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DTIC-TR-91-1

AD-A230 836

DTIC

DATA ELEMENT DICTIONARY
Technical Report Database
Part 1

DTIC
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FEB 11 1991
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February 1991

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91 2 08 001

REPORT DOCUMENTATION PAGE

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1. AGENCY USE ONLY (Leave blank)	2. REPORT DATE February 1991	3. REPORT TYPE AND DATES COVERED
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4. TITLE AND SUBTITLE Data Element Dictionary Technical Report Database Part 1	5. FUNDING NUMBERS
---	--------------------

6. AUTHOR(S) Nathan Rosenbaum	
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7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) Defense Technical Information Center Cameron Station Alexandria, VA 22304-6145	8. PERFORMING ORGANIZATION REPORT NUMBER DTIC-TR-91-1
--	--

9. SPONSORING, MONITORING AGENCY NAME(S) AND ADDRESS(ES)	10. SPONSORING, MONITORING AGENCY REPORT NUMBER
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11. SUPPLEMENTARY NOTES

12a. DISTRIBUTION / AVAILABILITY STATEMENT Approved for public release, distribution unlimited	12b. DISTRIBUTION CODE
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13. ABSTRACT (Maximum 200 words) ↳ The Data Element Dictionary is part of DTIC's effort to control and standardized information that is collected and contained in its databases. This revised edition of the Dictionary, originally published in 1980, describes the data contained in the Technical Report Database. The Dictionary will be expanded as additional databases are studied. ↗
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14. SUBJECT TERMS *DATA MANAGEMENT, MODELS, STANDARDIZATION, DATA BASES data-dictionary	15. NUMBER OF PAGES 364
	16. PRICE CODE

17. SECURITY CLASSIFICATION OF REPORT U	18. SECURITY CLASSIFICATION OF THIS PAGE U	19. SECURITY CLASSIFICATION OF ABSTRACT U	20. LIMITATION OF ABSTRACT UL
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A

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C - Contract	PR - Project
G - Grant	TA - Task
PE - Program Element	WIJ - Work Unit Accession No.

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Block 7. Performing Organization Name(s) and Address(es). Self-explanatory.

Block 8. Performing Organization Report Number. Enter the unique alphanumeric report number(s) assigned by the organization performing the report.

Block 9. Sponsoring/Monitoring Agency Name(s) and Address(es). Self-explanatory.

Block 10. Sponsoring/Monitoring Agency Report Number. (If known)

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DOE - See authorities.

NASA - See Handbook NHB 2200.2.

NTIS - Leave blank.

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NASA - Leave blank.

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DTIC-H
February 1991

PREFACE

The Data Element Dictionary is part of DTIC's effort to control and standardize information that is collected and contained in its databases. This revised edition of the Dictionary, originally published in 1980, describes the data contained in the Technical Report Database. The Dictionary will be expanded as additional databases are studied.

Data elements were identified by examining each field and determining if the type of information in that field is unique. For example, Field 25 contains several data elements: subject terms, project numbers, security control information, and bibliographic information.

Fifty distinct data elements are defined in the Dictionary. Each data element is described in terms of sixteen attributes. These attributes are fully described in the introduction.

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Approved by

Victor Furtado
for VICTOR FURTADO

Acting Director,
Directorate of
Database Services



Accession For	
NTIS GRA&I	<input checked="" type="checkbox"/>
DTIC TAB	<input type="checkbox"/>
Unannounced	<input type="checkbox"/>
Justification	
By _____	
Distribution/	
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Dist	Avail and/or Special
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PREFACE

The Data Element Dictionary is part of DTIC's effort to control and standardize information that is collected and contained in its databases. This revised edition of the Dictionary, originally published in 1980, describes the data contained in the Technical Report Database. The Dictionary will be expanded as additional databases are studied.

Data elements were identified by examining each field and determining if the type of information in that field is unique. For example, Field 25 contains several data elements: subject terms, project numbers, security control information, and bibliographic information.

Fifty distinct data elements are defined in the Dictionary. Each data element is described in terms of sixteen attributes. These attributes are fully described in the introduction.

Introduction

This edition of the Data Element Dictionary: DTIC Uniform Data System is the first revision of the April 1980 report of the same name. The 1980 edition described data element in the Technical Report, Work Unit Information System, R & D Program Planning, and Independent Research and Development Databases, as well as, the Master User-Address-Contract, Master Inventory, Master Suspense, and Request Processing History Files. In addition, that document also proposed a uniform system of common data elements for all of those files and databases. By contrast, this revision describes data elements in the Technical Report database only, and does not propose specific uniform data elements. Successive editions, however, will incorporate data elements from the other databases (with the exception of the Program Planning database which no longer exists) and files.

This Dictionary describes the data elements in terms of sixteen properties or categories which we call attributes. These attributes were selected and are applicable to the widest possible diversity of databases. The sixteen attributes are:

1. NAME, DESCRIPTIVE

This name identifies the data element, but describes and provides an abbreviated description of its function and purpose.

2. NAME, EXTERNAL

This name is a short identifier that may be used to refer to the data element.

3. NAME, ALIAS

This attribute contains a list of names by which the element may be known. The external and descriptive names are not repeated.

4. DEFINITION

The definition gives a detailed description of the data element's function or use.

5. REMARKS

The Remarks data element clarifies information listed under one or more of the other attributes or information that is not appropriate to list under any of the other attributes.

Introduction

6. DATA FORMAT, OUTPUT

This attribute describes and gives examples of the common forms of data display.

7. DATA FORMAT, INPUT

This attribute describes the format of data that is entered into the computer.

8. DATA RANGE

The Data Range lists a set of predictable values.

9. DATA COLLECTIONS

This attribute lists the record types contained in a database. This first revision describes only the TR record type.

10. SECURITY LEVEL

The Security Level contains the highest security level entry for that data element. Thus, if a data element might contain Secret information in one citation, its Security Level is Secret, even though most of the other citations have Unclassified information in that data element.

11. EDIT-AUDIT CRITERIA

This attribute lists the requirements that the data must meet to be accepted into the database. The criteria is usually taken from input requirements of TRIS. However, the Remote Terminal Input System (RTIS) has its own criteria; the formation of the Mini-Master Accession Document (Mini-MAD) file may have still another set of criteria. Information about the last 2 sets of criteria was unavailable for this revision.

12. DATA ELEMENTS RELATED TO

This attribute lists other data elements in the same database that are closely related to the one being described.

Introduction

13. DATABASE RELATIONSHIPS

This attribute lists data element in other DROLS databases are related to the one being described. Initially, the data elements from the other databases are listed but the relationship is not given. It is anticipated that as data elements from those other databases are added to this dictionary, the list of related elements will grow. In addition, the relationships will be added to the list.

14. ELEMENT STATUS

This attribute indicates whether the data element is an accepted part of the database or being proposed for possible acceptance.

15. SEARCHABLE

This attribute indicates whether the data element may appear as part of a search request, or may be used to display the citation directly. Some non-searchable fields may be used to qualify the search results. They may also be used to exclude the display of certain classified search results.

16. REFERENCES

This attribute lists References that are specific to the data element. References such as the DTIC Cataloging Guidelines that might be cited for every data element are listed only when they contain specific information not available elsewhere and/or when that information is unusual.

Field 1
Accession Document Number

1. NAME, DESCRIPTIVE:

Accession Document Number

2. NAME, EXTERNAL:

AD Number

3. NAME, ALIAS:

Field 1
Display Field 1
Sort Field 1
Accession Number
Referral Number (in Referral Databank)
Order Number

4. DEFINITION:

The Accession Document Number is an alphanumeric number that is used to identify a document. This number is assigned for purposes of control by DTIC. The DTIC Bibliographic Database Branch assigns this number to every record input into the DTIC Technical Report Database. The first 2 letters of the prefix AD indicate that the material is an accessioned document, e.g., AD-A080 800. Documents are assigned Accession Document Numbers in numerical order, and they can be identified and retrieved from the computer by using this number.

Field 1
Accession Document Number

5. REMARKS:

- A. The Accession Document Number is 8 or 9 characters in length and composed of 2 or 3 letters, followed by 6 numbers:

Position 1-2: AD
3: Letter code to designate additional intelligence (for numbers assigned after January 1, 1975)
4-9: Sequence number

Example:

ADA100233

- B. Accession Document Numbers assigned before January 1, 1975, consisted of 8 characters: the prefix AD and a 6-digit sequence number; for example:

AD010002.

- C. The ATI, TIP, and X collections (pre-1950 documents) contain accession numbers that are used for retrieval from a card catalog. When these documents are entered in the Technical Report Database, they are assigned Accession Document Numbers, and the original numbers are put in Field 25 for compatibility with existing indexes to these collections (see Field 25, Identifiers: Special Document Collection(s)).

- D. The letter L appended to ADB, ADC, and ADP numbers (the numbers assigned to documents with Distribution/Availability Statements (Field 22)), is machine generated when the code for these statements in Field 33 is 3, 4, 5, 13, 14, 15, or 16. The L appears as the 10th and last character; for example:

ADB010002L

- E. Volumes and parts that are received together are assigned numbers in ascending numerical order.

- F. Accession Document Numbers are assigned sequentially within each number range; for example:

ADA000001, ADA000002, ADA000003

Field 1
Accession Document Number

5. REMARKS (cont.):

- G. Accession Document Numbers in the 990 000 range are preassigned by the Directorate of Document Services to records in the Referral Databank, a subfile of the Technical Report Database. Rather than technical reports, these numbers refer to information resources such as laboratories, Information Analysis Centers, and technical libraries.
- H. A new document range, starting with the letter M, is used in cataloging special media, such as video and magnetic tapes.
- I. Each record in the Technical Report Database has a unique Accession Document Number. However, it is possible for records with different numbers to contain similar values for the other data elements. This may happen with records input by Information Analysis Centers (IACs) or Shared Bibliographic Input Network (SBIN) participants.
- J. Internal storage of the Accession Document Number does not include the AD designation. Product display reincorporates the AD designation.
- K. DTIC maintains a chronological list of which Accession Document Numbers have been used in a Fiscal Year and in a Calendar Year. This list applies only to DTIC accessioned documents, i.e., documents in the A, B, C, and P ranges. This information is contained in the DTIC Cataloging Guidelines and in the "DROLS" Dedicated Retrieval Self-training Manual.

Field 1
Accession Document Number

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

-- 1 - AD NUMBER: accession document number

Examples:

-- 1 - AD NUMBER: A029938

-- 1 - AD NUMBER: B135144L

B. DROLS Demand and Current Awareness Bibliographies:

Example:

AD-A123 456

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 001.

D. Microfiche Header:

The Accession Document Number appears on the first line in the Identification Area.

Field 1
Accession Document Number

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 8
Maximum: 9

B. Data Type:

Alphanumeric

C. Number of Occurrences:

1

D. RTIS:

@1@accession document number

Example:

@1@ADA000111

E. Card Image:

Field numbers appear in columns 10 and 11, with a "0" in column 10 and a "1" in column 11. The Accession Document Number appears in columns 3 through 9 on each 80-character record.

Field 1
Accession Document Number

8. DATA RANGE:

A. Announced Documents

AD-A000 001 to AD-A949 999 - Unclassified/Unlimited distribution.

AD-B000 001 to AD-B949 999 - Unclassified/Limited distribution.

AD-C000 001 to AD-C949 999 - Classified documents Secret, Confidential, Restricted Data, and Formerly Restricted Data (FRD)).

AD-D000 001 to AD-D094 999 - Patents and patent applications.

AD-D100 000 and up - Information Analysis Center records.

AD-E000 001 to AD-F999 999 - Shared Bibliographic Input Network. (The AD-E and/or AD-F numbers are assigned by remote sites and will appear until the report is processed at DTIC. For reports not available from DTIC, the AD-E and/or AD-F numbers remain in the online system.)

AD-P000 001 to AD-P199 999 - Unclassified/Unlimited component reports from compilations or proceedings. (Individual articles within a collection are cataloged separately and assigned an AD-P number. An accompanying statement in Field 21 (Supplementary Note) refers to the basic compilation. The combined compilation receives the usual AD-A, AD-B, or AD-C number, and the AD-P numbers are cited in Field 21.

AD-P200 000 to AD-P299 999 - Unclassified/Limited articles in a compilation.

AD-P400 000 to AD-P499 999 - Classified articles in a compilation.

AD-R000 000 and up - DOE Classified document citations furnished by the DoD-DOE Joint Coordinating Committee on Technical Information.

Field 1
Accession Document Number

B. Unannounced Documents

AD-A950 000 to AD-A994 999 - Unclassified/Unlimited distribution (documents older than 10 years).

AD-A995 000 and up - Defense Nuclear Agency (DNA) sanitized documents from 1950 era atomic tests.

AD-B950 000 to AD-B994 999 - Unclassified/Limited distribution (primarily documents older than 10 years and security classification guides).

AD-B995 000 and up - Unclassified documentless Report Documentation Pages.

AD-C950 000 to AD-C994 999 - Unannounced Classified documents.

AD-C995 000 to AD-C999 999 - Classified documentless Report Documentation Pages.

AD-D095 000 to AD-D099 999 - National Institute of Standards and Technology (formerly National Bureau of Standards) documents.

C. Referrals

990 000 and up - Referral numbers to information resources in the Referral Databank.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

Field 1
Accession Document Number

11. EDIT-AUDIT CRITERIA:

- A. The Accession Document Number is required.
- B. Accession Document Numbers must consist of 2 or 3 leading alphabetic characters and 6 digits for RTIS Edit-Audit.
- C. The third alphabetic character, e.g., the B in AD-B, must be in the Range Accession Site Table.
- D. New records from TRIS must be within both the Range Table Cycle Sequence and the Range Parameter Table.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
7	<u>Classified Title</u> - Classified documents are assigned numbers in the AD-C range.
19	<u>Monitoring Agency Report Number(s)</u> - The SBIN Accession Document Number appears in this Field 19.
20	<u>Report Classification</u> - The Accession Document Number ranges indicate the classification at the time of entry.
21	<u>Supplementary Note</u> - Field 21 gives a cross-reference by this number; for example: See also Volume 1, AD-A102 037.
22	<u>Distribution/Availability Statement(s)</u> - For AD-B and AD-C compilations, each component report must have the limitation statement on the report.
25	<u>Identifiers: Access Marking(s)</u> - Documents with intelligence markings are sometimes assigned numbers in the Unannounced range.
25	<u>Identifiers: Patent Classification Number(s)</u> - Patent applications and patents are assigned a specific accession range.

Field 1
Accession Document Number

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
25	<u>Identifiers: Special Document Collection(s)</u> - The ATI, TIP, and X collections (pre-1950 documents) contain accession numbers that are used for retrieval from a card catalog. When these documents are entered in the TR Database, they are assigned Accession Document Numbers, and the original numbers are put in Field 25.
27	<u>Abstract</u> - Accession Document Numbers of related documents sometimes appear in Field 27.
29	<u>Initial Inventory</u> - The AD range determines whether an entry is required in Field 29.
33	<u>Distribution/Availability Code(s)</u> - This code generates the letter L after the Accession Document Number when coded with a 3, 4, 5, 13, 14, 15, or 16.
36	<u>Document Location</u> - The location of the document is generated from AD ranges.
42	<u>IAC Local Accession Number(s)</u> - The number in Field 42, although different in format, is used by the IAC in the same way that DTIC uses the Accession Document Number.
48	<u>SBIN Report Location Symbol(s)</u> - The symbol entered in Field 48, although different in format, is used by the SBIN site in the same way that DTIC uses the Accession Document Number.

Field 1
Accession Document Number

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes. Access is to the direct file, not to the inverted file.

16. REFERENCES:

None

Field 2
Subject Category Codes

1. NAME, DESCRIPTIVE:

Subject Category Codes

2. NAME, EXTERNAL:

Fields and Groups

3. NAME, ALIAS:

Field 2

Display Field 2

Search Code 54

Sort Field 2

COSATI Subject Category Codes (pre 1986)

Scientific Field/Group

Scientific Fields and Groups

Fields, Groups, and Subgroups

Subject Areas

Scientific and Technological Fields and Groups (formerly
used in Work Unit Information System Database)

4. DEFINITION:

The subject categories provide a basis for the grouping of reports by subjects for announcement and distribution purposes. The determination of need-to-know and the certification of requests for Classified documents are based on these subject groups.

Field 2
Subject Category Codes

5. REMARKS:

- A. For some sensitive classified areas, Subject Category Codes are assigned to restrict access and do not fully represent the subject matter of the report.
- B. All records with the exception of IAC records are assigned at least one primary Subject Category Code. Additional Subject Category Codes may be designated primary, secondary, or marginal. The primary, secondary, and marginal codes do not appear online. They are used to generate profiles for Current Awareness Bibliographies and for the Automatic Document Distribution Program. Subject Category Codes are now on the inverted file for reports accessioned in the last 6 months. Therefore, these are searchable. Reports that have been in the database for more than 6 months are not searchable by Subject Category Codes.

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

-- 2 - FIELDS AND GROUPS: Subject Category Codes

Example:

-- 2 - FIELDS AND GROUPS: 6/13, 1/1, 15/6.3

B. DROLS Demand and Current Awareness Bibliographies:

Example:

AD-A215 371 12/3 15/5

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 350.

D. Microfiche Header:

A maximum of 10 characters appears at the end of the Document Description Area.

FIELD 2
Subject Category Codes

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 2

Maximum: 450

B. Data Type:

Alphanumeric and the following special characters: slash and period.

C. Number of Occurrences:

The total number of characters for all Subject Category Codes must be no more than 450 characters.

D. RTIS:

@2@subject category codes

Examples:

@2@P16/01

@2@P16/2.1

@2@P16/2.1, M17/7

E. Card Image:

Field numbers appear in columns 10 and 11, with a blank in column 10 and a "2" in column 11.

Field 2
Subject Category Codes

8. DATA RANGE:

There are 251 fields, groups, and subgroups described in the Subject Categorization Guide for Defense Science and Technology.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

- A. There must be at least one primary Subject Category Code.
- B. Each entry must be preceded by a P (primary), an S (secondary), or an M (marginal).

Field 2
Subject Category Codes

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>DATA ELEMENT NAME AND REASON</u>
3	<u>Record Classification</u> - All fields dealing with classification of the record in the TR Database or the report to which it refers are related because Field 2 codes are used to establish need-to-know.
6	<u>Unclassified Title</u> - All subject fields are related because Subject Category Codes represent broad subject areas.
7	<u>Classified Title</u> - See Fields 3 and 6 above.
8	<u>Title Classification</u> - See Field 3 above.
20	<u>Report Classification</u> - See Field 3 above.
22	<u>Distribution/Availability Statement(s)</u> - See Field 3 above.
23	<u>Authorized Subject Terms</u> - See Field 6 above.
24	<u>Authorized Subject Term Classification</u> - See Field 3 above
25	<u>Identifiers: Subject Terms</u> - See Field 6 above.
26	<u>Identifier Classification</u> - See Field 3 above.
27	<u>Abstract</u> - See Field 6 above.
28	<u>Abstract Classification</u> - See Field 3 above.
31	<u>Special Limitation/Distribution Code</u> - See Field 3 above.

Field 2
Subject Category Codes

12. DATA ELEMENTS RELATED TO: (cont.)

<u>Field No.</u>	<u>Data Element Name and Reason</u>
33	<u>Distribution/Availability Code(s)</u> - See Field 3 above.
49	<u>Authority For Change</u> - Any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Subject Area Field and Group (All)

B. Independent Research and Development Database:

Subject Fields and Groups

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

DTIC, Subject Categorization Guide for Defense Science and Technology, 1986.

Field 3
Record Classification

1. NAME, DESCRIPTIVE:.

Record Classification

2. NAME, EXTERNAL:

Entry Classification

3. NAME, ALIAS:

Field 3
Display Field 3
Sort Field 3
Search Code 57

4. DEFINITION:

The Record Classification is set to the highest security classification of any of the data elements that comprise the record.

Field 3
Record Classification

5. REMARKS:

- A. Unclassified data elements in records whose Record Classification is either Restricted, Confidential, or Secret may be displayed by users at terminals that may access only unclassified data.
- B. DROLS users are authorized to display either unclassified data or classified and unclassified data. Users who may display classified data, may see Restricted, Confidential, or Secret, data.
- C. Field 3 is related to all classification fields in the record. These are the Title Classification (Field 8), the Authorized Subject Term Classification (Field 24), the Identifier Classification (Field 26), and the Abstract Classification (Field 28). The highest security classification in each of these fields determines the Record Classification. For example, if the entry for Field 8 is Confidential, for Field 24 is Unclassified, for Field 26 is Secret, and for Field 28 is Unclassified, then RTIS will set the Record Classification to Secret.
- D. Although the Record Classification is equal to the highest classification of any other data element, the Record Classification that is displayed at the user's terminal is equal to the highest classification of any of the displayed data. Since DROLS displays unclassified data elements from classified records (see item A above), the Record Classification that is stored and the Record Classification that is displayed may be different.

Field 3
Record Classification

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--3 - ENTRY CLASSIFICATION: record classification

Example:

--3 - ENTRY CLASSIFICATION: UNCLASSIFIED

B. DROLS Demand and Current Awareness Bibliographies:

Appears in all capital letters centered at the top and bottom of the page.

Example:

UNCLASSIFIED

.

.

.

UNCLASSIFIED

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 800.

D. Microfiche Header:

Does not appear.

Field 3
Record Classification

7. DATA FORMAT, INPUT:
- A. Field Length:
 - Minimum: 5
 - Maximum: 5

NOTE: This field is generated and is not entered through RTIS.
 - B. Data Type:

Alphabetic, up-shift, down-shift, and parentheses.

Example:

[(u)]

where up-shift is denoted by [and down-shift is denoted by].
 - C. Number of Occurrences:

1
 - D. RTIS:

Not entered.
 - E. Card Image:

Not entered.
8. DATA RANGE:

u, r, c, s
9. DATA COLLECTIONS:

Technical Report Database
10. SECURITY LEVEL:

Unclassified
11. EDIT-AUDIT CRITERIA:

None

Field 3
Record Classification

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
8	<u>Title Classification</u> - It may determine entry classification.
20	<u>Report Classification</u> - For CNWDI reports, the entry of any term in Field 25 (Identifiers) requires a subject analyst to set Field 26 to s. This means that Field 3 is set by TRIS to s because s is currently the highest classification in the system.
24	<u>Authorized Subject Term Classification</u> - See Field 8 above.
26	<u>Identifier Classification</u> - See Field 8 above.
28	<u>Abstract Classification</u> - See Field 8 above.
49	<u>Authority For Change</u> - Any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Summary Security

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

None

Field 5
Corporate Author

1. NAME, DESCRIPTIVE:

Corporate Author

2. NAME, EXTERNAL:

Corporate Source

3. NAME, ALIAS:

Field 5
Display Field 5
Sort Field 5
Search Code 02 (via Field 35)
Source Name/Corporate Author
Source Name
Responsible Organization Name
Company Name

4. DEFINITION:

The Corporate Author is the organization that prepares the report or is editorially or contractually responsible for the preparation of the report. The organizational name is established according to the DTIC and CENDI cataloging guidelines (see References) and is generated from a table of standardized names indexed by the Corporate Author Source Code (Field 35). Catalogers enter the code, and computer software generates the Corporate Author data element. Corporate Author names must exist in this table before the code can be assigned to a report.

Field 5
Corporate Author

5. REMARKS:

- A. Report numbers are usually based on an acronym for the organization name.
- B. The Corporate Author, rather than the Personal Author (Field 10), is the primary data element used for access to a technical report.
- C. The table of corporate names, corresponding codes, and See References are in a machine-readable database known as the Corporate Source Authority System (CSAS).
- D. These standardized organizational names provide uniform access to the Technical Report, Work Unit Information System, and Independent Research and Development databases.
- E. Reports cataloged by Information Analysis Centers (IACs) usually lack Fields 5 and 35.
- F. Display of the Corporate Author data element is not available in RTIS for technical reports. Although the RTIS commands Get Item (@gi@) and Get Master Item (@gmi@) bring a copy of the entire Technical Report Database record into RTIS, not all fields are displayable. In particular, the Corporate Author is not displayable in RTIS.

Field 5
Corporate Author

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

-- 5 - CORPORATE AUTHOR: corporate author

Example:

-- 5 - CORPORATE AUTHOR: ATMOSPHERIC PHYSICS INC
PERALTA NM

B. DROLS Demand and Current Awareness Bibliographies:

The Corporate Author appears in all caps without a heading.

Example:

NORTH TEXAS STATE UNIV DENTON DEPT OF CHEMISTRY

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 300.

D. Microfiche Header:

The Title is followed by the Corporate Author in the Document Description Area. Prior to October 1983, the Corporate Author was followed by the Title. A Classified Title appears only when there is no Unclassified Title.

Field 5
Corporate Author

7. DATA FORMAT INPUT:

A. Field Length:

Minimum: 5
Maximum: 116

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

1

D. RTIS:

Not entered directly. The Corporate Author Source Code that represents the Corporate Author is entered in Field 35. This code generates the Corporate Author. See also Remarks above for information about RTIS.

E. Card Image:

Not entered directly. See RTIS above.

8. DATA RANGE:

Not applicable

9. DATA COLLECTIONS:

Technical Report Database
Corporate Source Authority System Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

Not applicable since the Corporate Author is generated from the Corporate Author Source Code (Field 35).

Field 5
Corporate Author

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
10	<u>Personal Author(s)</u> - All technical reports have a performing and/or responsible organization even when a report has no personal author.
14	<u>Performing Organization Report Number(s)</u> - The performing organization is the Corporate Author.
21	<u>Supplementaray Note</u> - If the report was prepared by a subcontractor, the subcontractor is cited in Field 21.
35	<u>Corporate Author Source Code</u> - The entry in Field 35 generates the Corporate Author.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 5
Corporate Author

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Agency Digraph
Consolidated Digraph
Responsible DoD Organization (All)
Responsible DoD Organization State Code
Responsible DoD Organization State and Congressional
District Code
Responsible DoD Organization Sort Codes
Performing Organization Name
Performing Organization Address
Performing Organization Source Code
Performing Organization State or Country Code
Performing Organization State and Congressional
District Code
Performing Organization Type Code
Performing Organization Sort Code

B. Independent Research and Development Database:

Organization Source Name
Related DoD Organization

Field 5
Corporate Author

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes, by Corporate Author Source Code (Field 35).

16. REFERENCES:

Commerce, Energy, NASA, Defense Information (CENDI),
Guidelines for Descriptive Cataloging of Reports, 1985.

DTIC Cataloging Guidelines, AD-A211 000, July 1989.

DTIC, Corporate Source Authority System (CSAS) Remote User Manual, May 1989.

DTIC, Source Header List. (Multi-volume, available as AD number documents.)

DTIC, Source Hierarchy List (Multi-volume, available as AD number documents.)

Field 6
Unclassified Title

1. NAME, DESCRIPTIVE:

Unclassified Title

2. NAME, EXTERNAL:

Title

3. NAME, ALIAS:

Field 6

Display Field 6

Sort Field 6

Search Code 55 (title search algorithm)

Search Code 56 (first 5 words of title)

Search Code 60 (single word in title; available for documents
accessioned in 1975 to present)

Title (Unclassified)

4. DEFINITION:

The Unclassified Title is the distinguishing name given to a technical report, book, reprint, or other documentary material. The Unclassified Title should provide meaningful subject information and be descriptive enough to permit identification of the document.

5. REMARKS:

A. Even though the Unclassified Title should permit identification of the document in a title search, titles are not always unique.

B. Mathematical and scientific notations are put into words.

C. Acronyms in Unclassified Titles are no longer expanded.

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

-- 6 - UNCLASSIFIED TITLE: unclassified title

Example:

-- 6 - UNCLASSIFIED TITLE: RESERVOIR YIELD.

Field 6
Unclassified Title

6. DATA FORMAT, OUTPUT (contd.):

B. DROLS Demand and Current Awareness Bibliographies:

Example:

(U) Reservoir Yield.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 220.

D. Microfiche Header:

The Unclassified Title is followed by the Corporate Author in the Document Description Area and contains a maximum of 72 characters. Prior to October 1983, the Corporate Author was followed by the Unclassified Title.

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 5
Maximum: 450

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

1

D. RTIS:

@6@unclassified title

Example:

@6@Reservoir Yield.

Field 6
Unclassified Title

7. DATA FORMAT, INPUT (contd.):

E. Card Image:

Field numbers appear in columns 10 and 11, with a "0" in column 10 and a "6" in column 11.

