff, Wash., D.C., 1 Aug 68 and Changes to current; Chapter III, Section 3, pp. III-3-14 & 15: standard data element-States of the US, Ref. No. ST-GA.

Foreign Country and geographical areas: ibid. Chapter I, Section 6, pp. I-6-1 thru 46, (Primarily I-6-35 thru 46); Standard Geographic Code for...

Congressional Districts: Congressional Staff Directory, Brownson, Mt. Vernon, VA, annual; or any current reference available on the open literature.

Uniform System Data Element: Organization Location Code

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field K: DoD Responsible Organization Sort Code

Description: The number code assigned for alphabetization purpose to the organization source when it is established in the source header authority file.

Current system entry
- Generated by the source code entered in 1634 Field 21, DDC (DTIC) Source Code;
- being 5 numerics with leading zeros.

Validation: None; computer-generated by source code entry.

This datum is used to alphabetize on-line retrieval batching in order by organization.

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT;
Since this is a process control item it is not to be considered as a Uniform System Data Element.

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field L: Index Terms

Description: Words or phrases which express the major concepts of the technical effort being reported.

Current system entry:
- Up to 60 alphanumeric and special characters for each term;
- each term separated by a semi-colon;
- with no stated requirement on number of term entries.

Older printed references refer to the terms as Index Terms or Descriptors. The terms, however, have now acquired the designation "Posting Terms."

The Posting Terms are currently assigned by DTIC's Machine Aided Indexing (MAI) and are manually reviewed and edited prior to final file updating. Since the terms are all NLDB* Posting Terms, the matched words and phrases are generated unclassified. Furthermore, Posting Terms in the 1634 data bank are required to be unclassified.

*Natural Language Data Base.

Input field is Field 40.

Uniform System Data Element: Subject Terms

DTIC 4185.8

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field L (included): Index Terms Classification

CURRENTLY NOT AN ENTRY IN THE PROGRAM PLANNING DATA BANK

Background: No provision is made for entry of classified terms. All terms used must be unclassified.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field IF31: (no display) Army Project Serial Number

Army Project Number Data Example:	1	J	6	64317	D	L47	00	001
Character position	1	2	3	45678	9	012	T	WU
Character type	N/A	A	N	NNNNN	A	ANN		N/A

Description:

IF31 (only)	Army Primary Project (Project Serial Number	Characters 10-12 of the 12 character Army Project number; serial identification of a specific Army project. Structured according to PE 6.1 or 6.2 thru 6.6. Authority: AR 70-9 C3, AR 70-6

Current system entry: . Three alphanumeric characters.

Validation: . Three alphanumeric characters,

. entered with an Army project number entry in Field 8A2;

. this entry corresponds to the last three characters of the army project number entry in Field 8A2.

Uniform System Data Element: Army Project Serial Number

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 1: Contributor Assigned Accession Number

Description: Unique designator optionally assigned to a record by a contributing agency.

Current system entry:
- Eight alphanumeric characters,
- with a policy entry of 2 alphas followed by 6 numerics.

This optional entry is in addition to the (DTIC) Accession Number, display Field B.

DTIC-input field is Field 22.

Input information* states that this field (Field 1) is for the entry of the DTIC-Assigned Accession Number. See Field B, however, which is the display field for the DTIC-Assigned Accession Number.

Retrieval information** indicates that Field 1 is the display field for the Contributor Assigned Accession Number.

References:

* DLAM 4185.(Unpub.) dated Jan 74, subj: R&D Program Planning Data Bank Input Manual.
* RTIS Format Guide for the Program Planning Data Base, DDC-TOS, undated.
** DLAM 4185.13 dated Jun 75, subj: Defense RDT&E On-line System Terminal Operator's Manual.
** DROLS Reference Guide dated Feb 76.
** CRT online displays, etc.

Uniform System Data Element: Report Number

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 1A (Input) DDC Assigned Transaction Code

See 1634 Data Field C DDC Assigned Transaction Code

(Input/Display field variant)

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 2: Date of Summary.

Description: The date when the 1634 summary was prepared.

Current system entry:
- 4 numeric characters;
- representing the year and month as YYMM, e.g., January 1978 becomes 7801.

Current display format is Jan 78.

Validation:
- This entry is to appear on all transactions.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 3: Kind of Summary

Description: Describes the type of transaction the submitted summary represents.

Current system entry: . Alpha characters up to four as follows:

NEW - A new report submitted for the first time.
CHAN - Change: a report submitted to amend, update or otherwise alter a previously submitted report.
TERM - Terminated; a report on an uncompleted project or task area.
COMP - Completed; a final report on a project or task area which is finished.

Validation: . This entry is required on all summaries.

Uniform System Data Element: Summary Transaction

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 3A: Date of Prior Summary

Description: The data of the most recent preceeding summary submitted for the same effort.

Current system entry: Four numeric characters representing YYMM or 7803 for March 1978.

The display format is Mon YY or Mar 78.

Validation: . This entry should be on all but NEW transactions, should correspond to the Date of Summary (Field 2) of the prior report.

In the DoDI the date of prior summary is mentioned only in conjunction with the CHANGE type summary (Field 3), but the input manual (and in practice) the date is to be included on all kinds of summaries but NEW.

THIS FIELD TO BE DELETED; see Uniform System Data Element: Date.

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 4: Level of Summary

Description: The level of summary describes the appropriate level of the RDT&E work effort that is being reported.

Current system entry: . An entry of four alpha characters as follows:

DoDI 7720-16 specifies entries for project and task levels -		PROJ
		TASK
The proposed DLA 4185. Input Manual Includes -	Systems	SYST
	Subelement	SUBL
	Program	PROG

Uniform System Data Element: Summary Level

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 5: Summary Security

Description: The overall security classification of the summary.

Current system entry: . Up to four character alpha codes:

*TS	-	Top Secret
SRD	-	Secret Restricted Data
SFRD	-	Secret formerly Restricted Data
S	-	Secret
CDR	-	Confidential Restricted Date
CFRD	-	Confidential Formerly Restricted Data
C	-	Confidential
U	-	Unclassified

Validation: . This entry is required on all summaries,

. must be equal to or higher than any individual field classification in the record (Fields 9, 17, 18, and 19).

*Although Top Secret is a valid security classification, all Top Secret summaries are directly forwarded to the National Security Agency; the classification must be less than Top Secret for the summary to be accepted by DTIC.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 6: Regrading

Description: The regrading entry identifies the manner in which the classified information is to be regraded at a lower security classification.

Current system entry: . One character alpha code that corresponds to a category established by DoD 5200.1-R, Dec 78:

A	Documents with declassification dates
B	Documents with declassification events
C	Documents with 30 year review on dates
D	Documents with 20 year review on dates
E	RD, FRD
F	Foreign Documents
G	Documents with past due review on dates

Validation: . This field is required if the summary security (Field 5) is classified as S SRD, SFRD, C, CRD, or CFRD.

. If the classification is U, this field must be blank.

Uniform System Data Element: Security Downgrading and Declassification Codes

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 6A: Classification Authority

Description: This entry indicates the original classification authority determining the classification of the record information.

Current system entry:
- 60 alphanumeric character limit;
- narrative.

Validation:
- Entry in this field is mandatory when Field 5, Summry Secutiry, is designated S or C.
- If the record is unclassified, this field must be blank.

Uniform System Data Element: Classification Authority

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 6B1: Date of Declassification.

Description: Identifies the date on which classified information in the record becomes unclassified.

Currenty system entry:
- 6 numeric character limit,
- standard DoD 6 digit year, month, day, e.g., 31 Dec 96 becomes 961231 (YYMMDD).

Validation:
- A valid entry is mandatory when:
  - Field 5, Summary Security, entry is S or C,
  - Field 6, Regrading Code, entry is A,
  - Field 6B2, Declassification Event, is blank,
  - Field 6D, Review On Date, is blank.
- The digital date entry is:
  - (a) left-most 2 digits for year, range 41 - 99 for 1941 - 1999, and 00 - 40 for 2000 - 2040;
  - (b) middle 2 digits for month, range 01 - 12.
  - (c) right-most 2 digit for day, range 01 - 31.

This entry indicates when the Field 5, Summary Security, is to be changed to U by an update transaction.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 6B2: Declassification Event

Description: Identifies the event certain to occur on which classified information in the record becomes classified.

Current system entry:
- 54 alphanumeric character limit;
- narrative.

Validation:
- A valid entry is required when:
  - Field 5, Summary Security, entry is S or C,
  - Field 6B1, Date of Declassification, is blank,
  - Field 6, Regrading Code, entry is E,
  - Field 6D, Review On Date, is blank.

This entry indicates when the Field 5, Summary Security, is to be changed to U by an update transaction.

Uniform System Data Element: Declassification Event

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 6C1: Downgrading Date.

Description: Identifies the date on which secret information in the record becomes confidential.

Current system entry:
- 6 numeric character limit,
- standard DoD 6 digit year, month, day, e.g., 31 Dec 96 becomes 961231 (YYMMDD).

Validation:
- If Field 5, Summary Security, is S, a valid entry is permitted if:
  - Field 6C2, Downgrading Event, is blank;
  - Field 6, Regrading Code, entry may be A, B, C, D, E, or F.
  - If Field 5 entry is C or U, this field must be blank.
  - The digital date entry is:

    (a) left-most 2 digits for year, range 41 - 99 for 1941 - 1999, and 00 - 40 for 2000 - 2040;
    (b) middle 2 digits for month, range 01 - 12;
    (c) right-most 2 digits for day, range 01 - 31.

This entry indicates when the Field 5, Summary Security, is to be changed from S to C by an update transaction.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (FP)

1634 Data Field 6C2: Downgrading Event

Description: Identifies the event certain to occur on which secret information in the record becomes confidential.

Current system entry:
- 54 alphanumeric character limit;
- narrative.

Validation:
- If Field 5, Summary Security, is S, and Field 6C1, Downgrading Date, is blank, a valid entry is permitted. (sic)
- Field 6, Regrading Code, entry may be A, B, C, D, E, or F.
- If Field 5 entry is C or U, this field must be blank.

This entry indicates when the Field 5, Summary Security, is to be changed from S to C by an update transaction.

Uniform System Data Element: Downgrading Event

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 6D: Review On Date.

Description: Identifies the date on which classified information in the record is to be reviewed for possible declassification.

Current system entry:
- 6 numeric character limit;
- standard DoD 6 digit year, month, day, e.g., 31 Dec 96 becomes 961231 (YYMMDD).

Validation:
- An entry is mandatory when:
  - Field 5, Summary Security, entry is S or C,
  - Field 6B1, Date of Declassification, is blank,
  - Field 6B2, Declassification Event, is blank,
  - Field 6, Regrading Code, is C, D or G:
    - (a) for code C, the date entry is 21 to 30 years from the date entry in Field 6G, Original Classification Date;
    - (b) for code D, the date entry is 7 to 20 years, same as above;
    - (c) for code C, this entry indicates that the record has a past due Review on Date.
  - The digital date entry is:
    - (a) left-most 2 digits for year, range 41 - 99 for 1941 - 1999, and 00 - 40 for 2000 - 2040;
    - (b) middle 2 digits for month, range 01 - 12;
    - (c) right-most 2 digits for day, range 01 - 31.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 6E: Extended by...

Description: Identifies the classification authority which authorized classification extension beyond six years from the original classification date displayed in Field 6G, Original Classification Date.

Current system entry:
- 60 alphanumeric character limit;
- narrative.

Validation:
- If Field 5, Summary Security is S or C, this field (Field 6L) may contain a valid entry.
- This entry may be omitted if it identifies the same classification authority identified in Field 6A, Classification Authority,
- or if the record is derivatively classified.

Uniform System Data Element: Classification Extension Authority

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 6F: Reason Number

Description: Identifies one or more applicable reason numbers from DoD 5200.1-R, para. 2-301.c, used to justify classification beyond 6 years from the Original Classification Date in Field 6G.

Current system entry:
- Single digit numerics, 1 through 8,
- with provision of up to 8 entries.

Validation:
- Entry may be present when,
  - Field 5, Summary Security, is S or C and
  - Field 6, Regrading, entry is C, D or G.
- Also may be present when Field 6 entry is A,
  - Field 5 is S or C,
  - and the date in Field 6B1, Date of Declassification, is greater than 6 years from the date in Field 6G, Original Classification Date.

Uniform System Data Element: Classification Extension Reason Codes

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 6G: Original Classification Date.

Description: Identifies the date the original classification authority assigned a security classification to information in the record.

Current system entry:
- 6 numeric character limit;
- standard DoD 6 digit year, month, day, e.g., 8 Jul 77 becomes 770708 (YYMMDD).

Validation:
- A valid entry is required when:
  - Field 5, Summary Security, entry is S or C (including suffixed designations RD and FRD),
  - Field 6, Regrading Code, entry is A, B, C, D, E, F or G,
  - the digital entry is:
    - (a) left-most 2 digits for year, range 41 - 99 for 1941 - 1999, and 00 - 40 for 2000 - 2040
    - (b) middle 2 digits for month, range 01 - 12;
    - (c) right-most 2 digits for day, range 01 - 31.

This date is the base date used to determine duration of classified information.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 7: Work Security

Description: The highest security classification of the research and development effort conducted under the project or task area that is reported by the summary.

Current system entry: . Up to four character alpha codes:

TS	-	Top Secret
S	-	Secret
SFRD	-	Secret Formerly Restricted Data
SRD	-	Secret Restricted Data
C	-	Confidential
CRD	-	Confidential Restricted Data
CFRD	-	Confidential Formerly Restricted Data
U	-	Unclassified

Validation: . This entry is required on all summaries,

. may vary and be of a higher classification than the summary security (Field 5),

. but not lower than any security designation appearing in the record.

This is the only field where a TS can appear as a security classification and have the summary be accepted by DTIC.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 8A1: Program Element

Description: The program element entered in Field 8A1 indicates the current program that provides the funds for the Research and Development Program Planning.

Program element numbers are the programming and budgeting identifiers of the DoD Five Year Defense Program (FYDP). A PE number consists of 5 numbers and a letter that make up a program classification coding system, e.g., 65801S, for a fixed length of 6 characters.

DoDI 7720.16 states that "...reports on DoD research and development programs will be submitted to (ODDRE)..." under the R&D categories that are designed primarily to DoD Program 6, Research and Development (first digit in program element number).

Current system entry:
- Six characters: 5 numerics followed by one alpha;
- packed.

Validation:
- Five numerics followed by one alpha.

Reference:

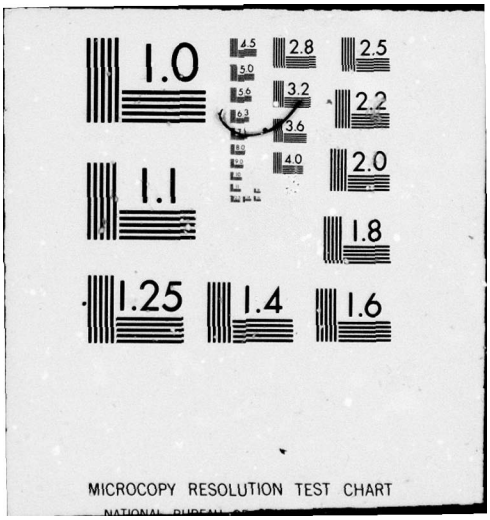
DoD Handbook 7045.7-H, FYDP Program Structure (vols), May 76.

Uniform System Data Element: Program Element Number

AD-A083 800 DEFENSE TECHNICAL INFORMATION CENTER ALEXANDRIA VA F/G 5/2
DATA ELEMENT DICTIONARY; DTIC UNIFORM DATA SYSTEM,(U)
APR 80 A KUHN, M L YOUNG
UNCLASSIFIED DTICH-4185.8 NL

5 OF 6
AD A083800




1.0
1.1
1.25
1.4
1.6
1.8
2.0
2.2
2.5
2.8
3.2
3.6
4.0
4.5
5.0
5.6
6.3
MICROCOPY RESOLUTION TEST CHART

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 8A2: RDT&E Project Number

Description: The project number entered in Field 8A2 indicates the current project providing the RDT&E funds for a specific effort or group of closely related technical efforts in the Research and Development Program Planning. Except for projects in Research and Development Program Element 6.1 (Research category), projects contain a sufficient number of technically logical work subdivisions, or task areas, for a complete and adequate description of the planned effort funded by RDT&D Program Element 6 (Research and Development) (DoDI 7720.16, p.32, para. B.3).

A project number character length is variable depending on the DoD agency or military service number structure.

Current system entry:
- Up to 18 alphanumeric characters,
- packed.

Uniform System Data Element: RDT&E Project Number

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 8A3: RDT&E Task Area Number

Description: The task area number in Field 8A3 indicates a current completely and adequately described segment of an RDT&E project generated by Research and Development Program Element 6 funding, except for projects in the PE 6.1 category (Research) for which task subdivisions are not necessary; e.g., see Navy 6.1 R project numbers with no task subdivision in the 1634 data system.

Tasks are not further subdivided in the 1634 data system.

A task number character length is variable depending on the DoD agency or military service number structure.

Current system entry:
- Up to 18 alphanumeric characters,
- packed.

Validation: . If Field 4, Level of Summary, entry is TASK, Field 8A3 must have an entry.

Uniform System Data Element: RDT&D Task Number

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 8A4: Subelement Number

Description: The program subelement entry is a numerical designation listing of Program Element 6.1 Defense Research Sciences (Program Elements 61102A, 61102F, 61153N, 61101E*).

Defense Research Sciences subelements** are:

11 - General Physics	24 - Energy Conversion
12 - Nuclear Physis	31 - Oceanography
13 - Chemistry	32 - Terrestrial Sciences
14 - Mathematics	33 - Atmospheric Sciences
21 - Electronics	34 - Astronomy and Astrophysics
22 - Materials	41 - Biological and Medical Sciences
23 - Mechanics	42 - Behavioral and Social Science

The Navy integrates these numbers into the PE 6.1 R (Research Area) project numbers.

Current system entry: . Two numerics.

Validation: . Two numerics.

References:

* DoD Handbook 7045.7H, FYDP, Program Structure (2 vols), May 76.
** Dept. Navy RDT&E Management Guide, NAVSO P-2457 (Rev 1-75) App. C, p. C-5

Uniform System Data Element: RDT&E 6.1 Subelement Number/6.2 Group Number

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Fields 8B1, 8B2, 8B3, 8B4: Former Program Element/Project/Task/Subelement Numbers

Description: The complete identifying numbers which were previously used to identify a current project or task area.

