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**DEFENSE
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CENTER**

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**CATALOGING
GUIDELINES**

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DEFENSE TECHNICAL INFORMATION CENTER

Cameron Station
Alexandria, Virginia 22304-6145

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Prepared through the cooperation of the
Directorate of Operations
and the
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13. ABSTRACT (Maximum 200 words) The guidelines for descriptive cataloging is a procedure manual published by the Defense Technical Information Center (DTIC). It outlines the cataloging information to be included in the data fields for online input of technical publications. The text is arranged numerically, by field number, and includes Appendices A through N, with separate sections on special handling and search procedures for duplicate checking. Changes to the security classifications fields have been added to implement DoD 5200.1-R, Information Security Program Regulation. An enhanced version of this guideline for remote input is available as the Shared Bibliographic Input Manual.				
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PREFACE

This publication outlines the basic guidelines for the descriptive cataloging and online input of technical publications. It is prepared for use by the Defense Technical Information Center, the Shared Bibliographic Input Network (SBIN) and Information Analysis Centers (IACs).

This text is arranged numerically by field number with the accompanying appendices indexed alphabetically. The field title and maximum number of characters are given following the field number. The information required for each field is outlined and includes a definition, purpose, chief source of information and form of entry.

These guidelines are preceded by a brief explanation of the security procedures and policy as they apply to the Cataloging Branch.

Prepared under the Direction of

Approved by

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Operations

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DTIC CATALOGING GUIDELINES

PURPOSE

“The objectives of descriptive cataloging are: 1) to state the significant features of an item with the purpose of distinguishing it from other items and describing its scope, contents, and bibliographic relation to other items; 2) to present these data in an entry which can be integrated with the entries for other items in the catalog and which will respond best to the interests of most users of the catalog.” (Anglo-American Cataloging Rules).

Descriptive cataloging at the Defense Technical Information Center (DTIC) consists of identifying and recording all the necessary bibliographic data from a publication to provide a meaningful picture of that publication to users of the **Government Reports Announcements and Index (GRA&I)**, the Department of Defense RDT&E Online System, and databases carrying unclassified, unlimited DTIC citations.

The information selected for entry in each cataloging field must be standardized in content and format to ensure accurate retrieval. These guidelines are designed to provide a working reference tool for the selection of data to be included in the DTIC cataloging fields.

SECURITY PROCEDURES AND OFFICE POLICY

Classified information should be safeguarded in a manner consistent with the procedures set forth in DoD 5200.1-R. All personnel are responsible individually for complying with security regulations and current office policy.

Classified material should not be left unattended unless a responsible individual is monitoring the documents.

Care should be taken to protect classified information when unauthorized personnel are present in the office.

Office personnel are individually responsible for securing their own work area when they are away from their desks and before leaving at the close of business hours.

Classified material should not be left in desk drawers nor disposed of in wastebaskets. Carbon paper and typewriter ribbon containing classified information should be placed in burn bags. Burn bags should be properly stored or destroyed.

Each individual should be familiar with the current security procedures involved in the maintenance and operation of the DROLS System. Terminal security and shut-down procedures should be carried out by the last person using the terminal at the end of the day.

Room security should be conducted by the last person in the office at the close of business hours. The responsible individual(s) should secure the room and ensure that all classified material is properly stored.

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FIELD 1 - ACCESSION NUMBER

(9 characters)

Definition: The AD-accession number is an alphanumeric number which is used to identify the document. An accession number is assigned by the DTIC Cataloging Branch to every record input into the DTIC technical report database. The first two letters of the prefix "AD" indicate that the material is an accessioned document, e.g., AD-A080 800.

Purpose: The accession number is assigned for purposes of control by DTIC. The document can be identified and retrieved from the computer by using the accession number.

Chief Source of Information: Documents are assigned accession numbers in numerical order as they are cataloged. Volumes and parts that are received together are assigned numbers in ascending numerical order.

Form of Entry: The accession number is an alphanumeric number consisting of three letters followed by six digits. This number is entered in lower case letters with no spaces or punctuation used for direct machine input.