8. DATA RANGE:

Not Applicable

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

- A. Either a Classified Title or an Unclassified Title is required. Both may be present.
- B. If there is only an Unclassified Title, then there must be a "u" in Field 8 (Title Classification).
- C. Punctuation of the Unclassified Title is checked for errors by computer.
- D. The Unclassified Title is spell checked by computer.

Field 6
Unclassified Title

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
2	<u>Subject Category Codes</u> - All subject fields are related because these codes represent broad subject areas.
7	<u>Classified Title</u> - A Classified Title or an Unclassified Title must be present. Both may also be present.
8	<u>Title Classification</u> - The system generates a u for Unclassified when only an Unclassified Title is present.
9	<u>Descriptive Note</u> - Entries in the Classified Title or Unclassified Title affect the punctuation.
14	<u>Performing Organization Report Number(s)</u> - The parts or volume statement is added to the end of the Unclassified Title and to this report number.
19	<u>Monitoring Agency Report Number(s)</u> - Fields 18 and 19 function as a report number to which the volume or part can be added.
21	<u>Supplementary Note</u> - Foreign language titles may occur in this data element.
23	<u>Authorized Subject Terms</u> - MAI extracts phrases from the title to generate these terms.
25	<u>Identifiers: Access Marking(s)</u> - When the phrase NATO-Furnished is used for a Classified document without an Unclassified Title, a subject analyst supplies an Unclassified Title, which is entered in Field 30.
25	<u>Identifiers: Subject Terms</u> - Identifiers may be selected from the title.

Field 6
Unclassified Title

12. DATA ELEMENTS RELATED TO (contd.):

<u>Field No.</u>	<u>Data Element Name and Reason</u>
27	<u>Abstract</u> - Words in the Abstract and in the <u>Unclassified Title</u> are searchable by the DROLS SRTAB command.
30	<u>Title Index Annotation</u> - This is used to augment the <u>Unclassified Title</u> to make it more meaningful or to enter English language titles or the word "reprint" and its title.
34	<u>Title Series Code</u> - Information from Field 6 and/or 9 may be coded in this field.
49	<u>Authority for Change</u> - Any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Title
Title Security

B. Independent Research and Development Database:

Project Title

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

None

Field 7
Classified Title

1. NAME, DESCRIPTIVE:

Classified Title

2. NAME, EXTERNAL:

Classified Title

3. NAME, ALIAS:

Field 7
Display Field 7
Sort Field 7
Title (Classified)

4. DEFINITION:

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. In particular, when two or more concepts are sensitively associated, according to the DoD Security Classification Guide covering the information in the report, the title will be Classified. Documents originated by foreign sources are not covered by this definition. See Remarks.

Field 7
Classified Title

5. REMARKS:

- A. For NATO-furnished documents with Classified Titles, those titles are not entered in the Classified Title data element. Instead, the following statement is entered in the Unclassified Title data element (Field 6): "Classified Title Only". The Classified Title data element (Field 7) is left blank.
- B. For all documents that do not have an Unclassified Title and for NATO-furnished documents with a Field 6 statement "Classified Title Only", a sanitized Unclassified Title is entered in the Title Index Annotation data element (Field 30) by the subject analyst.
- C. Acronyms in Classified Titles are not expanded.
- D. Mathematical and scientific notations are put into words.
- E. If a foreign document has only a Classified Title, it is assigned an Unannounced Accession Document Number (Field 1).
- F. If the title of a foreign document is not marked, it is assigned the classification of the report.
- G. Classified Titles cannot be searched.

Field 7
Classified Title

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

-- 7 - CLASSIFIED TITLE : classified title

Example:

-- 7 - CLASSIFIED TITLE: THIS TITLE IS FICTITIOUS.

B. DROLS Demand and Current Awareness Bibliographies:

1. Demand Bibliographies:

Example:

(S) This Title is Fictitious.

2. Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 240.

D. Microfiche Header:

A Classified Title appears on the microfiche header only when there is no Unclassified Title. This title appears in the Document Description Area and contains a maximum of 70 characters. (See Unclassified Title, Field 6.)

Field 7
Classified Title

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 5
Maximum: 450

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

1

D. RTIS:

@7@classified title

Example:

@7@This Title is Fictitious.

E. Card Image:

Field numbers appear in columns 10 and 11, with a "0" in column 10 and a "7" in column 11.

8. DATA RANGE:

Not Applicable

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Secret

Field 7
Classified Title

11. EDIT-AUDIT CRITERIA:

- A. Either a Classified Title or Unclassified Title is required. When the Classified Title is present, the Title Classification data element (Field 8) must be r for Restricted, c for Confidential, or an s for Secret.
- B. Punctuation of the Classified Title is checked for errors by computer.
- C. The Classified Title is spell checked by computer.
- D. Subject analysts verify title classification during security review.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - Classified documents are assigned numbers in the AD-C range.
2	<u>Subject Category Codes</u> - All fields dealing with classification of the record in the TR Database or the report to which it refers are related because these codes are used to establish need-to-know. All subject fields are related because these codes represent broad subject areas.
6	<u>Unclassified Title</u> - A Classified Title or an Unclassified Title must be present. Both titles may also be present.
8	<u>Title Classification</u> - The classification of the Classified Title must be input.
9	<u>Descriptive Note</u> - Entries in Classified Titles and Unclassified Titles affect the punctuation.
14	<u>Performing Organization Report Number(s)</u> - The volume or parts statement from the Classified Title is included here.

Field 7
Classified Title

12. DATA ELEMENTS RELATED TO: (cont.)

<u>Field No.</u>	<u>Data Element Name and Reason</u>
20	<u>Report Classification</u> - The classification of the report can be no lower than the classification of the title.
30	<u>Title Index Annotation</u> - Field 30 contains an Unclassified version of the Classified Title when there is only a Classified Title on the document.
33	<u>Distribution/Availability Codes(s)</u> - Field 7 must be blank for a NATO-Furnished document and coded with a 53.
37	<u>Classification Authority</u> - Classified Titles make documents Classified.
38	<u>Declassification Date/Event</u> - If the document is declassified, the title must also be declassified.
39	<u>Downgrading Date/Event</u> - A downgraded document may result in a change to the classification of the title.
49	<u>Authority for Change</u> - Field 49 is used to record the reasons for changes in classification, which may include a Classified Title.

Field 7
Classified Title

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Title
Title Security

B. Independent Research and Development Database:

Project Title

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

None

Field 8
Title Classification

1. NAME, DESCRIPTIVE:

Title Classification

2. NAME, EXTERNAL:

Title Classification

3. NAME, ALIAS:

Field 8
Display Field 8
Sort Field 8

4. DEFINITION:

This data element indicates the highest security classification of the title.

5. REMARKS:

If there are both an Unclassified Title and a Classified Title, this data element will contain the classification of the Classified Title.

Field 8
Title Classification

6. DATA FORMAT OUTPUT:

A. DROLS Display:

-- 8 - TITLE CLASSIFICATION: title classification

Examples:

-- 8 - TITLE CLASSIFICATION: UNCLASSIFIED

-- 8 - TITLE CLASSIFICATION: RESTRICTED

--- 8 - TITLE CLASSIFICATION: CONFIDENTIAL

-- 8 - TITLE CLASSIFICATION: SECRET

B. DROLS Demand and Current Awareness Bibliographies:

Example:

(U) Proceedings of Aerospace Technology Industry

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 230.

D. Microfiche Header:

Either UNCLASSIFIED, RESTRICTED, CONFIDENTIAL, or SECRET is printed in the Document Description Area of the microfiche header.

Field 8
Title Classification

7.. DATA FORMAT INPUT:

A. Field Length:

Minimum: 1
Maximum: 1

B. Data Type:

Alphabetic

C. Number of Occurrences:

1

D. RTIS:

Examples:

@8@u

@8@r

@8@c

@8@s

E. Card Image:

Field numbers appear in columns 10 and 11, with a "0" in column 10 and an "8" in column 11.

8. DATA RANGE:

The letters u, r, c, or s are entered depending on whether the title is Unclassified, Restricted, Confidential, or Secret.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

The entry must be u, r, c, or s.

Field 8
Title Classification

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
2	<u>Subject Category Codes</u> - All fields dealing with classification of the record in the TR Database or the report to which it refers are related because these codes are used to establish need-to-know.
3	<u>Record Classification</u> - This is set to the highest classification of any Classified data element. Field 8 is one of the fields that may determine the classification entered in Field 3.
6	<u>Unclassified Title</u> - Field 8 indicates that the title is Unclassified when there is no Classified Title.
7	<u>Classified Title</u> - Field 8 gives the classification of the Classified Title.
20	<u>Report Classification</u> - The Title Classification may not be higher than the Report Classification.
49	<u>Authority for Change</u> - Any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Title Security

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

None

Field 9
Descriptive Note

1. NAME, DESCRIPTIVE:

Descriptive Note

2. NAME, EXTERNAL:

Descriptive Note

3. NAME, ALIAS:

Field 9
Display Field 9
Sort Field 9

4. DEFINITION:

The Descriptive Note contains information about the report title, without repeating information in the title. This data element may define: 1) the report type, such as Final or Master's Thesis; 2) the date ranges covered by the report; or 3) a serialization, which is coded in Field 34 (Title Series Code).

5. REMARKS:

Although the Descriptive Note is not directly searchable, some of the information from the Descriptive Note is coded in Field 34, which is searchable.

Field 9
Descriptive Note

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

-- 9 - DESCRIPTIVE NOTE:descriptive note

Example:

-- 9 - DESCRIPTIVE NOTE: FINAL REPT;

B. DROLS Demand and Current Awareness Bibliographies:

Example:

DESCRIPTIVE NOTE: Final rept.,

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 540.

D. Microfiche Header:

Does not appear.

Field 9
Descriptive Note

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 10
Maximum: 120

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

1

D. RTIS:

@9@descriptive note

Examples:

@9@Final rept., (when Field 10 is present)

@9@Final rept. (when Field 10 is not present)

E. Card Image:

Field numbers appear in columns 10 and 11, with a "0" in column 10 and a "9" in column 11.

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

The information in this field is validated against a spelling checker.

Field 9
Descriptive Note

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
6	<u>Unclassified Title</u> - Field 9 contains additional information about the title.
7	<u>Classified Title</u> - See Field 6 above.
10	<u>Personal Author(s)</u> - Punctuation rules in Field 9 depend on whether there is an entry in Field 10.
14	<u>Performing Organization Report Number(s)</u> - A phrase such as "Technical Report No. 2" is entered in Field 9 as "Technical rept." and in Field 14 as "TR-2". (The quotes are not part of the entry.)
21	<u>Supplementary Note</u> - A Final Report that is also a Thesis contains information that is split between Fields 9 and 21.
34	<u>Title Series Code</u> - In addition to a narrative entry for Final, Annual, Summary, or numeric serialization entered in Field 9, this information is also coded into the Title Series Code.
49	<u>Authority for Change</u> - Any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Some information is retrievable through Field 34, Title Series Code.

16. REFERENCES:

None

Field 10
Personal Author(s)

1. NAME, DESCRIPTIVE:

Personal Author(s)

2. NAME, EXTERNAL:

Author

3. NAME, ALIAS:

Field 10
Display Field 10
Sort Field 10
Search Code 11

4. DEFINITION:

This field gives the name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the report.

5. REMARKS:

None

Field 10
Personal Author(s)

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--10 - PERSONAL AUTHORS: personal authors

Example:

--10 - PERSONAL AUTHORS: AGRE, JONATHAN R.;
AGRAWALA, ASHOK K. ;

B. DROLS Demand and Current Awareness Bibliographies:

Example:

PERSONAL AUTHORS: Palmer, C.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 280.

D. Microfiche Header:

The name of the author appears in the Document Description Area. Only the first author is given. If there is more than one author, the first author's name is followed by a space and the phrase et al.

Example:

A J ALEXANDER ET AL.

Field 10
Personal Author

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 3

Maximum: 620 (Each author's name may contain no more than 60 characters for the given name and 60 characters for the surname.)

B. Data Type:

Alphabetic and the following special characters: period, comma, semi-colon, and slash.

C. Number of Occurrences:

Maximum of 5

D. RTIS:

@10@personal authors

Example:

@10@ J.J. /Smith; Al A. /Cox

E. Card Image:

Field numbers appear in columns 10 and 11, with a "1" in column 10 and a "0" in column 11.

Field 10
Personal Author(s)

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

- A. Punctuation is checked by computer.
- B. The name of each author can have 120 characters.
- C. There may be no more than 5 authors.
- D. First character must be alphabetic.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
5	<u>Corporate Author</u> - All technical reports have a performing and/or responsible organization even when a report has no personal author.
9	<u>Descriptive Note</u> - The punctuation in Field 9 is affected if there is an entry in Field 10.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 10
Personal Author(s)

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Responsible Individual's Name
Responsible Individual's Telephone Number
Responsible Individual's Title
Principal Investigator's Name
Principal Investigator's Telephone Number
First Associate Investigator
Second Associate Investigator
Navy Principal Investigator's Title

B. Independent Research and Development Database:

Technical Plan Focal Point Name
Technical Plan Focal Point Telephone Number
Name of Contact Point
Telephone of Contact Point

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

None

Field 11
Publication Date

1. NAME, DESCRIPTIVE:

Publication Date

2. NAME, EXTERNAL:

Report Date

3. NAME, ALIAS:

Field 11
Display Field 11
Sort Field 11
Search Code 24
Qualification Search Code 11
Date of Publication

4. DEFINITION:

The Publication Date is the date the report was published. It is not the date that DTIC received the report. The Publication Date is usually found on the title page.

Field 11
Publication Date

5. REMARKS:

- A. If more than one date is displayed on the cover or report documentation page, the most recent date is used.
- B. Occasionally, two dates are entered in RTIS, separated by a comma. The second date duplicates the Declassification Date/Event (Field 38) or the Downgrading Date/Event (Field 39). This second date, when it is entered in Field 11, is used by the Master Inventory File and is not sent to the Technical Report Database.
- C. There are many different kinds of dates associated with a technical report. Some are captured in data elements, whereas others are not.
- D. The date of system entry is available from the computer staff, but it is not otherwise available. The Reclassification Date, Downgrading Date, and Declassification Date are three other dates in the Technical Report Database (see Fields 11a, 39, and 38, respectively).
- E. Dates used to track the status of the report from receipt by DTIC through user availability are not part of the Technical Report Database.

Field 11
Publication Date

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--11 - REPORT DATE: publication date

Example:

--11 - REPORT DATE: JUL 14, 1989

B. DROLS Demand and Current Awareness Bibliographies:

Example:

REPORT DATE: OCT 88

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 480. The data is stored as yymmdd.

Example:

Date appears as: Jan 29, 1989
Input into RTIS: 29 Jan 89
Output on tape: 890129

D. Microfiche Header:

A maximum of 9 characters appears on one line (dd mon yy) in the Document Description Area (where mon is a 3-letter abbreviation for month, e.g., Jan).

Field 11
Publication Date

7. DATA FORMAT, INPUT:
- A. Field Length:
 - Minimum: 4
 - Maximum: 12
 - B. Data Type:
 - Alphanumeric
 - C. Number of Occurrences:
 - 1
 - D. RTIS:
 - @11@publication date
 - Example(s):
 - @11@10 Jul 87
 - @11@Jul 87
 - @11@1987
 - E. Card Image:
 - Field numbers appear in columns 10 and 11, with a "1" in column 10 and a "1" in column 11.
8. DATA RANGE:
 - Not applicable.
9. DATA COLLECTIONS:
 - Technical Report Database
10. SECURITY LEVEL:
 - Unclassified

Field 11
Publication Date

11. EDIT-AUDIT CRITERIA:

- A. This data element must contain data.
- B. The Publication Date must conform to the input format:

dd mon yy
mon yy
YYYY

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
11a	<u>Document Reclassification Date/Event</u> - Both the Publication Date and this date are entered in RTIS in Field 11. They are separated by a comma.
49	<u>Authority for Change</u> - Any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

- A. Work Unit Information System Database:
 - Date of Summary
 - Date of Previous Summary
- B. Independent Research and Development Database:
 - Report Date

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

None

Field 11a
Document Reclassification Date/Event

1. NAME, DESCRIPTIVE:

Document Reclassification Date/Event

2. NAME, EXTERNAL:

Regrade Date

3. NAME, ALIAS:

Field 11a
See Remarks

4. DEFINITION:

The Document Reclassification Date/Event is the next date of reclassification as given on a Classified document. This date indicates when the classification level of the document will be changed or when the document will be declassified.

5. REMARKS:

- A. The Document Reclassification Date/Event in Field 11a is used by the Master Inventory File and is not transferred from RTIS to the Technical Report Database.
- B. This date to regrade is also entered in either the Declassification Date/Event or the Downgrading Date/Event data element (Field 38 or 39), as applicable.
- C. The aliases are the same as those for Fields 38 and 39.
- D. This date is entered in Field 11 following the Publication Date, separated by a comma.

Field 11a
Document Reclassification Date/Event

6. DATA FORMAT, OUTPUT:

None

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 7

Maximum: 7

B. Data Type:

Alphanumeric

C. Number of Occurrences:

1

D. RTIS:

@11@report date, regrade date

Example:

@11@31 Dec 82, 31 Dec 92

E. Card Image:

This date is entered with the Publication Date, using Field 11 for both dates. (See Field 11, Publication Date.)

Field 11a
Document Reclassification Date/Event

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Master Inventory File

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

A. The entry is checked for invalid date format (year only is an invalid format).

B. The entry is checked for extraneous characters.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
11	<u>Publication Date</u> - The date to regrade is entered with the Publication Date. in Field 11.
32	<u>Document Reclassification Date/Event</u> - This code must be set for the date to regrade in Field 11a.
38	<u>Declassification Date/Event</u> - Data in Field 11a is put in either Field 38 or 39.
39	<u>Downgrading Date/Event</u> - See Field 38 above.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 11a
Document Reclassification Date/Event

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Regrading Code
Date of Declassification
Declassification Event
Downgrading Date
Downgrading Event
Classification Duration

B. Master Inventory File

14. ELEMENT STATUS:

Although it is entered into RTIS, the Document
Reclassification Date/Event is not transferred to the
Technical Report Database. Instead, it is transferred to
the Master Inventory File.

15. SEARCHABLE:

No

16. REFERENCES:

None

Field 12
Page Count

1. NAME, DESCRIPTIVE:

Page Count

2. NAME, EXTERNAL:

Pagination

3. NAME, ALIAS:

Field 12
Display Field 12
Sort Field 12

4. DEFINITION:

The Page Count 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. This number indicates the length or size of a document, corresponding to the number of frames necessary for microfiche reproduction.

5. REMARKS:

- A. The Page Count is used to price hard copy documents and to determine how many microfiche are necessary to convert a document received in hard copy to microfiche. Oversize pages, such as foldouts, pocketset maps, and charts, are counted for the number of frames needed to microfiche them. Blank pages, including those so designated, are not counted. For Unclassified documents, the Page Count is determined by the number given on the last page of a document, plus the number of introductory pages. In those instances where each section is numbered separately or where there are inconsistencies in the pagination, the number of pages is estimated by totaling the number of pages in each section. An exact page count is no longer required except in those cases where there are inconsistencies in the pagination or the pages are not numbered.
- B. The exact number of pages is always required for classified documents.

Field 12
Page Count

6. DATA, FORMAT, OUTPUT:

A. DROLS Display:

--12 - PAGINATION: page count

Example:

--12 - PAGINATION: 48P

B. DROLS Demand and Current Awareness Bibliographies:

Example:

63P

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 520.

D. Microfiche Header:

Does not appear.

Field 12
Page Count

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1
Maximum: 8

B. Data Type:

Alphanumeric

C. Number of Occurrences:

1

D. RTIS:

@12@ page count

Example:

@12@128

The page count contains 1 to 4 digits. In the past, the phrase MAG TAPE was entered to indicate a magnetic tape. Currently, a Page Count of 0 indicates magnetic tape.

E. Card Image:

Field numbers appear in columns 10 and 11, with a "1" in column 10 and a "2" in column 11.

8. DATA RANGE:

Numbers may range from 1 through 4095.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

Field 12
Page Count

11. EDIT-AUDIT CRITERIA:

- A. The Page Count cannot have a value greater than 4095.
- B. This field cannot be blank.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
21	<u>Supplementary Note</u> - The number of pages in each of the articles within a compilation is indicated in Field 21.
49	<u>Authority for Change</u> - Any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

DTIC, Bibliographic Database Branch IOM, "Subject: Page Count," Oct. 10, 1989.

Field 14
Performing Organization Report Number(s)

1. NAME, DESCRIPTIVE:

Performing Organization Report Number(s)

2. NAME, EXTERNAL:

Report Number

3. NAME, ALIAS:

Field 14
Display Field 14
Sort Field 14
Search Code 51
Report Number/Source Series
Originating Agency Series
STRN Number
Standard Technical Report Number

4. DEFINITION:

This report number is assigned, preferably with a standard acronym, by the performing organization to identify the report. The acronym and number should be in accordance with the rules given in the American National Standard Technical Report Number (STRN) Format and Creation, (ANSI Z39.23-1990).

Field 14
Performing Organization Report Number(s)

5. REMARKS:

- A. A unique report number is an important access point for online searching and retrievability.
- B. DTIC encourages organizations to set up Standard Technical Report Numbers (STRNs) and to register them with NTIS.
- C. DTIC encourages, but does not require, the use of STRNs on technical reports.
- D. Report numbers that do not conform to the STRNs are difficult to search.
- E. There are numerous Performing Organization Report Numbers in the Technical Report Database that consist of a number without an organizational acronym. These report numbers are almost useless as a basis for a search.
- F. There are Performing Organization Report Numbers that consist of only one character.
- G. Contributors occasionally use Data Item Description (DID) Numbers and Contract Data Requirements List (CDRL) Numbers as Performing Organization Report Numbers.
- H. Although Performing Organization Report Numbers are entered with special characters, they are searched packed.

Field 14
Performing Organization Report Number(s)

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--14 - REPORT NUMBER: report number

Example:

--14 - REPORT NUMBER: DMATC-TR-76-1

B. DROLS Demand and Current Awareness Bibliographies:

Example:

REPORT NO. AFHRL-TR-89-1

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 170.

D. Microfiche Header:

Only one Performing Organization Report Number appears on the header. It appears in the Document Description Area on one line.

Field 14
Performing Organization Report Number(s)

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1

Maximum: 70 (Each entry can contain no more than
35 characters.)

B. Data Type:

Alphanumeric and special characters taken from the
Fielddata character set.

C. Number of Occurrences:

2

D. RTIS:

@14@report number

Example:

@14@DMATC-TR-76-1

E. Card Image:

Field numbers appear in columns 10 and 11, with a "1" in
column 10 and a "4" in column 11.

Field 14
Performing Organization Report Number(s)

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

A. The length of a Performing Organization Report Number cannot be more than 35 characters.

B. Minimum and maximum field lengths are checked.

Field 14
Performing Organization Report Number(s)

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
5	<u>Corporate Author</u> - The Performing Organization Report Number is the report number of the Corporate Author.
6	<u>Unclassified Title</u> - The parts or volume statement is added to the end of the title and to this report number.
7	<u>Classified Title</u> - See Field 6 above.
9	<u>Descriptive Note</u> - A phrase such as "Technical Report No. 2" is entered in Field 14 as "TR-2". (The quotes are not part of the entry).
18	<u>Monitoring Agency Report Number(s)</u> - This field, along with Field 19, contains another type of report number.
19	<u>Monitoring Agency Report Number(s)</u> - See Field 18 above.
21	<u>Supplementary Note</u> - Field 21 may contain additional report numbers of various kinds.
25	<u>Identifiers: Patent Classification Numbers</u> - The Patent Application Number is entered in Field 14 for Patents.
35	<u>Corporate Author Source Code</u> - This field generates the Corporate Author. See Field 5 above.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 14
Performing Organization Report Number(s)

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Performing Organization Name (etc.)

B. Independent Research and Development Database:

Organization Name/Address
Corporate Author

C. Corporate Source Authority System Database

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes (searched packed and without special characters).

16. REFERENCES:

American National Standards Institute, American National Standard Technical Report Number (STRN) Format and Creation, ANSI Z39.23-1990.

Field 15
Contract/Grant Number(s)

1. NAME, DESCRIPTIVE:

Contract/Grant Number(s)

2. NAME, EXTERNAL:

Contract Number

3. NAME, ALIAS:

Field 15

Display Field 15

Sort Field 15

Search Code 16

Contract

Grant Number

Funding Number

Procurement Order

Procurement Order Number

Procurement Instrument Identification Number

PII Number

4. DEFINITION:

This data element is used to enter the alphanumeric identifier of the contract, grant, or procurement order that designates the financial support of the report.

Field 15
Contract/Grant Number(s)

5. REMARKS:

A. The contract, grant, or procurement order is performed by the Corporate Author (identified in Field 5), who is responsible for preparing the report. It is assigned by the military or government organization responsible for the funding of the research. Contracts and subcontracts issued by a foreign government are ignored.

B. The Contract or Grant Number is written in a manner conforming as closely as possible to the way in which it is cited on the report. Army, Navy, Air Force, and DoD contracts currently follow the format prescribed in the DoD Federal Acquisition Regulation Supplement (DFARS) as follows:

Position 1-6: Alphanumeric (Appendix N - Activity Address Numbers (in DFARS))

7-8: Numeric (last 2 digits of FY)

9: Alphanumeric (type of procurement, usually C or G)

10-13: Numeric or alphanumeric (4-character serial number)

C. The Federal Acquisition Regulation (FAR) refers to DoD numbers as Procurement Instrument Identification (PII) Numbers.

D. The form of the Contract Number is edited only in the case of an individual deviation. Hyphens are used between each position grouping, as shown in the following examples:

DABT60-84-C-0077	DCA100-84-C-0030
N00014-86-K-0043	M00027-84-D-0031
F04611-85-C-0041	DNA001-85-C-0249
DAAA22-84-C-0204	DASG60-86-C-0013 (10000 for
F33615-86-C-5169	certain years)

E. Examples of Contract Numbers for U.S. Government agencies are shown below:

DOT-DTFA01-84-C-0005	NAS7-918
EPA-68-03-3203	NSF-SES84-08134
FEMA-CMW-84-C-17374	PHS-NS-19197-03

Field 15
Contract/Grant Number(s)

5. REMARKS (cont.):

F. If a report was prepared by a subcontractor, the prime contractor to whom the government contract was issued is considered the Corporate Author. The subcontractor may be acknowledged in Field 21 (Supplementary Note), using the statement, "Prepared in cooperation with (subcontractor and location)."

G. If there are two contracts, the DoD-funded contract precedes the non-DoD contract, for example:

F67052-82-C-0043, FAA/ARDS-647

If there are two grants, the DoD grant precedes the non-DoD grant, for example:

AFOSR-82-1234, PHS-NB-06288

If there is a contract and a grant, the contract precedes the grant, for example:

N00173-85-M-9913, DAAL03-86-G-0008

H. Examples of Grant Numbers for military organizations, DoD, and U.S. Government agencies are shown below:

AF-AFOSR-62-347 (prior to 1963)

AF-AFOSR-2990-76 (1963-77)

AFOSR-86-0078

DA-ARO-D-31-124-73-G17

N00014-86-G-0009

NGL-05-020-272

NOTE: Grant Numbers on AD-A documents are preceded on input by a dollar sign (\$), which is not displayed on output.

Field 15
Contract/Grant Number(s)

5. REMARKS (cont.):

- I. Examples of Procurement Order Numbers for military organizations, DoD, and U.S. Government agencies are shown below:

ARPA Order-4395
DARPA Order-2656
NASA Order-S-54114

Note: ARPA Orders are preceded on input by two dollar signs (\$\$), which are not displayed on output.

- J. Only two numbers can be entered in Field 15. They are separated by a comma and a space. Additional Contract or Grant Numbers that belong to the Corporate Author are entered in Field 21.

- K. The alphanumeric and spacing composition of these numbers follows the usage of the agency. DoD numbers have a structure prescribed by the Federal Acquisition Regulation, but with older structures appearing from time to time and with other agencies' numbers, there is a wide variation in character length and spacing. This variation accounts for the fact that when the TR Database is searched under DROLS, Contract or Grant Numbers are entered with the alphanumerics packed without internal punctuation, such as hyphens or slashes.

- L. Older Contract or Grant Numbers used by the office of Naval Research (beginning with N00014) for the years 1960 - 1968 have an additional 4-digit suffix at the end of the Contract Number. This suffix should be entered as shown on the document, for example:

N00014-67-A-0202-0002

Field 15
Contract/Grant Number(s)

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--15 - CONTRACT NUMBER: contract/grant number

Example:

--15 - CONTRACT NUMBER: F04701-75-C-0076

B. DROLS Demand and Current Awareness Bibliographies:

Example:

CONTRACT NO. F04611-88-C-0014

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG for Contract Number is 320. The TAG for Grant Number is 330.