Former	Field	Length	Type	Validation Criteria
Program Element	8B1	6, fixed	alphanum*	5 numerics followed by 1 alpha
Project Number	8B2	18, variable	alphanum*	-
Task Area Number	8B3	18, variable	alphanum*	-
Subelement Number	8B4	2, fixed	numeric	two numerics, only

*No special characters.

(Refer to individual data field descriptions on current identifying numbers, Fields 8A1, 8A3, and 8A4, for descriptions).

Uniform System Data Elements: Program Element Number
RDT&E Project Number
RDT&E Task Number
RDT&E 6.1 Subelement Number/RDT&E 6.2 Group Number

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 9: Title

Description: A brief narrative description of the project or task that is being reported.

Current system entry:
- Narrative entry,
- up to 60 alphanumeric characters,
- the security classification of the title must precede it and be enclosed in parentheses.

Validation:
- A title is required on all summaries,
- the security classification must be equal or lower than the summary security (Field 5).

Uniform System Data Element: Title

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 9 (included): Title Classification

Description: The security classification of the title of the summary.

Current system entry:
- Up to four character alpha codes,
- plus the inclusion of parentheses,
- which are the first characters in the field:

*TS	-	Top Secret
S	-	Secret
SRD	-	Secret Restricted Data
SFRD	-	Secret Formerly Restricted Data
C	-	Confidential
CRD	-	Confidential Restricted Data
CFRD	-	Confidential Formerly Restricted Data
U	-	Unclassified

Validation:
- This entry is required on all summaries,
- must be of an equal or lower classification than the summary security (Field 5).

*Top Secret items will be forwarded directly to NSA and will not be accepted by DTIC.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Fields 10A1, 10A2, 10B1, 10B2: Responsible DoD Organization

Description: Identifies the DoD controlling office directly responsible for the project or task reported.

Current system entry:
- Two levels designating the organization's official name (not an acronym) may be used;
- two levels designating the address may be used;
- up to 42 alphanumerics for each level.

DoDI 7720.16, R&D Planning Summary, states:...official name (not an acronym)...; DLAM 4185.Unpub, R&D Data Bank Input Manual, indicates that acronyms and symbols may be used on the second level of the organization entry, e.g.:

Defense Technical Information Center	(level 10A1)
DTIC-TST-2	(level 10A2)
Cameron Station	(level 10B1)
Alexandria, Virginia 22314	(level 10B2)

Validation: . Entry required on all transactions.

The organization name and address is included in the data input as it is submitted on the form 1634.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 10C1: Responsible Individual

Description: The person in the responsible government organization who is directly in charge of the project or task area.

Current system entry:
- Up to 24 alpha and special characters,
- name is entered with last name first, followed by a comma and then the first and middle initials.
- The name may be followed by military rank and Service, if appropriate.

Example: Last, F M
Smith, J. J., Lt. Col. USA

Validation: This entry is required on all summaries and is indicated as it is submitted on the 1634.

The input manual specifies no periods are to be used with the first and middle initials; the regulation, while not mentioning periods in the instructions, does show them in the example.

Uniform System Data Element: Personal Name

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 10C2: Responsible Individual's Rank and Service

Description: Rank and military service affiliation of the individual designated as the responsible individual.

Current system entry:
- Up to 18 alphanumeric and special characters;
- entries are separated by a comma, e.g., Capt., USN

THIS FIELD TO BE DELETED: see Uniform System Data Element: Personal Name

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 10C3: Responsible Individual's Telephone Number

Description: The number of the individual within the DoD organization, who is charged with controlling the work effort that is being reported.

Current system entry: . Up to 22 alphanumeric characters.

The preferred entry is the commercial telephone number, although the DoD policy also shows Autovon and IDS numbers. For the commercial number the area code, exchange, and number are all used, separated by dashes.

Uniform System Data Element: Telephone Number

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 11: Start Date

Description: The date when actual work on the project or task area began.

Current system entry:
- 4 numeric characters;
- representing the month and year as YYMM, e.g., January 1978 becomes 7801.

The display format for the start date is Jan 78.

Uniform System Data Element: Date

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 12: Completion Date

Description: The expected or actual date when the project or task area is complete or merged with other work.

Current system entry:
- 4 numeric characters, or N/A;
- representing month and year as YYMM, e.g., Jan 78 becomes 7801;
- if the work is of a continuing nature or more than one completion date is involved, N/A is entered.

Currently the completion date is displayed as Jan 78.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 13: Resources Estimate/All Funding Information/Resources

Description: The entries in this field are a set of data that identifies funding information resources for the current fiscal year, the budget fiscal year (CFY+1), and the budget fiscal year plus one (CFY+2).

Current system entry:

Field 13A, Current Fiscal Year, Budget Fiscal Year, Budget Fiscal Year + 1: The last two digits of the fiscal years are entered. At the cyclical submittals of revised summaries, only the entries for the current and budget fiscal years are required.

Validation: Two numerics in each of the subfields used.

Field 13B, RDT&E Funds: An estimate of the total RDT&E obligation authority (in thousands of dollars) from current, budget, and budget +1 fiscal year funds are entered. This subfield entry is used to provide a measure of relative size, and provides the reference point from which the technical description was written (sic).

Validation: Funds are entered in "K" factor (500 for $500,000).

Field 13C, Percent of Funds: The percent of the total RDT&E funds used or to be used are entered from current, budget and budget +1 fiscal years for contract or grant supported effort, rounded to nearest whole percent. Zero is used when entries are not applicable.

Validation: Three numerics, i.e., 100 for 100%, 050 for 50%, 000 for zero%, in each of the subfields used.

Entire Field 13 validation: All parts of this field must be filled in.

The Resources Estimates Retrieval Display: The Program Planning machine program arranges these data to conform to the DD Form 1634 information structure. The display appears under the heading of only "Resources", and is not numerized except for field 13BA, Superseded Record Code (or Superseded Ind.) However, the Resources Estimate (All Funding Information) fields are programmed as follows:

1634 Data Field 13: (continued) Resources Estimate

Field 13	All Funding Information
13A	All Current Fiscal Year Info
13A1 searchable	Current Fiscal Year
13A4	Current Fiscal Year Funds
13A3	Current Fiscal Year % Contract (support)
13B	All Budget Fiscal Year Information
13B1 searchable	Budget Fiscal Year
13BA*	Superseded Record Code
13B4	Budget Fiscal Year Funds
13B3	Budget Fiscal Year % Contract (support)
13C	All Budget Fiscal Year + 1 Information
13C1 searchable	Budget Fiscal Year +1
13C4	Budget Fiscal Year + 1 Funds
13C3	Budget Fiscal Year + 1 % Contract (support)

*See separate field description for explanation of intended use.

Uniform System Data Element: Funding Resource Determinations Data Element Set

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 13BA: Superseded Record Code (Superseded Indicator)

Description: Per conversations with various and appropriate DTIC personnel in S and T, this data item apparently was initiated in DTIC to provide a control datum concerning records that updated previous records. However, in that the procedure involved in the application of this datum was primarily manual, its entry quickly fell into disuse. It is now an unused field.

Input field is Field 41.

THIS FIELD IS TO BE DELETED.

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 14: Participation.

Description: This entry describes the participating military departments, defense agencies or other government agencies.

Current system entry: The participation is a variable length field with a maximum of 315 characters (alpha-numeric and special characters). Agencies are represented by abbreviations or acronyms and are separated with appropriate punctuation for easier reading.

Uniform System Data Element: Associated Agencies

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 15: Mission Objective

Description: The mission objective shows the relationship of the project to a broader mission.

Current system entry:

- Up to 315 alphanumeric and special character limit;
- entries being*:
  - (1) document names or abbreviations,
  - (2) numbers,
  - (3) short narrative phrases:
- with appropriate punctuation for easier reading.

*Entry examples: Army - OCO, QMDO, QMR
Navy - NRR, GOR, EDR
Air Force - ROC, RAD
phrases - Communications, Development

Uniform System Data Elements: Originator Supplied Keys
Related Documentation

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 16: Technical Support Area (Scientific and Technical Area)

Description: The scientific and technical area identifies the general of science and/or technology to which the work relates.

Current system entry:
- Up to three entries in subfields 16A, 16B and 16C;
- six numeric characters each entry.

These codes are taken from the listing of Scientific and Technological Fields and Groups prepared by DDR&E.

Validation:
- At least one entry is required on all summaries.

Uniform System Data Element: Subject Area Category

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Date Field 17: Objective and Approach

Description: Concise statement of the problem and approaches to be taken to meet the problem, the rationale for choosing the approach(es), and the identification of key technical issues. This paragraph also identifies the key technical evaluation, tests or other events or milestones against which progress can be evaluated. The relevance or potential relevance of the work to the Defense mission also is indicated.

Current system entry:

- The objective and approach paragraph has a variable length, so long as the three narrative paragraphs together do not exceed 2700 alphanumeric and special characters.
- The security classification precedes the paragraph and is enclosed in parentheses.

Uniform System Data Element: Narrative

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 17 (included): Objective and Approach Classification

Description: The security classification of the narrative paragraph labeled Objective and Approach.

Current system entry:
- Up to four character alpha codes,
- plus the inclusion of parentheses,
- which are the first characters in the Objective and Approach paragraph:

*TS	-	Top Secret
S	-	Secret
SRD	-	Secret Restricted Data
SFRD	-	Secret Formerly Restricted Data
C	-	Confidential
CRD	-	Confidential Restricted Data
CFRD	-	Confidential Formerly Restricted Data
U	-	Unclassified

Validation:
- This entry is required on all summaries,
- must be of an equal or lower classification than the summary security (Field 5).

*Top Secret items will be forwarded directly to NSA and will not be accepted by DTIC.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 18: Plans

Description: Concise statement of the plans and objectives for the budget fiscal year and the budget fiscal year plus one.

Current system entry:

- The plans paragraph has a variable length, so long as the three narrative paragraphs together do not exceed 2700 alphanumeric and special characters.
- The security classification precedes the paragraph and is enclosed in parentheses.

Uniform System Data Element: Narrative

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 18 (included): Plans Classification

Description: The security classification of the narrative paragraph labeled Plans.

Current system entry:
- Up to four character alpha codes.
- plus the inclusion of parentheses,
- which are the first characters in the Plans paragraph:

*TS	-	Top Secret
S	-	Secret
SRD	-	Secret Restricted Data
SFRD	-	Secret Formerly Restricted Data
C	-	Confidential
CRD	-	Confidential Restricted Data
CFRD	-	Confidential Formerly Restricted Data
U	-	Unclassified

Validation:
- This entry is required on all summaries,
- must be of an equal or lower classification than the summary security (Field 5).

*Top Secret items will be forwarded directly to NSA and will not be accepted by DTIC.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 19: Progress and Accomplishments

Description: Statement of progress to date in meeting objectives as demonstrated through results of tests, milestones met or other events. Where variances exist from plans, the effects on the objectives of the effort are indicated.

Current system entry:

- The progress and accomplishments paragraph has a variable length, so long as the three narrative paragraphs together do not exceed 2700 alphanumeric and special characters.
- The security classification precedes the paragraph and is enclosed in parentheses.

Uniform System Data Element: Narrative

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 19 (included): Progress and Accomplishments Classification

Description: The security classification of the narrative paragraph that describes the progress and acccmplishments of the project or task.

Current system entry:
- Up to four character alpha codes,
- plus the inclusion of parentheses,
- which are the first characters in the progress and accomplishments paragraph:

*TS	-	Top Secret
S	-	Secret
SRD	-	Secret Restricted Data
SFRD	-	Secret Formerly Restricted Data
C	-	Confidential
CRD	-	Confidential Restricted Data
CFRD	-	Confidential Formerly Restricted Data
U	-	Unclassified

Validation:
- This entry is required on all summaries,
- must be of an equal of lower classification than the summary security (Field 5).

*Top Secret items will be forwarded directly to NSA and will not be accepted by DTIC

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 20: General Operational Requirement Code (Navy)

Description: Code designating the Navy General Operational Requirement (GOR) statement of demand for new operational and support capabilities as perceived by the Chief of Naval Operations. The code includes a designator indicating primary or secondary relationship.

Current system entry:

- Multiple entry, three characters each entry,
- the first character being the alpha P or S:

  P primary relationship
  S secondary relationship

- followed by two numerics,
- with entries separated by a semi-colon,
- for a maximum number of 150 characters in the field.

This data item is a Navy information field entry. The GOR code entries do not include security designations, i.e., are entered as unclassified data.

References:

1. Hand-written memo titled: "1634, General Operational Requirements, for Navy Records," unidentified, undated.
2. NAVSO P-2457 (Rev. 1-75), Department of the Navy RDT&E Management Guide,1 Jan 75; App. J.

Uniform System Data Element: Related Documentation

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 21 (Input)	DDC(DTIC) Source Code
See 1634 Data Field G	Responsible DoD Organization Source Code

(Input/Display field variant)

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 22 (Input)	Contributor Assigned Accession Number
See 1634 Data Field 1	Contributor Assigned Accession Number

(Input/Display field variant)

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 40 (Input) Index Terms

See 1634 Data Field L Index Terms

(Input/Display field variant)

SYSTEM FIELD DESCRIPTION: R&D Program Planning (1634) Data Bank (PP)

1634 Data Field 41 (Input)	Supersede Record Code (Supersedes Budget Fiscal Year)
See 1634 Data Field 13BA	Supersede Record Code (Superseded Indicator)

(Input/Display field variant)

Independent Reseach and Development (271) Data Bank (PP)

Independent Research and Development (IR&D) is a contractor's technical effort which is not sponsored by or required in the performance of a contract or grant and which consists of projects falling within basic or applied research, development, systems and other concept formulation studies. IR&D is directed toward continually improving the technological competence in order to meet customers' future requirements for advanced technology, systems or hardware in a timely and technically competitive manner,

The Defense Technical Information Center (DTIC), at the direction of the Office of the Deputy Under Secretary of Defense Reserch and Engineering, developed and maintains the IR&D Data Bank. The Data Bank provides a centralized source of information to enable scientific and engineering personnel of the Department of Defense (DoD) and National Aeronautics and Space Administration (NASA) Headquarters to identify those in industry performing work under the program.

Data retrieved from the Data Bank are proprietary and are exempt from disclosure under the Freedom of Information Act, Subsection (b) 5 USC 552. Recipients of IR&D data must adhere strictly to the rules governing the use or disclosure of company proprietary data.

DoDI 5100.66, 7 Jan 75 and change current, Establishment of Policy for, and Administration of, Independent Research and Development Programs (IR&D), is the authority for submission of independent research and development information to DTIC.

Reference: DLAM 4185.9, Sep 78, Independent Research and Development Users Manual.

SYSTEM FILLD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field A: Accession Number

Description: The accession number is a unique designator that identifies a record of a contractor independent research and development project. (A project in this case, being the smallest segment into which R&D efforts are normally divided for the purpose of company administration.)

Current system entry:

- The accession number is assigned by DTIC;
- expressed by eight numeric characters.
- The first two characters (left-most) represent the company-designated fiscal year that the summary (DTIC Form 271) is submitted.
- The remaining six characters are taken from a range established by DTIC for each submitting contractor and are assigned in consecutive order as the summaries (DTIC Form 271) are received.

The display format is, e.g., 78035069.

Each contributor submission (other than simple editorial changes or corrections) will result in a new accession number being assigned.

Validation: Mandatory entry on all records.

Uniform System Data Element: Accession Number

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 1: Technical Plan Fiscal Year

Description: Identifies the fiscal year covered by IR&D technical plan.

Current system entry: The last two numerics of the fiscal year are entered.

Validation: Two numerics.

Uniform System Data Element: Fiscal Year

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 2: Report Date

Description: The date when the project report (DTIC Form 271) is submitted. If the project is described in the technical plan and has started, this date will coincide with the date the technical plan was issued.

Current system entry:
- 6 numeric characters;
- representing the year (YY), month (MM), and day (DD) so that January 1, 1978 becomes 780101.

The display format is Mon DD, YYYY or Jan 01, 1978.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 3: Report Type

Description: Indicates the type of transaction reported by the summary.

Current system entry: . One alpha character:

A - Initial submission of any new project.
B - Report describing a project continuing into the current fiscal year from the previous one.
C - Report describing completion of a project.
D - Report describing termination of a project.

Uniform System Data Element: Summary Transaction

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 4: (Organization) Project Number

Description: The project number entered in Field 4 is an organization originated number currently assigned to an organization's specific IR&D effort. The project number is a unique number assigned for the life of the specific effort for local administrative purpose. If an effort evolves into new projects or changes in category and objective sufficiently to warrant a new number, traceability in the IR&D system is accomplished by entering the original number in Field 18, Related Projects, Previous Years (q. v.).

Current system entry: Since this project number in organization originated, its character length and composition, including use of special symbols (dashes, slashes, etc.) are variable. The project number structure generally is made up of an organization or project name acronym and alphanumerics spaced according to the intelligence each alphanumeric unit signifies, of up to 10 characters.

Suggest this IR&D data element be related to the Technical Reports (1473) data bank element on organization originated project numbers (Local Project Number), TR Field 25, LPN-... .

Uniform System Data Element: Organization-Originated Project Number

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 5: Project Title

Description: A descriptive identification of the project that is being reported. The title should refer to a specific system or to a technology or a general area of application.

Current system entry:
- Narrative entry,
- up to 122 alphanumeric characters may be used for the title entry.
- If there are two discrete levels of the title, it should be entered continuously, but separated by appropriate punctuation such as a dash, colon, or semicolon.

Validation:
- All titles are unclassified.

Uniform System Data Element: Title

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 5 (included): Title Classification

CURRENTLY NOT AN ENTRY IN THE IR&D SYSTEM

Background: The title currently must be unclassified. Therefore, there is no provision for a security classification of the title.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 6A: Organization Name and Address

Description: Identifies the organization performing the work reported.

Current system entry: Per DLAM 4185.9, IR&D Data Bank Input Manual,

- Level 1 - Name of the major or parent organization, if applicable,
- Level 2 - Name of the organizational entity actually performing the project,
- Level 3 - Performing organization street address,
- Level 4 - Performing organization City, State and ZIP code;
- each level up to 61 alphanumeric characters.

If the names of the performing and parent organizations differ, the parent name is still included.