D. Microfiche Header:

Only the first Contract or Grant Number appears in the header. It appears on one line in the Document Description Area.

Field 15
Contract/Grant Number (s)

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 5

Maximum: 70 (Each Contract/Grant Number contains no more than 35 characters.)

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

2

D. RTIS:

@15@contract/grant number

Example:

@15@F33615-72-C-0001, \$DAAD07-77-G-0123

Two numbers are separated by a comma and a space.

E. Card Image:

Field numbers appear in columns 10 and 11, with a "1" in column 10 and a "5" in column 11.

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

Field 15
Contract/Grant Number (s)

11. EDIT-AUDIT CRITERIA:

- A. Each Contract or Grant Number can contain no more than 35 characters.
- B. No more than 2 Contract or Grant Numbers can be entered in this field.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
5	<u>Corporate Author</u> - The contract or grant is performed by the Corporate Author identified in Field 5.
16	<u>Project Number(s)</u> - The contract or grant may be a financial breakdown of a Project.
17	<u>Project Task Number(s)</u> - The contract or grant may be a financial breakdown of a Task
18	<u>Monitoring Agency Acronym(s)</u> - The contract or grant may contain the identifier of the monitoring agency.
21	<u>Supplementary Note</u> - Additional Contract or Grant Numbers that will not fit in Field 15 are placed in Field 21, and subcontractors may be acknowledged here.
25	<u>Identifiers: Program Element Number(s)</u> - A Program Element may be implemented by many contracts or grants.
25	<u>Identifiers: Work Unit Number(s)</u> - The contract or grant may be a financial breakdown of a Work Unit.
35	<u>Corporate Author Source Code</u> - Field 35 generates Field 5. See Field 5 above.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 15
Contract/Grant Numbers(s)

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Primary Funding Organization (Diagraph)
Contractor/Grant Number
Contractor/Grant Dollar Amount
Kind of Award
Estimated Completion Date Dollar Amount
Current Fiscal Year (etc.)
Performing Organization Name (etc.)

B. Master User Access Contracts Database

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes. It is searched packed and without special characters.

16. REFERENCES:

None

Field 16
Project Number(s)

1. NAME, DESCRIPTIVE:

Project Number(s)

2. NAME, EXTERNAL:

Project

3. NAME, ALIAS:

Field 16
Display Field 16
Sort Field 16
Search Code 21
PRON

4. DEFINITION:

A Project encompasses the aggregate of work efforts under a given project area (or subarea in special cases) that falls within a single Program Group and, therefore, a single Program Element, which is part of DoD's Five-Year Defense Plan. It is a planned undertaking, having a definite beginning and end, and involving definition, development, production, and logistics support. Project Numbers identify subdivisions of Program Elements.

Field 16
Project Number(s)

5. REMARKS:

- A. Project Numbers, along with Contract/Grant Numbers, Project Task Numbers, Program Element Numbers, and Work Unit Numbers, provide the main linkage with the Work Unit Information System Database (see Fields 15, 17, and 25).
- B. No more than 2 Project Numbers can be placed in this data element. However, additional Project Numbers may be placed in Field 25 (Identifiers). Field 25 has become a catchall which may also contain the Work Unit Number, Program Element Number, Army Serial Project Number, and Local Project Number.
- C. Project Numbers are input with hyphens and slashes, but they are searched as if they consisted of only alphanumeric characters packed together, with the special characters omitted.
- D. The definition of what constitutes a Project varies among the different military services.

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--16 - PROJECT NUMBER: project number

Example:

--16 - PROJECT NUMBER: 3E162777A879

B. DROLS Demand and Current Awareness Bibliographies:

Example:

PROJECT NO. RS34H20

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 200.

D. Microfiche Header:

Does not appear.

Field 16
Project Number(s)

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 2

Maximum: 70 (Each entry can contain no more than 35 characters.)

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

2

D. RTIS

@16@project number

Example:

@16@AF-3867, AF-1315

E. Card Image:

Field numbers appear in columns 10 and 11, with a "1" in column 10 and a "6" in column 11.

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

Field 16
Project Number

11. EDIT-AUDIT CRITERIA:

- A. Project Numbers cannot have embedded spaces.
- B. No more than 35 characters can be in each entry.
- C. No more than 2 Project Numbers can be entered in this field.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
15	<u>Contract/Grant Number(s)</u> - The contract or grant may be a financial breakdown of a Project.
17	<u>Project Task Number(s)</u> - Project Task Numbers require Project Numbers.
25	<u>Identifiers</u> - If there are more than 2 Project Numbers, the additional numbers may be entered in Field 25, preceded by the letters PN.
25	<u>Identifiers: Army Project Serial Number(s)</u> - This number is part of the Project Number.
25	<u>Identifiers: Local Project Number(s)</u> - This is a type of Number defined for local needs
25	<u>Identifiers: Program Element Number</u> - Projects are subdivisions of Program Elements which are identified by numbers.
25	<u>Identifiers: Work Unit Number(s)</u> - Work Units may be subdivisions of Projects. Work Unit numbers may contain a Project Number.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 16
Project Number(s)

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Primary Number Codes (All)
Primary Program Element Number
Primary Project Number
Army Primary Agency and Project
Primary Task Area Number
Primary Project and Task Number
Primary Work Unit Area
Primary Project, Task and Work Unit Number
1st Contributor Project and Task
2nd Contributor Program Element
2nd Contributor Task Number
2nd Contributor Project and Task Number
Army Prior Program Element Number
Army Prior Agency and Program
Army Prior Project Serial Number
Army Prior Task Number
Army Prior Work Unit Number

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes. It is searched packed and without special characters.

16. REFERENCES:

None

Field 17
Project Task Number(s)

1. NAME, DESCRIPTIVE:

Project Task Number(s)

2. NAME, EXTERNAL:

Task Number

3. NAME, ALIAS:

Field 17
Display Field 17
Sort Field 17
Search Code 20
Task

4. DEFINITION:

Projects may be divided into small segments called Tasks for purposes of local administration. Tasks encompass exploratory development efforts directed toward a specific objective. They consist of one or more Work Units and may be assigned to one or more individual laboratories for implementation. The RDT&E Task Number, as it appears on the document, without modification, is the number that is entered as the Project Task Number.

5. REMARKS:

- A. A Project Task Number is entered only when there is also a Project Number (Field 16).
- B. Project Task Numbers vary in format.
- C. No more than 2 Project Task Numbers can be placed in this data element.

Field 17
Project Task Number(s)

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--17 - TASK NUMBER: project task number

Example:

--17 - TASK NUMBER: RB

B. DROLS Demand and Current Awareness Bibliographies:

Example:

TASK NO. RB

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 210.

D. Microfiche Header:

Does not appear.

Field 17
Project Task Number(s)

7. DATA FORMAT, INPUT:
- A. Field Length:
 - Minimum: 2
 - Maximum: 70 (Each entry can contain no more than 35 characters.)
 - B. Data Type:

Alphanumeric and special characters from the Fielddata character set.
 - C. Number of Occurrences:

2
 - D. RTIS:

@17@project task number

Example:

@17@RB, A2
 - E. Card Image:

Field numbers appear in columns 10 and 11, with a "1" in column 10 and a "7" in column 11.
8. DATA RANGE:

Not applicable.
9. DATA COLLECTIONS:

Technical Report Database
10. SECURITY LEVEL:

Unclassified

Field 17
Project Task Number(s)

11. EDIT-AUDIT CRITERIA:

- A. A Project Number (Field 16) must be present.
- B. No more than 35 characters can be in each entry.
- C. No more than 2 Project Task Numbers can be entered in this field.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
15	<u>Contract/Grant Number(s)</u> - The contract or grant may be a financial breakdown of a task.
16	<u>Project Number(s)</u> - This number must be present when a Project Task Number is present.
25	<u>Identifiers</u> - If there are more than 2 Project Task Numbers, the additional numbers may be entered in Field 25, preceded by the letters TN.
25	<u>Identifiers: Program Element Number(s)</u> - Program Elements may be divided into Projects, which may be divided into Tasks, which are identified by number.
25	<u>Identifiers: Work Unit Number(s)</u> - Tasks may be divided into Work Units, which are identified by number. Work Unit Numbers may contain a Project Task Number.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 17
Project Task Number(s)

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Primary Number Codes (All)
Primary Program Element Number
Primary Project Number
Army Primary Agency and Project
Primary Task Area Number
Primary Project and Task Number
Primary Work Unit Area
Primary Project, Task and Work Unit Number
1st Contributor Project and Task
2nd Contributor Program Element
2nd Contributor Task Number
2nd Contributor Project and Task Number
Army Prior Program Element Number
Army Prior Agency and Program
Army Prior Project Serial Number
Army Prior Task Number
Army Prior Work Unit Number

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes. It is searched packed and without special characters.

16. REFERENCES:

None

Field 18
Monitoring Agency Acronym(s)

1. NAME, DESCRIPTIVE:

Monitoring Agency Acronym(s)

2. NAME, EXTERNAL:

Monitor Acronym

3. NAME, ALIAS:

Field 18
Display Field 18
Sort Field 18
Search Code 03
Monitoring Agency
Report Number
Military Acronym
Government Acronym
Report Code
Monitor

4. DEFINITION:

The Monitoring Agency Acronym is the acronym prefix of the Monitoring Agency Report Number (Field 19) assigned to the technical report by the military organization or government office monitoring or sponsoring the research in the report.

Field 18
Monitoring Agency Acronym(s)

5. REMARKS:

- A. The alphanumeric part of the Monitoring Agency Report Number is placed in Field 19.
- B. Two report numbers may be assigned when there is more than one monitoring agency. The first acronym is entered in Field 18, separated by a comma and a space from the second acronym, and the numeric part is entered in Field 19, separated by a comma and a space from the second number.

Example:

NASACR-080 and USAAVSCOMTR-90-1

Field 18: NASA, USAAVSCOM

Field 19: CR-080, TR-90-1

- C. The system does not distinguish between different organizations with identical acronyms. It is DTIC policy that monitoring agency acronyms should be unique.
- D. The Edit-Audit Criteria for maximum length has not always rejected acronyms that were too long.
- E. Monitoring Agency Acronyms must be established in the Corporate Source Authority System Database so that they can be added to the DROLS Monitor Acronym File.
- F. Users are encouraged to search for reports with Monitoring Agency Report Numbers by querying the acronym and the report number together.

Field 18
Monitoring Agency Acronym(s)

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--18 - MONITOR ACRONYM: monitoring agency acronym

Example:

--18 - MONITOR ACRONYM: ACC

B. DROLS Demand and Current Awareness Bibliographies:

Example:

MONITOR: HEL

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 180. The same TAG is also used for Field 19, Monitoring Agency Report Number(s)

D. Microfiche Header:

The first Monitoring Agency Acronym and the Monitoring Agency Report Number (Fields 18 and 19) appear together on the same line in the Document Description Area.

Field 18
Monitoring Agency Acronym(s)

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 2

Maximum: 40 (Each entry must contain less than 20 characters.)

B. Data Type:

Alphanumerics and special characters taken from the Fieldata character set.

C. Number of Occurrences:

2

D. RTIS:

@18@monitoring agency acronym

Example:

@18@ACC

E. Card Image:

Field numbers appear in columns 10 and 11, with a "1" in column 10 and an "8" in column 11.

8. DATA RANGE:

Not applicable

9. DATA COLLECTIONS:

Technical Report Database
Monitor Acronym File

10. SECURITY LEVEL:

Unclassified

Field 18
Monitoring Agency Acronym(s)

11. EDIT-AUDIT CRITERIA:

- A. The length cannot be greater than 40 characters.
- B. The Monitoring Agency Acronym must be in the Monitor Acronym File or the entry will be rejected.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
5	<u>Corporate Author</u> - Acronym may be formed from Corporate Author entry.
14	<u>Performing Organization Report Number(s)</u> - If more than 2 Monitoring Agency Report Numbers are assigned to a report, the additional numbers may be entered in Field 14, if it has only 1 number. If it already has 2 report numbers, then the additional number should be entered in Field 21.
15	<u>Contract/Grant Number(s)</u> - The contract or grant may contain the identifier of the monitoring agency.
19	<u>Monitoring Agency Report Number(s)</u> - Field 19 forms part of the report number along with Field 18.
21	<u>Supplementary Note</u> - Monitoring Agency Report Numbers may appear in Field 21.
25	<u>Identifiers: Special Document Collection(s)</u> - SBI may appear in Field 18.
35	<u>Corporate Author Source Code</u> - This code generates the Corporate Author. See 5 above. Each monitoring agency has a unique acronym that relates to this code.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 18
Monitoring Agency Acronym(s)

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Agency Digraph
Army Monitoring Division Code
Primary Funding Organization (Digraph)
Other Funding Organization (Digraph)
Responsible DoD Organization Name
Performing Organization Source Code
Army Responsible Organization Installation Digraphs
Navy Principal Investigator's Organization Symbol

B. Independent Research and Development Database:

Organization Name/Address
Interested DoD Organization

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

DTIC, Directory of Organizational Report Acronym Codes.
(Issued annually; available as AD number document.)

Field 19
Monitoring Agency Report Number(s)

1. NAME, DESCRIPTIVE:

Monitoring Agency Report Number(s)

2. NAME, EXTERNAL:

Monitoring Agency Number

3. NAME, ALIAS:

Field 19
Display Field 19
Sort Field 19
Search Code 53
Monitor Series
Sequential Group

4. DEFINITION:

The Monitoring Agency Report Number consists of a report code, which contains an abbreviation for the type of report, and a sequential group: for example, TR-89-92. The acronym for the monitor is entered in Field 18. The report type abbreviation and the sequential group are entered in Field 19.

5. REMARKS:

- A. For every Monitoring Agency Report Number, there must be a Monitoring Agency Acronym (Field 18).
- B. Two Report Numbers may be assigned when there is more than one monitoring agency. The first acronym is entered in Field 18, separated by a comma and a space from the second acronym, and the numeric part is entered in Field 19, separated by a comma and a space from the second number.

Example:

NASACR-080 and USAAVSCOMTR-90-1

Field 18: NASA, USAAVSCOM

Field 19: CR-080, TR-90-1

Field 19
Monitoring Agency Report Number(s)

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--19 - MONITOR SERIES: monitor series

Example:

--19 - MONITOR SERIES: TR-81-0484

B. DROLS Demand and Current Awareness Bibliographies:

Appears under the Monitoring Agency Acronym.

Example:

MONITOR: AFATL
 TR-89-92

where TR-89-92 is the Monitoring Agency Report Number.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 180, just as it is for the Monitoring Agency Acronym (Field 18).

D. Microfiche Header:

The first Monitoring Agency Acronym and the Monitoring Agency Report Number (Fields 18 and 19) appear together on the same line in the Document Description Area.

Field 19
Monitoring Agency Report Number(s)

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1
Maximum: 70 (Each entry can contain no more than 35 characters.)

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

2

D. RTIS:

@19@monitoring agency report number

Example:

@19@TR-81-0484

E. Card Image:

Field numbers appear in columns 10 and 11, with a "1" in column 10 and a "9" in column 11.

8. DATA RANGE:

Not applicable

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

A. Each Monitoring Agency Report Number can contain no more than 35 characters.

B. Monitoring Agency Acronym (Field 18) and Monitoring Agency Report Number (Field 19) must both be present.

Field 19
Monitoring Agency Report Number(s)

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - The SBIN Accession Document Number appears in Field 19.
6	<u>Unclassified Title</u> - The document may contain a volume or part, which is placed in Field 19.
14	<u>Performing Organization Report Number(s)</u> - If more than 2 Monitoring Agency Report Numbers are assigned to a report, the additional numbers may be entered in Field 14, if it has only 1 number. If it already has 2 report numbers, then the additional numbers should be entered in Field 21.
18	<u>Monitoring Agency Acronym(s)</u> - This must be present if Field 19 is present. Field 18 forms part of the report number along with Field 19.
21	<u>Supplementary Note</u> - Monitoring Agency Report Numbers may appear in Field 21.
25	<u>Identifiers: Special Document Collection(s)</u> - The SBIN Accession Document Number appears in Field 19.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 19
Monitoring Agency Report Number(s)

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Agency Digraph
Army Monitoring Division Code
Primary Funding Organization (Digraph)
Other Funding Organization (Digraph)
Responsible DoD Organization Name
Performing Organization Source Code
Army Responsible Organization Installation Digraphs
Navy Principal Investigator's Organization Symbol

B. Independent Research and Development Database:

Organization Name/Address
Interested DoD Organizations

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

None

**Field 20
Report Classification**

1. NAME, DESCRIPTIVE:

Report Classification

2. NAME, EXTERNAL:

Report Classification

3. NAME, ALIAS:

Field 20
Display Field 20
Sort Field 20
Search Code 58
Security Classification
Document Classification

4. DEFINITION:

The Report Classification designates that a document requires a specific degree of protection against unauthorized disclosure. Currently, at DTIC, Report Classification may be one of the following: Unclassified, Restricted, Confidential, or Secret. Additional restrictions are controlled by other data elements.

Field 20
Report Classification

5. REMARKS:

- A. DTIC distinguishes between the classification of the report and the classification of the citation in the database describing that report.
- B. The phrases Restricted Data (RD), Formerly Restricted Data (FRD), and NATO Furnished are generated in Field 33 (Distribution/Availability Code(s)). These phrases are appended to the Report Classifications of either Secret or Confidential, as for example, Secret Restricted Data.
- C. The Restricted classification (r) may be assigned only to reports of foreign origin. It is no longer an authorized U.S. classification.
- D. CNWDI documents must carry a classification of Secret.
- E. There is a close relationship between the Report Classification, the subject oriented data elements, and the document control data elements. Subject oriented elements include Subject Category Codes (Field 2), Unclassified Title (Field 6), and Abstract (Field 27). Document control data elements include Distribution/Availability Statements and Codes (Fields 22 and 33).
- F. The classifications of u, r, and c also appear in the Work Unit Information System Database.

Field 20
Report Classification

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--20 - REPORT CLASSIFICATION: report classification

Example:

--20 - REPORT CLASSIFICATION: CONFIDENTIAL

B. DROLS Demand and Current Awareness Bibliographies:

The classification appears centered in all capital letters without a heading.

Example:

UNCLASSIFIED REPORT

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 110.

D. Microfiche Header:

The Report Classification is displayed in all capital letters on the second line of the Identification Area.

Field 20
Report Classification

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1
Maximum: 1

B. Data Type:

Alphabetic

C. Number of Occurrences:

1

D. RTIS:

@20@report classification

Example:

@20@u

E. Card Image:

Field numbers appear in columns 10 and 11, with a "2" in column 10 and a "0" in column 11.

8. DATA RANGE:

u, r, c, s

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

Field 20
Report Classification

11. EDIT-AUDIT CRITERIA:

- A. The entry in this field must be one of the following:
u, r, c, or s.
- B. All other data element classifications must be equal to or lower than the Report Classification.
- C. Classified reports may not have a Distribution/Availability Code (Field 33) of 1, which means Unlimited distribution.
- D. Classified reports must have regrading instructions; Unclassified reports must not.
- E. CNWDI reports must be classified Secret.
- F. A record must be given an Accession Document Number that is appropriate to its classification at the time of entry. Accession Document Numbers can be in the A, B, or C range:

- A range - Unclassified/Unlimited reports
- B range - Unclassified/Limited reports
- C range - Classified reports

Ranges for SBIN and DoE documents do not impose these requirements. The same is also true of IAC documents, but IAC database records may not be Classified.

Field 20
Report Classification

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - Accession Document Number ranges indicate the classification at the time of entry.
2	<u>Subject Category Codes</u> - All fields dealing with classification of the record in the TR Database or the report to which it refers are related because these codes are used to establish need-to-know.
3	<u>Record Classification</u> - For CNWDI reports, the entry of any term in Field 25 (Identifiers) requires a subject analyst to set Field 26 to s. This means that Field 3 is set by RTIS to s because s is currently the highest classification in the system.
7	<u>Classified Title</u> - The classification of the report can be no lower than the classification of the title.
8	<u>Title Classification</u> - This classification may not be higher than the Report Classification.
22	<u>Distribution/Availability Statement(s)</u> - Classified and Unclassified reports are subject to different statements.
24	<u>Authorized Subject Term Classification</u> - This field allows Unclassified access to these terms no matter what the Report Classification is.
25	<u>Identifiers</u> - If any of the terms in Field 25 are not Unclassified, if the classification of a term is unknown, or if CNWDI has been entered in Field 23, then the classification of the report is entered in Field 26.

Field 20
Report Classification

12. DATA ELEMENTS RELATED TO: (cont)

<u>Field No.</u>	<u>Data Element Name and Reason</u>
26	<u>Identifier Classification</u> - See Fields 8 and 25 above.
28	<u>Abstract Classification</u> - See Field 8 above.
30	<u>Title Index Annotation</u> - Classified reports may be given Unclassified Titles in Field 30.
31	<u>Special Limitation/Distribution Code</u> - Several codes are given only to Classified reports. When this code is v, y, or z, Field 20 must be s.
32	<u>Document Reclassification Date/Event Code</u> - This code indicates conditions for classification changes.
33	<u>Distribution/Availability Code(s)</u> - This field contains the code that reflects the statement in Field 22. Some codes also generate RD, FRD, and NATO Furnished.
37	<u>Classification Authority</u> - Classified reports require a Classification Authority.
38	<u>Declassification Date/Event</u> - Classified reports may be declassified.
39	<u>Downgrading Date/Event</u> - Classified reports may be downgraded.
49	<u>Authority for Change</u> - This field gives the the authority for classification change.

Field 20
Report Classification

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Summary Security Distribution Instruction
Additional Security Restriction

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

None

**Field 21
Supplementary Note**

1. NAME, DESCRIPTIVE:

Supplementary Note

2. NAME, EXTERNAL:

Supplementary Note

3. NAME, ALIAS:

Field 21
Display Field 21
Sort Field 21

4. DEFINITION:

The Supplementary Note is used to enter information about the report that is not given in other data elements. Since it may contain See or See also references, the Supplementary Note can be used as a link to other documents.

5. REMARKS:

- A. The Supplementary Note is used to record information for which creation of a new data element may be more appropriate.
- B. The information in this data element is not searchable. The Identifiers data element (Field 25) is also used as a catchall field, but is searchable.

Field 21
Supplementary Note

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--21 - SUPPLEMENTARY NOTE: supplementary note

Example:

--21 - SUPPLEMENTARY NOTE: SPONSORED IN PART BY
CONTRACT DAAH01-85-C-A066.

B. DROLS Demand and Current Awareness Bibliographies:

Example:

SUPPLEMENTARY NOTE: See also Volume 2, AD-B141 467L.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 580.

D. Microfiche Header:

Does not appear.

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 5
Maximum: 600

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

Field 21
Supplementary Note

7. DATA FORMAT, INPUT (contd.):

C. Number of Occurrences:

1

D. RTIS:

@21@supplementary note

Example:

@21@See Also Volume 2, AD-B141 467L.

E. Card Image:

Field numbers appear in columns 10 and 11, with a "2" in column 10 and a "1" in column 11.

8. DATA RANGE:

Not Applicable

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

None

Field 21
Supplementary Note

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - The Supplementary Note gives a cross-reference by this number.
5	<u>Corporate Author</u> - Contains the name of the non-Government organization that has collaborated on the report.
6	<u>Unclassified Title</u> - The Supplementary Note gives information about translated titles and title changes.
9	<u>Descriptive Note</u> - A Final Report that is also a thesis contains information that is split between Fields 9 and 21.
12	<u>Page Count</u> - The page number ranges in each of the articles within a compilation is indicated in Field 21.
14	<u>Performing Organization Report Number(s)</u> - Field 21 may contain additional report numbers.
15	<u>Contract/Grant Number(s)</u> - Additional contracts or grants that will not fit in Field 15 are placed in Field 21, and subcontractors may be acknowledged here.
18	<u>Monitoring Agency Acronym(s)</u> - This field along with Field 19 forms the Monitoring Agency Report Number, which may appear in Field 21.
19	<u>Monitoring Agency Report Number(s)</u> - See Field 18 above.
25	<u>Identifiers: Patent Classification Number(s)</u> - If a patent is received for a previous patent application, a reference is entered in Field 21.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 21
Supplementary Note

• 13. DATABASE RELATIONSHIPS:

Corporate Source Authority System Database

^ 14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

None

Field 22
Distribution/Availability Statement(s)

1. NAME, DESCRIPTIVE:

Distribution/Availability Statement(s)

2. NAME, EXTERNAL:

Limitations (Alpha)

3. NAME, ALIAS:

Field 22
Display Field 22
Sort Field 22
Limitation Statement
Distribution/Limitation Statement
Distribution
Availability

4. DEFINITION:

These statements define the availability of the report and any limitations on its distribution, release, or disclosure. Availability Statements indicate where copies may be obtained, special formats such as microfiche or tape, journal published in, etc. Distribution Statements indicate whether the report is approved for release to the public or whether it can be released only to certain government agencies, contractors, etc. If there are limitations, then the Distribution Statements give information about the controlling DoD office where requests from others than those approved should be referred. The statements are taken from the latest version of DoD Directive 5230.24.

Field 22
Distribution/Availability Statement(s)

5. REMARKS:

- A. Although the statements are taken from DoD Directive 5230.24, statements are shortened when they exceed the 400 character field length. (The DoD Directive is reproduced in Appendix 6.)
- B. For each statement, there is a corresponding numeric code entered in the Distribution/Availability Code(s) data element (Field 33). Unlike the Corporate Author Source Code (Field 35), which generates the text for the Corporate Author (Field 5), the Distribution/Availability Codes do not generate the Distribution/Availability Statements.
- C. Some of the Distribution/Availability Statements follow a fill-in-the-blank format requiring, e.g., the name and address of the controlling office.
- D. For a complete list of the Distribution/Availability Statements, and accompanying codes, see the DTIC Cataloging Guidelines for Field 22.
- E. This field may contain up to 3 narrative statements describing report distribution limitations and/or report availability.
- F. This is a required field.

Field 22
Distribution/Availability Statement(s)

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--22 - LIMITATIONS (ALPHA): statement

Example:

--22 - LIMITATIONS (ALPHA): DISTRUBUTION AUTHORIZED TO U.S. GOV'T. AGENCIES AND THEIR CONTRACTORS; SPECIFIC AUTHORITY; 17 AUG 89. OTHER REQUESTS SHALL BE REFERRED TO NAVAL WAR COLLEGE, OPERATIONS DEPT., NEWPORT, RI 02841.

B. DROLS Demand and Current Awareness Bibliographies:

Example:

Distribution authorized to U.S. Gov't. agencies and their contractors; Administrative/Operational Use; Jun 88. Other requests shall be referred to the Naval Plant Representative Office, Laurel, MD 20707-6099.

Availability: CPIA, Laurel, MD 20707-6099.

Microfiche furnished to DTIC users. This document contains export-controlled technical data.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 130.

D. Microfiche Header:

An abbreviation for one of the Distribution Statements is generated by a Distribution/Availability Code.

Field 22
Distribution/Availability Statement(s)

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 5
Maximum: 400

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

3

D. RTIS:

@22@distribution/availability statement

Example:

@22@DTIC users only.

E. Card Image:

Field numbers appear in columns 10 and 11, with a "2" in column 10 and a "2" in column 11.

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

Field 22
Distribution/Availability Statements

11. EDIT-AUDIT CRITERIA:

The entry may not be longer than 400 characters.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - For AD-B and AD-C documents, each component report must have the limitation statement on the report.
2	<u>Subject Category Codes</u> - All fields dealing with classification of the record in the TR Database or the report to which it refers are related because these codes are used to establish need-to-know.
20	<u>Report Classification</u> - Classified and Unclassified reports are subject to different statements.
25	<u>Identifiers: Access Marking(s)</u> - The statements depend on these access markings.
31	<u>Special Limitation/Distribution Code</u> - Field 31 provides some of the codes for these statements.
33	<u>Distribution/Availability Code(s)</u> - Field 33 indicates the codes for these statements.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 22
Distribution/Availability Statement(s)

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Regrading Code
Distribution Instructions
Additional Security Restruction

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

DoD Directive 5230.24, "Distribution Statements on
Technical Documents," Mar.18, 1987.