The direct file display shows six levels, as follows:

Subfield	6A1	- major corporate entity
	6A2	- intermediate corporate entity
	6A3	- lowest corporate entity
	6A4	- organization's street address
	6A5	- organization's city and state
	6A6	- organization's ZIP code

The manual specifies the information is to be included on the 271 form. The information on the direct file, however, comes from the IR&D Source Header File and is generated by the six-digit source code. This is the same source code that is used in all of the data bases, but with an additional source header file that is different from the one used for the TR data base.

The information for the IR&D Source Header file is established from information on the 271, the letterhead of the transmittal letter accompanying the 271s, and direct contact with the company when necessary.

Validation: . Entry required on all transactions.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 6B: Organization Source Code

Description: Numeric designation of a unique organizational entity.

Current system entry: . 6 character numeric code

The standard source code is assigned to an organization established for entry into the Source Header File. The source code will be used in any subsequent reference to the organization.

Validation: . Required entry on all records.

Uniform System Data Element: Organization Code

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 6D: Organization Geopolitical Code

Description: Identifies the geographic or geopolitical location of an organization.

Current system entry: . This code is a four-character numeric, a four-character numeric-alpha or a two-character alpha code.

- The first two characters of the code represent the state or foreign country,
- the second two characters represent the congressional district in which the organization is situated.

The geopolitical/location code is assigned to an organization when it is established for entry into the Source Header File, and will appear in any subsequent reference to the organization.

References:

State codes: JCS Pub 7, Worldwide Military Command & Control System Standards (WWMCCSS), Joint Chiefs of Staff, Wash., D. C., 1Aug68 and Changes to current; Chapter III, Section 3, pp. III-3-14 & 15: standard data element-States of the US Ref. No. ST-GA

Foreign country and geographical areas: ibid. Chapter I, Section 6, pp.I-6-1 thru 46, (primarily I-6-35 thru 46); Standard Geographic Code for...

Congressional Districts: Congressional Staff Directory, Brownson, Mt. Vernon, VA., annual; or any current reference available on the open literature.

Uniform System Data Element: Organization Location Code

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 6E: Organization Type Code

Description: Code that characterizes the organization according to what kind of organization it is.

Current system entry: . Single alpha or numeric code representing one of 33 general classes (see table).

A type code is assigned by DTIC to an organization when the entry is established for inclusion in the Source File. Subsequent reference or use of an organization usually also entails the display of the type code.

Validation: None; computer generated by source code after assignment.

Uniform System Data Element: Organization Type Code

IR&D Data Field 6E: (continued) Organization Type Code

T Y P E C O D E S

U.S. ORGANIZATIONS	FOREIGN ORGANIZATIONS
A - Army	6 - Academic and Nonprofit
B - Labor	7 - Industrial/Commercial
C - Commerce	8 - Government
D - Dod (Departmental Offices)	9 - International
E - Environmental Protection Agency	
F - Air Force	
G - Agriculture	
H - Health, Education and Welfare	
I - Interior	
J - Justice	
L - Federal Legislative Branch	
N - Navy and Marine Corps	
P - Post Office	
Q - Quasi-Federal (NRC)	
R - Treasury	
S - State	
T - Transportation	
U - Housing and Urban Development	
V - State/Municipal Government	
W - Not-for-Profit/Non-Academic	
X - Executive	
Y - DoD Agencies	
Z - Independent Federal Agencies	

0 - Public or State Academic Educational Institutions
1 - Private Academic Educational Institutions
2 - Federal Contract Research Centers
3 - Other Academic Institutions and Institutes
4 - Industrial/Commercial
5 - Miscellaneous

Reference:

Source Header List - Supplement 2, DDC/TR-79/1, AD-A069 900.

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 7A: Technical Plan Focal Point Name

Description: The mane of the individual who is the company official responsible for the technical plan and therefore is the company point of contact for the IR&D program.

Current system entry:
- Up to 41 alpha characters,
- name is entered last name first, followed by a comma, then the first name and the middle initial:

Example:

Last,	First M
Smith,	John J

Validation: Entry is required.

Uniform System Data Element: Personal Name

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 7B: Focal Point Telephone Number

Description: The telephone number of the individual within the company that is designated as the technical plan focal point.

Current system entry: . Up to 20 alphanumeric characters.

The entry is the commercial telephone number expressed using the area code, three digit exchange, and four digit number, followed by an extension, when necessary. All the numbers are separated by dashes. Example: 202-274-6833-352.

Uniform System Data Element: Telephone Number

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 8: Plan Volume and Page Number

Description: This entry identifies the volume if any, and page number (or numbers) of the Technical Plan that contains a more detailed description of the project. If the project doesn't relate to an item in the Plan an explanation is given.

Current system entry: .Up to eleven alpha-numeric and special characters for volume and page designation;
.or two codes, each containing two alpha characters, used as applicable:

PI - project initiated after Technical Plan was published:
PC - project substantially changed from what was originally in Technical Plan.

Uniform System Data Element: IR&D Technical Plan Volume and Page

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 9: Category

Description: Describes the type of work that is being performed under the project. Definitions of the categories are taken from the Federal Acquisition Regulation (FAR), Mar 80*, para. 15-205-25.

Current system entry: . One character is used to designate the category:

A - Applied research
B - Basic research
D - Development
S - Systems and other concept formulation studies

*Formerly Armed Services Procurement Regulation (ASPR).

Uniform System Data Element: IR&D Effort Categories.

(h) Rental costs under long-term leasing entered into prior to the effective date of this 15-205.34 are allowable for the remaining term of the lease (excluding unexercised options) to the extent they would have been allowable under 15-205.34 dated January 1, 1969.

(i) The allowability of rental costs under unexpired leases in connection with terminations is treated in 15-205.42(e).

(j) Allowable rental costs shall not be adjusted by the amount of any investment credit accruing to the contractor by reason of an election made by a lessor of new "section 38" property to treat the contractor as the purchaser of such property pursuant to section 48(d) of the Revenue Act of 1962, as amended.

15-205.35 *Independent Research and Development Costs.*

(a) *Definitions.* A contractor's independent research and development effort (IR&D) is that technical effort which is not sponsored by, or required in performance of, a contract or grant and which consists of projects falling within the following three areas: (i) basic and applied research, (ii) development, and (iii) systems and other concept formulation studies. IR&D effort shall not include technical effort expended in the development and preparation of technical data specifically to support the submission of a bid or proposal. For the purposes of this paragraph:

(1) *Basic research* is that research which is directed toward increase of knowledge in science. The primary aim of basic research is a fuller knowledge or understanding of the subject under study, rather than any practical application thereof.

(2) *Applied research* is that effort which (A) normally follows basic research, but may not be severable from the related basic research, (B) attempts to determine and exploit the potential of scientific discoveries or improvements in technology, materials, processes, methods, devices, or techniques, and (C) attempts to advance the state of the art. Applied research does not include efforts whose principal aim is design, development, or test of specific items or services to be considered for sale; these efforts are within the definition of the term "development," defined below.

(3) *Development* is the systematic use, under whatever name, of scientific and technical knowledge in the design, development, test, or evaluation of a potential new product or service (or of an improvement in an existing product or service) for the purpose of meeting specific performance requirements or objectives. Development shall include the functions of design engineering, prototyping, and engineering testing.

(4) *Systems and other concept formulation studies* are analyses and study efforts either related to specific IR&D efforts or directed toward the identification of desirable new systems, equipments or components, or desirable modifications and improvements to existing systems, equipments, or components.

(5) *Company* includes all divisions, subsidiaries, and affiliates of the contractor under common control.

(b) *Composition of Costs.* IR&D costs shall include not only all direct costs, but also all allocable indirect costs except that general and administrative costs shall not be considered allocable to IR&D. Both direct and indirect costs shall be determined on the same basis as if the IR&D project were under contract.

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 10: Subject Fields and Groups

Description: The subject fields and groups identify the general area of science and/or technology to which the work relates.

Current system entry:
- Up to three entries in subfields 10A, 10B and 10C;
- six numeric characters each entry.

The codes are taken from a listing of DoD-modified COSATI Subject Field and Group Codes, and entered in descending order of importance.*

Validation: At least one entry is required in this field for all summaries.

*The IR&D Data Bank Input Manual, DLAM 4185.9, Jan 75, shows the COSATI Subject Field and Group codes as four digit codes.

Uniform System Data Element: Subject Area Category

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 11: Project Start Date.

Description: For continuing or completed projects, the project start date is the date when the work actually began on the project. For new projects, this is the project or "will start" date.

Current system entry:
- 4 numeric characters;
- arranged as YYMM or 7801 for January 1978.

The display format is Jan 78.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 12: Completion Date.

Description: The anticipated or estimated date when the project will be completed. For cancelled or completed projects, this will be the actual completion date.

Current system entry:
- 4 numeric characters or INDF;
- numerics arranged as YYMM or 7801 for January 1978.
- If the project has an indefinite completion date, INDF may be used.

The current display format is Mon YY or Jan 78.

Uniform System Data Element: Date

SYSTLM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 13: Professional Man-Years

Description: Professional manyears represent all the scientific and engineering time that a scientist or technically trained person who has received at least a bachelor's degree (or the equivalent) expends directly on the IR&D work being reported. Excluded are skilled craftsmen, laboratory assistants, programmers, shop workers, secretaries, and other personnel providing nontechnical support and services.

Current system entry:

Field 13A, Professional Man-Years Estimate/Established This Year: The estimate of the professional manyear expenditure on the project for the current fiscal year is entered to the nearest tenth of a manyear.

Validation: Up to 5 numerics, with insertion of the decimal point to identify tenths; otherwise, figure entered is assumed to be a whole number.

Current system entry:

Field 13B, Professional Manyears Cumulative to Date: The actual expenditure of professional manyears on the project to date is entered to the nearest tenth of a manyear. This figure does not include the amount estimated in field 13A.

Validation: Up to 4 numerics, with insertion of the decimal point to identify tenths.

Uniform System Data Element: Funding Resources

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 14: Security Classification Code of the Data Sheet

Description: The security classification of the summary.

Current system entry: . Up to three character alpha codes:

S	-	Secret
SRD	-	Secret Restricted Date
SFR	-	Secret Formerly Restricted Date
C	-	Confidential
CRD	-	Confidential Restricted Data
CFR	-	Confidential Formerly Restricted Data
U	-	Unclassified
ST	-	Secret-Tentative
CT	-	Confidential-Tentative

Validation: . This entry is required on all summaries,

. must be equal to or higher than the security classification on any individual field in the summary (Field 21, 22, 23, 24).

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 15: Regrade Code

Description: The regrading entry identifies the manner in which the classified information is to be regraded at a lower security classification.

Current system entry: . One character alpha code that corresponds to a category established by DoD 5200.1-R, Dec 78:

A Documents with declassification dates
B Documents with declassification events
C Documents with 30 year review on dates
D Documents with 20 year review on dates
E RD, FRD
F Foreign Document
G Documents with past due review on dates

Validation: . This entry is required if the summary security (Field 14) is C, CRD, CFR, S, SRD, SFR;

. If the summary security is U, CT or ST, this field must be blank.

Uniform System Data Element: Security Downgrading and Declassification Codes

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 15A: Classification Authority

Description: This entry indicates the original classification authority determining the classification of the record information.

Current system entry: . 60 alphanumeric character limit;

. narrative.

Validation: . Entry in this field is mandatory when current Field 14, Security Classification Code of the Data Sheet, is designated S or C.

. If the record is unclassified or tentatively classified, this field is blank.

Uniform System Data Element: Classification Authority

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 15B: (anticipated 15B1) Date of Declassification.

Description: Identifies the date on which classified information (excluding tentatively classified information) in the record becomes unclassified.

Current system entry:
- 6 numeric character limit,
- standard DoD 6 digit year, month, day, e.g., 31 Dec 96 becomes 961231 (YYMMDD).

Validation: . A valid entry is mandatory when:

- Field 14, Security Classification Code of the Data Sheet, is S or C,
- Field 15, Regrading Code, entry is A,
- Field 15__, Declassification Event, is blank,
- Field 15__, Review On Date, is blank;
- the digital date entry is:

  (a) left-most 2 digits for year, range 41 - 99 for 1941 - 1999, and 00 - 40 for 2000 - 2040;
  (b) middle 2 digits for month, range 01 - 12;
  (c) right-most 2 digits for day, range 01 - 31.

- If Field 14 entry is U, CT or ST, this entry must be blank.

This entry indicates when the Field 14 entry is to be changed to U by an update transaction.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 15C:(anticipated 15B2) Declassification Event

Description: Identifies the event certain to occur on which classified information (excluding tentatively classified information) in the record becomes unclassified.

Current system entry:
- 54 alphanumeric character limit;
- narrative

Validation:
- A valid entry is required when:
  - Field 14, Security Classifiecation Code of the Data Sheet, is S or C,
  - Field 15__, Date of Declassification, is blank,
  - Field 15, Regrading Code, entry is B
  - Field 15__, Review On Date, is blank.
  - If Field 14 entry is U, C, CT or ST, this entry must be blank.

This entry indicates when the Field 14 entry is to be changed to U by an update transaction.

Uniform System Data Element: Declassification Event

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 15D:(anticipated 15C1) Downgrading Date

Description: Identifies the date on which secret information (excluding information classified Secret-Tentative) in the record becomes confidential.

Current system entry:
- 6 numeric character limit,
- standard DoD 6 digit year, month, day, e.g., 31 Dec 96 becomes 961231 (YYMMDD).

Validation:
- If Field 14, Security Classification Code of the Data Sheet, is S, a valid entry is permitted if:
  - Field 15___, Downgrading Event, is blank;
  - Field 15, Regrading Code, may be A, B,C,D,E, or F.
- If the Field 14 entry is U,C,CT or ST, this field must be blank.
- The digital date entry is:
  (a) left-most 2 digits for year, range 41 - 99 for 1941 - 1999, and 00 - 40 for 2000 - 2040;
  (b) middle 2 digits for month, range 01-12;
  (c) right-most 2 digits for day, range 01 - 31.

This entry indicates when the field 14 entry is to be changed from S to C by an update transaction.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 15E:(anticipated 15C2) Downgrading Event

Description: Indentifies the event certain to occur on which secret information (excluding information classified Secret-Tentative) in the record becomes confidential.

Current system entry:
- 54 alphanumeric character limit;
- narrative.

Validation:
- If Field 14, Security Classification Code of the Data Sheet, is S, and Field 15__, Downgrading date, is blank, a valid entry is permitted. (sic)
- Field 15, Downgrading Code, may be A, B, C, D, E or F
- If Field 14 entry is U, C, CT, or ST, this field must be blank.

This entry indicates when the Field 14 entry is to be changed from S to C by and update transaction.

Uniform System Data Element: Downgrading Event

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 15 : (anticipated 15D) Review on Date

Description: Identifies the date on which classified information (excluding tentatively classified information) is to be reviewed for possible declassification.

Current system entry:
- 6 numeric character limit;
- standard DoD 6 digit year, month, day, e.g., 31 Dec 96 becomes 961231 (YYMMD).

Validation:
- An entry may be present when:
  - Field 14, Security Classification Code of the Data Sheet, is S or C,
  - Field 15__, Date of Declassification, is blank,
  - Field 15__, Declassification Event, is blank,
  - Field 15, Regrading Code, is C, D, or G:
    - (a) for code C, the date entry is 21 to 30 years from the date entry in Field 15____, Original Classification Date;
    - (b) for code D, this entry indicates that the record has a past due Review on Date.
    - (c) for code G, this entry indicates that the record has a past due Review on Date.
- The digital date entry is:
  - (a) left-most 2 digits for year, range 41-99 for 1941-1999, and 00-40 for 2000-2040;
  - (b) middle 2 digits for month, range 01-12;
  - (c) right-most 2 digits for day, range 01-31.
- If Field 14 entry is U, CT or ST, this entry must be blank.

Uniform System Data Element: Date

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 15 : (anticipated 15E) Extended by ...

Description: Identifies the classification authority which authorized the classification extension beyond six years from the original classification date displayed in Field 15__, Original Classification Date.

Current system entry: . 60 alphanumeric character limit;
. narrative.

Validation: . If Field 14, Security Classification Code of the Data Sheet, is S or C, this field (Field 15E) may contain a valid entry.

. This entry may be omitted if it identifies the same classification authority identified in Field 15A, Classification Authority,

. or if the record is derivatively classified.

. This entry is blank if Field 14 entry is U, or ST or CT (tentative classifications).

Uniform System Data Element: Classification Extension Authority

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 15__: (anticipated 15F) Reason Number

Description: Identifies one or more applicable reason numbers from DoD 5200.1-R, para. 2-301.c, used to justify classification beyond 6 years from the Original Classification Date in Field 15__.

Current system entry: . Single digit numerics, 1 through 8,
. with provision of up to 8 entries.

Validation: . Entry may be present when,

. Field 14, Security Classification Code of the Data Sheet, is S or C and

. Field 15, Regrade Code, entry is C, D or G.

. Also may be present when Field 15 entry is A,

. and the date in Field 15B, Date of Declassification, is greater than 6 years from the date in Field 15__, Original Classification Date.

Uniform System Data Element: Classification Extension Reason Codes

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 15 : (anticipated 15G) Original Classification Date

Description: Identifies the date the original DoD classification authority assigned a security classification (excluding tentative classification) to information in the record.

Current system entry:
- 6 numeric character limit;
- standard DoD 6 digit year, month, year, e.g., 8 Jul 77 becomes 770708 (YYMMDD).

Validation:
- A valid entry is required when:
  - Field 14, Security Classification Code of the Data Sheet is S or C (including suffixed designations RD and FRD),
  - Field 15, Regrading Code, entry is A, B, C, D, E, F or G
  - The digital data entry is:
    - (a) left-most 2 digits for year, range 41-99 for 1941 - 1999, and 00 - 40 for 2000 - 2040;
    - (b) middle 2 digits for month, range 01 - 12;
    - (c) right-most 2 digits for day, range 01 - 31.
  - If Field 14 entry is U, CT or ST, this entry must be blank.

This date is the base date used to determine duration of DoD classified information.

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 16A: Technical Contact

Description: Identifies the point of contact for additional technical information about the project.

Current system entry:
- Up to 41 alpha characters,
- last name first, followed by a comma, then the first name and the middle initial, separate by spaces:

Example: Last, First M
Smith, John J

Validation: This entry is required on all transactions.