Field 23
Authorized Subject Terms

1. NAME, DESCRIPTIVE:

Authorized Subject Terms

2. NAME, EXTERNAL:

Posting Terms

3. NAME, ALIAS:

Field 23
Display Field 23
Sort Field 23
Search Code 00
Descriptors/Posting Terms
Descriptors
DRIT Terms
DTIC Thesaurus Terms
Controlled Index Terms
Controlled Subject Terms
Controlled Vocabulary Terms

4. DEFINITION:

Authorized Subject Terms are terms or phrases taken from the Defense Technical Information Center Thesaurus and indicate the subject matter of the item to which they are applied. These terms indicate the main subject when they are preceded by an asterisk, e.g., *JET FIGHTERS.

Field 23
Authorized Subject Terms

5. REMARKS:

- A. The DTIC Thesaurus, contains authorized subject terms that are arranged in hierarchies of broader and narrower terms. Guidance, in the form of Scope Notes, is sometimes provided to further define or limit the meaning or usage of a term.
- B. The machine-readable thesaurus terms are used in the Machine-Aided Indexing (MAI) process.
- C. The terms that appear in this data element are Unclassified. When authorized subject terms are assigned to Classified subject matter, they must be entered in Field 25 (Identifiers: Subject Terms).
- D. Although currently only Unclassified terms are entered in Field 23, the Authorized Subject Term Classification data element (Field 24) permits a higher classification than Unclassified.
- E. Authorized subject terms have uses other than indicating the subject matter of a document. They are also used to identify formats and document types, such as security classification guides, symposia and theses, translations and the original language of the document, the country of origin for a foreign report, patent applications and patents and Critical Nuclear Weapon Design Information (CNWDI) reports. For example, SYMPOSIA, TRANSLATIONS, and PATENTS are all terms that are in the Thesaurus.
- F. All Thesaurus terms are in all of the inverted files of all of the databases.
- G. Field 23 may be blank.
- H. Slashes are currently not accepted in this field because no term in the DRIT contains them.
- I. Because of TRIS, all terms must be entered in all capitals.

Field 23
Authorized Subject Terms

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--23 - DESCRIPTORS: *subject term, subject term

Example:

--23 - DESCRIPTORS: *COMPUTER PROGRAMMING, *COMPUTATIONS,
ALGEBRA, COMPUTER LOGIC.

B. DROLS Demand and Current Awareness Bibliographies:

Example:

DESCRIPTORS: (U) *PAYLOAD, AIR FORCE.

C. Tape Format:

Two separate fields on the tape are used: one for terms with asterisks and the other for terms without asterisks. The tape documentation refers to these terms as descriptors.

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 380 for terms with asterisks and 400 for terms without asterisks.

D. Microfiche Header:

Does not appear.

Field 23
Authorized Subject Terms

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 3
Maximum: 1200

B. Data Type:

Alphabetic with the following special characters:
asterisk and right and left parentheses.

C. Number of Occurrences:

Limited by the number of characters in the field.

D. RTIS:

@23@*subject term, subject term

Example:

@23@*JET FIGHTERS, COMPUTERS.

E. Card Image:

Field numbers appear in columns 10 and 11, with a "2" in
column 10 and an "3" in column 11.

Field 23
Authorized Subject Terms

8. DATA RANGE:

The authorized subject terms are taken from the latest version of the DTIC Retrieval and Indexing Terminology (DRIT).

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

- A. When parentheses are used, they must be balanced, i.e., there must be a right and a left parenthesis.
- B. The term must be on the inverted file.
- C. The field must end with a period.
- D. This field may be left blank.

Field 23
Authorized Subject Terms

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
2	<u>Subject Category Codes</u> - All subject fields are related because these codes represent broad subject areas.
6	<u>Unclassified Title</u> - MAI extracts phrases from the title to generate these terms.
24	<u>Authorized Subject Term Classification</u> - This field indicates the classification of the terms.
25	<u>Identifiers: Patent Classification Number(s)</u> - The phrase patent applications and the term patents are authorized subject terms.
25	<u>Identifiers: Subject Terms</u> - When authorized subject terms are assigned to Classified subject matter, those terms are put in Field 25.
26	<u>Identifier Classification</u> - If CNWDI has been entered in Field 23, a subject analyst sets Field 26 to the classification of the report.
27	<u>Abstract</u> - MAI extracts phrases from the Abstract to generate these terms.
31	<u>Special Limitation/Distribution Code</u> - CNWDI is entered in Field 23 if either v, y, or z is entered in Field 31.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 23
Authorized Subject Terms

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

DTIC Descriptors

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

DTIC, Abstracting and Indexing Guidelines, Jan. 1989.

DTIC Thesaurus, DTICH 4185.7, latest edition..

Klingbiel, Paul H., Optimalization of DTIC MAPS Routines,
DLA 006-81-M-0337, Feb. 2, 1981.

Field 24
Authorized Subject Term Classification

1. NAME, DESCRIPTIVE:

Authorized Subject Term Classification

2. NAME, EXTERNAL:

Posting Term Classification

3. NAME, ALIAS:

Field 24

Display Field 24

Sort Field 24

Descriptors/Posting Terms Classification

Descriptor Classification

DRIT Term Classification

Controlled Vocabulary Classification

4. DEFINITION:

This data element indicates the classification of the authorized subject terms in Field 23 with the highest security classification.

5. REMARKS:

- A. A classification does not need to be entered for Unclassified/Unlimited distribution statement documents, which are in the AD-A range, because RTIS generates it.
- B. A classification of u must be entered for all documents in other AD ranges if there is an entry in Field 23.
- C. Currently, Unclassified authorized subject terms are placed in Field 23. Classified terms are placed in Field 25 (Identifiers: Subject Terms). Therefore, this data element is always set to u for Unclassified when there are any terms in Field 23. However, Field 23 may be blank, in which case, this field is also blank.
- D. During the early years of the DROLS system, both Classified and Unclassified terms could be entered in Field 23. The application software would separate the Unclassified terms, which were preceded by (u) from the other terms, which were assumed to be Classified.

Field 24
Authorized Subject Term Classification

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--24 - DESCRIPTOR CLASSIFICATION: term classification

Example:

--24 - DESCRIPTOR CLASSIFICATION: UNCLASSIFIED

B. DROLS Demand and Current Awareness Bibliographies:

Example:

DESCRIPTORS: (U)

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 370.

D. Microfiche Header:

Does not appear.

Field 24
Authorized Subject Term Classification

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1
Maximum: 1

B. Data Type:

Alphabetic

C. Number of Occurrences:

1

D. RTIS:

For the AD-A range, the Authorized Subject Term Classification (which currently must be u) is software generated. For all other ranges, the u must be entered.

Example:

@24@u

E. Card Image:

Not entered: see RTIS above.

8. DATA RANGE:

u

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

Field 24
Authorized Subject Term Classification

11. EDIT-AUDIT CRITERIA:
- A. For all document ranges other than AD-A (where it is system generated), a classification of u must be entered if there is an entry in Field 23.
 - B. If Field 23 is blank, this is also blank.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
2	<u>Subject Category Codes</u> - All fields dealing with classification of the record in the TR Database or the report to which it refers are related because these codes are used to establish need-to-know.
3	<u>Record Classification</u> - Field 24 is one of the fields that may determine the classification that is entered in Field 3.
20	<u>Report Classification</u> - Field 24 allows Unclassified access to authorized subject terms no matter what the Report Classification is.
23	<u>Authorized Subject Terms</u> - Field 24 indicates the classification of the terms in Field 23, which currently can only be Unclassified.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 24
Authorized Subject Term Classification

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Summary Security
Keywords
DTIC Descriptors
DTIC Identifiers

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

None

Field 25
Identifiers

1. NAME, DESCRIPTIVE:

See specific data elements for Field 25.

2. NAME, EXTERNAL:

See specific data elements for Field 25.

3. NAME, ALIAS:

Field 25
Display Field 25
Sort Field 25
Search Code 00

4. DEFINITION:

This field was originally established as a searchable subject field for 1) non-authorized subject terms, and for 2) authorized subject terms applied to Classified material. It has evolved to include administrative, format, and other non-subject data.

Field 25
Identifiers

5. REMARKS:

- A. Field 25 contains several different data elements, but each shares common attributes by virtue of the fact that they are all stored in the same field. These data elements are described in separate field descriptions that follow this general introduction to the field. However, the common attributes will be described here.
- B. Because this field is searchable and there are few restrictions on what may be entered, this field has been used for various reasons.
- C. Field 25 contains the following different types of data:
- Access Markings (e.g., Export Control)
 - Army Project Serial Numbers
 - Local Project Numbers
 - Patent Classification Numbers
 - Program Element Numbers
 - Special Document Collections (e.g., SBIN management and ATI Numbers)
 - Subject Terms
 - Work Unit Numbers
- D. This field is also used to give the language of the document when it is not in English, to indicate the format of the document (such as magnetic or videotape), and to enter additional Project Numbers and Project Task Numbers.
- E. All of the data elements that share Field 25 and Field 23 may be searched with role code 00.

@STR@
?00WINTER
END

- F. Since commas are used to separate terms within this field, they may not be used as part of the identifier phrase. Thus, the phrase C3(Command, Control and Communications) is entered as C3(Command Control and Communications).

Field 25
Identifiers

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--25 - IDENTIFIERS: identifiers, etc.

Example:

--25 - IDENTIFIERS: EXPORT CONTROL, PE61101F,
WUGLIL1R7BAA, LIMB(ASTRONOMY).

B. DROLS Demand and Current Awareness Bibliographies:

IDENTIFIERS: (U) Structural Dynamics, PE61102F,
WUAFOSR230782.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 440.

D. Microfiche Header:

Does not appear.

Field 25
Identifiers

7. DATA FORMAT, INPUT:
 - A. Field Length:

Minimum: 3
Maximum: 1200
 - B. Data Type:

Alphanumeric and special characters from the Fielddata character set.
 - C. Number of Occurrences:

Limited by the number of characters in the field.
 - D. RTIS:

@25@identifiers, etc.

Example:
@25@structural dynamics, PE61102F, WUAFOSR230782.
 - E. Card Image:

Field numbers appear in columns 10 and 11, with a "2" in column 10 and a "5" in column 11.
8. DATA RANGE:

Not applicable.
9. DATA COLLECTIONS:

Technical Report Database
10. SECURITY LEVEL:

Secret

Field 25
Identifiers

11. EDIT-AUDIT CRITERIA:

- A. No single entry may be longer than 120 characters.
- B. Parentheses must be balanced.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
16	<u>Project Number(s)</u> - If there are more than 2 of these numbers, the additional numbers may be entered in Field 25, letters preceded by the letters PN.
17	<u>Project Task Number(s)</u> - If there are more than 2 of these numbers, additional numbers may be entered in Field 25, preceded by the letters TN.
20	<u>Report Classification</u> - If any of the terms in Field 25 are not Unclassified, if the classification of a term is unknown, or if CNWDI has been entered in Field 23, then the classification of the report is entered in Field 26.
26	<u>Identifier Classification</u> - Field 26 gives gives the highest classification of any of the terms in Field 25. See Field 20 above.
49	<u>Authority for Change</u> - Any field change may be given an authority.

See also specific data elements for Field 25.

Field 25
Identifiers

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

See specific data elements for Field 25.

B. Independent Research and Development Database:

See specific data elements for Field 25.

14. ELEMENT STATUS:

See specific data elements for Field 25.

15. SEARCHABLE:

Yes

16. REFERENCES:

See specific data elements for Field 25.

Field 25
Identifiers: Access Marking(s)

1. NAME, DESCRIPTIVE:

Identifiers: Access Marking(s)

2. NAME, EXTERNAL:

Control Markings

3. NAME, ALIAS:

Access Marking(s)
Intelligence Acronyms
Export Control
NATO Furnished

See Field 25 (Identifiers)

4. DEFINITION:

This data element contains special markings that identify distribution restrictions and limitations.

Field 25
Identifiers: Access Marking(s)

5. REMARKS:

- A. Classified documents with the following special security markings:

REL	Authorized for Release To
PROPIN	Caution - Proprietary Information Involved
NO CONTRACT	Not Releasable to Contractors/Consultants
NOFORN	Not Releasable to Foreign Nationals
ORCON	Dissemination and Extraction of Information Controlled
WNINTEL	Warning Notice - Intelligence Sources or Methods Involved

are coded with the letter w in Field 31 (Special Limitation/Distribution Code) unless the documents are either CNWDI or x-type Unannounced.

- B. Documents that are marked with the phrase EXPORT CONTROL are coded with a 57 in Field 33 (Distribution/Availability Code(s)).
- C. Classified documents marked with the phrase NATO Furnished are coded with a 53 in Field 33. When there is no Unclassified title on the report, a subject analyst supplies an Unclassified title, which is entered in Field 30 (Title Index Annotation), and enters the phrase NATO Furnished and U/A Reports in Field 25.
- D. Classified documents with the phrase Limited Dissemination are coded with a 54 in field 33 (and no W in Field 31). The only non-posting terms entered in field 25 are those provided on the SF 298.
- E. The phrase U/A Reports sometimes indicates that the information is not displayable.
- F. Some U/A Reports that are not displayable online because there is an x in Field 31.

Field 25
Identifiers: Access Marking(s)

6. DATA FORMAT, OUTPUT:

See Field 25 (Identifiers).

7. DATA FORMAT, INPUT:

See Field 25 (Identifiers).

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Secret

11. EDIT-AUDIT CRITERIA:

See Field 25 (Identifiers).

Field 25
Identifiers: Access Marking(s)

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - Documents with access markings are sometimes assigned numbers in the Unannounced range.
6	<u>Unclassified Title</u> - When the phrase NATO Furnished is used for a Classified document without an Unclassified title, a subject analyst supplies an Unclassified title, which is entered in Field 30.
20	<u>Report Classification</u> - See the write-up for Field 25 (Identifiers).
22	<u>Distribution/Availability Statement(s)</u> - This field gives the full text of the statement based on the access markings.
26	<u>Identifier Classification</u> - Access markings may be Secret. See also the write-up for Field 25 (Identifiers).
30	<u>Title Index Annotation</u> - See Field 6 above.
31	<u>Special Limitation/Distribution Code</u> - This code is set to v or w depending on the access markings in this field.
33	<u>Distribution/Availability Code(s)</u> - This code is set to 57 for documents marked EXPORT CONTROL, and is set to 53 for Classified documents marked NATO Furnished.
49	<u>Authority for Change</u> - See the write-up for Field 25 (Identifiers).

Field 25
Identifiers: Access Marking(s)

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Distribution Instruction
Army Foreign Intelligence Considered

14. ELEMENT STATUS:

Currently not accepted as a separate data element.

15. SEARCHABLE:

YES

16. REFERENCES:

None

Field 25
Identifiers: Army Project Serial Number(s)

1. NAME, DESCRIPTIVE:

Identifiers: Army Project Serial Number(s)

2. NAME, EXTERNAL:

Project Serial Number

3. NAME, ALIAS:

AS
Army Serial Number
Army Project Serial Number(s)

See Field 25 (Identifiers)

4. DEFINITION:

The Army Project Serial Number is a subdivision of the Project Number (Field 16) and consists of the last 3 digits of the Project Number.

5. REMARKS:

In order to distinguish this number from other numbers in the Identifiers field, the letters AS precede the number. Thus, the Project Number 2Q162717A790 contains the Army Project Serial Number 790, which is entered in Field 25 as AS790.

6. DATA FORMAT, OUTPUT:

See Field 25 (Identifiers).

7. DATA FORMAT, INPUT:

See Field 25 (Identifiers).

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

Field 25
Identifiers: Army Project Serial Number(s)

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

See Field 25 (Identifiers).

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
16	<u>Project Number(s)</u> - The Army Project Serial Number is part of the Project Number.
20	<u>Report Classification</u> - See the write-up for Field 25 (Identifiers).
25	<u>Identifiers: Program Element Number(s)</u> - The Army Project Serial Number is part of the Project Number, and Projects are subdivisions of Program Elements.
26	<u>Identifier Classification</u> - See the write-up for Field 25 (Identifiers).
49	<u>Authority for Change</u> - See the write-up for Field 25 (Identifiers).

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Army Primary Project Serial Number

14. ELEMENT STATUS:

Currently not accepted as a separate data element.

15. SEARCHABLE:

Yes

16. REFERENCES:

None

Field 25
Identifiers: Local Project Number(s)

1. NAME, DESCRIPTIVE:

Identifiers: Local Project Number(s)

2. NAME, EXTERNAL:

Local Project Number

3. NAME, ALIAS:

LPN

See Field 25 (Identifiers)

4. DEFINITION:

The Local Project Number is a type of Project Number that a DoD organization uses for local administrative purposes.

5. REMARKS:

A. The structure and format of the number is determined by the organization and is, therefore, variable from organization to organization.

B. Local Project Numbers are preceded by the characters LPN-.

6. DATA FORMAT, OUTPUT:

See Field 25 (Identifiers).

7. DATA FORMAT, INPUT:

See Field 25 (Identifiers).

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Secret

Field 25
Identifiers: Local Project Number(s)

11. EDIT-AUDIT CRITERIA:

See Field 25 (Identifiers).

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
16	<u>Project Number(s)</u> - Both data elements are Project Numbers.
20	<u>Record Classification</u> - See the write-up for Field 25 (Identifiers).
25	<u>Identifiers: Project Element Number(s)</u> - Local Project Numbers are a type of Project Number, and Projects are subdivisions of Program Elements.
26	<u>Identifier Classification</u> - Local Project Numbers may be Secret. See also the write-up for Field 25 (Identifiers).
49	<u>Authority for Change</u> - See write-up for Field 25 (Identifiers).

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Army Primary Project (Agency and Program)
Army Prior Project (Agency and Program)

14. ELEMENT STATUS:

Currently not accepted as a separate data element.

15. SEARCHABLE:

Yes

16. REFERENCES:

None

Field 25
Identifiers: Patent Classification Number(s)

1. NAME, DESCRIPTIVE:

Identifiers: Patent Classification Number(s)

2. NAME, EXTERNAL:

Patent Classification Number(s)

3. NAME, ALIAS:

See Field 25 (Identifiers)

4. DEFINITION:

This data element contains information used to locate a citation to DoD-funded patents. The first U.S. Patent Classification Number for a patent is entered here.

5. REMARKS:

A. The relevant patent application Accession Document Number (Field 1) is cancelled when DTIC receives the patent, and the application is sometimes referenced in Field 21 (Supplementary Note).

B. Patent applications and patents are assigned DTIC Accession Document Numbers in the D range.

6. DATA FORMAT, OUTPUT:

See Field 25 (Identifiers).

7. DATA FORMAT, INPUT:

See Field 25 (Identifiers).

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

Field 25
Identifiers: Patent Classification Number(s)

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

See Field 25 (Identifiers).

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - Patent applications and patents are assigned a specific accession range.
14	<u>Performing Organization Report Number</u> - The Patent Application is entered in this field for Patents.
20	<u>Report Classification</u> - See the write-up for Field 25 (Identifiers).
21	<u>Supplementary Note</u> - If a patent is received for a previous patent application, a reference is sometimes entered in this field.
23	<u>Authorized Subject Terms</u> - The phrase patent applications and the term patents are authorized subject terms.
26	<u>Identifier Classification</u> - See the write-up for Field 25 (Identifiers).
49	<u>Authority for Change</u> - See the write-up for Field 25 (Identifiers).

Field 25
Identifiers: Patent Classification Number(s)

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Currently not accepted as a separate data element.

15. SEARCHABLE:

Yes

16. REFERENCES:

None

Field 25
Identifiers: Program Element Number(s)

1. NAME, DESCRIPTIVE:

Identifiers: Program Element Number(s)

2. NAME, EXTERNAL:

P.E. Number

3. NAME, ALIAS:

Program Element Number(s)

See Field 25 (Identifiers)

4. DEFINITION:

Program Elements are subdivisions of the R&D program in the DoD Program Planning and Budgeting System (PPBS). Each Program Element is identified by a Program Element Number consisting of 5 digits and a letter.

Field 25
Identifiers: Program Element Number(s)

5. REMARKS:

- A. Program Element Numbers are the programming and budgeting identifiers of the DoD Five-Year Defense Plan.
- B. Although the Technical Report Database contains 6-character Program Element Numbers, DoD has expanded the number to 8 characters. Currently, DTIC is entering only 6-character Program Element Numbers in the database.
- C. Program Element Numbers are preceded by the letters PE in the Technical Report Database.
- D. Program Element Numbers are structured as follows:

- Position 1-2: Budget area (numeric)
- 3: Equipment/category type (numeric)
- 4-5: Sequence numbers (numeric)
- 6: DoD component (alphabetic)

For example, the Program Element Number 61101F represents the following:

- 61: Basic research
- 1: Strategic Forces
- 01: First Program Element Number dealing with basic research for Strategic Forces
- F: Air Force

Field 25
Identifiers: Program Element Number(s)

6. DATA FORMAT, OUTPUT:

See Field 25 (Identifiers).

7. DATA FORMAT, INPUT:

See Field 25 (Identifiers).

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Secret

11. EDIT-AUDIT CRITERIA:

See Field 25 (Identifiers).

Field 25
Identifiers: Program Element Number(s)

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
15	<u>Contract/Grant Number(s)</u> - A Program Element may be implemented by many contracts or grants.
16	<u>Project Number(s)</u> - Program Element may be divided into Projects, which are identified by number.
17	<u>Project Task Number(s)</u> - Projects may be divided into Tasks, which are identified by number. See also Field 16 above.
20	<u>Report Classification</u> - See the write-up for Field 25 (Identifiers).
25	<u>Identifiers: Army Project Serial Number(s)</u> - This number is part of the Project Number. See also Field 16 above.
25	<u>Identifiers: Local Project Number(s)</u> - Projects may be assigned this number for local administrative purposes. See also Field 16 above.
25	<u>Identifiers: Work Unit Number(s)</u> - Tasks may be divided into Work Units, which are identified by number. See also Fields 16 and 17 above.
26	<u>Identifier Classification</u> - Program Element Numbers may be Secret. See also the write-up for Field 25 (Identifiers).
49	<u>Authority for Change</u> - See the write-up for Field 25 (Identifiers).

Field 25
Identifiers: Program Element Number(s)

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Primary Program Element Number
First Contributing Program Element Number
Army Prior Program Element Number Code

14. ELEMENT STATUS:

Currently not accepted as a separate data element.

15. SEARCHABLE:

Yes

16. REFERENCES:

Dept. of the Navy, RDT&E/Acquisition Management Guide,
latest edition.

Field 25
Identifiers: Special Document Collection(s)

1. NAME, DESCRIPTIVE:

Identifiers: Special Document Collection(s)

2. NAME, EXTERNAL:

Special Collection

3. NAME, ALIAS:

ATI Document Numbers
SBIN3
SBIN4
SBIN Phase 3 Documents
SBIN Phase 4 Documents
Special Document Collection(s)
TIP Document Numbers
X Document Numbers
See Field 25 (Identifiers)

4. DEFINITION:

Two collections of documents have been assigned identifiers so that documents in these collections may be searched directly:

- 1) pre-1950 documents that are identified by ATI, TIP, or X Numbers, and
- 2) documents cataloged by the Shared Bibliographic Input Network that are identified as either SBIN3 or SBIN4.

5. REMARKS:

- A. The ATI, TIP, and X collections contain accession numbers that are used for retrieval from a card catalog. When these documents are entered in the Technical Report Database, they are assigned Accession Document Numbers, and the original numbers are put in Field 25 for compatibility with existing indexes to these collections.
- B. Documents cataloged by SBIN members are cited as SBIN3 when they catalog a document that was produced by their own organization, and are cited as SBIN4 when they catalog a document acquired from some other organization.

Field 25
Identifiers: Special Document Collection(s)

1. NAME, DESCRIPTIVE:

Identifiers: Special Document Collection(s)

2. NAME, EXTERNAL:

Special Collection

3. NAME, ALIAS:

ATI Document Numbers
SBIN3
SBIN4
SBIN Phase 3 Documents
SBIN Phase 4 Documents
Special Document Collection(s)
TIP Document Numbers
X Document Numbers

See Field 25 (Identifiers)

4. DEFINITION:

Two collections of documents have been assigned identifiers so that documents in these collections may be searched directly:

- 1) pre-1950 documents that are identified by ATI, TIP, or X Numbers, and
- 2) documents cataloged by the Shared Bibliographic Input Network that are identified as either SBIN3 or SBIN4.

5. REMARKS:

- A. The ATI, TIP, and X collections contain accession numbers that are used for retrieval from a card catalog. When these documents are entered in the Technical Report Database, they are assigned Accession Document Numbers, and the original numbers are put in Field 25 for compatibility with existing indexes to these collections.
- B. Documents cataloged by SBIN members are cited as SBIN3 when they catalog a document that was produced by their own organization, and are cited as SBIN4 when they catalog a document acquired from some other organization.

Field 25
Identifiers: Special Document Collection(s)

6. DATA FORMAT, OUTPUT:
See Field 25 (Identifiers).
7. DATA FORMAT, INPUT:
See Field 25 (Identifiers).
8. DATA RANGE:
Not applicable.
9. DATA COLLECTIONS:
Technical Report Database
10. SECURITY LEVEL:
Unclassified
11. EDIT-AUDIT CRITERIA:
See Field 25 (Identifiers).

Field 25
Identifiers: Special Document Collection(s)

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - See Remarks, A.
18	<u>Monitoring Agency Acronym(s)</u> - SBI may appear in Field 18.
19	<u>Monitoring Agency Report Number(s)</u> - The SBIN Accession Document Number appears in Field 19.
20	<u>Report Classification</u> - See the write-up for Field 25 (Identifiers).
26	<u>Identifier Classification</u> - See the write-up for Field 25 (Identifiers).
49	Authority for Change - See the write-up for Field 25 (Identifiers).

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Currently not accepted as a separate data element.

15. SEARCHABLE:

Yes

16. REFERENCES:

None

Field 25
Identifiers: Subject Terms

1. NAME, DESCRIPTIVE:

Identifiers: Subject Terms

2. NAME, EXTERNAL:

Identifiers

3. NAME, ALIAS:

Subject Terms
Open-Ended Terms
Candidate Posting Terms
Keywords
See Field 25 (Identifiers)

4. DEFINITION:

This data element contains subject terms and phrases that include concepts, equipment names, etc. There are three types of terms that are used in subject indexing and retrieval: 1) authorized subject terms, 2) open-ended terms, and 3) identifiers. Authorized subject terms are terms or phrases taken from the DTIC Thesaurus. When these terms apply to Classified subject matter, they are entered in this field rather than in Field 23. Open-ended terms are subject terms that are not in the DRIT. Identifiers are similar to proper names in that they designate code names of projects, computer programs, expansion of acronyms, names of hardware, etc. They also are not in the thesaurus.

Field 25
Identifiers: Subject Terms

5. REMARKS:

- A. Subject Terms, as well as the other data elements that share Field 25, may be searched with role code 00. For example:

```
@STR@  
?00WINTER  
END
```

- B. Equipment names may contain slashes, hyphens, parentheses, apostrophes, and periods as part of the name.
- C. Since Field 23 may only contain Unclassified authorized subject terms, Classified authorized subject terms are placed in this data element.
- D. Both Classified and Unclassified open-ended terms and identifiers are placed in this data element.
- E. Classified abstracts are not MAI'ed.
- F. Since commas are used to separate terms within this field, they may not be used as part of the identifier phrase. Thus the phrase C3 (Command, Control and Communications) is entered as C3 (Command Control and Communications).

6. DATA FORMAT, OUTPUT:

See Field 25 (Identifiers).

7. DATA FORMAT, INPUT:

See Field 25 (Identifiers).

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

Field 25
Identifiers: Subject Terms

10. SECURITY LEVEL:

Secret

11. EDIT-AUDIT CRITERIA:

See Field 25 (Identifiers).

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
2	<u>Subject Category Codes</u> - These codes determine need-to-know for Classified subject access, and are also used for ADD and CAB search strategies.
6	<u>Unclassified Title</u> - Identifiers may be selected from the title.
20	<u>Report Classification</u> - See the write-up for Field 25 (Identifiers).
23	<u>Authorized Subject Terms</u> - When these terms are assigned to Classified subject matter, they are entered in Field 25.
26	<u>Identifier Classification</u> - Subject terms, open-ended terms, and identifiers may be Secret. See also the write-up for Field 25 (Identifiers).
27	<u>Abstract</u> - When the Abstract is Classified, the pertinent terms are put in Field 25.
49	<u>Authority for Change</u> - See the write-up for Field 25 (Identifiers).

Field 25
Identifiers: Subject Terms

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Summary Security
Keywords
DTIC Descriptors
DTIC Identifiers

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

DTIC, Abstracting and Indexing Guidelines, Jan. 1989.