Uniform System Data Element: Personal Name

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 16B: Technical Contact Telephone Number

Description: This entry identifies the telephone number of the individual designated as the technical contact.

Current system entry: . Up to 20 alphanumeric characters, used to express the telephone number. The area code, three digit exchange, and four digit number, followed by an extension (when necessary) are used. All the numbers are separated by dashes. Example: 202-274-6833-1234.

Uniform System Data Element: Telephone Number

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 17A, 17B, 17C: (Organization) (Current) Related Project(s)

Description: From the organization's current fiscal year program, up to three other organization project numbers may be entered that are directly related to the project number reported in Field 4 (specific IR&D project reported on the Form 271).

Current system entry: Project number structure description is same as description on IR&D Field 4, (Organization) Project Number; up to 10 alphanumeric characters.

See also data field description for IR&D (Organization) (Previous Year) Related Project(s) Fields 18A, 18B, 18C.

Uniform System Data Element: Organization-Originated Project Number

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 18A, 18B, 18C: (Organization) (Previous Years) Related Projects(s)

Description: From the organization's previous fiscal year program, up to three other organization project numbers may be entered that contributed or led to the project number reported in Field 4 (specific IR&D project reported on the Form 271), permitting visibility of a project's development and progression from year to year.

Current system entry: Project number structure description is same as description on IR&D Field 4 (Organization) Project Number; up to 10 alphanumeric characters.

See also data field description for IR&D (Organization) (Current) Related Project(s), Fields 17A, 17B, 17C.

Uniform System Data Element: Organization-Originated Project Number

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 19: Keywords

Description: The keywords are either single words or group of words that relate to the subject covered by the report.

Current system entry:
- A maximum of thirty keywords,
- with fifty alphanumeric and special characters each.

Currently the keywords are entered as subject terms as they are entered on the input form (271) as well as processed as text through DTIC's Machine Aided Indexing (MAI) system.

Uniform System Data Element: Originator-Supplied Keywords

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 19 (included): Keyword Classification

CURRENTLY NOT AN ENTRY IN THE IR&D SYSTEM.

Background: Presently any keyword listed in Field 19 must be unclassified. Therefore there is no provosion for the security classification of the keywords.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 20: Related DoD Technical Planning & Requirements Documents and Interested DoD Organizations

Description: This field identifies any DoD technical planning or requirements document (as a Technical Objective Document, TOD) to which the IR&D project is responsive. DoD organizations that have expressed an interest in the project are also identified.

Current system entry:
- A maximum of 10 entries may be made,
- with 60 alphanumeric characters allowed for each.

Organization abbreviations and symbols are used.

Both the documents and organizations are entered in the same field, although the documents are displayed as Field 20A and the organizations as Field 20B.

Uniform System Data Element: Associated Agencies
Related Documents

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 21: Problem

Description: Identifies and describes the problem which the project is or was addressing from a technical or operational standpoint. The background surrounding the problem is summarized. Current technology state-of-the-art or current equipment, subsystem or system capability could be described and the deficiency that this level of the state-of-the-art or capability produces is identified.

Current system entry:

- The Problem is a variable length paragraph, so long as the four narrative paragraphs together do not exceed 3600 alphanumeric and special characters.
- The security classification is at the beginning of each narrative paragraph.

Uniform System Data Element: Narrative

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 21 (included): Problem Classification

Description: The security classification of the narrative paragraph containing the Problem that is being reported.

Current system entry:

- Up to three character alpha codes,
- plus the inclusion of parentheses,
- which precede the narrative entry:

S	- Secret
SRD	- Secret Restricted Data
SFR	- Secret Formerly Restrictd Data
C	- Confidential
CRD	- Confidential Restricted Data
CFR	- Confidential Formerly Restricted Data
U	- Unclassified
ST	- Secret - Tentative
CT	- Confidential - Tentative

Validation:

- This entry is required on all summaries.
- must be of an equal or lower classification than the data sheet classification (Field 14).

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 22: Objective

Description: Identifies and describes the project's technical objectives within the context of the problem. If the project is to run over several years, the overall objective is described as well as the objective of the current fiscal year or immediate past year in the case of a completed or cancelled project.

Current system entry:

- The Objective is a variable-length paragraph, so long as the four narrative paragraphs together do not exceed 3600 alphanumeric and special characters.
- The security classification is at the beginning of each narrative paragraph.

Uniform System Data Element: Narrative

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 22 (included): Objective Classification

Description: The security classification of the narrative paragraph that describes the Objective of the work being reported.

Current system entry:

- Up to three character alpha codes,
- plus the inclusion of parentheses,
- which are the first characters in the Objective paragraph:

S	- Secret
SRD	- Secret Restricted Data
SFR	- Secret Formerly Restricted Data
C	- Confidential
CRD	- Confidential Restricted Data
CFR	- Confidential Formerly Restricted Data
U	- Unclassified
ST	- Secret - Tentative
CT	- Confidential - Tentative

Validation:

- This entry is required on all summaries,
- must be of an equal or lower classification than the data sheet classification (Field 14).

Uniform System Data Element: Security Classification

DTICH 4185.8

SYSTEM FIELD DESCRIPTION: Independent Research ;and Development (271) Data Bank (IR&D)

IR&D Data Field 23: Approach

Description: Describes and identifies the technical methods to achieve the overall and/or current year's objectives. Emphasis is on the method, technique and design approach rather than schedules or milestones. The specific tests and equipment, theoretical work being conducted, and factors which may tend to accelerate or decelerate the work are outlined. In the case of a completed or cancelled project, the approach which was taken is explained.

Current system entry:

- The Approach is a variable-length paragraph, so long as the four narrative paragraphs together do not exceed 3600 alphanumeric and special characters.
- The security classification is at the beginning of each narrative paragraph.

Uniform System Data Element: Narrative

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 23 (included): Approach Classification

Description: The security classification of the narrative paragraph that describes the Approach for the work being reported.

Current system entry:

- Up to three character alpha codes,
- plus the inclusion of parentheses,
- which are the first characters in the Approach paragraph:

S	- Secret
SRD	- Secret Restricted Data
SFR	- Secret Formerly Restricted Data
C	- Confidential
CRD	- Confidential Restricted Data
CFR	- Confidential Rormerly Restricted Data
U	- Unclassified
ST	- Secret - Tentative
CT	- Confidential - Tentative

Validation:

- This entry is required on all summaries,
- must be of an equal or lower classification than the data sheet classification (Field 14).

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 24: Progress

Description: Describes the progress made during the immediate past year. The progress is summarized in relation to the problem and the overall project objective and technical approach. Significant reports generated within the reporting period are identified by number, title and date at the end of this section.

Current system entry:

- The Progress is a variable-length paragraph, so long as the four narrative paragraphs together do not exceed 3600 alphanumeric and special characters.
- The security classification is at the beginning of each narrative paragraph.

Uniform System Data Element: Narrative

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 24 (included): Progress Classification

Description: The security classification of the narrative paragraph that describes the Progress of the work being reported.

Current system entry:
- Up to three alpha codes,
- plus the inclusion of parentheses,
- which are the first characters in the Progress paragraph:

S	- Secret
SRD	- Secret Restricted Data
SFR	- Secret Formerly Restricted Data
C	- Confidential
CRD	- Confidential Restricted Data
CFR	- Confidential Formerly Restricted Data
U	- Unclassified
ST	- Secret - Tentative
CT	- Confidential - Tentative

Validation:
- This entry is required on all summaries,
- must be of an equal or lower classification than the data sheet classification (Field 14).

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 25: Index Terms

Description: Words or phrases which identify major concepts of the technical effort being reported.

Current system entry:
- Up to 60 alphanumeric and special characters for each term;
- each term separated by a semi-colon;
- with no stated requirement on number of term entries.

Older printed references refer to the terms as Index Terms or Descriptors. The terms, however, have now acquired the designation "Posting Terms."

The Posting Terms currently are assigned by DTIC's Machine Aided Indexing (MAI) programs, and are manually reviewed and edited prior to final file updating. Since the terms are all NLDB* Posting Terms, all entries are unclassified.

*Natural Language Data Base.

Uniform System Data Element: Subject Terms

SUSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 25 (included): Index Terms Classification

CURRENTLY NOT AN ENTRY IN THE IR&D SYSTEM

Background: No provision is made for entry of classified terms. All terms used must be unclassified.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 30: Initial Record Creation Date.

Description: The date when the first record for this same accession number was created.

Current system entry: This date is assigned by the system, with the display format being Mon DD, YYYY or Jan 01, 1978.

This date usually, but not necessarily, corresponds to the Processing Date (Field 31).

As a new record is created each year in this file, the initial record creation date generally corresponds to the processing date, unless there has been an originator supplied editorial correction. As such it is an unnecessary field and should be deleted.

THIS FIELD TO BE DELETED.

SYSTEM FIELD DESCRIPTION: Independent Research and Development (271) Data Bank (IR&D)

IR&D Data Field 31: Processing Date.

Description: The date indicating when the most recent information concerning an accession number was added to the computer files.

Current system entry: This date is assigned by the system and is displayed as Mon DD, YYYY or Mar 21, 1978.

Generally the processing date will change only to reflect an originator's submission.

Uniform System Data Element: Date

MUAC: Master User/Address/Contract File

The MUAC file contains all controlling information about organizations registered for service from DTIC. The file has a number of functions, from generating shipping labels to recording how many TABs a user receives. Its greatest use, however, is for validation of requests for DTIC's products and services. A user organization that is registered for service from DTIC is authorized to receive specific types and levels of information as determined by subject fields and groups, security restrictions, and distribution controls. When a user requests specific documents and other products, the restrictions on those products must be validated, or checked, against the MUAC file to determine if the user is eligible to receive them. The MUAC file is also used to validate user access to information displayed on the Defense RDT&E On-Line System (DROLS).

Documentation for the MUAC file is provided by DDCM 4185.5, Document Inventory and Distribution Processing Manual. The manual includes the MUAC system file description (DBA08UM) which lists the data fields and indicates their structure.

The file is made up of two sections, a header and trailer. The header section is comprised of the following fields:

1. Item Indicator
2. User Code
3. User Type
4. Facility Clearance
5. Area Code
6. TAB Quantity
7. TAB Index Quantity
8. Quarterly Quantity
9. Annual Quantity
10. Digest Quantity
11. Miscellaneous
12. Military Title
13. Organization Name
14. Sub-Organization Element
15. Attention Line

15A. Attention Name

16. Street Address
17. City
18. CRT Classification
19. User Expiration Date
20. Exception Code
21. CNWDI
22. User NATO Code
23. Selective Dissemination Code
24. Special User Code
25. User Restricted Data Code
26. Pack Code
27. ZIP Code
28. Date Last Transaction
29. Status
30. State/Country Code
31. State or Country
32. Transaction Status Code
33. 1498 Indicator
34. Military Service Expiration Indicator
35. Number of Contracts
36. State/Country Alpha/Numeric Code
37. Deposit Account Code
38. Deposit Account Number

The trailer, listed in the system file description as the "Contract Portion of USER", contains the following fields:

1. Contract Number
2. Contract Type
3. Contract Expiration
4. Fields and Groups
5. Contract NATO Classification
6. Contract Expiration Indicator
7. CNWDI Code
8. Contract Number Length
9. Contract Restricted Data Code
10. Contract Classification

The distinction between these two sections is seen in the DoD Dissemination Authority List (DAL), a printed form of the MUAC file. The DAL header contains the organization's name, address, coded security and processing information, and product quantity information. The Trailer is made up of contract information, single word security narrative entries, and subject fields and groups eligibility.

The display in the DAL of the header and trailer entries for a user organization gives the impression of either duplicative or inconsistent data. For military and federal organizations the narrative security date (classification entry, RD, NATO, CNWDI) displayed in the trailer corresponds to the coded entries in the header, but validation is made only with the header data. The validation data for contractor organizations are entered in the trailer and the comparable fields in the header zero-coded, which eliminates header data that would correspond to the trailer narrative information.

An example of further confusion is the header field 19, User Expiration Date. Originally established to indicate DTIC Services expiration for a military/Federal user organization, this field is no longer used. The date is entered, instead, in the comparable trailer field 3, designated as Contract Expiration. For the trailer display in the DAL, this datum reads:

For military/federal users - EXP DATE
For contract - CON EXP DATE

Thus, we have one example of a trailer datum being used to validate for both military/federal and contractor users, whereas validation on other data is done with either the header or trailer entries.

Furthermore, the information used for validation is dependent on the type of user organization represented. For military/federal users, validation is as follows:

Validation for	Section	Validating Datum
Security Classification	Header	Facility Clearance (fld.4)
NATO, CNWDI, RD	Header	Code fields (flds.22,21,25)
DTIC services eligibility	Trailer	Expiration Date (fld.3)
Subject access	Trailer	Fields and Groups (fld.4)

For contractor user organizations (on contracts):

Validation for	Section	Validating Datum
Security classification	Trailer	Contract Classification (fld. 10)
in conjunction with	Header	Facility Clearance (fld.4)
NATO, CNWDI, RD	Trailer	Narrative entries (flds.5,7,9)
DTIC services eligibility	Trailer	Contract Expiration Date (fld.3)
Subject access	Trailer	Fields and Groups (fld.4)

The MUAC file performs its function for validation, but it represents a confusing jumble of information. Some information is vital, some is repetitive, and some is obsolete. In a redesigned file, if the use of a header and trailer is continued, the header should contain only the information specific to each user organization, such as the name, user code, product quantities requested, etc. The information used for validation, including security controls, fields and groups, etc., would then comprise the trailer data. The MUAC file would be simplified and the visual information display in the Dissemination Authority List would be clarified.

Reference: DDCM 4185.5, Document Inventory and Distribution Processing Manual, Dec 1971.

Added Reference:
DDCM 4185.5, Document Inventory and Distribution Processing Manual, draft update revision [1975], unpublished.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 1: Item Indicator

Description: Denotes valid MUAC file record.

Current system entry:
- constant entry binary "77";
- machine-generated process control item concerning preventing (binary "77" entry)
- or allowing (no entry) access into table at end of MUAC file.

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT:
Since this is a system internal control item, it is not to be considered as a Uniform System Data Element.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 2: User Code

Description: Code assigned by DTIC identifying a unique organizational entity that receives publications and services from DTIC.

Current system entry: . Five numeric characters

The numbers beginning with 25 and 26 indicate that the users receive free services. Numbers greater than 30,000 indicate that the address is used only for DTIC mailings, such as the DTIC Digest or the Dissemination Authority List (DAL) but that those organizations are not registered users (currently, these codes are in the 37,000s).

Uniform System Data Element: Organization Code

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 3: User Type

Description: Entry characterizing the kind of user organization.

Current system entry: . One character alpha code, as follows:

A Army	F Industrial (Industrial/Commercial)
B Navy	G Federal (other government activities)
C Air Force	H Foreign
D Joint (DoD agencies & joint activities)	K Government with contracts (government agencies performing under contract to other government agencies)
E Educational	

Validation: These codes are used primarily to indicate access eligibility to limited material, e.g., DTIC information products limited to U. S. Government agencies only.

Also, the fundamental breakdown of the codes into sets of military/federal user organizations and contractor user organizations keys the machine program as to whether it should validate the security constraints (KD, NATO, CNWDI) with the header data (military/federal) or the trailer data (contract).

These organization type codes do not correspond to the TR data bank source header file type codes, but are unique to Request Processing Computer Subsystem.

Uniform System Data Element: Organization Type Code

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 4: Facility Clearance

Description: Designates the security clearance of the user organization's facility, indicating the facility's eligibility for receiving documents up to the designated security level.

Current system entry: . One character numeric code of 1, 3, or 4, as follows:

1 Unclassified
3 Confidential
4 Secret

Numeric code 2, Confidential (MHA), no longer valid.

Validation: . For military and federal government user organizations, a DTIC product request is validated against the Facility Clearance.

. For contractor user organizations, the Field C-10, Contract Classification, entry is validated against the Facility Clearance to insure that the user is not sent a requested DTIC product with a classification higher than the assigned Facility Clearance.

DoD Dissemination Authority List (DAL): Since the header entry is displayed as a coded entry, and since there is also a machine-edit required entry in the trailer in Field C-10, Contract Classification, that field is coded to display the corresponding narrative security designation following the CONTRACT-/NONE display on military and federal government user organization entries. This does not change the validation processes.

Also see trailer Field C-10, Contract Classification.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 5: Area Code

Description: Entry designating the user organization's general location area of western U.S., eastern U.S., or outside the U.S. Originally established for first class air mail labels.

Current system entry: . One character numeric code of 1, 2, or 3, as follows:

1 Western U.S.
2 Eastern U.S.
3 Outside U.S.

Since it is no longer necessary to designate for Air Mail, codes 1 and 2 are superfluous. However, code 3 is necessary to indicate when confidential material must be mailed registered.

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT:
Since this is a process control item it is not to be considered as a Uniform System Data Element.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 6: TAB Quantity

Description: Indicates the number of Technical Abstract Bulletins (TAB) requested by a specific user.

Current system entry:
- A maximum of three numeric characters.
- Left zero justified.

Uniform System Data Element: DTIC Products and Services Validation

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC DATA FIELD 7: TAB Index Quantity

Description: Indicates the number of biweekly Technical Abstract Bulletin (TAB) Indexes requested by a specific user.

Current system entry: . A maximum of three numeric characters.
. Left zero justified.

Uniform System Data Element: DTIC Products and Services Validation

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 8: Quarterly Quantity

Description: Indicates the number of TAB quarterly indexes requested by a specific user.

Current system entry:
- A maximum of three numeric characters.
- Left zero justified.

Effective 1 Jan 80 quarterly TAB Indexes are discontinued. For other product quantities see:

Uniform System Data Element: DTIC Products and Services Validation.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 9: Annual Quantity

Description: Indicates the number of annual TAB Indexes requested by a specific user.

Current system entry:
- A maximum of three numeric characters.
- Left zero justified.

Uniform System Data Element: DTIC Products and Services Validation

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 10: Digest Quantity.

Description: Indicates the number of DTIC Digests requested by a specific user.

Current system entry:
- A maximum of three numeric characters.
- Left-zero justified.

When a new user code is established, a one (1) is always inserted by DTIC; however, a user request may be indicated on the DTIC Form 45 to receive more copies or none.

Reference:
DTIC Form 45, Publications Distribution Control

Uniform System Data Element: DTIC Products and Services Validation

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC DATA FIELD 11: Miscellaneous Quantity

Description: Originally indicated the number of a predetermined bibliographic or information product required by a specific user; latest use was to indicate the number of DTIC Digests to be sent to a user with a 37000 series user code.

Original system entry:
- A maximum of three (3) numeric characters.
- Left-zero justified.

Current system entry:
- An apparently required 001 filled.

THIS ITEM TO BE DELETED: This entry no longer serves its original purpose or any other useful purpose.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 12: Military Title

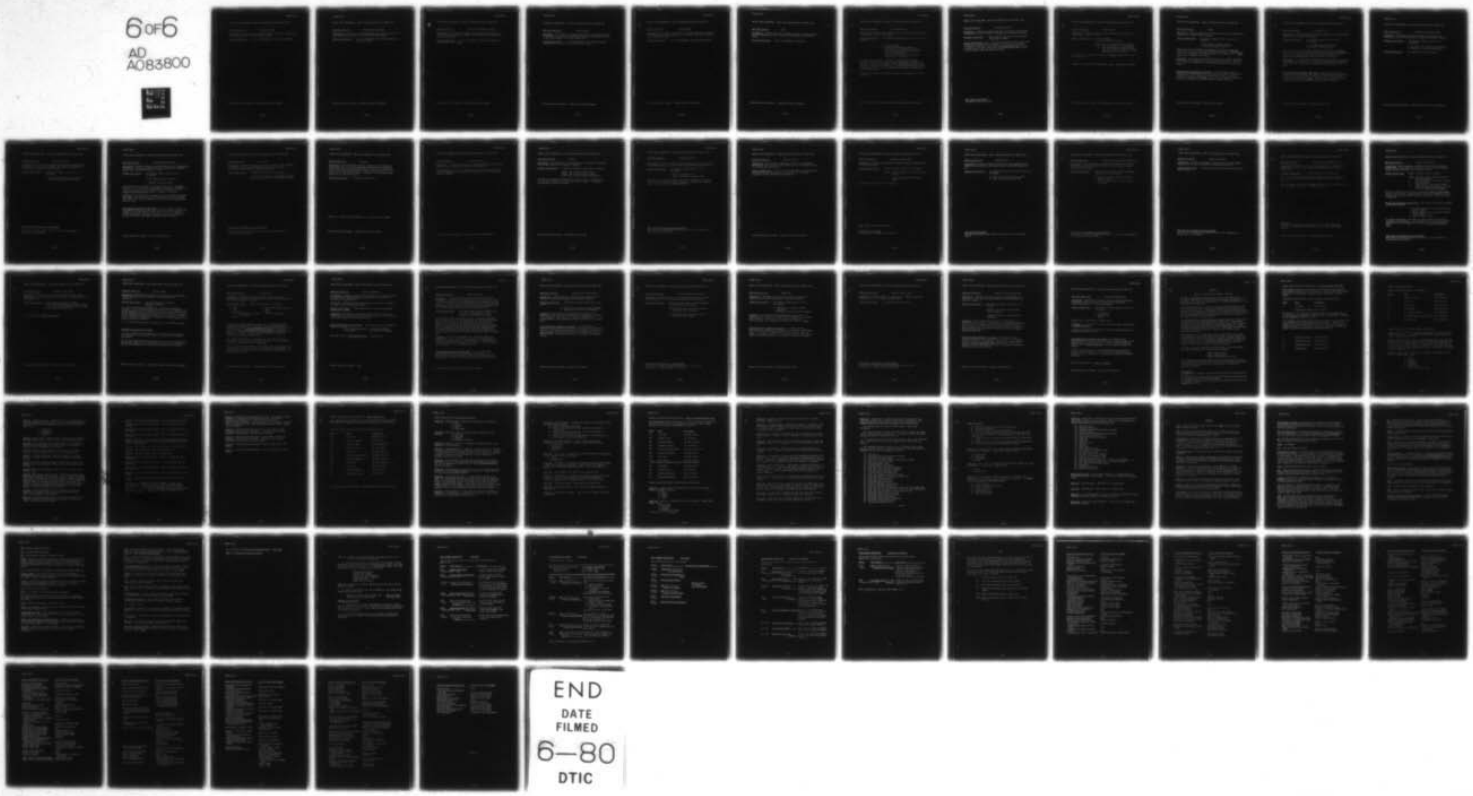
Desription: The title designation of the head of the military user organization, included for the official mailing address.

Current system entry:
- Up to 54 alphanumeric characters; entered as needed.
- Not applied to non-military organizations.

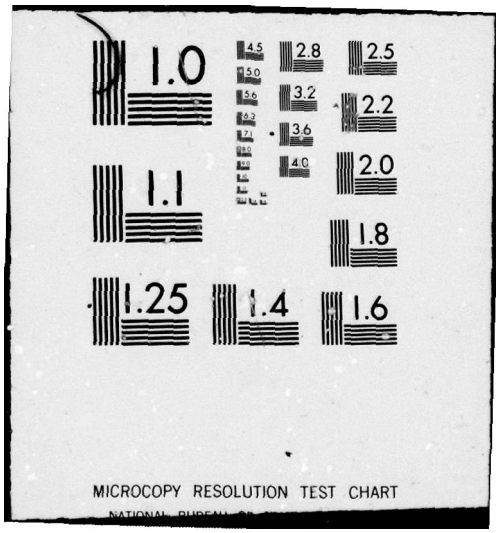
Uniform System Data Element: Organization Name and Address

AD-A083 800 DEFENSE TECHNICAL INFORMATION CENTER ALEXANDRIA VA F/G 5/2
DATA ELEMENT DICTIONARY; DTIC UNIFORM DATA SYSTEM,(U)
APR 80 A KUHN, M L YOUNG
UNCLASSIFIED DTICH-4185.8 NL

6 OF 6
AD A083800



END
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DTIC


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3.6
4.0
4.5
5.0
5.6
6.3
MICROCOPY RESOLUTION TEST CHART

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 13: Organization Name

Description: Designation of the principal level of the user organization to be included for the official mailing address.

Current system entry: Up to 54 alphanumeric and special characters.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 14: Sub-Organization Element

Description: Designation of the secondary and more specific level of the user organization included for the official mailing address.

Current system entry: . Up to 54 alphanumeric and special characters; entered as needed.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 15: Attention Line/Element/Constant

Description: The designation, ATTN:, and the symbol of the office to which the mail is directed, as part of the official mailing address of the user organization.

Curent system entry: . Up to 36 alphanumeric and special characters, including the entry of ATTN.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 15A: Attention Name

Description: An optionally included personal name, for an internal label designation and for the DoD Dissemination Authority List (DAL), as part of the mailing address of the user organization.

Current system entry: . Up to 18 alphanumeric and special characters (in addition to the Field 15, Attention Line, entry).

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 16: Street Address

Description: The official mail address of the user organization, whether a predetermined geographic address or a Post Office mail drop, excluding city, state and ZIP code.

Current system entry: . Up to 54 alphanumeric and special characters.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 17: City

Description: The city, town, or a defined site (e.g., military post) of the user organization in the official mailing address (excluding the state).

Current system entry: . Up to 34 alphanumeric characters.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 18: CRT Classification

Description: Indicates the security access level of the CRT users in the Defense RDT&E On-Line System (DROLS).

Current system entry: . One character numeric code of 1, 2, 3, or 0, as follows:

1 Secure terminal.
2 Government unclassified terminal.
3 Non-government unclassified terminal (in order to exclude abstracts on limited distribution documents).
0 Deletes one of the above code entries, replacing it in the file.

This data item is assigned in-house, to establish DTIC in-house validation controls over on-line requests on searches, displays, and batching. This item also appears in the Dissemination Authority List (DAL) user organization header entry, in effect announcing that the user organization is (or is not) a participant in DROLS and indicating the user's access level.

A blank in the DAL entry indicates that the user organization is not a participant.

Uniform System Data Element: DTIC Products and Services Validation

SYSTEM FIELD DESKRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 19: User Expiration DAte

Description: Originally indicated the date on which the certification for DTIC services to a military or federal user organization expired.

Original system entry: Three computer word octal entry providing a Julian date of YYYDDD

Current system entry: None. This date, entered for military and other federal user organizations, now appears in the trailer to validate termination of service. See Field C-3, Contract Expiration, which is currently used to indicate the DTIC services expiration date for both military/federal users and contractor users.

THIS FIELD TO BE DELETED:
No longer used for date entry.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 20: Exception Code

Description: Indicates whether a user organization is entitled to receive free microform or not.

Current system entry:
- No entry (blank),
- or codes A or Ø*, as follows:

blank	User not entitled to free microform.
A	User is entitled to free microform.
Ø	User not entitled to free microform; this code is used to cancel the A code, replacing the A in the file.

The code A entry keys file to charge for hardcopy service but not for free microfiche.

*DBA08UM, MUAC System File Description, reads: Alphabetic field data.

Uniform System Data Element: DTIC Products and Services Validation

SYSTEM FILLD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 21: CNWDI

Description: Indicates military and federal government user organization clearance for receiving CNWDI documents.

Current system entry: . One character numeric code of 0 or 1, as follows:

0 Not cleared for CNWDI documents.
1 Cleared for CNWDI documents.

This header entry is applied in conjunction with Field 3, User Type, codes A, B, C, D, and G (military and federal government). This entry is 0 filled for contractor user organizations; see trailer Field C-7, CNWDI Code, which is applied to contracts.

Validation: This header entry validates military and federal government user organization eligibility for receiving CNWDI documents. This entry is not used for validation on contractor user requests (see Field C-7, CNWDI).

DoD Dissemination Authority List (DAL): Since the header entry is displayed as a coded entry, only, and since there is also a machine-edit required entry in the trailer in Field C-7, that field is coded to display the narrative entry CNWDI. This does not change the validation process for military and federal government product requests.

Uniform System Data Element: Special Control Codes

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 22: User NATO Code.

Description: Indicated military and federal government user organization clearance for receiving NATO documents.

Current system entry: . One character numeric code of 0 or 1, as follows:

0 Not cleared for NATO documents.
1 Cleared for NATO documents.

This header entry is applied in conjunction with Field 3, User Type, codes A, B, C, D, and G (military and federal government). This entry is 0 filled for contractor user organizations; see trailer Field C-5, Contract NATO Classification, which is applied to contracts.

Validation: This header entry validates military and federal government user organization eligibility for receiving NATO documents. This entry is not used for validation on contractor user requests (see Field C-5, NATO).

DoD Dissemination Authority List (DAL): Since the header entry is displayed as a coded entry, only, and since there is also a machine-edit required entry in the trailer in Field C-5, that field is coded to display the narrative entry NATO. This does not change the validation process for military and federal government product requests.

Uniform System Data Element: Special Control Codes

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 23: Selective Dissemination Code.

Description: Originally established to handle and indicate user clearance for the DTIC ADD (Automatic Document Distribution) Program.

Original system entry: . One character numeric code of 0 or 1, as follows:

0 Not cleared for selective dissemination
1 Cleared for selective dissemination

Current system entry: . Not applied; only code 0 entered.

Uniform System Data Element: DTIC Products and Services Validation

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 24: Special User Code.

Description: Indicates whether special printing on mailing labels is required or not, in order to designate the contractor addressee, by personal name, authorized to open the mail.

Current system entry: . One character numeric code of 0 or 1, as follows:

0 No special printing on labels required
1 Special printing on labels required

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT:

Since this is process control item it is not to be considered as a Uniform System Data Element.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 25: User Restricted Data Code.

Description: Indicates military and federal government user organization clearance for receiving documents with the Restricted Data constraint applied under the Atomic Energy Act of 1954.

Current system entry: . One character numeric code of 0 or 1, as follows:

0 Not cleared for Restricted Data

1 Cleared for Restricted Data

This header entry is applied in conjunction with Field 3, User Type, codes A, B, C, D, and G (military and federal government). This entry is 0 filled for contractor user organizations; see trailer Field C-9, Contract Restricted Data Code, which is applied to contracts.

Validation: This header entry validates military and federal government user organization eligibility for receiving Restricted Data documents. This entry is not used for validation on contractor user requests (see Field C-9, RD).

DoD Dissemination Authority List (DAL): Since the header entry is displayed as a coded entry, only, and since there is also a machine-edit required entry in the trailer in Field C-9, that field is coded to display the narrative entry RD. This does not change the validation process for military and federal government product requests.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 26: Pack Code

Description: A keyed-in indicator to instruct program to pack alphabetic or acronym organizations for alphabetic sequencing in lisings, particularly the Dissemination Authority List (DAL).

Current system entry: . Single alpha character P, as follows:

P Packing of spaces is required while sorting.
(blank) Spaces will not be packed while sorting.

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT:

Since this is process control item it is not to be considered as a Uniform System Data Element.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 27: ZIP Code

Description: The Postal Service 5-digit geographic code identifying areas within the U.S. and its possessions for purposes of simplifying mail distribution; also includes the codes for Army and Air Force Post Offices (APOs), and Navy Post Offices (FPOs--Fleet Post Offices) of U.S. Armed Forces installations overseas. Included in the official mailing address of the user organization.

Current system entry: . 5 character numeric entry.

Reference: National ZIP Code Directory, U.S. Postal Service, annual.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 28: Date Last Transaction

Description: A computer-generated item indicating the date of the latest change in a user organization record in the system file.

Current system entry: Not an input item. An internal process control; computer-generated date of the record transaction, 6 numeric characters entered as MMDDYY.

Uniform System Data Element: Date, subelement Processing Date

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 29: Status

Description: The standing of a user organization in relation to the MUAC system file; whether new, changed, or deleted.

Current system entry: . 6 character alphabetic field data, as follows:

ADDITI	User has been added to file.
REPLAC	User address has been changed.
DELETE	User has been deleted from service.

The ADDITI and REPLAC codes indicate active user codes. The REPLAC code is also used to indicate changes of data except contract. The DELETE code indicates inactive user codes.

Uniform System Data Element: Organization Status Code

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 30: State/Country Code

Description: Indicates whether the user organization is located in the U.S. or outside the U.S.; APOs and FPOs are considered outside the U.S.

Current system entry: . One character numeric code of 0 or 1, as follows:

0 User is located in U.S.
1 User is located in a foreign area.

This entry is an internal process control item indicating the machine format entry for Field 31, State or Country; 0 indicates two character entry, 1 indicates three computer word entry.

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT:
Since this is a process control item it is not to be considered as a Uniform System Data Element.

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SYSTEM FIELD DESCRIPTION: MaSTER User-Address-Contract (MUAC) File

MUAC Data Field 31: State or Country

Description: The U.S. state, possession, or state of the APO/FPO distribution city of the U.S. user organization, or the foreign country of a foreign user organization.

Current system entry: . Up to 17 alpha characters; the Postal Service two-alpha character abbreviations are used for U.S. states and posessions; foreign countries are spelled out.

Uniform System Data Element: Organization Name and Address

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 32: Transaction Status Code

Description: Originally established to indicate changes in updating the DAL/AS* program/file.

Original system entry: . Internal process control entry as follows:

(blank)	Latest change has not been listed in DAL/AS
5	Latest change has been listed in DAL/AS

No longer used, considered to be obsolete.

*DAL: Dissemination Authority List
AS: ---

THIS ITEM TO BE DELETED:
No longer used, considered to be obsolete.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 33: 1498 Indicator

Description: Originally indicated whether user organization was also serviced by the Work Unit Information System Program (WUIS/1498), or not.

Original system entry: . Two numeric character octal entry of 90 or 61, as follows:

90 User is not being serviced by 1498
61 User is being serviced by 1498

THIS ITEM TO BE DELETED:
The MUAC subsystem no longer handles this process; entry no longer needed.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 34: Military Service Expiration Indicator.

Description: Indicates whether the military or federal user has been notified that his certification for DTIC service is about to expire within the next 60 days.

Current system entry: . Internal process control; computer generated single word octal as follows:

00 User has not been notified of service about to expire.
77 User has been notified of service about to expire.

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT:
Since this is a system internal control item, it is not to be considered as a Uniform System Data Element.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 35: Number of Contracts

Description: Indicates the number of contacts (and other procurement numbers) that the user organization has registered with DTIC.

Current system entry: . Internal process control binary entry of up to three numerics.

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT:
Since this is a process control item it is not to be considered as a Uniform System Data Element.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 36: State/Country Alpha/Numeric Code

Description: Identifies in code form the geographical or geopolitical (i.e., the U.S. State or the foreign country) location of the user organization.

Current system entry: . Two character alpha or numeric code:

(1) For U.S. States, the two character numeric codes prescribed by JCS Pub. 7, Standard Data Element Ref. No. ST-GA, States of the United States.

(2) For foreign countries or geographical areas, the two character alpha codes prescribed by JCS Pub. 7, Chapter I, Sect. 6.

Reference:
JCS Pub. 7, Worldwide Military Command & Control System Standards (WWMCCSS), Joint Chiefs of Staff, Wash., D.C., 1 Aug 68 and changes current.

Uniform System Data Element: Organization Location Codes

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 37: Deposit Account Code

Description: Code designation, prefixed to the user's NTIS deposit account number entry (Field 38), indicating whether user has multiple deposit accounts with NTIS, or one account, or none.

Current system entry: . Blank, or codes B or Ø, as follows:

Blank	No deposit account number(s) held by user organization.
B	User organization with multiple deposit account numbers.
Ø	User with one or no deposit account number (used to delete code B; see also Field 38, Deposit Account Number).

There is a limitation of one entry in Field 38, Deposit Account Number. Code B is used to pass a document request when a user organization has multiple NTIS Deposit Account numbers and indicates a number not entered in Field 38.

System File Description system entry: This entry was originally intended to be used as follows:

A	DTIC ADD Program user with multiple deposit account numbers.
B	Non-ADD Program user with multiple deposit account number.
O	(same as code O, above)

Per verbal information, this entry was never applied, in particular concerning the ADD Program. Also, the MUAC file no longer includes the indicator for the ADD Program; see Field 23, Selective Dissemination Code.

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT:
Since this is a process control item it is not to be considered as a Uniform System Data Element.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field 38: Deposit Account Number

Description: The entry of the user's NTIS deposit account number. Immediately follows the single character prefix of the Deposit Account Code (Field 37).

Current system entry:
- Blank, indicating no account number,
- or five numerics indicating the account number,
- or five zeros indicating deleted account number,
- with a limitation of one entry.