Field 25
Identifiers: Work Unit Number(s)

1. NAME, DESCRIPTIVE:

Identifiers: Work Unit Number(s)

2. NAME, EXTERNAL:

Work Unit

3. NAME, ALIAS:

Work Unit Number(s)
WUIS Number

See Field 25 (Identifiers)

4. DEFINITION:

Work Units are the smallest segments into which RDT&E research and technology Task efforts are normally divided for the purposes of local administration or control. Each Work Unit has a specific objective and a finite duration, and results in an end product.

5. REMARKS:

- A. Work Unit Numbers are not necessarily unique and have no set format. The format and length varies from Service to Service.
- B. The Work Unit Information System Database contains a unique accession number, as well as the Work Unit Number.
- C. The Work Unit Number is preceded by the letters WU in the Technical Report Database. Work Unit Numbers in the Work Unit Information System Database are not preceded by those letters.
- D. Work Unit Numbers in the Work Unit Information System Database may contain no more than 16 alphanumeric characters. Because Work Unit Numbers share the Edit-Audit Criteria of Field 25 in the Technical Report Database, "numbers" in that database could contain up to 120 characters.

Field 25
Identifiers: Work Unit Number(s)

6. DATA FORMAT, OUTPUT:
See Field 25 (Identifiers).
7. DATA FORMAT, INPUT:
See Field 25 (Identifiers).
8. DATA RANGE:
Not applicable.
9. DATA COLLECTIONS:
Technical Report Database
10. SECURITY LEVEL:
Secret
11. EDIT-AUDIT CRITERIA:
See Field 25 (Identifiers).

Field 25
Identifiers: Work Unit Number(s)

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
15	<u>Contract/Grant Number(s)</u> - A contract or grant may be a financial breakdown of a Work Unit.
16	<u>Project Number(s)</u> - Projects may be divided into Tasks, which may be divided into Work Units. Work Unit Numbers may contain a Project Number.
17	<u>Project Task Number(s)</u> - Tasks may be divided into Work Unit(s). Work Unit Numbers may contain a Project Task Number.
20	<u>Report Classification</u> - See the write-up for Field 25 (Identifiers).
25	<u>Identifiers: Program Element Number(s)</u> - Program Elements may be divided into Projects, then into Tasks, and then into Work Units.
26	<u>Identifier Classification</u> - Work Unit Numbers may be Secret. See also the write-up for Field 25 (Identifiers).
49	<u>Authority for Change</u> - See the write-up for Field 25 (Identifiers).

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database (all)

14. ELEMENT STATUS:

Currently not accepted as a separate data element.

15. SEARCHABLE:

Yes

16. REFERENCES:

Dept. of the Navy, RDT&E/Acquisition Management Guide, latest edition.

Field 26
Identifier Classification

1. NAME, DESCRIPTIVE:

Identifier Classification

2. NAME, EXTERNAL:

Identifier Classification

3. NAME, ALIAS:

Field 26
Display Field 26
Sort Field 26
Open-Ended Posting Term Classification
Candidate Posting Term Classification
Keyword Classification
Subject Term Classification

4. DEFINITION:

This data element indicates the highest classification of any the terms in Field 25 (Identifiers).

5. REMARKS:

- A. If any of the terms in Field 25 are not Unclassified, or if the classification of a term is unknown, a subject analyst sets Field 26 to the classification of the report (Field 20).
- B. When CNWDI (Critical Nuclear Weapon Design Information) has been entered in Field 23 (Authorized Subject Terms), a subject analyst sets Field 26 to the classification of the report, even if all of the terms entered in Field 25 were Unclassified.
- C. The classification entered in Field 26 cannot be higher than that of the report (Field 20).
- D. See the Abstract and Indexing Guidelines (pages 25-27) for details.
- E. The classification for AD-A range documents is automatically set to U.

Field 26
Identifier Classification

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--26 - IDENTIFIER CLASSIFICATION: classification

Example:

--26 - IDENTIFIER CLASSIFICATION: SECRET

B. DROLS Demand and Current Awareness Bibliographies:

Example:

IDENTIFIERS: (U)

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 430.

D. Microfiche Header:

Does not appear.

Field 26
Identifier Classification

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1
Maximum: 1

B. Data Type:

Alphabetic

C. Number of Occurrences:

1

D. RTIS:

@26@identifier classification

Example:

@26@s

E. Card Image:

Field numbers appear in columns 10 and 11, with a "2" in column 10 and a "6" in column 11.

8. DATA RANGE:

u, r, c, s

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

Field 26
Identifier Classification

11. EDIT-AUDIT CRITERIA:

- A. This field must have an entry if Field 25 is present.
- B. The value must be u, r, c, or s.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
2	<u>Subject Category Codes</u> - These codes are used to establish need-to-know for Classified data.
3	<u>Record Classification</u> - Field 26 is one of the fields that may determine the classification entered in Field 3.
20	<u>Report Classification</u> - If any of the terms in Field 25 are not Unclassified, if the classification of the term is unknown, or if CNWDI has been entered in Field 23, then the classification of the report is entered in Field 26. See also Field 25 below.
23	<u>Authorized Subject Terms</u> - If CNWDI has been entered in Field 23, a subject analyst sets Field 26 to the classification of the report.
25	<u>Identifiers</u> - Field 26 gives the highest classification of any of the terms in Field 25. See also Field 20 above.
31	<u>Special Limitation/Distribution Code</u> - Field 26 must be s when Field 31 is v, y, or z.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 26
Identifier Classification

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Summary Security
Keywords
DTIC Descriptors
DTIC Identifiers

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

DTIC, Abstracting and Indexing Guidelines, Jan. 1989.

Field 27
Abstract

1. NAME, DESCRIPTIVE:

Abstract

2. NAME, EXTERNAL:

Abstract

3. NAME, ALIAS:

Field 27
Display Field 27
Sort Field 27

4. DEFINITION:

The Abstract is a summary of the most significant information contained in the report. The purpose of the Abstract is to provide users with enough information to decide whether they need to consult the full technical report.

Field 27
Abstract

5. REMARKS:

- A. The Abstract must contain less than 1761 characters. Escape sequences for captialization, the necessity of spelling out mathematical and chemical formulas as characters, etc., reduce the number of characters that are meaningful to the user to about 1650, or about 300 words.
- B. Not all citations contain Abstracts.
- C. Machine-Aided Indexing (MAI) scans the Unclassified Title and Abstract. It also extracts phrases with the Machine Phrase Selection (MAPS) Program, which consists of a Recognition Dictionary and a context-sensitive phrase structure grammar. The extracted phrases are processed by the Lexical Dictionary Program, which consists of a table and a transformational logic set. This program generates a printout consisting of the Unclassified Title and Abstract, followed by a list of extracted phrases, together with authorized subject terms suggested by those phrases. Additionally, phrases consisting of alphanumeric are listed as suggested open-ended terms for entry into Field 25 (authorized subject terms do not contain numbers). A separate printout of extracted phrases for which no matches were found in the Recognition Dictionary is produced for the staff who maintain the Recognition Dictionary.
- D. Cross-references to related Accession Document Numbers (Field 1) are sometimes placed in this field.

Field 27
Abstract

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--27 - ABSTRACT: abstract

B. DROLS Demand and Current Awareness Bibliographies:

ABSTRACT: (U) abstract

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 620.

D. Microfiche Header:

Does not appear.

Field 27
Abstract

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 5
Maximum: 1760

B. Data Type:

Alphanumeric and special characters taken from the
Fieldata character set.

C. Number of Occurrences:

1

D. RTJS:

@27@abstract

The Abstract is usually longer than 1 line. Only the
first line is preceded by the @27@. The end of the
Abstract is indicated in one of two ways:

1. by an @ sign, when a new field is introduced,

Example:

@28@

2. by @si@, when the screens of data are stored with
the Store Item command,

Example:

@si@ADA123456-xyz

where ADA123456 is the Accession Document Number
for the Abstract and xyz is the lockword.

E. Card Image:

Field numbers appear in columns 10 and 11, with a
"2" in column 10 and a "7" in column 11. Since it is
likely that the data will extend over several cards,
see Appendix 1, Card Image Magnetic Tape Input, for
sequencing the data.

Field 27
Abstract

8. DATA RANGE:

Not applicable:

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Secret

11. EDIT-AUDIT CRITERIA:

- A. The Abstract is spell checked.
- B. The Field Length is checked.
- C. The Abstract is reviewed by subject analysts for security.
- D. If Field 28 is blank, Field 27 must also be blank.

Field 27
Abstract

12. DATA ELEMENTS RELATED TO:

Field No.	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - Cross-references to related numbers are sometimes placed in Field 27.
2	<u>Subject Category Codes</u> - The Abstract is related to all data elements that indicate the subject matter of the report.
6	Unclassified Title - Words in the Abstract and in the Unclassified Title are searchable by the DROLS SRTAB command
23	<u>Authorized Subject Terms</u> - MAI supplies these terms for unclassified documents from the Abstract. See also Field 2 above.
25	<u>Identifiers:Subject Terms</u> - When the Abstract is Classified, the terms are put in Field 25 rather than in Field 23. See also Field 2 above.
28	<u>Abstract Classification</u> - This field gives the classification of the Abstract.
31	<u>Special Limitation/Distribution Code</u> - This field controls whether the Abstract is displayed.
33	<u>Distribution/Availability Code(s)</u> - These codes are considered when assigning the code in Field 31.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 27
Abstract

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Technical Objective
Approach
Progress
Evaluation (Studies and Analyses)

B. Independent Research and Development Database:

Objective
Approach
Progress

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes, by qualification. Qualification is the process of taking the records retrieved in a search and executing another search against just those records.

16. REFERENCES:

None

Field 28
Abstract Classification

1. NAME, DESCRIPTIVE:

Abstract Classification

2. NAME, EXTERNAL:

Abstract Classification

3. NAME, ALIAS:

Field 28
Display Field 28
Sort Field 28

4. DEFINITION:

The Abstract Classification indicates the classification of the Abstract narrative in Field 27.

5. REMARKS:

None

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--28 - ABSTRACT CLASSIFICATION: classification

Example:

--28 - ABSTRACT CLASSIFICATION: CONFIDENTIAL

B. DROLS Demand and Current Awareness Bibliographies:

Example:

ABSTRACT: (U)

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 600.

D. Microfiche Header:

Does not appear.

Field 28
Abstract Classification

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1

Maximum: 1

B. Data Type:

Alphabetic

C. Number of Occurrences:

1

D. RTIS:

@28@abstract classification

Example:

@28@c

E. Card Image:

Field numbers appear in columns 10 and 11, with a "2"
in column 10 and an "8" in column 11.

8. DATA RANGE:

u, r, c, s

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

A. Either u, r, c, or s must be entered when there is an
Abstract present in Field 27.

B. If there is no entry in Field 27, then Field 28 must be
left blank.

Field 28
Abstract Classification

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
2	<u>Subject Category Codes</u> - These codes are used to establish need-to-know for classified data.
3	<u>Record Classification</u> - The Abstract Classification is one of the fields used by RTIS to set Field 3.
20	<u>Report Classification</u> - the Abstract Classification may not be higher than the Report Classification.
27	<u>Abstract</u> - Field 28 gives the classification of the Abstract.
49	<u>Authority for Change</u> - Any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

None

Field 29
Initial Inventory

1. NAME, DESCRIPTIVE:

Initial Inventory

2. NAME, EXTERNAL:

Inventory

3. NAME, ALIAS:

Field 29
Display Field 29
Sort Field 29

4. DEFINITION:

The Initial Inventory is the number of copies of a document received by DTIC from the contributor.

5. REMARKS:

- A. This data element must be entered for reports cataloged by DTIC, but an entry is not required for reports cataloged by Shared Bibliographic Input Network (SBIN) sites or by Information Analysis Centers (IACs).
- B. TRIS issues an error message when this data element is empty, but it allows SBIN and IAC records to be loaded into the Technical Report Database.
- C. The entry for the Initial Inventory for AD-P, component reports, should always be "1".

Field 29
Initial Inventory

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--29 - INITIAL INVENTORY: inventory

Example:

--29 - INITIAL INVENTORY: 12

B. DROLS Demand and Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 810.

D. Microfiche Header:

Does not appear.

Field 29
Initial Inventory

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1
Maximum: 4

B. Data Type:

Numeric

C. Number of Occurrences:

1

D. RTIS:

@29@initial inventory

Example:

@29@12

E. Card Image:

Field numbers appear in columns 10 and 11, with a "2" in column 10 and a "9" in column 11.

Field 29
Initial Inventory

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

A. This field must not be empty (except for SBIN or IAC input).

B. The entry must be numeric.

C. The value must be less than 4096.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - The AD range determines whether an entry is required.
49	<u>Authority for Change</u> - Any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

None

Field 30
Title Index Annotation

1. NAME, DESCRIPTIVE:

Title Index Annotation

2. NAME, EXTERNAL:

Annotation

3. NAME, ALIAS:

Field 30
Display Field 30
Sort Field 30
Title Annotation
Index Annotation

4. DEFINITION:

The Title Index Annotation is used by the Subject Analysis Branch when it is necessary to provide a substitute or modified version of the title for title indexes produced at DTIC or NTIS. The Bibliographic Database Branch uses this data element to enter an English language title when the document has a title in a foreign language. This data element is also used to enter the title of reprints.

Field 30
Title Index Annotation

5. REMARKS:

- A. The title in this field must be Unclassified.
- B. If a technical report has bilingual titles, the English title is placed in the Title Index Annotation.
- C. Unclassified Titles that are meaningless may be enhanced by the subject analysts.

Example:

Title: Annual Report
Enhanced Title: Rocket Propellant Annual Report

- D. Field 30 is used to assist NTIS in its requirement to identify all NTIS-announced reprints and translations.
- E. NATO Furnished Classified reports that are not provided with an Unclassified Title (other than the DTIC added phrase Classified Title Only) are given an Unclassified Title by the subject analysts, which is entered in the Title Index Annotation field. The report is made Unannounced.

Field 30
Title Index Annotation

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--30 - ANNOTATION: title index annotation

Since the Title Index Annotation is used for three different purposes with the Unclassified Title data element, the three examples that follow also display the corresponding Unclassified Title.

Example - No Unclassified Title:

-- 6 - UNCLASSIFIED TITLE: CLASSIFIED TITLE ONLY.

--30 - ANNOTATION: SEA TRIALS.

Example - Reprints:

-- 6 - UNCLASSIFIED TITLE: WORKSHOP ON MACROPHAGE
ACTIVATION.

--30 - ANNOTATION: REPRINT: WORKSHOP ON MACROPHAGE
ACTIVATION.

Example - Translations:

-- 6 - UNCLASSIFIED TITLE: THE RUE FLOTTE, MISSIONS,
CURRENT STATE, NEW PLANS (DIE RUE FLOTTE: AUFGABEN
DERZEITIGER AUSTAND, NEUPLNUNGEN).

--30 - ANNOTATION: THE RUE FLOTTE, MISSIONS, CURRENT
STATE, NEW PLANS--TRANSLATION.

B. DROLS Demand and Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 270.

D. Microfiche Header:

Does not appear.

Field 30
Title Index Annotation

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 5
Maximum: 450

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

1

D. RTIS:

@30@Title Index Annotation

Example:

@30@Reprint: Workshop on Macrophage Activation.

E. Card Image:

Field numbers appear in columns 10 and 11, with a "3" in column 10 and a "0" in column 11.

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

The entry is spell checked.

Field 30
Title Index Annotation

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
6	<u>Unclassified Title</u> - Field 30 supplements the <u>Unclassified Title</u>
7	<u>Classified Title</u> - Field 30 contains an <u>Unclassified version</u> of the Classified Title when there is only a Classified Title on the document.
20	<u>Report Classification</u> - Classified reports that contain a Classified Title and no Unclassified Title, may be given an Unclassified Title in Field 30.
25	<u>Identifiers: Access Marking(s)</u> - When the phrase <u>NATO Furnished</u> is used for a Classified document without an Unclassified Title, a subject analyst supplies an Unclassified Title, which is entered in Field 30.
49	<u>Authority for Change</u> - Any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

None

Field 31
Special Limitation/Distribution Code

1. NAME, DESCRIPTIVE:

Special Limitation/Distribution Code

2. NAME, EXTERNAL:

Special Indicator

3. NAME, ALIAS:

Field 31
Display Field 31
Sort Field 31
Special Code
Special Indicator Codes

4. DEFINITION:

Special Limitation/Distribution Codes are used by DROLS to control the display of citations or the distribution of reports.

5. REMARKS:

A. The Special Limitation/Distribution Codes v, w, x, y, and z are used by the Bibliographic Database Branch to indicate to the computer restrictions on document and citation distribution. An additional code of "a" is used by the Subject Analysis Branch to indicate that an Abstract is Unclassified/Unlimited (see below).

B. The codes v, w, x, y, and z have the following meaning:

v used for WNINTEL documents that are also CNWDI;

w indicates security access markings (see below);

x suppresses output of citation for display or incorporation in bibliographies;

y indicates CNWDI document that is not WNINTEL; and

z is a combination of x and y, i.e., suppresses display because of CNWDI documents.

Field 31
Special Limitation/Distribution Code

5. Remarks (contd.):

- C. Code "a" is used only by the Subject Analysis Branch to display the Abstract (Field 27) on certain documents. All other codes take precedence over "a". (See DTIC's Abstracting and Indexing Guidelines for a further discussion of code "a".)
- D. The w code is used for WNINTEL documents that are not CNWDI and are not x-type Unannounced. It is also used when any of the special Access Markings (Field 25) are displayed on a Classified document. These special markings include the following:

REL	Authorized for Release To (name of country(ies)/international organization)
PROPIN	Caution - Proprietary Information Involved
NOCONTRACT	Not Releasable to Contractors/Consultants
ORCON	Dissemination and Extraction of Information Controlled
WNINTEL	Warning Notice - Intelligence Sources or Methods Involved
NOFORN	Not Releasable to Foreign Nationals

All documents with these special markings must be assigned either distribution code 4 or 5 in field 33 except for the ORCON documents, which always receive code 5.

Field 31
Special Limitation/Distribution Code

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--31 - SPECIAL INDICATOR: special code

Example:

--31 - SPECIAL INDICATOR: W

B. DROLS Demand and Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 820.

D. Microfiche Header:

Does not appear.

Field 31
Special Limitation/Distribution Code

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1
Maximum: 1

B. Data Type

Alphabetic

C. Number of Occurrences:

1

D. RTIS:

@31@special limitation/distribution code

Example:

@31@X

E. Card Image:

Field numbers appear in columns 10 and 11, with a "3" in column 10 and a "1" in column 11.

8. DATA RANGE:

a, v, w, x, y, z

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

A. The code must be either a, v, w, x, y, z, or blank.

B. If v, y, or z is entered, then the Report Classification (Field 20) and Identifier Classification (Field 26) must be s for Secret.

Field 31
Special Limitation/Distribution Code

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
2	<u>Subject Category Codes</u> - All fields dealing with the classification of the record in the TR Database or the report to which it refers are related because Field 2 codes are used to establish need-to-know.
3	<u>Record Classification</u> - This field must be s when Field 31 is v, y, or z.
20	<u>Report Classification</u> - This field must be s when Field 31 is v, y, or z.
22	<u>Distribution/Availability Statement(s)</u> - Field 31 provides some of the codes for these statements.
23	<u>Authorized Subject Terms</u> - CNWDI is entered in Field 23 if either v, y, or z is entered in Field 31.
25	<u>Identifiers: Access Marking(s)</u> - The code is set to v or w depending on the access markings on the document.
26	<u>Identifier Classification</u> - This field must be s when Field 31 is v, y, or z.
27	<u>Abstract</u> - This code controls whether the Abstract is displayed.
33	<u>Distribution/Availability Code(s)</u> - Code "a" in Field 33 for display purposes only.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 31
Special Limitation/Distribution Code

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

DTIC, Abstracting and Indexing Guidelines, Jan. 1989.

Field 32
Document Reclassification Date/Event Code

1. NAME, DESCRIPTIVE:

Document Reclassification Date/Event Code

2. NAME, EXTERNAL:

Regrade Code

3. NAME, ALIAS:

Field 32
Display Field 32
Sort Field 32
Reclassification Code
Regrade Category

4. DEFINITION:

The Document Reclassification Date/Event Code identifies whether and how a Classified report is to be downgraded or declassified. It is assigned in accordance with DoD Regulation 5200.1-R, "Information Security Program Regulation (ISPR)".

Field 32
Document Reclassification Date/Event Code

5. REMARKS:

- A. The appropriate code is determined by the classification statement displayed on the document by the originator. Since this code is entered for Classified documents only, the Report Classification data element (Field 20) must be set to r, c, or s.
- B. The 1980 edition of DTIC's Data Element Dictionary listed 7 different codes: a through g. Currently, only 5 codes are used: a, b, c, e, and f.
- C. The meaning of these codes is as follows:
 - a Document with a Declassification date
 - b Document with a Declassification event
 - c Document with Originating Agency's Determination Required (OADR). All previous dates were converted to OADR per Regulation.
 - e Restricted Data/Formerly Restricted Data documents
 - f Foreign documents
- D. The selection of a code determines whether information must be entered in Fields 11a, 33, 37, 38, and 39.

Field 32
Document Reclassification Date/Event Code

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--32 - REGRADE CATEGORY: regrade code

Example:

--32 - REGRADE CATEGORY: C

B. DROLS Demand and Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 120.

D. Microfiche Header:

Does not appear.

Field 32
Document Reclassification Date/Event Code

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1
Maximum: 1

B. Data Type:

Alphabetic

C. Number of Occurrences:

1

D. RTIS:

@32@regrade code

Example:

@32@a

E. Card Image:

Field numbers appear in columns 10 and 11, with a "3" in column 10 and a "2" in column 11.

Field 32
Document Reclassification Date/Event Code

8. DATA RANGE:

a, b, c, e, f

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

- A. When the Report Classification (Field 20) is r, c, or s, this code must have a value of a, b, c, e, or f.
- B. If the document is Unclassified, this field must be blank.
- C. When this code is e, the Distribution/Availability Code (Field 33) must be either 51 or 52.
- D. When this code is a, b, c, or e, the Classification Authority (Field 37) must be present.
- E. When this code is of b or c, the Declassification Date/Event (Field 38) must be present.

Field 32
Document Reclassification Date/Event Code

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
11a	<u>Document Reclassification Date/Event</u> - See Remarks above.
20	<u>Report Classification</u> - See Remarks and Edit-Audit Criteria above.
33	<u>Distribution/Availability Code(s)</u> - See Remarks and Edit-Audit Criteria above.
37	<u>Classification Authority</u> - See Remarks and Edit-Audit Criteria above.
38	<u>Declassification Date/Event</u> - See Remarks and Edit-Audit Criteria above.
39	<u>Downgrading Date/Event</u> - See Remarks above.
49	<u>Authority for Change</u> - Any field change can be given an authority.

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Regrading Code
Date of Declassification
Declassification Event
Downgrading Date
Downgrading Event
Classification Duration
Distribution Instruction
Additional Security Restriction
Level of Summary

Field 32
Document Reclassification Date/Event Code

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

DoD Regulation 5200.1-R, "Information Security Program Regulation (ISPR)," June 1986.

DTIC, Data Element Dictionary: DTIC Uniform Data System, DTIC 4185.8, April 1980. (Available as AD-A083 800.)

Field 33
Distribution/Availability Code(s)

1. NAME, DESCRIPTIVE:

Distribution/Availability Code(s)

2. NAME, EXTERNAL:

Limitation Codes

3. NAME, ALIAS:

Field 33
Display Field 33
Sort Field 33
Qualification Field 33
Limitation Availability Codes
Distribution Codes
Availability Codes
Distribution/Limitation Codes

4. DEFINITION:

These codes refer to the Distribution/Availability Statement(s) data element (Field 22), which contains the actual statements. Some codes prevent the display of Abstracts to unauthorized users.

5. REMARKS:

- A. The 1980 edition of DTIC's Data Element Dictionary recommended that a single data element be reserved to hold the Distribution/Availability Codes 51-54 and 57 and the Special Limitation/Distribution Codes a and v-z since both code sets indicate the same type of special distribution. However, these codes are presently in two fields, 33 and 31, respectively.
- B. For DROLS displays and Demand Bibliographies, banners such as EXPORT CONTROL appear.
- C. All Distribution/Availability Codes and Special Limitation/Distribution Codes are placed in the Master Inventory File.

Field 33
Distribution/Availability Code(s)

5. REMARKS (cont.):

D. Codes entered in this field are taken from three code sets:

1-5, 7, 9, 12-16

20-25

51-54, 57

At present, up to 3 codes may be entered for each document, but no more than 1 code may be taken from each set:

1st code: must come from 1st code set

2nd code: can come from 2nd or 3rd code set

3rd code: can come from 2nd or 3rd code set

for example: 3, 57, 21

The DTIC Cataloging Guidelines mandate the order of the codes when both a 2nd and a 3rd code are present:

2nd code: must come from 2nd code set

3rd code: must come from 3rd code set

RTIS, TRIS, and DROLS do not enforce this requirement.

E. This is a required field and cannot be left blank.

F. For a list of the Distribution/Availability Codes, and accompanying Statements, see the DTIC Cataloging Guidelines for Field 22.

G. There is a very close relationship between the codes in this field and the Special Limitation/Distribution Code (Field 31), and the Document Reclassification Date/Event (Field 11a) and Code (Field 32). Because these data elements influence the availability and distribution of the actual reports, they are closely related to the Master Inventory and History Files.

Field 33
Distribution/Availability Code(s)

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--33 - LIMITATION CODES: limitation codes

Example:

--33 - LIMITATION CODES: 3 57 21

B. DROLS Demand and Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 140.

D. Microfiche Header:

One of the following abbreviations is printed in the Sequential Information Area:

NL	No limitation
USGO	U.S. Government Only
DOD	Department of Defense
DOD CONT	DoD and DoD Contractors
CTRL	Controlled Dissemination
DTIC	DTIC Users Only

Field 33
Distribution/Availability Code(s)

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1
Maximum: 12

B. Data Type:

Numeric. The comma is used as a field separator but is not stored.

C. Number of Occurrences:

3

D. RTIS:

@33@distribution/availability codes

Example:

@33@3, 57, 21

E. Card Image:

Field numbers appear in columns 10 and 11, with a "3" in column 10 and a "3" in column 11.

Field 33
Distribution/Availability Code(s)

8. DATA RANGE:

1-5, 7, 9, 12-16, 20-25, 51-54, 57

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

- A. The codes must be one of the codes given in the Data Range above, and no more than 1 code can come from each code set.
- B. There may be no more than 3 codes, which are separated by a comma and a space.
- C. If this code equals 1, then the code in the Report Classification (Field 20) must be u. If this code equals 9, then the code in Field 20 must be c, or s.
- D. When the Document Reclassification Date/Event Code (Field 32) equals e, the Distribution/ Availability Code must be either 51 or 52.
- E. This field cannot be blank.

Field 33
Distribution/Availability Code(s)

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - On initial input, this number reflects the classification of the document, which Edit-Audit Criteria checks.
2	<u>Subject Category Codes</u> - All fields dealing with classification of the record in the TR Database or the report to which it refers are related because the Field 2 codes are used to establish need-to-know.
7	<u>Classified Title</u> - Field 7 must be blank for a NATO Furnished document.
20	<u>Report Classification</u> - Field 33 codes may indicate whether or not a report is Classified.
22	<u>Distribution/Availability Statement(s)</u> - This field contains the statement for the code.
25	<u>Identifiers: Access Marking(s)</u> - For documents marked EXPORT CONTROL, the code is set to 57. For Classified documents marked NATO Furnished, the code is set to 53.
27	<u>Abstract</u> - The codes in Field 33 are considered when assigning the code in Field 31, which controls whether the abstract is displayed.
31	<u>Special Limitation/Distribution</u> - The codes in Field 31 also indicate distribution/availability. See Remarks, above.
32	<u>Regrade Code</u> - Codes 51 and 53 are used for document request validation. Distribution/Availability Statement which is checked via the availability code.
38	<u>Declassification Date/Event</u> - A code of 51 or 53 excludes the document from automatic downgrading or declassification.
39	<u>Downgrading Date/Event</u> - See Field 38 above.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 33
Distribution/Availability Code(s)

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Summary Security
Regrading Code
Classification Duration
Distribution Instruction
Additional Security Restriction

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

DTIC, Data Element Dictionary: DTIC Uniform Data System,
DTICH 418.8, April 1980. (Available as AD-A083 800.)