See also Field 37, Deposit Account Code.

Uniform System Data Element: NTIS Deposit Account Number

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field C-1: Contract Number

Description: Identifies the contract or other procurement designation funding the research and development of the contractor user organization.

Current system entry:
- Up to 26 alphanumeric characters
- one entry as follows:

(1) For a contractor user organization, the last six alphanumeric characters of the procurement number are entered first to establish (a) a unique validation code in conjunction with the User Code (Field 2), and (b) an alphanumeric sequence in the DAL by those characters. This entry is then followed by the preceding characters of the procurement number. When the number is displayed, e.g., in the DAL, the number appears in its original alphanumeric identity.

(2) For military/federal user organizations, the word NONE is entered.

Dissemination Authority List (DAL):

(1) For a contractor user organization, each contract and all trailer data appropriate to that specific contract is listed in the sequence stated above.

(2) For a military/federal user organization, this entry is processed to read CONTRACT-/NONE, and all appropriate narrative trailer information is entered, corresponding to the coded entries displayed in the header.

Uniform System Data Element: Contract/Procurement Identification Number

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field C-2: Contract Type

Description: Identifies by code the general federal government organization providing the funding for the research and development; or, identifies the funding as a grant.

Current system entry: . Single alpha character, as follows:

- A Army
- B Navy
- C Air Force
- D Joint (DoD agencies and joint activities)
- E Grants
- F AEC, became ERDA, became DOE
- G NASA
- H FAA
- J Other Gov't Agencies

Originally, this entry served no purpose but to provide statistical funding source information. Currently, with the establishment of Distribution Code 16, DoD and DoD Contractors Only, (code entered in TR data bank Field 33, Distribution-Availability Codes), a contractor request on a document coded 16 is validated against the MUAC Field C-2, codes A, B, C, and D, to assure that the report will be sent to a contractor user holding a DoD contract.

This coding system does not relate with any other system concerning procurement (contract) type or organization type in any of the sytems, including the MUAC system Field 3, User Type.

The term "Contract Type" should not be used for this data; Contract Type already refers to the DoD contract pricing provision designations prescribed by DoD 5000.12-M, Manual for Standard Data Elements, Ref. No. TY-FP, Type of Contract.

Uniform System Data Element: Funding Agency Identification Codes

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field C-3: Contract Expiration

Description: Currently, indicates the expiration date of DTIC services for both military/federal user organizations, and the contracts of contractor user organizations.

(Originally, indicated the date on which DTIC services for a contract of a contractor user organization expired.)

Current system entry: . Three computer word octal entry providing a Julian date of YYYDDD.

Validation: DTIC product requests are checked against this date to verify current eligibility of a military/federal user, or the contract of a contractor user, to receive DTIC services.

Dissemination Authority List (DAL): The trailer entry is processed to read, as follows:

For military/federal users - EXP DATE---dd MMM yy
For contracts - CON EXP DATE---dd MMM yy

(See also Field 19, User Expiration Date, no longer used.)

Uniform System Data Element: Date

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field C-4: Fields and Groups

Description: Codes identifying general areas of science and/or technology. In the MUAC file these codes are used as subject fields of interest required by a user organization when registering for DTIC services. The codes provide user-requested access to DTIC classified products and on-line displays from the TR and 1498 data systems, and all products and displays from the 1634 and IR&D data banks.

Current system entry: . 36 computer words in binary allowing entry of up to the total amount of codes available, approximately 160 numbers.

The Fields and Groups codes limit access to classified TR documents and 1498 summaries, and to both classified and unclassified 1634 and IR&D records. As part of the registration process a user must specify and have approved his subject fields of interest (DD Form 1540). A user code is set up with those specific fields and groups; the user organization can then receive only those classified and access-limited records that have one of the fields assigned to it. All 1634 and IR&D records are validated against the Fields and Groups codes.

Validation: Verifies the eligibility of a military/federal user organization, or the contract of a contractor user organization, to receive a requested product or display based on the subject fields and groups specifically assigned in this field to a military/federal user organization or to a specified contract.

DoD Dissemination Authority List (DAL): For a contractor user organization, these data are listed with each contract. For a military/federal user organization, these data are applied to the organization to indicate its subject fields and groups eligibility.

Uniform System Data Element: Subject Area Category

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field C-5: Contract NATO Classification

Description: Indicates that the contractor user organization is cleared to receive NATO documents on a specified contract.

Current system entry: . One character numeric code of Ø or 1, as follows:

Ø (Contract) not cleared for NATO documents.
1 (Contract) cleared for NATO documents.

Validation: This trailer entry validates the eligibility of a specified contract held by a contractor user organization to receive NATO documents. This entry is not used for validation on military/federal user organization requests (see Field 22, User NATO Code).

DoD Dissemination Authority List (DAL): The NATO clearance information for a contract is valid only in the trailer. But because there is a machine-edit required entry in the header in Field 22, User NATO Code, that entry is coded Ø to be displayed as such. This does not change the validation process for contractor user product requests.

Uniform System Data Element: Special Control Codes

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field C-6: Contract Expiration Indicator

Description: Indicates whether the contractor user has been notified that his specific contract will expire within the next 60 days.

Current system entry: . Internal process control; computer generated single word binary as follows:

Ø5 (Contractor) user has not been notified of contract about to expire.

77 (Contractor) user has been notified of contract about to expire.

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT:
Since this is a system internal control item, it is not to be considered as a Uniform System Data Element.

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field C-7: CNWDI Code

Description: Indicates that the contractor user organization is cleared to receive CNWDI documents on a specified contract.

Current system entry: . One character numeric code of 0 or 1, as follows:

0 (Contract) not cleared for CNWDI documents.
1 (Contract) cleared for CNWDI documents.

Validation: This trailer entry validates the eligibility of a specified contract held by a contractor user organization to receive CNWDI documents. This entry is not used for validation on military/federal user organization requests (see Field 21, CNWDI).

DoD Dissemination Authority List (DAL): The CNWDI clearence information for a contract is valid only in the trailer. But because there is a machine-edit required entry in the header in Field 21, CNWDI, that entry is coded 0 to be displayed as such. This does not change the validation process for contractor user product requests.

Uniform System Data Element: Special Control Codes

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field C-8: Contract Number Length

Description: Indicates number of characters in a contract number for printing, etc., as an internal process control.

Current system entry: . One computer word binary entry.

THIS ITEM NOT APPLICABLE AS A DATA ELEMENT:
Since this is a system internal control item, it is not to be considered as a Uniform System Data Element.

SYSTEM FIELD DESCRIPTION: Master Usaer-Address-Contract (MUAC) File

MUAC Data Field C-9: Contract Restricted Data Code

Description: Indicates that the contractor user organization is cleared to receive Restricted Data (AEC Act of 1954) documents on a specified contract.

Current system entry: . One character numeric code of 0 or 1 as follows:

0 Contract not cleared for Restricted Data documents.

1 Contract cleared for Restricted Data documents.

Validation: This trailer entry validates the eligibility of a specified contract held by a contractor user organization to receive documents with the Restricted Data constraint applied under the Atomic Energy Act of 1954. This entry is not used for validation on military/federal user organization requests (see Field 25, User Restricted Data Code).

DoD Dissemination Authority List (DAL): The Restricted Data clearance information for a contract is valid only in the trailer. But because there is a machine-edit required entry in the header in Field 25, User Restricted Data Code, that entry is coded 0 to be displayed as such. This does not change the validation process for contractor user product requests.

Uniform System Data Element: Security Classification

SYSTEM FIELD DESCRIPTION: Master User-Address-Contract (MUAC) File

MUAC Data Field C-10: Contract Classification

Description: Designates the contract security clearance indicating the security level at which the contractor user may receive classified documents on a specified contract.

Current system entry: . One character numeric code of 1, 3, or 4, as follows:

1 Unclassified
3 Confidential
4 Secret

Numeric code 2, Restricted, no longer valid.

Validation: . The security entry in this field cannot exceed Field 4, Facility Clearance.

Validates contractor user requests for receiving DTIC products up to the specified security level.

DoD Dissemination Authority List (DAL): For contractor user organizations, this trailer entry indicates the security level of the specific contract displayed before it, and is correlated with the header Field 4, Facility Clearance, for DTIC product dissemination control.

An entry is also made for military/government user organizations, however, which corresponds to the header Field 4 coded entry as a narrative security designation. This does not change the validation processes.

See also header Field 4, Facility Clearance.

Uniform System Data Element: Security Classification

SECTION III

Request Processing (RP) Computer Subsystem

The Master User-Address-Contract (MUAC) File, already described, is one of several subsystems of the DTIC Request Processing (RP) Computer Subsystem. The remaining subsystems are the Inventory Subsystem and the Suspense/History Subsystem.

The Inventory Subsystem, or File, contains document identification and control data on all ADs: AD number, document security classification, document fields and groups, distribution codes, document status, stock on hand, et al. By comparing the user data in the MUAC File to the document data in the Inventory File, the eligibility of any user to receive a requested document can be determined.

The Suspense/History Subsystem contains permanent computer records of all requests and in-house stock maintenance transactions. These request records may be of filled requests or of rejects; rejects occur when the requester is not permitted to receive the document asked for. Stock maintenance records include records of stock reproduction or destruction, stock balance-on-hand correction, receipts, and over-the-counter shipments of documents.

That subsystem in turn breaks down into two basic files, the Current Suspense Master File and the Sorted Weekly and/or Quarterly Cumulative Suspense History File. The purpose of the Current Suspense Master File is to maintain a record of in-process document requests. The Suspense History File maintains an audit trail of historical data for each document from the time of receipt through the present.

The three files that follow are the descriptions of these subsystems. Described as separate file systems, they are headed:

- Master Inventory File
- Master Suspense File
- Request Processing History File

The bibliographic and processing information comprising the files are related directly to the data systems in which the information originates. Those items of data that are file control items are briefly and separately described.

References:

1. DTICM 4185.5, Document Inventory and Distribution Processing Manual, Dec 71.
2. DTICM 4185.5, Document Inventory and Distribution Processing Manual, draft update revision (1975), unpublished.
3. Defense Documentation Center Information Processing System Functional Description, Nov 78.

Request Processing System Description: Master Inventory File (MIF)

Field numbers and names are taken from the software documentation for file DCA10UM, dated 10 Jul 79. Descriptions are taken from DTICM 4185.5, dated Dec 71, with updates provided by those individuals using the system.

Information taken directly from the Technical Report data base:

Field	Name	Description
2	AD Number	See TR field 1.
4	Replacing AD Number	See TR field 1.

(MIF field 2 is the original AD number assigned to a technical report. If the document is superseded or replaced, the later AD number is entered as the replacing AD number in field 4.

Some confusion about these designations occurs because of the titles used in the Management Information Inquiry System (MIIS). Field 401 is listed as the "current AD number" but it is, in fact, the original AD number (MIF field 2), while what is listed in Field 439 as "original AD number" is really the replacing AD number (MIF field 4).

5	Fields and Groups	See TR field 2.
6	Special Indicator	See TR field 31.
12	Distribution Code	See TR field 33.
15	Regrade Code	See TR field 32.

Master Inventory File (MIF)

(Taken from the TR data base - continued...)

Field	Name	Description
10	Document Location	See TR Field 36
18	Report Date	See TR Field 11
19	Pagination	See TR Field 12
26	Reason Codes	See TR Field 47
27	No. Copies Received	See TR Field 29
39	Downgrading Data (Class. Date)	See TR Field 39
40	Review on Date	See TR Field 46

Master Inventory File (MIF) processing control data:

Field 8: Micro Shelf Copy - Indicates the number of copies of a report stored on microform. Used orginally when DTIC pre-stocked microform copies. Numeric entry, 0 or 2.

Field 9: Hard Copy Shelf Copy - Indicates whether there is a hard copy document held in storage. This hard copy is basically a reference copy and is not used to fill requests. (After one year, this shelf coy is released and made available to fill a request. At that time, this item becomes zero and the "hard copy balance on hand" (MIF field 29) increases by one.) Numberic entry, 1 or 0.

Field 11: Status Code - indicates the status of a specific accession. Entry is single numeric digit:

1 - active
2 - cancelled
3 - replaced
4 - blow back
5 - dummy item
6 - cancel (temporary item)

Field 16: Classification Code - indicates the security classification of the total document as determined by the original classification authority according to the DoD Security Classification Guide. Entry is single numeric code:

1 - unclassified
2 - restricted
3 - confidential
4 - secret

Field 20: Warning Level - originally used to indicate when restocking of an accession was required. Entry is numeric, currently filled with 5.

Field 22: Date Record Established - computer generated data indicating when record was established in the inventory file. Date entered as Julian date; also expressed as year, month, day.

Field 23: Date Last Security Change - when the most recent change or entry of security classification occured. 6 digit numeric entry.

Field 24: Date Last Transaction - date when information was added, deleted, or changed in the record. Entry is 6 numeric, as day, month, and year.

Field 25: Date last status code change - date of latest change in the status (Field 11) of the record. 6 digit numeric entry for day, month and year.

Field 28: DTIC Micro Form Balance On-Hand - field is no longer used and is zero filled.

Field 29: DTIC Hard Copy Balance On-Hand - indicates the number of hard copy documents available to fill requests. Entry is numeric, 3 maximum, of the hard copy documents received at DTIC; one is recorded as being the shelf copy, one (the one that is being processed) is sent to NTIS and the remaining copies are recorded as "Balance on-hand" and used to fill requests. As part of the request processing system there is a computer check of this item to determine if the request is sent to hard copy storage, or to microfilm library for reproduction.

Field 30: DTIC Microform Usage at DTIC - enumerates the number of requests for a document by DTIC users filled by a microform copy. Numeric entry, maximum of three characters.

Field 31: DTIC Hard Copy Usage at DTIC - enumerates the number of hard copies of a document for an accession number supplied to DTIC users. Numeric entry; three character maximum.

Field 32: DTIC Microform Usage at NTIS - no longer in use; zero filled.

Field 33: DTIC Hard Copy Usage at NTIS - field no longer used and is zero filled.

Field 34: NTIS Microform Usage at NTIS - field is no longer used and is zero filled.

Field 35: NTIS Hard Copy Usage at NTIS - field is no longer used and is zero filled.

Field 37: TAB Number - volume number of the Technical Abstract Bulletin (TAB) in which the citation to the document first appeared (or the TAB cycle, if unclassified).

Field 38: Delimitation Date - field no longer used - no entries made.

Field 41: Date Fields were rolled - field no longer used.

Field 42: Date sent to NTIS - field is no longer used.

Field 43: Number of copies furnished - field is no longer used and is zero filled.

Field 44: Retired DTIC Hard Copy Usage - field is no longer used and zero filled.

Field 45: Retired DTIC Microform Usage - field is no longer used and is zero filled.

Field 46: Retired NTIS Hard Copy Usage - field is no longer used - zero filled.

Field 47: Retired NTIS Microform Usage - field no longer used - zero filled.

Field 48: Rolled DDC Microform Balance-on-hand - indicates total microform balance on-hand as of the last date the field was updated (quarterly updates "roll" the information from the microform balance on-hand, Field 28, to this field.) Originally this data was used as part of an audit check, but currently no use could be determined for the field. Current entry is numeric.

Field 49: Rolled DTIC Hard Copy Balance-on-hand - total number of hard copy balance-on-hand as of the last date the file was updated. (Quarterly the information is "rolled" from the hard copy balance-on-hand, Field 29.) Originally this was used as part of an audit check, but currently no use could be determined for the field. Current entry is numeric.

Field 50: Rolled DTIC Microform Usage - the total number of DTIC microforms used as of the last update. Currently no use could be determined for this field. Current entry is numeric.

Field 51: Rolled DTIC Hard Copy Usage - Total number of hard copy documents used as of the last update. Currently no use could be determined for this field. Entry is numeric.

Field 52: Rolled NTIS Microform Usage - field no longer used - zero filled.

Field 53: Rolled NTIS Hard Copy Usage - field no longer used - zero filled.

Request Processing System Description: Master Suspense File

The designations and definitions used in this description are taken from DTICM 4185.5, The Document Inventory and Distribution Processing Manual.

Information taken directly from the TR and MUAC data bases:

Field	Name	Description
301	User Code	See MUAC field 2
302	Current AD number	See TR field 1
303	Contract number	see MUAC field C-1
304	Document location	See TR field 36
309	User Type	See MUAC field 3
307	Contract Classification	See MUAC field C-10
308	Facility clearance	See MUAC field 4
315	State Code	See MUAC field 36*
316	Area Code	See MUAC field 5
322	Special Indicator	See TR field 31
325	Original AD number	See TR field 1

*only used for rejected requests. Field apparently has no current use.

Master Suspense File processing control data:

Field 305: Request Source - source of the request for a document:
M = Mail
A = Autodin
T = Telex
S = Scope (CRT)

Field 306: Type copy - type of physical format requested for the document:
1 = Hard copy
2 = Microform
3 = Duplimat
4 = Positive Microfiche

Field 310: Quantity - quantity of documents requested; numeric entry, maximum of three characters.

Field 311: Processing Cycles - number of processing cycles the request has been in-house; numeric entry, maximum of three characters. Generally a processing cycle is one working day and after 10 cycles some requests transfer to the history file and others are checked regularly to determine reason for the delay.

Field 312: Date received - indicater when the request was receivced; numeric entry of six characters indicating YDDD (Julian) Hour Hour so that Jan 15, 1980 would be 001516 (16 or 4 PM is always used for DTIC order 23 for NTIS).

Field 313: Data indicated - date when the request was validated; entry is numeric indicating YDDD (Julian) HH so that Jan 15, 1980 is 001523 (23 or 11 PM is automatically used).

Field 314: Current Serial Number - a unique number assigned to each order. As one document may have many requestors, the serial number is used as the controlling item for the request rather than the accession number. So transactions against the history and suspense files are entered using the serial number. (The serial number also appears in the "picking ticket" that is issued and accompanies the request until it is shipped.) Entry is six alphanumeric characters, machine assigned.

Field 317: Prior approval - a coded entry which allows validation of a request that would noramally be automatically rejected. Entry, where necessary, is a single numeric character (7).

Field 318: Processing Code - indicates the status of the request. Entry is a two character numeric:

01 - Normal (request was validated)
02 - Recycle (for replaced AD; order automatically placed for replacing AD.)
03 - Reject (reject notice sent and item will be returned to History file after ten cycles)
04 - Temporary Reject (item awaiting possible override-notice not sent to user, but item is reviewed.)

Field 319: Classification Code - indicates level of security classification of the document. Numeric, single character entry:

1 = Unclassified
2 = Restricted
3 = Confidential
4 = Secret

Field 320: Fill Source - indicates the source from where the request was filled. Numeric, single entry code:

1 = Shelf
2 = Reproduction

Field 321: TAB Numbers - indicates the Technical Abstract Bulletin (TAB) in which the document was announced. Numeric entry, four character maximum (six, including spaces) entered as YY space II (issued), i.e. 78 21.

Field 323: Date Shipped - this field is not currently used.

Field 324: ADM indicator - (Automatic Distribution and Microfiche) this field is no longer in use (Automatic Distribution of Documents Transactions bypass this file and go directly to the History File).

Field 325: Original AD number - This field is no longer used.

Field 326: Prior Serial Number - this field is no longer used and is blank filled.

Field 327: Fiche Header Indicator - this field is no longer used and is blank filled.

Request Processing System Description: Request Processing History File

The designations and definitions used in this description are taken from the system description of the Management Information Inquiry System (dated 8 Dec 78) and the DTICM 4185.5 dated Dec 71.

Field	Name	Description
101	User Code	See MUAC field 2
102	Current AD No.	See TR field 1
103	Contract Number	See MUAC field C-1
104	Document Location	See TR field 36
107	Contract Classification	See MUAC field C-10
108	Facility Clearance	See MUAC field 4
109	User Type	See MUAC field 3
120	State Code	See MUAC field 31
	State codes are displayed only for rejected requests.	
121	Area Codes	See MUAC field 5
133	Original AD No.	See TR field 1
135	Special Indicators	See TR field 31
137	Distribution Codes	See TR field 33

Request Processing History File processing control data:

Field 105: Request Source - The method used to submit the request. Single, alphabetic character:

M = Mail
A = Autodin
T = Telex
S = Scope

Field 106: Type copy - indicates the format requested. Single digit, numeric entry:

1 = Hard copy
2 = Microform
3 = Duplimat
4 = Positive Microfiche

(Currently a 1 or 2 is entered)

Field 110: Quantity - indicates the number of copies of a document requested. Numeric entry.

Field 111: Processing Cycles - indicates the number of processing cycles the request has been in-house before being retired to the History File. A processing cycle is generally one day. Entry, apparently taken from the suspence file, is numeric.

Field 112: Date Received - indicates the date the request was received by the computer. Numeric entry of 6 characters representing year, month, & day.

Field 113: Date Validated - indicates the date the document request was validated. Numeric, six character entry for indicating year, month, and day.

Field 114: Date Shipped - indicates when the requested document was shipped from DTIC. Numeric, six character entry indicating year, month and day.

Field 115: Date Posted - indicates when the Transaction was added to the History File. Numeric entry of six characters representing year, month and day. (There is no requirement for Field 114 and 115 to have the same date. Currently for convenience, however, the same date is entered.)

Field 116: Current Serial No. - number used to identify the request. As one AD document can be requested many times, the serial number is used to uniquely identify a request. All transactions against this file use the serial number as a control alpha-numeric entry of six characters, machine assigned.

Field 117: Date Put in Recycle - indicates when the request was put into recycle status. Numeric entry of six characters representing year, month and day.

Field 118: Date From Recycle - indicates the date the request was taken out of recycle status, if applicable. An entry in Field 117 (Date Put In Recycle) does not necessarily mean there will be an entry for this field. Numeric entry of six characters representing year, month and day.

Field 119: Date Rejected - indicates the date the request was rejected. Six character numeric entry representing year, month and day.

Field 122: Prior Approval - indicates approval of a request that would otherwise be rejected. Numeric, single character entry (7).

Field 123: Process Code - indicates the type of Transaction. Two character numeric entry as shown in DTICM 4185.5, paragraph 6.2.5.2 Process Codes (Master Suspense and Request Processing History):

01 - Normal (Item is or was in normal status. Request was validated.)

02 - Recycle (Item is or was in recycle status. Request was placed in this status because of replaced AD. Item awaiting action to change status from recycle to normal or reject.)

03 - Reject (Item is or was in reject status. Reject notice has been sent. Item will be retired to the Suspense History File after ten cycles.)

04 - Temporary Reject (Item is or was in temporary reject status awaiting possible override. Temporary rejects are not sent directly to requester but are sent to DTIC-DDR for review.)

05 - Item Delete
15 - Microform file copy destruction (range)
16 - Microform initial receipts
17 - Hard copy file copy shipment authorization (range)
18 - Hard copy initial receipts
19 - Storage Refusal, Stock
21 - Storage Refusal, Validation
22 - Hard Copy balance-on-hand adjustment
23 - Hard copy cycle inventory adjustment
24 - Hard copy cycle inventory (range)
25 - Internal adjustment (addition)
26 - Hard copy document destruction (range)
27 - Hard copy addition of stock from replaced AD
34 - Hard copy duplicate receipts
35 - Hard copy return receipts
36 - Prestock/restock hard copy
46 - Internal adjustment (subtraction)
47 - Hard copy document destruction
48 - Hard copy over the counter DTIC to DTIC user from shelf stock
49 - Hard copy over the counter DTIC to DTIC user from reproduction
52 - Hard copy stock transfer from replaced AD (sub)
55 - Microform balance on hand overlay
57 - Microform cycle inventory (range)
58 - Microform destruction (range)
59 - Microform cycle inventory adjustment
60 - Microform stocking/restocking
61 - Microform returned receipts

(cont.)

Field 123 (cont.)

62 - Microform addition of stock from replaced AD
63 - Microform destruction
64 - Microform shipment to DTIC field offices
65 - Microform over the counter from DTIC to DTIC user from shelf stock 66 - Microformover the counter from DTIC to DTIC user from reproduction
67 - Microform oiver the counter from NTIS to NTIS user from shelf stock
68 - Microform over the counter NTIS to NTIS user from reproduction
69 - Microform stock transfer from replaced AD (sub)

Field 124: Classification Code - indicates the security classification of the requested document. Single digit, numeric entry:

1 = unclassified
2 = restricted
3 = confidential
4 = secret

Field 125: Fill source - the method used to fill the request for a hard copy document. Single digit, numeric entry:

1 = shelf
2 = reproduction

Field 126: Retire Reason - reason the request was retired. Two character numeric entry as shown in DTIC 4185.5, paragraph 3.5.4 Retire Reason Codes (Request Processing History):

01 - Normal Shipment
04 - Reject; no action ten cycles
05 - Reject; overidden
07 - Stock Refusal
08 - Validation Refusal
11 - Cancelled Request

Field 127: Reject Code - indicates the reason the request was rejected. Two character numeric entry as shown in DTICM 4185.5, paragraph 3.5.5 Reject Codes (Request Processing History File):

01 - AD not in file
02 - Document cancelled
03 - Classification exceeds facility clearance
04 - Expired contract
05 - Classification exceeds contract clearance
06 - Not in field of interest
07 - controlled need prior approval
08 - USMO only
09 - USGO only
10 - Reference only
11 - Reprint
12 - No Foreign
13 - User code not in file
14 - Not Cleared for Restricted Data
15 - Not Cleared for CNWDI
16 - Document temporarily cancelled
19 - Facility not cleared for NATO
20 - Contract not cleared for NATO
21 - DTIC furnishes microform only - Order hard copy from _____
22 - Not reproducible in hard copy - Microform available
24 - File error in Distribution Codes
25 - Replaced AD
28 - No Payment Received
29 - Deposit Account Error

Field 128, 129, 130: User Routing Information - indicates internal routing as specified by the request. Alpha-numeric characters, maximum of 18.

Field 131: Data Receipted - This field is no longer used.

Field 132: ADM Indicator - This field is no longer used.

Field 134: Prior Serial Numbers - when a request is recycled, this field indicates the serial number of the original request.

Field 136: Microfiche Header Indicator - This field is no longer used and is blank filled.

GLOSSARY

ARPA - Advanced Research Projects Agency; also DARPA, Defense Advanced Research Projects Agency.

ASPR - Armed Services Procurement Regulation; the DoD regulation that governed Defense acquisition procedures; became a part of the Federal Acquisition Regulation (FAR) effective 1 MAR 80.

Availability - defines the constraints placed on the dissemination of the documents based on the physical format or location of the report (as available in microfiche only; reprint of an article available in a specific journal, etc.); or, indicates in what format and from what source the document can be obtained, such as microfiche furnished to DTIC users, place of availability of hard copy, etc.

Bibliographic Data - Information used to describe and identify a specific document.

CASE II - Coded reporting system established by the Committee on Academic Science and Engineering (CASE) of the Federal Council for Science and Technology, for controlling federal obligations to academic and selected nonprofit institutions.

Citation - a reference that identifies a unique document. In DTIC's system the on-line display and any hard copy products from the Technical Reports data base are considered citations. In the management data bases, the information refers to a research effort for which the on-line display and hard copy products are referred to as a summary or "record" instead of a citation.

CNWDI - Critical Nuclear Weapons Design Information; governed in DoD by DoD 5200.1-R, DoDI 5210.2, in extension of Atomic Energy Act of 1954.

COSATI - Committee on Scientific and TEchnical Information, composed of representatives from various governmental agencies. Active in the 1960s in establishing standards for technical reports.

Data Element - piece of data that is not meaningful to break down further than the purpose at hand. For example, "date" is a data element for most purposes though in internal processing it may need to be considered as a structure made up of month, day and year for a date conversion routine.

Data Element Dictionary - publication that identifies the data elements used by DTIC. The dictionary defines the data elements, and further specifies formats and identifies particular uses for the data elements as Data Use Identifiers.

Data Use Identifier - the category designation for identifying specific uses of a data element. For example, Report Date and Processing Date as Data Use Identifiers reflect specific uses of the Date data element.

DDC - Defense Documentation Center, predecessor organization to Oct 79 to Defense Technical Information Center (DTIC).

DDR&E - see ODDR&E.

DED - see Data Element Dictionary.

Distribution Controls - constraints placed on the dissemination of the documents; determined by the originating or controlling agency and marked on the document. These controls prescribe the type of organization that can have access to the report (such as DoD only, U.S. Government only, approved for public release, etc.) and the reason the access is limited (such as test and evaluation, foreign information, etc.). These controls are in addition to the security classification constraints.

DROLS - Defense RDT&E On-line System, managed by DTIC.

FAR - Federal Acquisition Regulation, supersedes effective 1 Mar 80 the Defense Acquisition Regulation (DAR), which was the redesignation of the Armed Services Procurement Regulation (ASPR) in 1979.

Form 41 - DTIC Form 41 - Document Data Worksheet - the form used internally by DTIC to prepare and format information for input into the Technical Reports data base.

1473 - DD Form 1473 - Report Documentation Page. A completed 1473 is required by Military Standard 847A to be the first right-handed page after the cover in every scientific and technical report. The 1473 contains information which is used to form the records that comprise the Technical Report data base.

1498 - DD Form 1498, Research and Technology Work Unit Summary. A collction of information which describes on-going research and development efforts at work unit level as required by DoDI 7720.13 This information forms DTIC's Work Unit Information System (WUIS) data base. Since the output and the computer direct file display formats correspond to the arrangement of the DD Form 1498, the WUIS data base is frequently referred to as the 1498 data base.

FRD - Formerly Restricted Data - governed in DoD by DoD 5200.1-R. Information under the Atomic Energy Act, 1954, removed from Restricted Data category upon joint determination by DoD and the Department of Energy that the information can be adequately safeguarded as classified defense information.

GRA&I - Government Reports Announcement and Index (see National Technical Information Service).

Inventory File - A computer file used internally by DTIC to control both request processing and security downgradings of documents.

IR&D - Independent Research and Development - governed by DoDI 5100.66. Information collected on research and development done by commercial contractors independently of a specific DoD contract. This information is organized into a DTIC data base, also referred to as the IR&D data base.

Limited Document - a document that has a controlled distribution based on the type of information in the report; see Distribution Controls. DTIC's limited technical reports are indicated by an L following the accession number, in addition to a distribution limitation statement in the record citation.

MAI - Machine Aided Indexing

Management Data Bases - the collective name for DTIC's three data bases that are designed to provide management information concerning various aspects of DoD or DoD-related research and development. These data bases are the Work Unit Information System (WUIS), Independent Research and Development (IR&D), and Research and Development Program Planning (R&DPP).

MASIS - Management and Scientific Information System; Air Force Systems Command computer system for controlling Air Force work unit information.

MIPR - Military Inter-departmental Purchase Request.

MUAC - Master User/Address/Contract file. One of DTIC's internal request processing control systems.

National Technical Information Service - publishes GRA&I (Government Reports Announcements and Index) which includes citations of DTIC's unclassified, unlimited reports.

NLDB - Natural Language Data Base

NSA - National Security Agency.

NTIS - see National Technical Information Service.

ODDR&E - Office of the Deputy Director for Research and Evaluation. The current symbol and name are OUSDR&E, Office of the Undersecretary for Defense Research and Engineering. The former name is used in this Dictionary because much of the policy referred to originated under that office.

PP - Program Planning - See Research and Development Program Planning.

Program Element - the basic structural unit of the DoD budgeting procedures; designates the most general identifiable DoD research effort; may consist of one or multiple projects.

Project - specifically designated DoD research effort or group of closely related efforts; established to fulfill a stated or anticipated requirement; may be divided into two or more tasks.

R&D - Research and Development.

R&DPP - see Research and Development Program Planning.

RD - Restricted Data - governed in DoD by DoD 5200.1-R, information concerning atomic weapons or nuclear materials under the Atomic Energy Act, 1954.

RDT&E - Research, Development, Test and Evaluation.

Record - the aggregate of information that identifies a technical report or a specific research effort.

Remote Terminal Input - data entered into DTIC's data bases from a cathode ray tube. May be in-house DTIC, but used primarily to refer to outside input. See also SBIE.

Research and Development Program Planning - governed by DoDI 7720.16. DTIC's data base containing information describing DoD planned research and development projects. See also 1634.

S&T Codes - Scientific and Technical Codes. Codes designed by ODDR&E to provide a subject classification of scientific and technical information.

SBIE - Shared Bibliographic Input Experiment; DTIC's experimental technical report shared catagloging network. See also Remote Terminal Input and Shared Bibliographic Network.

1634 - DD Form 1634, Research and Development Planning Summary. Required by DoDI 7720.16. A collection of information on planned DoD research and development programs. Refers to both the DD form and DTIC's data base containing the information.

Shared Bibliographic Network - a group of cooperating agencies, primarily DoD libraries, which enter data on technical reports into DTIC's data base from their remote terminal input (q.v.) sites. See also SBIE.

Summary - a collection of information that identifies and describes a particular research effort; used in reference to the management data bases.

TAB - Technical Abstracts Bulletin; DTIC's publication announcing classified and limited documents.

Task - part of a DoD research project; identifies a finite effort which has a unity of scope and purpose and may be divided into subtasks or work units.

Technical Report - a paper, article or translation recording the results of scientific and engineering research and development.

Technical Report File (TR File) - DTIC's data base that contains bibliographic citations referring to specific technical reports.

TR - Technical Report.

Type 49 Term - Inverted file subject term designation; originally meaning identified identifier, currently meaning externally submitted new subject term.

Type 50 Term - Inverted file subject term designation; an open-ended term or identifier.

Work Unit - the smallest segment into which DoD research efforts are divided, for the purpose of local administration.

Work Unit Information System - governed by DoDI 7720.13. DTIC's data base containing information describing on-going research and development efforts. See also 1498.

WU - Work Unit; see Work Unit Information System or Work Unit.

WUIS - see Work Unit Information System.

Addendum: RDT&E Project Number Breakdowns and Applications in the Current 1498 and 1634 Data Systems

a. The following listing, included here for reference, concerns particular uses and applications of the RDT&E project number data that have been included in or added to the 1498 and 1634 systems, involving search and retrieval manipulations of these data:

Program Element Number
RDT&E Project Number
Army Project Serial Number
Subelement Number (RDT&E 6.1)
RDT&E Task Number
RDT&E Work Unit Number

There are no parallel nor similar applications in the current TR and IR&D data systems.

b. Only the following items are in addition to the fields using RDT&E project number data:

Army Primary Monitoring Division Code	1498 field 10a5a
Army Primary Installation Code	1498 field 10a6

Redesign Considerations

a. The necessity for special applications in this set of data that are adjunctive to the basic data should be re-stated, particularly from the point of view of the user. Most of the fields resulted from user-stated requirements.

b. If it is determined that it is necessary to retain these applications, built-in machine manipulation of the data should be considered.

DATA ELEMENT DESCRIPTION WUIS/1498

Current Data Element Fields with Particular Search/Retrieval Applications

Field	Data Element	Description
DF10 (Display/print, only)	Number/Codes (All)	. Display of all field 10 RDT&E project number data fields.
DF10A (Display/print, only)	Primary Number/Codes (All)	. Display of all field 10A Primary RDT&E project number data fields.
Sort A10 IF51	Primary Program Element Number-1st 2 characters	. Search and sort by the first two numbers of the DoD Program Element number that constitute the Program and Category units of the 6 character PE number.
DF10B (Display/print, only)	First Contributing Number/ Codes (All)	. Display of all field 10B contributing RDT&E project number data fields.
IF53 (only)	1st & 2d Contributing Program Element Nos.(1st 2 chars.)	. Search role by the first two numbers of the DoD Program Element Number.
DF10C (Display/print, only)	Second Contributing Number/ Codes (All)	. Display of all field 10C contributing RDT&E project number data fields.
IF12 (only)	1st & 2d Contributing Project & Task Nos. Packed	. Search role by the contributing project and task numbers combined.