Field 34
Title Series Code

1. NAME, DESCRIPTIVE:

Title Series Code

2. NAME, EXTERNAL:

Serial Code

3. NAME, ALIAS:

Field 34
Display Field 34
Sort Field 34
Search Code 52
Source Series/Serial Number
Descriptive Note Code
Serial Number
Source Series

4. DEFINITION:

The Title Series Code is an abbreviated version of the information that might be displayed as part of the Unclassified Title (Field 6) or the Descriptive Note (Field 9). It indicates the type of report, such as final or annual, or indicates the series number, such as Volume 4, Part 3, or Chapter 7.

Field 34
Title Series Code

5. REMARKS:

- A. The codes for this field are derived primarily from the Descriptive Note entries or from the volume, part, change number, etc., in the Unclassified Title. No letters other than an F for final report, an A for annual report, an S for summary, or an X for SBIN phase-4 documents are allowed.
- B. When a volume and a part are used together in the Unclassified Title or the Descriptive Note, the volume number is entered.
- C. When two or more volumes, parts, etc., appear in the Unclassified Title or Descriptive Note, the higher number is entered.
- D. Either a number or one of the four letters may be entered, but not both.
- E. The order of preference for coding Field 34 is as follows: 1) final, 2) number(s), and 3) annual or summary.

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--34 - SOURCE SERIES: title series code

Example:

--34 - SOURCE SERIES: 1

B. DROLS Demand and Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 190.

D. Microfiche Header:

Does not appear.

Field 34
Title Series Code

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1
Maximum: 19

B. Data Type:

Either alphabetic or numeric, but not both.

C. Number of Occurrences:

1

D. RTIS:

@34@title series code

Examples:

@34@12

@34@F

E. Card Image:

Field numbers appear in columns 10 and 11, with a "3" in column 10 and a "4" in column 11.

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

Field 34
Title Series Code

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

A. The entry can be only the letters A, F, S, or X or a numeric.

B. No number may contain more than 19 digits.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
6	<u>Unclassified Title</u> - Field 34 may code information from this field.
9	<u>Descriptive Note</u> - See Field 6 above.
49	<u>Authority for Change</u> - Any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Kind of Summary

B. Independent Research and Development Database:

Plan Volume/Page Number

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

None

Field 35
Corporate Author Source Code

1. NAME, DESCRIPTIVE:

Corporate Author Source Code

2. NAME, EXTERNAL:

Source Code

3. NAME, ALIAS:

Field 35
Display Field 35
Sort Field 35
Search Code 02
Source Header
CSAS
Corporate Source Authority System

4. DEFINITION:

The Corporate Author Source Code is a number assigned by DTIC to designate the Corporate Author. This entry generates the name of the organization that prepared the report, which is displayed in the Corporate Author data element, Field 5.

5. REMARKS:

- A. The Corporate Author data element (Field 5) is generated from the Corporate Author Source Code. However, Field 35 does not generate Field 5 in RTIS.
- B. The Corporate Author Source Codes are obtained from a listing of corporate names and corresponding codes, known as the Source Header List. Another list of Source Codes, known as the Source Hierarchy List, consists of a listing of corporate parent with associated subordinate organizations.
- C. Reports entered by Information Analysis Centers (IACs) often lack Fields 5 and 35.

Field 35
Corporate Author Source Code

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

-- 35 - SOURCE CODE: corporate author source code

Example:

-- 35 - SOURCE CODE: 413548

B. DROLS Demand and Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 310.

D. Microfiche Header:

Does not appear. However, the Corporate Author (Field 5) does appear.

Field 35
Corporate Author Source Code

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 6
Maximum: 6

B. Data Type:

Numeric

C. Number of Occurrences:

1

D. RTIS:

@35@corporate author source code

Example:

@35@413548

E. Card Image:

Field numbers appear in columns 10 and 11, with a "3" in column 10 and a "5" in column 11.

Field 35
Corporate Author Source Code

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

- A. The code must be 6 digits.
- B. The code must be taken from the authorized list of Corporate Author Source Codes, the Source Header List.
- C. This field cannot be left blank. (IAC records in the AD-D range may be left blank.)

Field 35
Corporate Author Source Code

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
5	<u>Corporate Author</u> - This field is generated by Field 35.
14	<u>Performing Organization Report Number(s)</u> - The performing organization is the Corporate Author.
15	<u>Contract/Grant Number(s)</u> - Field 35 generates Field 5, which identifies who performed the contract or grant.
18	<u>Monitoring Agency Acronym(s)</u> - Each monitoring agency has a unique acronym that relates to a Corporate Author Source Code.
21	<u>Supplementary Note</u> - If the report was prepared by a subcontractor, the subcontractor may be cited in Field 21.
40	<u>Performing Organization Geopolitical Code</u> - This code is generated by Field 35.
41	<u>Organization Type Code</u> - This code indicates the type of Corporate Author and is generated by Field 35.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 35
Corporate Author Source Code

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Agency Digraph
Consolidated Digraph
Responsible DoD Organization (All)
Responsible DoD Organization State Code
Responsible DoD Organization State and Congressional
District Code
Responsible DoD Organization Sort Codes
Performing Organization Name
Performing Organization Address
Performing Organization Source Code
Performing Organization State or Country Code
Performing Organization State and Congressional District
Code
Performing Organization Type Code
Performing Organization Sort Code

B. Independent Research and Development Database:

Organization Source Name
Related DoD Organization

C. Corporate Source Authority System Database

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

Field 35
Corporate Author Source Code

16. REFERENCES:

Commerce, Energy, NASA, Defense Information (CENDI),
Guidelines for Descriptive Cataloging of Reports, 1985.

DTIC Cataloging Guidelines, DTIC/TR-89/10, July 1989.

DTIC, Corporate Source Authority System (CSAS) Remote User
Manual, May 1989.

DTIC, Source Header List. (Multi-volume, available as AD
number documents.)

DTIC, Source Hierarchy List. (Multi-volume, available as AD
number documents.)

Field 36
Document Location

1. NAME, DESCRIPTIVE:

Document Location

2. NAME, EXTERNAL:

Location

3. NAME, ALIAS:

Field 36
Display Field 36
Sort Field 36

4. DEFINITION:

The Document Location serves two related purposes and is generated from the Accession Document Number (Field 1). It is used to indicate whether the document is available from NTIS or DTIC in TR file. All Inventory file entries are "2" even for NTIS reports. It is also used to indicate whether the document is located at a Shared Bibliographic Input Network (SBIN) site, an Information Analysis Center (IAC), or the Department of Energy.

Field 36
Document Location

5. REMARKS:

The current code system is shown below.

<u>Code</u>	<u>Organization</u>	<u>Input</u>	<u>AD Range</u>
1	NTIS	DTIC assigned	AD-A
2	DTIC	DTIC inhouse	AD-A, B, C
2	DOE	Department of Energy	AD-R
3	MCIC	IAC	AD-D1
3A	SURIAC	IAC	AD-D7-D749
3B	HTIAC	IAC	AD-D8-D849
3C	CBIAC	IAC	AD-D75
3D	HTMIAC	IAC	AD-D85
3E	CERIAC	IAC	AD-D9-D949
3F	IRIA	IAC	AD-D95
4	NTIAC	IAC	AD-D3
5	PLASTC	IAC	AD-D4
6	GACIAC	IAC	AD-D5
7	SBIN	All sites	AD-E, AD-F
8	CPIA	IAC	AD-D6
9	MMCIAC	IAC	AD-D2

Field 36
Document Location

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--36 - DOCUMENT LOCATION: document location

Example:

--36 - DOCUMENT LOCATION: DTIC

B. DROLS Demand and Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 830.

D. Microfiche Header:

Does not appear.

Field 36
Document Location

7. DATA FORMAT, INPUT:

A. Field Length:

Not entered (generated by the Accession Document Number,
Field 1).

Minimum:-1
Maximum: 2

E. Data Type:

Alphanumeric

C. Number of Occurrences:

1

D. RTIS:

Not entered (generated by the Accession Document Number,
Field 1).

E. Card Image:

Not entered (generated by the Accession Document Number,
Field 1).

8. DATA RANGE:

See Remarks.

9. DATA COLLECTIONS:

Technical Report Database
Master Inventory File

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

None (these locations are generated by the Accession Document
Number, Field 1).

Field 36
Document Location

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - The location of the document is generated from AD ranges.
49	<u>Authority for Change</u> - Any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

None

Field 37
Classification Authority

1. NAME, DESCRIPTIVE:

Classification Authority

2. NAME, EXTERNAL:

Classified By

3. NAME, ALIAS:

Field 37
Display Field 37
Sort Field 37

4. DEFINITION:

This data element identifies the Classification Authority as given on the document and specifies a particular official, source document, or classification guide and date.

5. REMARKS:

The Classification Authority is entered only in lowercase letters.

Field 37
Classification Authority

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--37 - CLASSIFICATION AUTHORITY: authority

Example:

--37 - CLASSIFICATION AUTHORITY: AFM 100-43 FIGURE A3-1,
14 Oct 71

B. DROLS Demand and Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 840.

D. Microfiche Header:

Does not appear.

Field 37
Classification Authority

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 5
Maximum: 100

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

Limited by number of characters in field, since multiple authorities may be cited.

D. RTIS:

@37@classification authority

Example:

@37@usaftawc/cc

E. Card Image:

Field numbers appear in columns 10 and 11, with a "3" in column 10 and a "7" in column 11.

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

Field 37
Classification Authority

11. EDIT-AUDIT CRITERIA:

This field may contain no more than 100 characters.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
7	<u>Classified Title</u> - Classification of the title is determined by Field 37.
20	<u>Report Classification</u> - The report is classified by the authority given here.
32	<u>Document Reclassification Date/Event Code</u> - Conditions for reclassification of the document may be determined by Field 37.
49	<u>Authority for Change</u> - Any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Classification Authority

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

None

Field 38
Declassification Date/Event

1. NAME, DESCRIPTIVE:

Declassification Date/Event

2. NAME, EXTERNAL:

Declassification Date

3. NAME, ALIAS:

Field 38
Display Field 38
Sort Field 38
Declassify On

4. DEFINITION:

The Declassification Date/Event identifies the specific event or date when a document is to be declassified.

5. REMARKS:

- A. The original classification authority determines, at the time of original classification, the event or date when the report will become Unclassified.
- B. Reports that become Unclassified through declassification do not automatically become subject to Unlimited distribution. When a user actually requests the declassified report, distribution release authority is sought from the declassification authority.
- C. Dates are entered in the same format as that for Field 11a, i.e., day, month, and year, or year only.
- D. The use of the acronym OADR (Originating Agency's Determination Required) indicates that the approval of the originating agency is necessary before the document can be declassified. OADR is always entered in uppercase letters.
- E. No entry is required in this field for Restricted Data and Formerly Restricted Data and foreign documents.

Field 38
Declassification Date/Event

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--38 - declassification date/event

Examples:

--38 - DECLASSIFICATION DATE: OADR

--38 - DECLASSIFICATION DATE: 31 DEC 98

B. DROLS Demand and Current Awareness Bibliographies:

Examples:

DECLASS ON OADR

DECLASS ON 31 Dec 98

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 850.

D. Microfiche Header:

Security review data, consisting of the Declassification Data/Event and the Downgrading Date/Event (Field 39), are displayed on the fourth line of the Document Description Area.

Field 38
Declassification Date/Event

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 5
Maximum: 100

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

1

D. RTIS:

@38@declassification date/event

Examples:

@38@OADR

@38@31 Dec 98

E. Card Image:

Field numbers appear in columns 10 and 11, with a "3" in column 10 and an "8" in column 11.

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

Field 38
Declassification Date/Event

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

- A. The date must consist of the day, month, and year, or the year only, or OADR.
- B. If the Report Classification (Field 20) is s and the Document Reclassification Date/Event Code (Field 32) is a, b, e, or f, then this data element must have a value.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
7	<u>Classified Title</u> - If the document is declassified, the title must also be declassified.
11a	<u>Document Reclassification Date/Event</u> - Data in Field 11a is entered in either Field 38 or Field 39.
20	<u>Report Classification</u> - Classified reports may be declassified.
32	<u>Document Reclassification Date/Event Code</u> - This field gives the code for the Declassification Date/Event.
33	<u>Distribution/Availability Code(s)</u> - A code of 51 or 53 excludes the document from automatic downgrading or declassification.
39	<u>Downgrading Date/Event</u> - Declassification is a form of downgrading.
49	<u>Authority for Change</u> - Any field may be given an authority.

Field 38
Declassification Date/Event

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Regrading Code
Date of Declassification
Declassification Event
Downgrading Date
Downgrading Event
Classification Duration
Distribution Instruction
Additional Security Restriction
Level of Summary

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

None

Field 39
Downgrading Date/Event

1. NAME, DESCRIPTIVE:

Downgrading Date/Event

2. NAME, EXTERNAL:

Downgrading Date

3. NAME, ALIAS:

Field 39
Display Field 39
Sort Field 39
Confidential On

4. DEFINITION:

At the time of original classification, a specified date or event may be applied to a document stating when downgrading will occur.

5. REMARKS:

- A. This information does not appear on Confidential documents.
- B. The date or event, when present, appears on Secret documents and states when it will be downgraded to Confidential.
- C. For foreign documents. a Report Classification (Field 20) of Confidential or Secret can be downgraded to Restricted.

Field 39
Downgrading Date/Event

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--39 - DOWNGRADING DATE: downgrading date/event

Example:

--39 - DOWNGRADING DATE: 31 DEC 79

B. DROLS Demand and Current Awareness Bibliographies:

Example:

DOWNGRADE on 31 DEC 85.

C. Tape Format:

The data is stored in a variable length field. A directory entry consists of a 3-digit identifier, or TAG, followed by a 4-digit field length, and a 5-digit starting character position. The TAG is 860.

D. Microfiche Header:

Security review data, consisting of the Declassification Date/Event (Field 38) and the Downgrading Date/Event, are displayed on the fourth line of the Document Description Area.

Field 39
Downgrading Date/Event

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 5
Maximum: 100

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

1

D. RTIS:

@39@downgrading date/event

Example:

@39@20 Dec 92

E. Card Image:

Field numbers appear in columns 10 and 11, with a "3" in column 10 and an "9" in column 11.

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

Field 39
Downgrading Date/Event

11. EDIT-AUDIT CRITERIA:

- A. The date must consist of the day, month, and year, of the year only, or of OADR.
- B. If the Report Classification (Field 20) is c or u, this data element is blank.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
7	<u>Classified Title</u> - A downgraded document may result in a change to the classification of the title.
11a	<u>Document Reclassification Date/Event</u> - Data in Field 11a is entered in either Field 38 or Field 39.
20	<u>Report Classification</u> - Classified reports may be downgraded.
32	<u>Document Reclassification Date/Event Code</u> - This field gives the code for the Downgrading Date/Event.
33	<u>Distribution/Availability Code(s)</u> - A code of 51 or 53 excludes the document from automatic downgrading or declassification.
38	<u>Declassification Date/Event</u> - Declassification is a form of downgrading.
49	<u>Authority for Change</u> - Any field change may be given an authority.

Field 39
Downgrading Date/Event

13. DATABASE RELATIONSHIPS:

Work Unit Information System Database:

Regrading Code
Date of Declassification
Declassification Event
Downgrading Date
Downgrading Event
Classification Duration
Distribution Instruction
Additional Security Restriction
Level of Summary

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

None

Field 40
Performing Organization Geopolitical Code

1. NAME, DESCRIPTIVE:

Performing Organization Geopolitical Code

2. NAME, EXTERNAL:

Geopolitical Code

3. NAME, ALIAS:

Field 40
Display Field 40
Sort Field 40
Search Code 30

4. DEFINITION:

The Performing Organization Geopolitical Code is a code that is established in the Corporate Source Authority File that generates a geographic location. When that location is within the United States, the location includes the congressional district.

5. REMARKS:

- A. The data in the Corporate Source Authority System Database is uploaded to DROLS twice a week.
- B. Country codes follow the standards given in FIPS Pub. 104-1 (1986 May 12) and ISO 3166 (see References).
- C. The state codes follow the ZIP Code Directory.
- D. The primary uses of the data element are to allow searching by congressional district and searching for reports originating in foreign countries.
- E. Foreign sources have 2-character alphabetic codes.
- F. U.S. sources have 4-character numeric codes.

Field 40
Performing Organization Geopolitical Code

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--40 - GEOPOLITICAL CODE: geopolitical code

Examples:

-- 40 - GEOPOLITICAL CODE: 2505

-- 40 - GEOPOLITICAL CODE: FR

B. DROLS Demand and Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

Does not appear.

D. Microfiche Header:

Does not appear.

Field 40
Performing Organization Geopolitical Code

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 2
Maximum: 4

B. Data Type:

Alphabetic or numeric

C. Number of Occurrences:

1

D. RTIS:

Not entered (generated by the Corporate Author Source Code, Field 35).

E. Card Image:

Not entered (generated by the Corporate Author Source Code, Field 35).

8. DATA RANGE:

State Code Table
Foreign Country Code Table

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

None (these codes are generated by the Corporate Author Source Code, Field 35).

Field 40
Performing Organization Geopolitical Code

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
35	<u>Corporate Author Source Code</u> - Field 35 generates the entry for Field 40.

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Responsible DoD Organization Source Code
Responsible DoD Organization, State Code
Responsible DoD Organization, State and Congressional District Code
Responsible DoD Organization Sort Codes
Performing Organization Source Code
Performing Organization State or Country Code
Performing Organization State and Congressional District Code
Performing Organization Type Code
Performing Organization Sort Code
Army Responsible Organization Installation Digraph (1-3)
Navy Responsible Individual Organization Symbol
Navy Principal Investigator Organization Symbol
Army Performing Organization Identification Code
Army Performing Organization Location Code
Army Performing Organization Type Code
Army Responsible Organization Location
Army Responsible Organization Identification Code

B. Independent Research and Development Database:

Organization Source Name
Organization Geopolitical Code
Organization State/Country Code
Organization Type Code

C. Corporate Source Authority System Database

Field 40
Performing Organization Geopolitical Code

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

Congressional Impact, Congressional District ZIP Code Profile, latest edition.

International Standards Organization, Codes for the Representation of Names of Countries, ISO 3166:1988-08-15.

National Institute of Standards and Technology (NIST), Countries, Dependencies, Areas of Special Sovereignty, For Information Exchange, FIPS Pub. 104-1, May 12, 1986.

U.S. Postal Service, ZIP Code Directory, latest edition.

Field 41
Organization Type Code

1. NAME, DESCRIPTIVE:

Organization Type Code

2. NAME, EXTERNAL:

Type Code

3. NAME, ALIAS:

Field 41
Display Field 41
Sort Field 41
Qualification Code 41
Source Type Code
Type

4. DEFINITION:

This code is used to identify an organizational category so that all records from that type of organization may be located in a search. Organizational type has been defined as needed and is not based on set principles.

5. REMARKS:

The 1-character Organization Type Codes use all the letters of the alphabet, except o, and use the digits 0 through 9.

Field 41
Organization Type Code

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--41 - TYPE CODE: type code

Example:

--41 - TYPE CODE: 4

B. DROLS Demand and Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

Does not appear.

D. Microfiche Header:

Does not appear.

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1

Maximum: 1

B. Data Type:

Alphabetic or numeric

C. Number of Occurrences:

1

D. RTIS:

Not entered (generated by the Corporate Author Source Code, Field 35).

E. Card Image:

Not entered (generated by the Corporate Author Source Code, Field 35).

Field 41
Organization Type Code

8. DATA RANGE:

Digits 0-9 and all letters of the alphabet, except o.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

None

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
------------------	-------------------------------------

35	<u>Corporate Author Source Code</u> - Field 35 generates Field 41.
----	--

Field 41
Organization Type Code

13. DATABASE RELATIONSHIPS:

A. Work Unit Information System Database:

Responsible DoD Organization, Source Code
Responsible DoD Organization, State Code
Responsible DoD Organization, State and Congressional
District Code
Responsible DoD Organization Sort Codes
Performing Organization Source Code
Performing Organization State or Country Code
Performing Organization State and Congressional
District Code
Performing Organization Type Code
Performing Organization Sort Code
Army Responsible Organization Installation
Digraph (1-3)
Navy Responsible Individual Organization Symbol
Navy Principal Investigator Organization Symbol
Army Performing Organization Identification Code
Army Performing Organization Location Code
Army Performing Organization Type Code
Army Responsible Organization Location
Army Responsible Organization Identification Code

B. Independent Research and Development Database:

Organization Source Name
Organization Geopolitical Code
Organization State/Country Code
Organization Type Code

C. Corporate Source Authority System Database

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes, by qualification. Qualification is the process of taking the records retrieved in a search and executing another search against just those records.

16. REFERENCES:

DTIC Inhouse Code List for U.S. and Foreign Organizations.
(See Appendix 4.)

Field 42
IAC Local Accession Number(s)

1. NAME, DESCRIPTIVE:

Information Analysis Center Local Accession Number(s)

2. NAME, EXTERNAL:

IAC Document Number

3. NAME, ALIAS:

Field 42
Display Field 42
Sort Code 42
Search Code 04
IAC Accession Number
IAC Report Number
IAC No.

4. DEFINITION:

This is an alphanumeric document accession number consisting of a DTIC assigned acronym, a dash, and the IAC assigned 6-digit number. This 6-digit number includes enough leading zeros to make the assigned number have 6 digits. Thus, the number 123456 is entered as 123456, but the number 12345 is entered as 012345.

5. REMARKS:

- A. More than one IAC can append its number to this field.
- B. Information for Fields 42, 43, and 44 must be input at the same time, and if changes are made to one or more of the fields, the information in the other fields must be reentered.

Field 42
IAC Local Accession Number(s)

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 4
Maximum: 12

B. Data Type:

Alphabetic and numeric, separated by a dash.

C. Number of Occurrences:

1 for each IAC

D. RTIS:

@42@IAC accession number

Example:

@42@GC-830205

NOTE: This is normally done as a File Maintenance transaction to add a field to an existing DTIC record. (See also Remarks, B.)

Example:

@ni@
@1@caal23456
@42@XX-000124
@43@1
@44@N--(u) Laser Testing, *Sonic Imaging;.
@END@
SI@ADA123456-TOS
FI@ADA123456-TOS/a

E. Card Image:

Field numbers appear in columns 10 and 11, with a "4" in column 10 and a "2" in column 11.

Field 42
IAC Local Accession Number(s)

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--42 - IAC ACCESSION NUMBER: IAC accession number

Example:

--42 - IAC ACCESSION NUMBER: CP-860588

B. DROLS Demand and Current Awareness Bibliographies:

1. Demand Bibliographies:

IAC NO. IAC document number

Example:

IAC NO. GC-830205

2. Current Awareness Bibliographies:

Does not appear. Because CABS are produced for ranges of Accession Document Numbers (e.g., AD-A000 001 to AD-A000 100), records with site appended fields do not fall within ranges anticipated by DTIC.

C. Tape Format:

Does not appear.

D. Microfiche Header:

Does not appear.

Field 42
IAC Local Accession Number(s)

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

Not listed in TRIS error listing.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - The number in Field 42, although different in format, is used by the IAC in the same way that DTIC uses the Accession Document Number.
43	<u>IAC Document Type and Security Code(s)</u> - Field 43 is another IAC data element.
44	<u>IAC Subject Terms</u> - Field 44 is another IAC data element.
48	<u>SBIN Report Location Symbol(s)</u> - Field 48 is used as a local accession number.

Field 42
IAC Local Accession Number(s)

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

None

Field 43
IAC Document Type and Security Code(s)

1. NAME, DESCRIPTIVE:

Information Analysis Center Document Type and Security Code(s)

2. NAME, EXTERNAL:

IAC Document Type

3. NAME, ALIAS:

Field 43
Display Field 43
Sort Field 43
Search Code 45
IAC Doc Type

4. DEFINITION:

This is a 1-character code that identifies the format and the security of the IAC accessioned document.

5. REMARKS:

- A. Although this data element is similar to the Organization Type Code (Field 41) in that it identifies a type with a single letter code, it also indicates the security of the accession and is used with other data elements to determine the record's classification.
- B. More than one IAC can append its code to this field.
- C. Information for Fields 42, 43, and 44 must be input at the same time, and if changes are made to one or more of the fields, the information in the other fields must be reentered.

Field 43
IAC Document Type and Security Code(s)

7. DATA FORMAT INPUT:

A. Field Length:

Minimum: 1
Maximum: 1

B. Data Type:

Alphanumeric

C. Number of Occurrences:

1 for each IAC

D. RTIS:

@43@IAC type code

Example:

@43@1

NOTE: This is normally done as a File Maintenance transaction to add a field to an existing DTIC record. (See also Remarks, C.) The complete entry is:

Example:

```
@ni@
@l@caal23456
@42@XX-000124
@43@1
@44@N--(U) Laser Testing, *Sonic Imaging;.
@end@
@si@ADA123456-TOS
@fi@ADA123456-TOS/a
```

E. Card Image:

Field numbers appear in columns 10 and 11, with a "4" in column 10 and a "3" in column 11.

8. DATA RANGE:

Digits 1-8 or the letters A-F.

Field 43
IAC Document Type and Security Code (s)

6. DATA FORMAT, OUTPUT:

--43 - IAC DOCUMENT TYPE: IAC type code

A. DROLS Display:

Example:

--43 - IAC DOCUMENT TYPE: MCIC-HARD COPY

B. DROLS Demand and Current Awareness Bibliographies:

1. Demand Bibliographies:

Example:

IAC DOCUMENT TYPE: GACIAC - MICROFICHE --

2. Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

Does not appear.

D. Microfiche Header:

Does not appear.

Field 43
IAC Document Type and Security Code

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

A. Classification inconsistency with the Report Classification (Field 20) is checked.

B. The single character must be equal to one of the following ranges: 1-8 or A-F.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
42	<u>IAC Local Accession Number(s)</u> - Field 43 is another IAC data element
44	<u>IAC Subject Terms</u> - Field 44 is another data element.

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Accepted

15. SEARACHABLE:

Yes

16. REFERENCES:

None

Field 44
IAC Subject Terms

1. NAME, DESCRIPTIVE:

Information Analysis Center Subject Terms

2. NAME, EXTERNAL:

IAC Subject Terms

3. NAME, ALIAS:

Field 44

Display Field 44

Sort Field 44

IAC Alpha Code Terms

IAC Thesaurus Terms

IAC Identifiers

IRIA Subject Terms Search Code 36/I--

CSERIAC Subject Terms Search Code 37/E--

HTMIAC Subject Terms Search Code 38/H--

CBIAC Subject Terms Search Code 39/D--

MTIAC Subject Terms Search Code 40/T--

SURVIAC Subject Terms Search Code 41/S--

CPIA Subject Terms Search Code 42/A--

MMCIAC Subject Terms Search Code 43/C--

GACIAC Subject Terms Search Code 44/G--

PLASTEC Subject Terms Search Code 46/P--

NTIAC Subject Terms Search Code 47/N--

MCIC Subject Terms Search Code 48/M--

4. DEFINITION:

This data element stores subject terms, either from an IAC thesaurus or from IAC defined identifiers. This one field stores subject terms from any and all IACs.

Field 44
IAC Subject Terms

5. REMARKS:

- A. Each IAC uses Field 44 to append its subject terms. Terms for a specific IAC appear together. The first subject term is preceded by an IAC identifier code. For example, GACIAC's terms are introduced by G--; if MIAC had also appended subject terms, they would appear together, introduced by M--.
- B. The limit on the number of subject terms that may be entered in this data element depends on the total number of characters remaining to be used in the record at the time the terms are added. Each IAC may use up to 800 of the remaining characters in the record to enter its own subject terms.
- C. At one time, the IACs could see only their records. In the mid- to late 1970s, DROLS users were given the capability of seeing IAC records.
- D. More than one IAC can append its subject terms to this field.
- E. Information for Fields 42, 43, and 44 must be input at the same time, and if changes are made to one or more of the fields, the information in the other fields must be reentered.

Field 44
IAC Subject Terms

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--44 - IAC SUBJECT TERMS: IAC subject terms

Example:

--44 - IAC SUBJECT TERMS: T--(U) FASTENERS, *JOINING;
P--(U) QUALITY ASSURANCE, NDT;.

B. DROLS Demand and Current Awareness Bibliographies:

1. Demand Bibliographies:

Example:

IAC SUBJECT TERMS: G--(U) Chapparal missiles,
Subroutines;.

2. Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

Does not appear.

D. Microfiche Header:

Does not appear.

Field 44
IAC Subject Terms

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 3
Maximum: 800

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

Variable

D. RTIS:

@44@IAC subject terms

Example:

@44@N--(U) Laser Testing, *Sonic Imaging;.

NOTE: This is normally done as part of a File Maintenance transaction when Fields 42 and 43 are also added. (See also Remarks, E.) The complete entry is:

Example:

```
@ni@  
@l@caal23456  
@42@XX-000124  
@43@l  
@44@N--(U) Laser Testing, *Sonic Imaging;.  
@end@  
@si@ADA123456-TOS  
@fi@ADA123456-TOS/a
```

E. Card Image:

Field numbers appear in columns 10 and 11, with a "4" in column 10 and a "4" in column 11.

8. DATA RANGE:

Not applicable.

Field 44
IAC Subject Terms

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

- A. Classification inconsistency is checked.
- B. There cannot be unbalanced parantheses
- C. Each term must be less than 120 characters, and a maximum of 800 characters can be entered.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
42	<u>IAC Local Accession Number(s)</u> - Field 42 is another IAC data element.
43	<u>IAC Document Type and Security Code(s)</u> - Field 43 is another IAC data element.

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes

16. REFERENCES:

None

Field 48
SBIN Report Location Symbol(s)

1. NAME, DESCRIPTIVE:

Shared Bibliographic Input Network Report Location Symbol(s)

2. NAME, EXTERNAL:

Holding Symbol

3. NAME, ALIAS:

Field 48
Display Field 48
Search Code 59
SBI Site Holding Symbol
SBIN Holding Symbol
SBIN Document Location

4. DEFINITION:

The SBIN Report Location Symbol is the identifier that SBIN sites may attach to reports in the DTIC Technical Report Database. It indicates that the SBIN site holds a copy of the cited report.

5. REMARKS:

- A. To determine the total number of citations to which a user has attached his SBIN Report Location Symbol, the user must search the database using only the DTIC assigned portion of the symbol.
- B. More than one SBIN site may append a Report Location Symbol to a record. Sites append their symbols to records through a File Maintenance transaction or an RTIS Input transaction.
- C. SBIN sites can only see their own Report Location Symbol. Non-SBIN users cannot see any symbols. To ensure database integrity, authorized terminals at DTIC can see symbols from all sites.
- D. The first 3 characters of each SBIN site's Report Location Symbol are assigned by DTIC. The remaining characters are assigned by the site at the time it attaches its Report Location Symbol to the citation. The site is not required to assign additional characters to the symbol.

Field 48
SBIN Report Location Symbol(s)

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--48 - SBI SITE HOLDING SYMBOL: location symbol

Example: (DTIC inhouse, See Remarks)

--48 - SBI SITE HOLDING SYMBOL: NRL
NWC

B. DROLS Demand and Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

Does not appear.

D. Microfiche Header:

Does not appear.

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 3

Maximum: 15

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

Variable. The number of different SBIN Report Location Symbols appended to a record is limited by the number of characters remaining in the total record. Since record size is limited to 9000 characters, a record that had used 8000 characters for the other data elements could use the remaining 1000 characters for these symbols. Any additions to the other data elements would reduce the number of available characters.

Field 48
SBIN Report Location Symbol

7. DATA FORMAT, INPUT (cont.):

D. RTIS:

@48@location symbol

Example:

@48@NRL

NOTE: Unlike many of the RTIS entries for other data elements, SBIN Report Location Symbols are entered as File Maintenance transactions. The complete entry is:

```
@ni@  
@l@caal23456  
@48@HLD-MICRO-10  
@end@  
@si@ADA123456-TOS  
@fi@ADA123456-TOS/a
```

where,

TOS is the lockword;
HLD is the DTIC assigned SBIN Report Location Symbol;
-MICRO-10 is added by the site.

E. Card Image:

Field numbers appear in columns 10 and 11, with a "4" in column 10 and an "8" in column 11.

8. DATA RANGE:

Not applicable.

9. DATA COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

Field 48
SBIN Report Location Symbol(s)

11. EDIT-AUDIT CRITERIA:

- A. The first 3 characters must match a registered 3 character SBIN Report Location Symbol.
- B. There must be no less than 3 characters nor more than 15.

12. DATA ELEMENTS RELATED TO:

<u>Field No.</u>	<u>Data Element Name and Reason</u>
1	<u>Accession Document Number</u> - The symbol entered in Field 48, although different in format, is used by the SBIN site in the same way that DTIC uses the Accession Document Number.
42	<u>IAC Local Accession Number(s)</u> - Field 48 is also used as an accession number.

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

Yes. It is searchable only by DTIC and the site that attaches the symbol.

16. REFERENCES:

DTIC, Defense RDT&E Dedicated On-Line System Terminal Operator's Manual (INPUT), DLAM 4185.15, June 1983.

The SBIN Program Manager maintains a list of SBIN Report Location Symbols.

Field 49
Authority for Change

1. NAME, DESCRIPTIVE:

Authority for Change

2. NAME, EXTERNAL:

Change Authority

3. NAME, ALIAS:

Field 49
Display Field 49

4. DEFINITION:

This data element contains the security classification change, the authority for the change, and the date of the correspondence informing DTIC of that change.

5. REMARKS:

- A. Field 49 is used to store several different types of information. Changes to regrading instructions or information that indicates that the document is on temporary hold may be put in this field.
- B. Temporary holds are controlled by the Master Inventory File. There are no direct linkages between DROLS and the Master Inventory File.
- C. This data element is usually added to existing Technical Report Database records by a File Maintenance transaction rather than by an RTIS Add transaction.
- D. This data element is used for citing the authority for any change to the report, not just changes to the classification of the report.
- E. Although this data element does not appear on the microfiche header, it does appear, when there is space, as the first frame on the microfiche. This frame is also known as a target.

Field 49
Authority for Change

6. DATA FORMAT, OUTPUT:

A. DROLS Display:

--49 - AUTHORITY FOR CHANGE: authority for change

Example:

--49 - AUTHORITY FOR CHANGE: S TO C 31 DEC 86 PER
DOCUMENT MARKINGS

B. DROLS Demand and Current Awareness Bibliographies:

Does not appear.

C. Tape Format:

Does not appear.

D. Microfiche Header:

Does not appear.

Field 49
Authority for Change

8. DATA RANGE:

Not applicable.

9. DATABASE COLLECTIONS:

Technical Report Database

10. SECURITY LEVEL:

Unclassified

11. EDIT-AUDIT CRITERIA:

There may be no more than 600 characters in the field.

12. DATA ELEMENTS RELATED TO:

All data elements, except the Accession Document Number (Field 1), are related because any field change may be given an authority.

13. DATABASE RELATIONSHIPS:

None

14. ELEMENT STATUS:

Accepted

15. SEARCHABLE:

No

16. REFERENCES:

None

Field 49
Authority for Change

7. DATA FORMAT, INPUT:

A. Field Length:

Minimum: 1
Maximum: 600

B. Data Type:

Alphanumeric and special characters from the Fielddata character set.

C. Number of Occurrences:

Limited by field length. All prior changes are retained to permit an audit trail.

D. RTIS:

NOTE: This is usually entered as a File Maintenance transaction.

Example:

```
@fmcrr@\01caal23456\49(ST-C PER DTIC FORM 55)\  
@end@
```

RTIS Example:

```
@l@caal23456  
@49@ST-C PER DTIC FORM 55  
@end@
```

E. Card Image:

Entered as a File Maintenance transaction. The transaction type is ca for Add transaction. The Accession Document Number appears in columns 3 through 9. See Appendix 1 for complete format.

Appendix 1

CARD IMAGE MAGNETIC TAPE INPUT

1. Input - Card Format - The following is the tape input format which may be used to either enter a complete record, or add, delete or modify information in an already existing record.

A. Control Fields

The first 15 characters of each card image are control fields and must be present. The absence of any of these fields will cause that card image to be rejected.

1. Columns 1-2 - Site Identifier. This is a two (2) digit alpha/numeric field, preassigned by DTIC, to identify and control processing for each site's input records. (Those sites assigned a single digit site code, enter the single digit site code in column 1 and a space in column 2).

2. Columns 3-9 - Accession Serial Number. The accession serial number is right-justified and zero-filled.

3. Columns 10-11 - Field Number. The number of the field being input is right-justified and zero-filled.

4. Columns 12-13 - Sequence Number. The sequence number of the card for the field is right-justified and zero-filled.

5. Columns 14-15 - Transaction Type. Use one of the following:

- AD - New Record
- CA - Add Transaction
- CD - Delete Field
- CI - Cancel Whole Record
- CE - Delete Whole Record

6. Columns 16-80 - Data. The data for each field starts in column 16 and continues through column 80. Words may be split at column 80 without hyphenation. Continuation cards are used and are numbered consecutively in columns 12 - 13 (sequence number). The first card for each field is numbered 01. Specifications for the data content of each field are the same as those for online input except that Field 1 (accession number) need not be separately input. The control fields are used to format Field 1.

Appendix 1 (cont.)

B. The transaction types and the fields each card image should contain are described below:

1. AD - New Records. Contains all control fields and data starting in column 16. Columns 14-15 are "AD."

2. CA - File Maintenance, Add Field. Contains all control fields and data starting in column 16. Columns 14-15 are "CA."

3. CD - File Maintenance, Delete Field. Contains all control fields. Columns 16-80 are blank. Columns 14-15 are "CD."

4. CI - Cancel Whole Record. Contains all control fields except field number (columns 10-11). Columns 14-15 are "CI." Columns 16-80 are blank.

5. CE - Delete Whole Record. Contains all control fields except field number (columns 10-11). Columns 14-15 are "CE." Columns 16-80 are blank.

2. Card Image Magnetic Tape Specifications

A. The input will be generated in the standard ASCII character set.

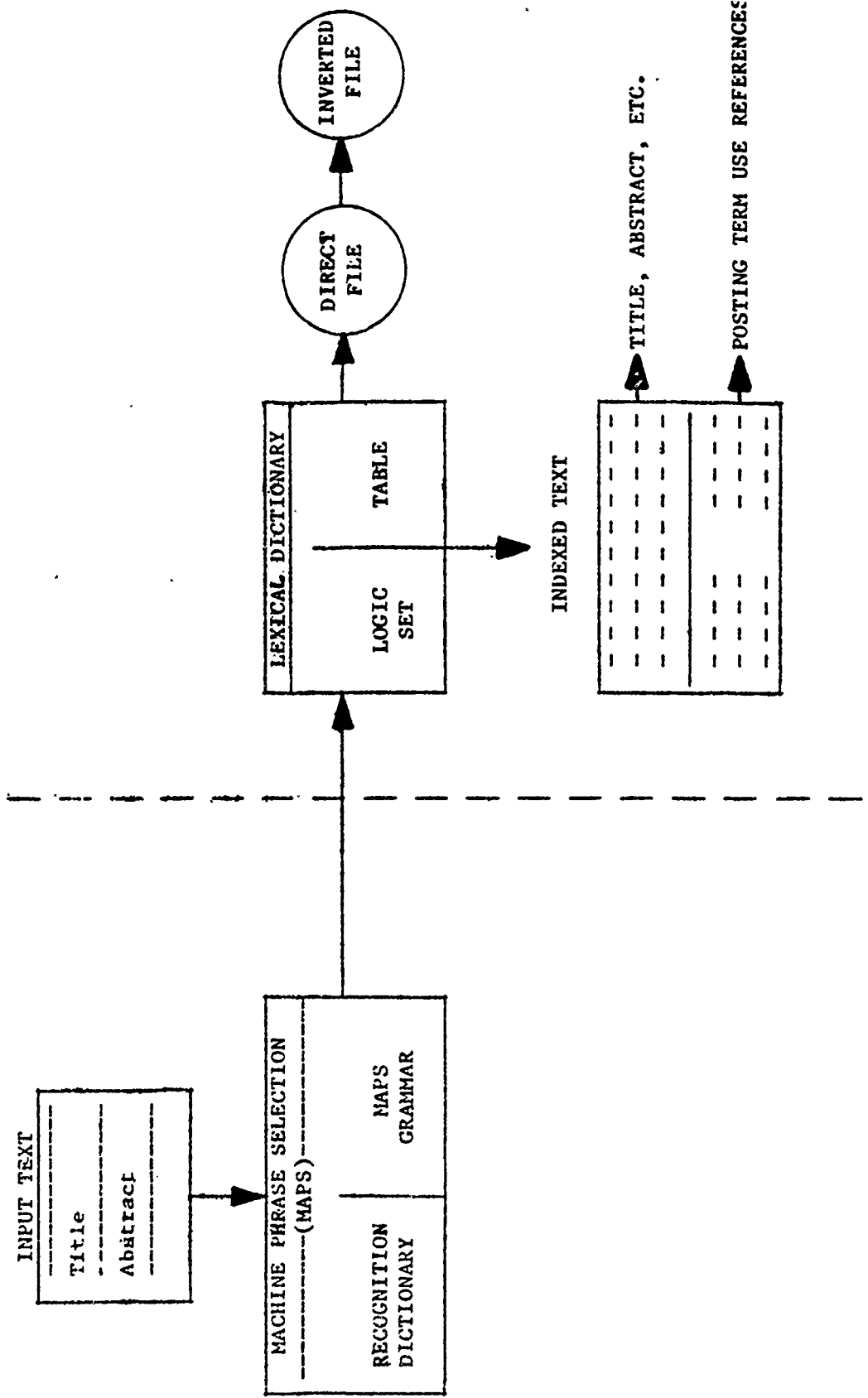
B. Magnetic tape specifications for input to DTIC are:

- (1) 9 Track
- (2) 1600 or 6250 BPI
- (3) Odd parity
- (4) Unlabelled - (No Header labels)

C. Each card image record will consist of 80 characters, one record per block.

Defense Technical Information Center
Source: Manual for the Shared Bibliographic Input Network:
(SBIN) April 1988, DLAM 4185.25

Appendix 2
 MACHINE-AIDED INDEXING
 (MAI)



Appendix 2 (cont.)

DEFINITIONS

- Machine Aided Indexing (MAI) - Process whereby natural language text is automatically converted to controlled DTIC Posting Terms.
- Machine Phrase Selection (MAPS) - That portion of the MAI process which automatically extracts natural language phrases from text.
- Recognition Dictionary - Computer file containing approximately 130,000 unique words together with their machine instructions.
- MAPS Grammar - A context-sensitive phrase structure grammar which automatically recognizes syntactically appropriate words and phrases.
- Lexical Dictionary - That portion of the MAI process which acts as a switch between natural language text and controlled DTIC Posting Terms. Contains approximately 123,000 phrases.
- Logic Set - Computer instructions for processing one, two, three and four word phrases into the table.
- Table - A transformation device that interacts with the logic set to produce Posting Terms.
- Direct File - Main computer file containing all pertinent document information.
- Inverted File - Computer file by Index Term together with the document accession numbers to which they have been assigned.

Appendix 3

Technical Report Input System (TRIS) Error Levels*

Associated with each field is an error level. This is a number from 2 to 9 which indicates a degree of error. Field 01 will reflect the highest error level within the record. Even numbers indicate multi field edits; annotation is provided at end of the record. Odd numbers indicates an error found in individual field, see accompanying descriptions.

- 3 - Spelling: numeric; = alphabetic=.
- 4 - Format Error among fields usually punctuation.
- 5 - Format Error.
- 6 - Required fields inconsistency.
- 7 - Required field error.
- 8 - Security fields inconsistency.
- 9 - Security field error.

A. Field Edits

Field Name	Edit
1 ACCESSION NUMBER	
2 FIELDS AND GROUPS	ENTRY IS TOO LONG
2	==FORMAT IS INVALID
3 ENTRY CLASSIFICATION	GENERATED
5 CORPORATE AUTHOR	GENERATED
6 UNCLAS TITLE	==SPELLING ERROR
7 CLASSIFIED TITLE	==SPELLING ERROR
8 TITLE CLASSIFICATION	U, R, C, S
9 DESCRIPTIVE NOTE	
10 PERSONAL AUTHORS	==INV CHAR 1ST (-,.,,A);
10	LAST(-,A);SFX(.,A)
10	1ST NAME LENGTH 60
10	LAST NAME LENGTH 60 OR SFX 10
11 REPORT DATE	==INVALID DATE FORMAT
11	<>EXTRANEIOUS DATA
11A RECLAS DATE	==INVALID DATE FORMAT OR YEAR
	ONLY
11A	<>EXTRANEIOUS DATA
12 PAGINATION	ABSENT ON NEW DOC
12	VALUE EXCEEDS 4095
	FORMAT ERROR
14 REPORT NUMBER	LENGTH > 35
15	TOO MANY "\$"s
15	LENGTH > 35
16 PROJECT NUMBER	IMBEDDED SPACE
16	LENGTH > 35
17 TASK NUMBER	LENGTH > 35
18 MONITOR ACRONYM	LENGTH > 20

Appendix 3 (cont.)

18		NOT IN MONITOR/ACRONYM FILE
19	MONITOR SERIES	LENGTH > 35
20	REPORT CLASSIFICATION	U, R, C, S
21	SUPPLEMENTARY NOTE	DOES NOT END IN PERIOD
22	LIMITATION DISTRIB ST	SUBFIELD ENTRY REQ'D
22		EXTRA FIELD ENTERED
23	POSTING TERMS	MISSING
23		==UNBALANCED PARENTHESES
23		<>TERM NOT ON INVERTED FILE
23		[]TERM NOT POSTING TERM
24	DESCRIPTOR CLASSIFICA	GENERATED
25	IDENTIFIERS	[]TERM LENGTH > 120
25		==UNBALANCED PARENTHESES
26	IDENTIFIER CLASSIFICA	U, R, C, S
27	ABSTRACT	SPELLING
28	ABSTRACT CLASSIFICATI	U, R, C, S
29	INITIAL INVENTORY	MISSING
29		NOT NUMERIC OR > 4095
30	ANNOTATION	GENERATED FOR REPRINT
31	SPECIAL CODES	A, V, W, X, Y, Z
32	REGRADE CATEGORY	A, B, C, E, F
33	LIMITATION AVAIL CD	(1-5,7,9,12-16);(20-25 ;
		(51-54, 57)
34	SERIAL NUMBER	F, A, S, X OR NUMERIC
35	SOURCE CODE	==NOT ON SOURCE HEADER FILE
35		[]LENGTH < > 6
36	DOCUMENT LOCATION	GENERATED
37	CLASSIFICATION AUTHOR	
38	DECLAS EVENT	DATE EDIT OR YEAR ONLY
39	DOWNGRADE EVENT	DATE EDIT OR YEAR ONLY
40	GEOPOLITICAL CODE	GENERATED
41	TYPE CODE	GENERATED
42	IAC ACCESSION	
43	IAC DOC TYPE	==1-8, A-F
44	IAC SUBJECT TERM	==TERM CLAS INCONSISTENCY
		UNBALANCED PARENTHESIS
		TERM LENGTH 120
48	SBIE SITE HOLDING SYM	

Appendix 3 (cont.)

B. Multi-Field Edit Criteria

The edits used within TRIS are programmed in a series of COBOL paragraphs labeled 3000-A to 3000-U. Key information about each of these edits is summarized below with the following information provided for each edit:

1. Message is self explanatory
2. Error level has been discussed at beginning of this appendix.
3. Reference gives the page and paragraph of the DTIC Cataloging Guidelines, where known
4. Edit id refers to the COBOL paragraph name used in the edit program
5. Edit provides some explanation of the specific multi-field edit
 - a. Message: No title entered
Error level: 8
Reference: P15, #1
Edit id: 3000-A
Edit: Either classified title or unclassified title is required, except on NATO documents (f33=53).
 - b. Message: No classified title
Error level: 8
Reference:
Edit id: 3000-A-PRIME
Edit: If title is classified, then classified title must be present. If title is unclassified, it must be absent.
 - c. Message: No index annotation or title
Error level: 6
Reference:
Edit id: 3000-B
Edit: If unclassified title is absent, index annotation must be present.

- d. Message: Title punctuation improper.
Error level: 4
Reference: pl4, #13
Edit id: 3000-C
Edit: As per DTIC Cataloging Guidelines
- e. Message: Inconsistent classification.
Error level: 8
Reference:
Edit id: 3000-D
Edit: All classification must lower than or equivalent to report classification.
- f. Message: Descriptive note punctuation improper.
Error level: 4
Reference: P19, #8
Edit id: 3000-F
Edit: As per DTIC Cataloging Guidelines
- g. Message: Reclass data error.
Error level: 8
Reference: P19, #8
Edit id: 3000-F
Edit: On new document when regrade date is entered:

If report classified C, R and regrade category is A, E, F, the regrade date must be unequal to declass date.

If report is secret and regrade category is A, B, C, E, F then if downgrade date is entered regrade date must = it, else if declass date is entered regrade date must equal it.
- h. Message: Declassification date error
Error level: 8
Reference:
Edit id: 3000-F-PRIME
Edit: For a new document, if regrade category = A, then reclass date mut be entered.

Appendix 3 (cont)

- i. Message: Too few projects for tasks
Error level: 6
Reference:
Edit id: 3000-H
Edit: For each task entered a project must be entered
- j. Message: Monitor fields differ in number
Error level: 6
Reference: P36;
Edit id: 3000-I
Edit: The number of subfields entered in monitor acronym and monitoring agency must be equal.
- k. Message: Limitation - classification conflict
Error level: 8
Reference:
Edit id: 3000-J
Edit: Only an unclassified report may have unlimited distribution (f33=1), only a confidential or secret report may have code 9.
- l. Message: Descriptors and class inconsistent.
Error level: 8
Reference:
Edit id: 3000-K
Edit: Descriptors are unclassified and must not be entered otherwise.
- m. Message: Identifiers and class inconsistent.
Error Level: 8
Reference:
Edit id: 3000-L
Edit: Both identifiers and their classification must be present or absent.
- o. Message: Abstract and class inconsistent
Error level: 8
Reference:
Edit id: 3000-M
Edit: Both abstract and its classification must be present or absent.
- p. Message: Regrade code - classification conflict
Error level: 8
Reference:
Edit id: 3000-N
Edit: Unclassified reports must not have regrade category, classified reports must have it.

Appendix 3 (cont.)

- q. Message: AEC restriction conflict
Error Level: 8
Reference:
Edit id: 3000-D
Edit: Regrade category E and Field 33 values of 51, 52 are mutually required.
- r. Message: Regrade - classification authority conflict
Error level: 8
Reference:
Edit id: 3000-P
Edit: If field-32 = a, b, c, or e, then field 37 must be present.
- s. Message: AD nbr - classification conflict.
Error level: 8
Reference:
Edit id: 3000-R
Edit: For new DTIC reports, C range must be classified, other range must be unclassified.
- t. Message: CNWDI - classification conflict.
Error level: 8
Reference: P37#2
Edit id: 3000-S
Edit: If CNWDI document (field-31 = v, y, z), then report and identifier classification must be SECRET (fields 20, 26)
- u. Message: Declas inconsistency.
Error level: 8
Reference: P65#1
Edit id: 3000-U
Edit: For classified documents, if field 32 = b, c then declas-event (f38) must be present and not a date; if field 32 = a, then declas event must be a date.

Source

* TRIS Program Maintenance Manual, Final, 30 December 1987,
DTIC

APPENDIX 4

DTIC Inhouse Code List for US. and foreign Organizations

Code definitions:

US Organizations

- A - Army
- B - Labor
- C - Commerce
- D - DoD (Departmental offices and joint service groups)
- E - EPA (Environmental Protection Agency)
- F - Air Force
- G - Agriculture
- H - Department of Health, Education and Human Services
- I - Interior
- J - Justice
- K - DOE
- L - Federal Legislative branch
- M - Department of Education
- N - Navy and Marine Corps
- P - Post Services
- Q - Quasi-Federal (NAS-NRC)
- R - Treasury
- S - State
- T - Transportation
- U - Housing and Urban Development
- V - State/Municipal Government organizations (other than academic)
- W - Not-for-profit/Non-academic organizations - includes Societies, Foundations, Hospitals, etc.
- X - Executive
- Y - DoD Agencies
- Z - Independent Federal Agencies (non-DoD) Small Bus/Vet admin
- 0 - Public or State academic educational institutions - includes all research institutions, foundations, experimental stations, hospitals, observatories, etc. affiliated with colleges or universities.
- 1 - Private academic educational institutions - includes all research institutions, foundations, experimental stations, hospitals, observatories, etc. affiliated with colleges or universities.
- 2 - Federal Contract Research Centers
- 3 - Other academic and institutes - includes academic associations, secondary schools
- 4 - Industrial/Commercial (for profit) - includes individual consultants
- 5 - Miscellaneous

APPENDIX 4

Foreign Organizations

- 6 - Academic and non-profit organizations
- 7 - Industrial/commercial (for profit)
- 8 - Government organizations
- 9 - International organizations

Creation and conversion of Performing Organization Type Codes

1. References:

- a. DF, DDC-C, 19 March 1968, subject: Type of Organization Code.
- b. DF, DDC-DP, 14 August 1968, subject: Identification of CASE Phase II Work Units.
- c. DF, DDC-D, 9 September 1968, subject: Creation of Performing Organization Type Code.
- d. DF, DDC-D, 14 October 1968, subject: Proposed Performing Organization Type Codes.

2. Based on Review of Type codes in the old 1498 files and anticipated "type of organization" retrieval requirements in the new system, it is requested that codes proposed in reference d be modified as follows:

<u>Current code</u>	<u>DDC-D proposed</u>	<u>DD-T proposed</u>	<u>current code</u>	<u>DDC-D proposed</u>	<u>DDC-T proposed</u>
A	GA	A	U	GU	U
B	GB	B	none	UH	V
C	GC	C	none	US	W
D	GD	D	X	GX	X
F	GF	F	Y	GY	Y
G	GG	G	Z	GZ	Z
H	GH	H	1	UA	0
I	GI	I	none	UB	1
J	GJ	J	2	UF	2
L	GL	L	3	UE	3
N	GN	N	4	UP	4
P	GP	P	5	none	5
Q	GQ	Q	6	FA	6
R	GR	R	none	FB	7
S	GS	S	none	FC	8
T	GT	T	none	FE	9

APPENDIX 4

3. A manual conversion will be necessary for source names currently assigned to the following three codes:

- a. code 1 (approx. 3050 sources) will convert to codes 0 or 1.
- b. code 5 (approx. 975 sources) will convert to codes V or W or 3 or 5 or 9.
- c. code 6 (approx. 2175 sources) will convert to codes 6 or 7 or 8 or 9.

Miscellaneous Backup Information

1. The following counts are maintained and printed out at EOJ:

a. Number of Master File Input Items	OMSCNT
b. Number of Change Items	CHGCNT
c. Number of Additions	ADDCNT
d. Number of Deletions	DELCNT
e. Number of Replacements	REPCNT
f. Number of Geopolitical code changes	ACRCNT
g. Number of Items on New Master File	NMSCNT
h. Number of Items on New EHAIOUN	N11CNT
i. Number of Error Items (change not applied)	ERRCNT
j. Number of Error Master Items dropped	MERCNT

2. The above counts are balanced at end of run as follows:

a. $(a) + (c) - (d) - (j)$ should equal (g) . If not equal, print: "INPUT/OUT NO. 1 - NO BALANCE".

b. $(a) + (c) - (d) - (j)$ should equal (h) . If not equal, print: "INPUT/OUTPUT NO. 2 - NO BALANCE".

c. $(c) + (d) + (e) + (f) + (i)$ should equal (b) . If not equal, print: "CHANGES - NO BALANCE".

3. Each input and output item will be sequence checked and data verified as indicated below. Error transactions are listed with error codes.

APPENDIX 4

CHANGE TAPE

CARD COLUMN	FIELD	VALIDATION	ERROR CODE
6-12	Source Code Number	Numeric greater than zero	CE1
13	Source Name	Cannot be blank for addition or replacement	CE2
53, 59-60 68-77	Unused	Must contain Field Data blanks	CE3
55	Geopolitical Code	Cannot be blank if transaction code is 1, 3, or 4.	CE9
61	Case II Code	1. Field must be all FD spaces- 2. Field is blank for 2nd and 3rd cards	CE4 CE5
78	Change Type	Must be numeric: 1, 2, 3, or 4	CE6
7-12	Source Code	Add transaction matches master	CE6
79		Out of sequence	CE7
79-80	No. of Cards	Numeric - must be one of the following: 11, 12, 22, 13, 23, 33.	CE8
7-12	Source Code	No match on master	CE8
7-12	Source Code	Out of sequence	Error Term.