DATA ELEMENT DESCRIPTION WUIS/1498

Army Subdivisional Entries

Army Project Number Data Example:	1 J 6 64317 D L47 00 001
Character Position	1 2 3 45678 9 012 T WU
Character Type	N A N NNNNN A ANN A N A

Field	Data Element	Description and Authority
Sort B10 (only)	Army Primary Project Number-9th character	DoD project classification letter code: A - applied research B - basic research D - development, test and evaluation M - management and support Authority: AR 70-9 C3, AR 70-6
DF10A2A (only)	Army Primary Project-Agency and Program	Composite of characters 1-9: 1 - RDT&E agency 2 - Internal agency designation 3 - Budget activity 4-8 - Program element number 9 - DoD project classification code Authority: AR 70-9 C3, AR 70-6
*DF10A2B	Army Primary Project-Project Serial Number	Characters 10-12; serial identification of a specific Army project. Structured according to PE 6.1 or 6.2 thru 6.6. Authority: AR 70-9 C3, AR 70-6
IF08 (only)	Army Primary Project and Task Numbers Packed	Search role with combined 12 character project number and task area number.
IF09 (only)	Army Primary Project, Task and Work Unit Numbers, Packed	Search role with combined 12 character project number, task area and work unit numbers.

*Also established as separate DATA ELEMENT (q.v.)

DATA ELEMENT DESCRIPTION WUIS/1498

Army Subdivisional Entries (continued)

Field	Data Element	Description and Authority
DF10A5A IF25	Army Primary Monitoring Division Code	
DF10A6 (only)	Army Primary Installation Code	
DF10D1 (only)	Prior Program Element	SPECIAL FIELDS TO SATISFY ARMY REQUIREMENTS
DF10D2A (only)	Army Prior Project-Agency and Program	
DF10D2B (only)	Army Prior Project-Project Serial Number	
DF10D3 (only)	Army Prior Task Number	
DF10D4 (only)	Army Prior Work Unit Number	

DATA ELEMENT DESCRIPTION Program Planning/1634

Current Data Element Fields with Particular Search/Retrieval Applications

Field	Data Element	Description
DF8 (Display/print, only)	All Current and Former PE, Proj, Task, Sub-Elem	Display of all field 8 RDT&E project number data fields.
DF8A (Display/print, only)	All Current PE, Proj, Task, Sub-Elem	Display of all field 8A current RDT&E project number data fields.
Sort A10 IF15	PE Number (Left-most 2 chars.)	Search and sort by the first two numbers of the DoD Program Element number that constitute the Program and Category units of the 6 character PE number.
IF16 (only)	PE Number (left-most 3 chars.)	Search by the first three numbers of the DoD Program Element number that constitute the Program, Category and Budget Activity units of the 6 character PE number.
IF17 (only)	PE Number (Right-most char.)	Search by the ending alpha character which identifies by code letter the major DoD service or agency contributing to the DoD Five Year Defense Program.
Sort 10X	PE and Project Numbers	Sort, only, by Program Element and Project numbers sequence.
Sort 10Y	PE and Task Numbers	Sort, only, by Program Element and Task Area numbers sequence.
Sort 10Z	PE, Project and Task Numbers	Sort, only, by Program Element, Project and Task Area numbers sequence.

DATA ELEMENT DESCRIPTION Program Planning/1634

Current Data Element Fields with Particular Search/Retrieval Applications (continued)

Field	Data Element	Description
*IF31 (only)	Army Primary Project \(Project Serial Number)	Characters 10-12 of the 12 character Army project number; serial identification of a specific Army project. Structured according to PE 6.1 or 6.2 thru 6.6. Authority: AR 70-9 C3, AR 70-6
DF8B (Display/print, only)	All Former PE, Proj, Task, \Sub-Elem	Display of all field 8B former funding RDT&E project number data fields.

*Also established as separate DATA ELEMENT (q.v.).

INDEX

The index links the designation used in the current data banks with the Data Element designations in the uniform system. Following the current data bank field designations are the field numbers in specific data banks; e.g., TR37 means Technical Report Data Bank field 37. To locate the Uniform System Data Element description, see first the Table of Data Elements.

To locate a current data bank field description, see Section II, Current Data Bank Fields. The location of these sections may be found by referring to the Table of Contents.

TR Technical Report (1473) Data Bank (TR)

WU Work Unit Information System (1498) (WUIS)

PP R&D Program Planning (1634) Data Bank (PP)

IRD Independent Research & Development (271) Data Bank (IR&D)

MUAC Master User-Address-Contract (MUAC) File.

MUACC Master User-Address-Contract (MUAC) File, Contract Section

Current Field/Data Bank No.(s)	Uniform System Data Element
Abstract/TR27	Narrative
Abstract Classification/TR28	Security Classification
Accession Number/TR1/IRDA	Accession Number
Additional Security Restriction/ WU8A2	Security Classification
Agency Accession/WU1	Accessio Number
Annotation/TR30	Title
Annual Quantity/MUAC9	DTIC Products and Services Validation
Army Project Serial Number/TR25/ WU10A2B/PPIF31	Army Project Serial Number
Approach/WU24/IRD23	Narrative
Approach Classification/WU24/IRD23	Security Classification
Associate Investigators/WU20F/G	Personal Name
Attention Line/MUAC15	Organization Name and Address
Attention Name/MUAC15A	Organization Name and Address
Candidate Posting Terms/TR25	Subject Terms
Catalog Card Classification/TR3	Security Classification
Category/IRD9	IR&D Effort Categories
City/MUAC17	Organization Name and Address
Classification Authority/TR37/ WU7A/PP6A/IRD15A	Classification Authority
Classified By/TR37	Classification Authority
Classified Title/TR7	Title
CNWDI/TR31/MUAC21	Special Control Codes
CNWDI Code/MUACC7	Special Control Codes
CNWDI-Unannounced (Type) TR31	Special Control Codes
Completion Date/PP12/IRD12	Date
Confidential On/TR39	Date
Contract Number/TR15	Contract Procurement Identification Number
Contract Classification/MUACC10	Security Classification
Contract Expiration/MUACC3	Date
Contract/Grant Amount/WU17D2	Funding Resources
Contract/Grant Cumulative Dollar Total/WU17F	Funding Resources
Contract/Grant Effective Date/ WU17A1	Date
Contract/Grant Expiration Date/ WU17A2	Date
Contract/Grant Kind of Award/WU17E	Dod Contract/Grant Award Status

Current Field/Data Bank No.(s)	Uniform System Data Element
Contract/Grant Number/WU17B	Contract Procurement Identification Number
Contract NATO Classification/ MUACC5	Special Control Codes
Contract Number/MUACC1	Contract/Procurement Identification Number
Contract Restricted Data Code/ MUACC9	Security Classification
Contract Type/WU17C	DoD Contract Type Codes
Contract Type/MUACC2	Funding Agency Identification Codes
Contractor Access/WU8B	Special Control Codes
Contributor Assigned Accession Number	Report Number
Corporate Author/TR5	Organization Name and Address
Critical Nuclear Weapons Design Information see CNWDI	
CRT Classification/MUAC18	DTIC Products and Services Validation
Date Last Transaction/MUAC28	Date
Date of Declassification/WU7B1/ PP6B1/IRD15	Date
Date of Previous Summary/WU3	Deleted; see Date
Date of Prior Summary/PP3A	Deleted; see Date
Date of Summary/WU2/PP2	Date
DDC see DTIC	
Declassification Date/TR38	Date
Declassification Event/TR38/ WU7B2/PP6B2/IRD15	Declassification Event
Declassify on/TR38	Date
Deposit Account Number/MUACV38	NTIS Deposit Account Number
Descriptive Note/TR9	Technical Report Descriptive Note
Descriptors/TR23/WU37	Subject Terms
Descriptor Classification/TR24	Security Classification
Descriptors Classification/WU37	Security Classification
Digest Quantity/MUAC10	DTIC Products and Services Validation
Displayable Abstract/TR31	Special Control Codes
Distribution Availability Codes/ TR33	Availability Codes Distribution Codes Special Control Codes
Distribution-Availability Statements/TR22	Availability Codes Distribution Codes

Current Field/Data Bank No.(s)	Uniform System Data Element
Distribution Control Application Date/TR22	Date
Distribution Instructions/WU8A1	Distribution Codes
Document Location/TR36	Remote Terminal Input Identification
DoD Responsible Organization Source Code/WU19T	Organization Code
Downgrading Date/TR39/WU7C1/ PP6C1/IRD15	Date
Downgrading Event TR39/WU7C2/ PP6C2/IRD15	Downgrading Event
DTIC Assigned Accession Number/PPB	Accession Number
DTIC Assigned Transaction Code/PPC	Summary Transaction
Entry Classification/TR3	Security Classification
Estimated Completion Date/WU14	Date
Exception Code/MUAC20	DTIC Products and Services Validation
Extended by/TR45/WU7E/PP6E/IRD15	Classification Extension Authority
Facility Clearance/MUAC4	Security Classification
Fields and Groups/MUACC4	Subject Area Category
Focal Point Telephone Number/IRD7B	Telephone Number
Foreign Area Studies/WU21D	Studies and Analyses Foeign Area Studies
Formerly Restricted Data/TR33	Security Classification
Funding Agency/WU15	Funding Agency Identification Codes
General Operational Requirement Code (Navy)/PP20	Related Documentation
Geopolitical Code/TR40	Organization Location Code
Grant Number/TR15	Contract Procurement Identification Number
IAC Report Number/TR42	Organization-Supplied Keys
IAC Subject Terms/TR44	Organization-Supplied Keys
Identifiers/TR25/WU38	Subject Terms
Identifiers Classification/WU38	Security Classification
Identifiers and Open-Ended Terms Classification/TR26	Security Classifiction
Index Annotation/TR30	Title
Index Terms/PPL/IRD25	Subject Terms
Index Terms Classification/PPL/ IRD25	Security Classification
Initial Inventory/TR29	DTIC TR Initial Inventory

Current Field/Data Bank No.(s)	Uniform System Data Element
Initial Record Creation Date/ IRD30	Deleted; see Date
Inventory/TR29	DTIC TR Initial Inventory
Keywords/WU22/IRD19	Originator-Supplied Keywords
Keyword Classification/WU22/IRD19	Security Classification
Kind of Summary/WU4/PP3	Summary Transaction
Level of Summary/WU9/PP4	Summary Level
Limitation-Availability Codes/TR33	Availability Codes Distribution Codes Special Control Codes
Limitation (Alpha)/TR22	Availability Codes Distribution Codes
Local Project Number/TR25	Organization-Originated Project Number
Military/Civilian Application/ WU21E	Military Civilian Application
Military Title/MUAC12	Organization Name and Address
Mission Objective/PP15	Originator Supplid Keys Related Documentation
Moitor Acronym/TR18	Report Number
Monitor Series/TR19	Report Number
NATO Furnished/TR33	Special Control Codes
NTIS Price/TR4	Deleted
Objective/IRD22	Narrative
Objective and Approach/PP17	Narrative
Objective and Approach Classification/PP17	Security Classification
Objective Classification/IRD22	Security Classification
Open-ended Terms/TR25	Subject Terms
Organization Geopolitical Code/ IRD6D	Organization Location Code
Organization Name/MUAC13	Organization Name and Address
Organization Name and Address IRD6A	Organization Name and Address
Organization Originated Project Number/TR25	Organization-Originated Project Number
Organization Source Code/IRD6B	Organization Code
Organization Type Code/IRD6E	Organization Type Code
Original Classification Date/ WU7G/PP6G/IRD15	Date
Pagination/TR12	Technical Report Page Count
Partial Contract/Grant Code/WU17D1	Partial DoD Contract/Grant Amount Code
Participation/PP14	Associated Agencies

Current Field/Data Bank No.(s)	Uniform System Data Element
Personal Author(s)/TR10	Personal Name
Performance Method/WU16	Procurement Funding Action Codes
Performing Organization/WU20	Organization Name and Address
Performing Organization Source Code/WU20T	Organization Code
Performing (Organization) State or Country Code/WU20U	Organization Location Code
Performing Organization Type Code/WU20N	Organization Type Code
Plan Volume and Page Number/IRD8	IR&D Technical Plan Volume and Page
Plans/PP18	Narrative
Plans Classification/PP18	Security Classification
Posting Terms/TR23	Subject Terms
Primary Subelement Number/WU30	RDT&E 6.1 Subelement Number/6.2 Group Number
Principle Investigator/WU20C	Personal Name
Principle Investigator's Social Security Number/WU20E	Deleted
Principle Investigator's Telephone Number/WU20D	Telephone Number
Principle Investigator's Title/ WU20H	Deleted; see Personal Name
Problem/IRD21	Narrative
Problem Classification/IRD21	Security Classification
Processing Date/WU39/PPF/IRD31	Date
Professional Man-Years/IRD13	Funding Resources
Program Element/WU10A1/PP8A1	Program Element Number
Program Element Number/TR25	Program Element Number
Progress/WU25/IRD24	Narrative
Progress and Accomplishment/PP19	Narrative
Progress and Accomplishments Classification/PP19	Security Classification
Program Classification/WU25/IRD24	Security Classification
Project Number/TR16	RDT&E Project Number
Project Number/IRD4	Organization-Originated Project Number
Project Start Date/IRD11	Date
Project Title/IRD/5	Title
Quarterly Quantity	DTIC Products and Services Validation
RDT&E Project Number/WU10A2/PP8A2	RDT&E Project Number
RDT&E Task Area Number/WU10A3/PP8A3	RDT&E Task Number

Current Field/Data Bank No.(s)	Uniform System Data Element
Reason Code(s)/TR47	Classification Extension Reason Codes
Reason Number/WU7F/PP6E/IRD15	Classification Extension Reason Codes
Reclassification Code/TR32	Security Downgrading and Declassification Codes
Reclassification Date/TR11"a"	Date
Regrade Category/TR32	Security Downgrading and Declassification Codes
Regrade Code/IRD15	Security Downgrading and Declassification Codes
Regrading/WU7/PP6	Security Downgrading and Declassification Codes
Related DoD Technical Planning & Requirements Documents and Interested DoD Organizations/ IRD20	Associated Agencies Related Documentation
Related Project(s) (current)/ IRD17	Organization-Originated Project Number
Related Project(s) (Previous Years/IRD18	Organization-Originated Project Number
Remote Terminal Input Requirements	Accession Number Availability Codes DTIC TR Initial Inventory Originator Supplied Keys Remote Terminal Input Identification Remote Terminal Site Holdings Symbol Report Number Subject Terms
Remote Terminal (SBIE) Site Holdings Symbol/TR48	Remote Terminal Site Holdings Symbol
Report Classification/TR20	Security Classification
Report Date/TR11/IRD2	Date
Report Number/TR14	Report Number
Report Type/IRD3	Summary Transaction
Resource Estimates/WU18	Funding Resource Determinations Data Element Set
Resources Estimate/PP13	Funding Resource Determinations Data Element Set

Current Field/Data Bank No.(s)	Uniform System Data Element
Responsible DoD Organization/ WU19/PP10	Organization Name and Address
Responsible DoD Organization Source Code/PPG	Organization Code
Responsible DoD Organization Type Code/PPH	Organization Type Code
Responsible Individual/WU19C/PP10C1	Personal Name
Responsible Individual's Rank and Service/PP10C2	Deleted; see Personal Name
Responsible Individual's Telephone Number/WU19D/PP10C3	Telephone Number
Responsible Individual's Title/ WU19E/F	Deleted; see Personal Name
Responsible Organization State or Country Code/WU19U	Organization Location Code
Responsible Organization State/ Country and Congressional District Code/PPJ	Organization Location Code
Restricted Data/TR33	Security Classification
Review On/TR46/WU7D/PP6D/IRD15	Date
SBIE Distribution/Availability Statement/TR22, TR33	Remote Terminal Input Identification
SBIE Posting terms/TR23, TR25	Originator Supplied Keys Subject Terms
Scientific and Technical Area/ PP16	Subject Area Category
Scientific and Technological Area Codes/WU12	Subject Area Category
Security Classification Code of the Data Sheet/IRD14	Security Classification
Selective Dissemination Code/ MUAC23	DTIC Products and Services Validation
Serial Number/TR34	Technical Report Serial
Shared Bibliographic Input	Accession Number Availability Codes DTIC TR Initial Inventory Originator Supplied Keys Remote Terminal Input Identification Remote Terminal Site Holdings Symbol Report Number Subject Terms

Current Field/Data Bank No.(s)	Uniform System Data Element
Source Series/TR14	Report Number
Source Series/TR34	Technical Report Serial
Source Code/TR35	Organization Code
Special Access/TR33	Special Control Codes
Special Codes/TR31, TR33	Security Classification Special Control Codes
Start Date WU13/PP11	Date
State or Country/MUAC31	Organization Name and Address
State/Country Alpha/Numeric Code/MUAC36	Organization Location Code
Status/MUAC29	Organization Status Code
Street Address/MUAC16	Organization Name and Address
Studies and Analyses Evaluation/ WU26	Narrative
Studies and Analyses Relationships/ WU21B	Studies and Analyses Relationships
Study and Analysis Category/WU21A	Study and Analysis Category
Study and Analysis Models and Codeword or Sensitive Material/WU21C	Studies and Analyses Models and Codeword or Sensitive Material
Sub-Organization Element/MUAC14	Organization Name and Address
Subelement Number/PP8A4	RDT&E 6.1 Subelement Number/6.2 Group Number
Subject Fields and Groups/TR2/IRD10	Subject Area Category
Summary Security/WU5/PP5	Security Classification
Superseded Indicator/PP13BA	Deleted
Superseded Record Code/PP13BA	Deleted
Supplementary Note/TR21	Supplementary Notation
TAB Index Quantity/MUAC7	DTIC Products and Services Validation
TAB Quantity/MUAC6	DTIC Products and Services Validation
Task Number/TR17	RDT&E Task Number
Technical Contact/IRD16A	Personal Name
Technical Contact Telephone Number/IRD16B	Telephone Number
Technical Objective/WU23	Narrative
Technical Objective Classification/ WU23	Security Classification
Technical Plan Fiscal Year/IRD1	Fiscal Year
Technical Plan Focal Point Name/IRD7A	Personal Name
Technical Support Area/PP16	Subject Area

Current Field/Data Bank No.(s)	Uniform System Data Element
Title/WU11/PP9	Title
Title Classification/TR8/WU11/ PP9/IRD5	Security Classification
Title Security/WU11A	Security Classification
Type Code/TR41	Organization Type Code
Unannounced (Type 3)/TR31	Special Control Codes
Unclassified Title/TR6	Title
User Code/MUAC22	Organization Code
User NATO Code/MUAC22	Special Control Codes
User Restricted Data Code/MUAC25	Security Classification
User Type/MUAC3	Organization Type Code
Work Unit Number/TR25/WU10A4	RDT&E Work Unit Number
Work Security/WU6/PP7	Security Classification
ZIP Code/MUAC27	Organization Name and Address

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