MASTER TAPE

79	No. of cards	Out of sequence	ES4
7-12	Source Code	Duplicate entry eliminated	ES5
7-12	Source Code	Out of sequence	ES6

APPENDIX 4

4. The following character conversion is applied:

<u>ORIGINAL</u>		<u>CONVERTED</u>	
<u>Octal</u>	<u>Character</u>	<u>Octal</u>	<u>Character</u>
45	&	42	+

TRANSACTION TYPE CODES (CARD COL. 78)

- 1 = ADD
- 2 = Delete
- 3 = Replacement or Change
- 4 = Geop. code or type code change

APPENDIX 5

DTIC Numeric codes for:
STANDARD U. S. GEOGRAPHIC ABBREVIATIONS

Alabama - AL	01	Montana - MT -	30
Alaska - AK	02	Nebraska - NE -	31
American Samoa - AS		Nevada - NV -	32
Arizona - AZ	04	New Hampshire - NH -	33
Arkansas - AR	05	New Jersey - NJ -	34
California - CA	06	New Mexico - NM -	35
Canal Zone - CZ		New York - NY -	36
Colorado - CO	08	North Carolina - NC -	37
Connecticut - CT	09	North Dakota - ND -	38
Delaware - DE -	10	Ohio - OH -	39
District of Columbia - DC -	11	Oklahoma - OK -	40
Florida - FL -	12	Oregon - OR -	41
Georgia - GA -	13	Pennsylvania - PA -	42
Guam - GA		Puerto Rico - PR -	43
Hawaii - HI -	15	Rhode Island - RI -	44
Idaho - ID -	16	South Carolina - SC -	45
Illinois - IL -	17	South Dakota - SD -	46
Indiana - IN -	18	Tennessee - TN -	47
Iowa - IA -	19	Texas - TX -	48
Kansas - KS -	20	Trust Territories - TT	
Kentucky - KY -	21	Utah - UT -	49
Louisiana - LA -	22	Vermont - VT -	50
Maine - ME -	23	Virgin Islands - VI	
Maryland - MD -	24	Virginia - VA -	51
Massachusetts - MA -	25	Washington - WA -	53
Michigan - MI -	26	West Virginia - WV -	54
Minnesota - MN -	27	Wisconsin - WI -	55
Mississippi - MS -	28	Wyoming - WY -	56
Missouri - MO -	29		

Department of Defense
DIRECTIVE



March 18, 1987
NUMBER 5230.24

USD(A)

SUBJECT: Distribution Statements on Technical Documents

- References:
- (a) DoD Directive 5230.24, subject as above, November 20, 1984 (hereby canceled)
 - (b) DoD Directive 3200.12, "DoD Scientific and Technical Information Program," February 15, 1983
 - (c) through (i), see enclosure 1

A. REISSUANCE AND PURPOSE

This Directive reissues reference (a) to update policies and procedures for marking technical documents, including production, engineering, and logistics information, to denote the extent to which they are available for distribution, release, and dissemination without additional approvals or authorizations.

B. APPLICABILITY AND SCOPE

This Directive:

1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments (including their National Guard and Reserve components), the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, and the Defense Agencies (hereafter referred to collectively as "DoD Components").
2. Covers newly created technical documents generated by all DoD-funded research, development, test and evaluation (RD&E) programs, which are the basis of the DoD Scientific and Technical Information Program (STIP) described in reference (b). This Directive also applies to newly created engineering drawings, standards, specifications, technical manuals, blueprints, drawings, plans, instructions, computer software and documentation, and other technical information that can be used or be adapted for use to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment.
3. Facilitates implementation of DoD Directive 5230.25 (reference (c)) by enabling document originators to signify to what extent technical documents must be controlled in accordance with procedures of that Directive.
4. Does not apply to technical documents categorized as cryptographic and communications security, communications and electronic intelligence, and such other categories that may be designated by the Director, National Security Agency/Chief, Central Security Service.

5. May not be used by DoD Components as authority to deny information to Congress, or to any Federal, State, or local governmental agency that requires such data for regulatory or other official governmental purposes. When the information is otherwise subject to DoD distribution controls, the recipient shall be so notified.

6. Does not provide authority to withhold from public disclosure unclassified information regarding DoD operations, policies, activities, or programs, including the costs and evaluations of performance and reliability of military and space equipment, or any other information not exempt from release under DoD 5400.7-R (reference (d)).

7. Does not establish nonrecurring charges that may apply to recipients of DoD technical data. Such charges are determined in accordance with DoD Directive 2140.2 (reference (e)).

C. DEFINITIONS

The terms used in this Directive are defined in enclosure 2.

D. POLICY

It is DoD policy to pursue a coordinated and comprehensive program to provide for a strong and viable military research, acquisition, and support program consistent with requirements of national security, export laws, and competitive procurement.

E. RESPONSIBILITIES

1. The Under Secretary of Defense for Acquisition (USD(A)) shall monitor compliance with this Directive within DoD Components and take such actions that may be required to ensure consistent and appropriate implementation and control of information within the scope of this Directive.

2. The Under Secretary of Defense for Policy (USD(P)) shall prepare and issue, as required, policy guidance regarding the dissemination and control of information within the scope of this Directive.

3. The Assistant Secretary of Defense (Public Affairs) (ASD(PA)) shall ensure that technical material submitted for public release clearance under DoD Directive 5230.9 (reference (f)) is properly reviewed to determine whether the information is appropriate for Distribution Statement A (enclosure 3) and shall inform the submitter of distribution limitations recommended if public release is not approved. The ASD(PA) shall also process appeals when public release denial is based upon this Directive.

4. The General Counsel, Department of Defense (GC, DoD), shall assist in carrying out this Directive by advising DoD Components regarding the statutory and regulatory requirements governing the export or other dissemination of technical data.

5. Heads of DoD Components shall ensure that this Directive is implemented within their respective Components in a uniform, consistent manner and shall establish procedures to ensure that technical documents are marked correctly.

F. PROCEDURES

1. All DoD Components generating or responsible for technical documents shall determine their distribution availability and mark them appropriately before primary distribution. Documents recommended for public release must first be reviewed in accordance with DoD Directive 5230.9 (reference (f)).

2. DoD distribution statement markings shall not be required on technical proposals or similar documents submitted by contractors seeking DoD funds or contracts.

3. Managers of technical programs shall assign appropriate distribution statements to technical documents generated within their programs to control the secondary distribution of those documents.

a. All newly created unclassified DoD technical documents shall be assigned distribution statement A, B, C, D, E, F, or X (see enclosure 3).

b. Classified DoD technical documents shall be assigned distribution statement B, C, D, E, or F. The distribution statement assigned to a classified document shall be retained on the document after its declassification or until changed specifically or removed by the controlling DoD office. Technical documents that are declassified and have no distribution statement assigned shall be handled as distribution statement F documents until changed by the controlling DoD office.

c. Scientific and technical documents that include a contractor-imposed limited rights statement shall be marked and controlled in accordance with subpart 27.4 of the DoD Supplement to the FAR (reference (g)).

d. For each newly generated technical document, managers of technical programs shall determine whether the document contains export-controlled technical data; DoD Directive 5230.25 (reference (c)) provides guidance for making this determination. Additional guidance may be obtained from component legal counsel. All documents that are found to contain export-controlled technical data shall be marked with the export control statement contained in subsection A.8., below, of enclosure 3; any document so marked must also be assigned distribution statement B, C, D, E, F, or X.

e. Technical documents in preliminary or working draft form shall not be disseminated without a proper security classification review and assignment of a distribution statement as required by this Directive.

4. Distribution statements shall remain in effect until changed or removed by the controlling DoD office. Each controlling DoD office shall establish and maintain a procedure to review technical documents for which it is responsible to increase their availability when conditions permit. The controlling DoD office shall obtain public release determinations in accordance with reference (f). If public release clearance is obtained, the controlling DoD office shall assign distribution statement A, cancel any other distribution statement, and notify the proper document handling facilities.

5. Technical documents marked with superseded distribution statements shall be reviewed when a request for the document is received and shall be assigned an appropriate distribution statement.

6. Technical documents in information repositories that have superseded distribution statements shall be converted as follows:

a. Documents bearing distribution statement A or B of canceled DoD Directive 5200.20, September 24, 1970, and documents bearing distribution statement A, B, C, D, E, or F contained in Secretary of Defense Memorandum "Control of Unclassified Technology with Military Application," October 18, 1983, need not be reevaluated.

b. Technical documents bearing distribution statement numbers 2, 3, 4, and 5 of superseded DoD Directive 5200.20, March 29, 1965, shall be assigned, respectively, distribution statements, C, B, E, and F.

7. Controlling DoD offices shall notify the Defense Technical Information Center (DTIC) and other proper technical document dissemination facilities promptly when:

a. Addresses of designated controlling DoD offices are changed.

b. The controlling DoD office is redesignated.

c. Classification markings, distribution statements, or export control statements are changed.

8. The distribution statement shall be displayed conspicuously on technical documents so as to be recognized readily by recipients.

a. For standard written or printed material, the following applies:

(1) The distribution statement shall appear on each front cover, title page, and DD Form 1473, "Report Documentation Page."

(2) When possible, parts that contain information creating the requirement for a distribution statement shall be prepared as an appendix to permit broader distribution of the basic document.

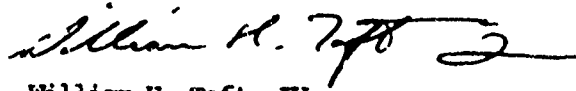
(3) When practical, the abstract of the document, the DD Form 1473 and bibliographic citations shall be written in such a way that the information will not be subject to distribution statement B, C, D, E, F, or X.

b. If the technical information is not prepared in the form of an ordinary document (such as this Directive) and does not have a cover or title page (such as forms and charts), the applicable distribution statement shall be stamped, printed, written, or affixed by other means in a conspicuous position.

Mar 18, 87
5230.24

G. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of implementing documents to the Under Secretary of Defense for Acquisition within 120 days.



William H. Taft, IV
Deputy Secretary of Defense

Enclosures - 4

1. References
2. Definitions
3. Distribution Statements for Use on Technical Documents
4. Contractor-Imposed Distribution Statements

REFERENCES, continued

- (c) DoD Directive 5230.25, "Withholding of Unclassified Technical Data From Public Disclosure," November 6, 1984
- (d) DoD 5400.7-R, "DoD Freedom of Information Act Program," December 1980, authorized by DoD Directive 5400.7, March 24, 1980
- (e) DoD Directive 2140.2, "Recoupmnt of Nonrecurring Costs on Sales of U.S. Products and Technology," August 5, 1985
- (f) DoD Directive 5230.9, "Clearance of DoD Information for Public Release," April 2, 1982
- (g) DoD Supplement to the Federal Acquisition Regulation (FAR), Part 27, Subpart 27.4
- (h) DoD 5200.1-R, "Information Security Program Regulation," June 1986, authorized by DoD Directive 5200.1, June 7, 1982
- (i) DoD Instruction 7930.2, "ADP Software Exchange and Release," December 31, 1979

DEFINITIONS

1. Contractor. An individual or organization outside the U.S. Government who has accepted any type of agreement or order to provide research, supplies, or services to a U.S. Government agency, including both prime contractors and subcontractors.

a. Qualified U.S. Contractor. In accordance with DoD Directive 5230.25 (reference (c)), a private individual or enterprise located in the United States whose eligibility to obtain unclassified export-controlled technical data has been established under procedures developed by (USD(A)).

b. DoD Potential Contractor. An individual or organization outside the Department of Defense declared eligible for DoD information services by a sponsoring DoD activity on the basis of participation in one of the following programs:

(1) The Department of the Army Qualitative Requirements Information Program.

(2) The Department of the Navy Industry Cooperative Research and Development Program.

(3) The Department of the Air Force Potential Contractor Program.

(4) The DoD Scientific and Technical Information Program.

(5) Any programs similar to those above in use by other DoD Components.

2. Contracted Fundamental Research. Research performed under grants or contracts funded by budget category 6.1 (Research), whether performed by universities or industry, or funded by budget category 6.2 (Exploratory Development) and performed on campus at a university.

3. Controlling DoD Office. The DoD activity that sponsored the work that generated the technical data or received the technical data on behalf of the Department of Defense and, therefore, has the responsibility for determining the distribution of a document containing such technical data. For joint sponsorship, the controlling office is determined by advance agreement and may be either a party, group, or committee representing the interested activities or DoD Components.

4. Critical Technology. Technology that consists of:

a. Arrays of design and manufacturing know-how (including technical data).

b. Keystone manufacturing, inspection, and test equipment.

c. Keystone materials.

d. Goods accompanied by sophisticated operation, application, or maintenance know-how that would make a significant contribution to the military potential of any country or combination of countries and that may prove detrimental to the security of the United States (also referred to as militarily critical technology).

DEFINITIONS, continued

5. Distribution Statement. A statement used in marking a technical document to denote the extent of its availability for distribution, release, and disclosure without additional approvals or authorizations. A distribution statement marking is distinct from and in addition to a security classification marking assigned in accordance with DoD 5200.1-R (reference (h)).
6. Document. Any recorded information regardless of its medium, physical form, or characteristics.
7. Foreign Government Information
 - a. Information that is:
 - (1) Provided to the United States by a foreign government or governments, an international organization of governments, or any element thereof with the expectation either expressed or implied, that the information or the source of information, or both, be held in confidence.
 - (2) Produced by the United States following or as a result of a joint arrangement with a foreign government or governments or an international organization of governments or any element thereof, requiring that the information, the arrangement, or both, be held in confidence.
 - b. Information described in subparagraphs 7.a.(1) and (2), above, and in the possession of the Department of Defense is classified information in accordance with reference (h).
8. Primary Distribution. The initial targeted distribution of or access to technical documents authorized by the controlling DoD office.
9. Scientific and Technical Information. Communicable knowledge or information resulting from or pertaining to conducting and managing a scientific or engineering research effort.
10. Secondary Distribution. Release of technical documents provided after primary distribution by other than the originator or controlling office. It includes loaning, allowing the reading of, or releasing a document outright, in whole or in part.
11. Technical Data. Recorded information related to experimental, developmental, or engineering works that can be used to define an engineering or manufacturing process or to design, procure, produce, support, maintain, operate, repair, or overhaul material. The data may be graphic or pictorial delineations in media, such as drawings or photographs, text in specifications or related performance or design type documents, or computer printouts. Examples of technical data include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog-item identifications, and related information and computer software documentation.

DISTRIBUTION STATEMENTS FOR USE ON TECHNICAL DOCUMENTS

A. The following distribution statements and notices are authorized for use on DoD technical documents:

1. DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

a. This statement may be used only on unclassified technical documents that have been cleared for public release by competent authority in accordance with DoD Directive 5230.9 (reference (f)). Technical documents resulting from contracted fundamental research efforts will normally be assigned Distribution Statement A, except for those rare and exceptional circumstances where there is a high likelihood of disclosing performance characteristics of military systems, or of manufacturing technologies that are unique and critical to defense, and agreement on this situation has been recorded in the contract or grant.

b. Technical documents with this statement may be made available or sold to the public and foreign nationals, companies, and governments, including adversary governments, and may be exported.

c. This statement may not be used on technical documents that formerly were classified unless such documents are cleared for public release in accordance with reference (f).

d. This statement shall not be used on classified technical documents or documents containing export-controlled technical data as provided in DoD Directive 5230.25 (reference (c)).

2. DISTRIBUTION STATEMENT B. Distribution authorized to U.S. Government agencies only (fill in reason) (date of determination). Other requests for this document shall be referred to (insert controlling DoD office).

a. This statement may be used on unclassified and classified technical documents.

b. Reasons for assigning distribution statement B include:

Foreign Government
Information

To protect and limit distribution in accordance with the desires of the foreign government that furnished the technical information. Information of this type normally is classified at the CONFIDENTIAL level or higher in accordance with DoD 5200.1-R (reference (h)).

Proprietary Information

To protect information not owned by the U.S. Government and protected by a contractor's "limited rights" statement, or received with the understanding that it not be routinely transmitted outside the U.S. Government.

Critical Technology	To protect information and technical data that advance current technology or describe new technology in an area of significant or potentially significant military application or that relate to a specific military deficiency of a potential adversary. Information of this type may be classified or unclassified; when unclassified, it is export-controlled and subject to the provisions of DoD Directive 5230.25 (reference (c)).
Test and Evaluation	To protect results of test and evaluation of commercial products or military hardware when such disclosure may cause unfair advantage or disadvantage to the manufacturer of the product.
Contractor Performance Evaluation	To protect information in management reviews, records of contract performance evaluation, or other advisory documents evaluating programs of contractors.
Premature Dissemination	To protect patentable information on systems or processes in the developmental or concept stage from premature dissemination.
Administrative or Operational Use	To protect technical or operational data or information from automatic dissemination under the International Exchange Program or by other means. This protection covers publications required solely for official use or strictly for administrative or operational purposes. This statement may be applied to manuals, pamphlets, technical orders, technical reports, and other publications containing valuable technical or operational data.
Software Documentation	Releasable only in accordance with DoD Instruction 7930.2 (reference (i)).
Specific Authority	To protect information not specifically included in the above reasons and discussions, but which requires protection in accordance with valid documented authority such as Executive Orders, classification guidelines, DoD or DoD Component regulatory documents. When filling in the reason, cite "Specific Authority (identification of valid documented authority)."

3. DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government Agencies and their contractors (fill in reason) (date of determination). Other requests for this document shall be referred to (insert controlling DoD office).

a. Distribution statement C may be used on unclassified and classified technical documents.

b. Reasons for assigning distribution statement C include:

Foreign Government Information	Same as distribution statement B.
Critical Technology	Same as distribution statement B.
Software Documentation	Same as distribution statement B.
Administrative or Operational Use	Same as distribution statement B.
Specific Authority	Same as distribution statement B.

4. DISTRIBUTION STATEMENT D. Distribution authorized to the Department of Defense and U.S. DoD contractors only (fill in reason) (date of determination). Other requests shall be referred to (insert controlling DoD office).

a. Distribution statement D may be used on unclassified and classified technical documents.

b. Reasons for assigning distribution statement D include:

Foreign Government Information	Same as distribution statement B.
Administrative or Operational Use	Same as distribution statement B.
Software Documentation	Same as distribution statement B.
Critical Technology	Same as distribution statement B.
Specific Authority	Same as distribution statement B.

5. DISTRIBUTION STATEMENT E. Distribution authorized to DoD Components only (fill in reason) (date of determination). Other requests shall be referred to (insert controlling DoD office).

a. Distribution statement E may be used on unclassified and classified technical documents.

b. Reasons for assigning distribution statement E include:

Direct Military Support	The document contains export-controlled technical data of such military significance that release for purposes other than direct support of DoD-approved activities may jeopardize an important technological or operational military advantage of the United States. Designation of such data is made by competent authority in accordance with DoD Directive 5230.25 (reference (c)).
Foreign Government Information	Same as distribution statement B.
Proprietary Information	Same as distribution statement B.
Premature Dissemination	Same as distribution statement D.
Test and Evaluation	Same as distribution statement B.
Software Documentation	Same as distribution statement B.
Contractor Performance Evaluation	Same as distribution statement B.
Critical Technology	Same as distribution statement B.
Administrative/ Operational Use	Same as distribution statement B.
Specific Authority	Same as distribution statement B.

6. DISTRIBUTION STATEMENT F. Further dissemination only as directed by (inserting controlling DoD office) (date of determination) or higher DoD authority.

a. Distribution statement F is normally used only on classified technical documents, but may be used on unclassified technical documents when specific authority exists (e.g., designation as direct military support as in statement E).

b. Distribution statement F is also used when the DoD originator determines that information is subject to special dissemination limitation specified by paragraph 4-505, DoD 5200.1-R (reference (h)).

7. DISTRIBUTION STATEMENT X. Distribution authorized to U.S. Government Agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with reference (c) (date of determination). Controlling DoD office is (insert).

a. Distribution statement X shall be used on unclassified documents when distribution statements B, C, D, E, or F do not apply. but the document does contain technical data as explained in reference (c).

b. This statement shall not be used on classified technical documents; however, it may be assigned to technical documents that formerly were classified.

8. Export Control Warning. All technical documents that are determined to contain export-controlled technical data shall be marked "WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.) or the Export Administration Act of 1979, as amended, Title 50, U.S.C., App. 2401 et seq. Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoD Directive 5230.25." When it is technically infeasible to use the entire statement, an abbreviated marking may be used, and a copy of the full statement added to the "Notice To Accompany Release of Export Controlled Data" required by DoD Directive 5230.25 (reference (c)).

9. Handling and Destroying Unclassified/Limited Distribution Documents
Unclassified/Limited Distribution documents shall be handled using the same standard as "For Official Use Only (FOUO)" material, and will be destroyed by any method that will prevent disclosure of contents or reconstruction of the document. When local circumstances or experience indicates that this destruction method is not sufficiently protective of unclassified limited information, local authorities may prescribe other methods but must give due consideration to the additional expense balanced against the degree of sensitivity.

CONTRACTOR-IMPOSED DISTRIBUTION STATEMENTS

1. Part 27, Subpart 27.4 to the DoD Supplement to the Federal Acquisition Regulation (FAR) (reference (g)) stipulates control procedures for contractor-controlled technical data to which the Government has limited rights. In this case, an approved statement from the DoD Supplement to the FAR shall appear on all copies of each document. Unmarked or improperly marked technical documents supplied by a contractor shall be handled in accordance with the DoD Supplement to the FAR. Limited rights information shall be assigned distribution statements B, E, or F.

2. The limited rights statement shall remain in effect until changed or canceled under contract terms or with the permission of the contractor, and until the controlling DoD Component notifies recipients of the document that the statement may be changed or canceled. Upon cancellation of the statement, the distribution, disclosure, or release of the technical document shall then be controlled by its security classification or, if unclassified, by the appropriate statement selected from this Directive.

3. Reference (g) defines limited rights as the right to use, duplicate, or disclose technical data in whole or in part, by or for the U.S. Government with the expressed limitation that such technical data, without the written permission of the party furnishing such technical data, may not be:

a. Released or disclosed in whole or in part outside the Government.

b. Used in whole or in part by the Government for manufacture, or in the case of computer software documentation, for reproduction of the computer software.

c. Used by a party other than the Government, except for:

(1) Emergency repair or overhaul work only by or for the Government, when the item or process concerned is not otherwise reasonably available to enable timely performance of the work, provided that the release or disclosure outside the Government shall be made subject to a prohibition against further use, release, or disclosure.

(2) Release to a foreign government, as the interest of the United States may require, only for information or evaluation within such government or for emergency repair or overhaul work by or for such government under the conditions of subparagraph 3.c.(1), above.

Glossary

ADDP - Automated Document Distribution Program

ARPA - Advanced Research Project Agency; also DARPA, Defense Advanced Research Projects Agency.

ASPR - Armed services Procurement Regulation; the DoD regulation that governed Defense acquisition procedures; became 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 nonprint institutions.

CDRL Number - Contract Data requirements List Number (Field 14).

CENDI - Commerce, Energy, NASA, and Defense Information, this interagency committee took over some of the functions of COSATI, in the 1980's. COSATI no longer exists.

Citation - A reference that identifies a unique document. In DTIC's system the on-line display and any hard copy products from the Technical Report database are considered citations. In the management databases, the information relates to a research effort for which 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. It is governed in DoD by DoD 5200.1-R, DoDI 5210.2. in extension of Atomic Energy Act of 1954. When the acronym CNWDI is used as an Authorized Subject Index Term (Field 23), the classification of Field 25, which in this Dictionary has been broken down into several distinct data elements, is set to the security of the Report Classification (Field 20).

COSATI - Committee on Scientific and Technical Information is composed of representatives from various governmental agencies, and was active in the 1960s in establishing standards for technical reports.

Glossary

CSAS - Corporate Source Authority System is used to produce, update, and maintain the authority listing of organizations that monitor or conduct R&D for DoD.

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 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 - A collection of information that identifies the data elements used by DTIC. The dictionary defines the data elements, and further specifies formats and identifies particular uses.

DID Number - Data Item Description Numbers.

Direct File - The Direct File consists of the records in the database. In Technical Report database each record describes a Technical Report. This description is indexed by the inverted file.

DDC - Defense Documentation Center, predecessor organization until Oct 1979 to Defense Technical Information (DTIC).

DDR&E - See ODDR&E.

DED - See Data Element Dictionary.

DoD Dissemination Authority List - The Department of Defense Dissemination Authority List (DAL) is the official listing of all U.S. Government organizations and their contractors, grantees, etc., registered with DTIC to receive scientific and technical information in accordance with DoDI 5200.21, Certification Access to Scientific and Technical Information.

Distribution Controls - These are 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, 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.

DRIT - DTIC Retrieval and Indexing Terminology - also known as the DTIC Thesaurus.

Glossary

DRCLS - Defense RDT&E On-line System, managed by DTIC.

DTIC Thesaurus - See DRIT above.

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 - DD Form 41 - Document data Worksheet - the form used internally by DTIC to prepare and format information for input into the Technical Report databases.

1473 - DD Form 1473 - Report Documentation Page. A completed 1473 is required by Military Standard 847A to be the first right-hand 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 database. It has been replaced by the American National Standard Institute (ANSI) Standard 298, Report Documentation Page.

1498 - DD Form 1498 - Research and Technology Work Unit Summary. A collection of information which describes on-going research and development efforts at the work unit level as required by DoDI 7720.13. This information forms DTIC's Work Unit Information System (WUIS) database. Since the output and the computer direct file display formats correspond to the arrangement of the DD Form 1498, the WUIS database is frequently referred to as the 1498 database.

FRD - Formerly Restricted Data - governed 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.

Geopolitical Code - Part of each Corporate Source (author Authority record and consisting of from 2 to 4 characters. The first two characters represent the congressional district.

GRA&I - Government Reports Announcement and Index (see National Technical Information Service).

Identifiers - Names of equipment and/or weapon systems that are retrievable in field 25.

Inventory File - A computer file used internally by DTIC to control both request processing and security downgradings of documents. Also known as the Master Inventory File.

Glossary

Inverted Index - This index consists of list of entries followed by all of the record identifiers that pertain to that entry. In the Technical Report database, each record is identified by an Accession Document Number, and a possible index entry might be a personal author. The complete inverted entry would consist of the author's name followed by a list of Accession Document Numbers that contained that author's name in personal author data element of that record.

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 database, also referred as the IR&D database.

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 Databases - The collective name for IR&D and WUIS databases.

MASIS - Management and Scientific Information System; Air Force Systems Command computer system for controlling Air Force work unit information. No longer exists.

Master Inventory File - see Inventory File.

MIPR - Military Inter-departmental Purchase Request

MUAC - Master User/Address/Contract file. One of DTIC's internal request processing control systems.

NLDB - Natural Language Database

NSA - National Security Agency

NTIS - National Technical Information Service - publishes GRA&I (Government Reports Announcements and Index) which includes citations of DTIC's unclassified, unlimited reports.

Glossary

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 and Engineering. The former name is used in this Dictionary because much of the policy referred to originated under that office.

Program Element - The basic structural unit of the DoD budgeting procedure; 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 requirements; may be divided into two or more tasks.

Qualification - The process of searching a set of records already retrieved using the Search TR, Search WU, or Search IR command in DROLS. Searching may be done subject to tests for less than, and equality.

R&D - Research and Development

RD - Restricted Data

RDT&E - Research, Development, Test and Evaluation

Record - The aggregate of information that identifies a technical report.

Request Processing System - The Request Processing System is used to quality users to Processing receive Technical Reports and to keep track of who requested what reports. It consists of 3 parts:

1. User Subsystem
2. Inventory Subsystem
3. Suspense/History Subsystem

Remote Terminal Input - Data entered into DTIC's database from a terminal.

S&T Codes - Scientific and Technical Codes originally used in the management databases. Replaced in all databases by Subject Category Codes, also known as Fields and Groups.

SBIN - Shared Bibliographic Input Network

Summary - A collection of information that identifies and describes a particular research effort; used in reference to the management databases.

Glossary

Suspense History File - The Suspense History File contains records of all requests and for in-house stock maintenance transactions.

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 database 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.

User Subsystem - See MUAC.

Work Unit - The smallest segment into which DoD research efforts are divided, for the purpose of local administration.

WUIS - Work Unit Information System. DTIC's database containing information describing on-going research and development efforts.

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The following abbreviations are used to distinguish the different data elements that share Field 25. These abbreviations appear only in this Index. The full entry appears in the headings of the individual write-ups.

ACM - Access Marking(s)	PEN - Program Element Number(s)
APS - Army Project Serial Number(s)	SDC - Special Document Collection(s)
LPN - Local Project Number(s)	SUB - Subject Terms
PCN - Patent Classification Number(s)	WUN - Work Unit Number(s)

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The following abbreviations are used to distinguish the different data elements that share Field 25. These abbreviations appear only in this Index. The full entry appears in the headings of the individual write-ups.

ACM - Access Marking(s)	PEN - Program Element Number (s)
APS - Army Project Serial Number (s)	SDC - Special Document Collection(s)
LPN - Local Project Number (s)	SUB - Subject Terms
PCN - patent Classification Number (s)	WUN - Work Unit Number (s)

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