Rules and Procedures:

1. The following is a summary of AD accession number ranges:

a. Announced Accession Number Ranges

AD-A000 001 and up - unclassified/unlimited distribution

AD-B000 001 and up - unclassified/limited

AD-C000 001 and up - classified documents - secret, confidential and restricted

AD-D000 001 - AD-D094 999 - patents and patent applications

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

AD-E000 001 and up

AD-F000 001 and up - Shared Bibliographic Input (E- and F- numbers are assigned by remote sites and will appear until the report is processed at DTIC. For reports not available from DTIC, the E- and/or F- numbers remain in the online system).

AD-P000 001 - AD-P199 999 - unclassified/unlimited compilation or proceedings - individual articles within a collection will be cataloged separately and assigned an "AD-P....." number. An accompanying statement in Field 21 will refer to the basic compilation. The combined compilation will receive the usual "AD-A" number and the "AD-P" numbers will be cited in Field 21.

AD-P200 000 - AD-P399 999 - unclassified/limited articles in a compilation

AD-P400 000 - AD-P499 999 - classified/limited articles in a compilation.

AD-M000 000 - AD-M199 999 - unlimited and unclassified non-print documents

AD-M200 000 - AD-M399 999 - unclassified limited non-print documents

AD-M400 000 and up - classified non-print documents

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

b. Unannounced Accession Number Ranges

AD-A950 000 - 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 - AD-B994 999 - unclassified/limited distribution (primarily documents older than 10 years)

AD-B995 000 and up - unclassified documentless Report Documentation Pages (No longer used).

AD-C950 000 - AD-C994 999 - unannounced classified documents

AD-D095 000 and up - National Bureau of Standard documents

2. When the document has a limited distribution, the suffix "L" is added to the accession number and entered on the DTIC Form 41, Document Data Worksheet. These documents will have a limited distribution statement that will appear in Field 22. The "L" is not added to the accession number for computer entry in Field 1.
3. No punctuation follows Field 1.
4. USE: Mandatory.

FIELD 5 - CORPORATE AUTHOR (116 characters)

Definition: The corporate author is the name of the institutional or corporate body preparing the report or responsible editorially and/or contractually for its content.

Purpose: The purpose of establishing a uniform corporate author heading is to standardize the name of the corporate body and make it possible to retrieve from published indexes and online systems.

Chief Source of Information: The corporate author is usually given on the Report Documentation Page (RDP) or identified elsewhere on the document. Organizations most likely to be involved in issuing scientific and technical documents include: government agencies, private companies, academies, colleges, foundations, business corporations, institutes, laboratories, universities and their foreign equivalents. Reports are usually cataloged under the name which is on the title page, cover, or report documentation page. If there is a discrepancy select the one with the most complete information.

Form of Entry: No entry is made for this field. The corporate author is generated by the source code entered in Field 35 which represents the corporate author selected in Field 5. The 6-digit source code is obtained from the current Source Header List.

Rules and Procedures:

1. To facilitate the correct identification of the source codes, it is necessary to become familiar with the general rules for establishing the corporate author.
2. When it is determined that a corporate author has not been established, a new source code is assigned by the DTIC Source Specialist before it can be entered into the system.
3. If a report is prepared by a subcontractor, the prime contractor that holds the government contract is considered the corporate source. The subcontractor is cited in Field 21 "Prepared in cooperation with (subcontractor name and location)."
4. Corporate author elements are selected according to rules in CENDI's Guidelines for Descriptive Cataloging of Reports.
5. A list of terms that should be abbreviated within the corporate heading is in Appendix A.
6. Only two organizational elements may be chosen. They are the largest and smallest elements.

- 7. Selection of corporate author elements follows the form: Largest element, place name, smallest element - as shown on the document.

Examples: Georgia Inst. of Tech., Atlanta. School of Electrical Engineering.
 Abex Corp., Columbus, OH. Hydrodynamics Research Center.

This selection of elements may be varied only if:

- a. A smaller element includes a proper name.

APPEARS AS:	ENTER AS:
California Institute of Technology Pasadena. George W. Downs Lab. of Physics. Laser Research Group.	California Inst. of Tech Pasadena George W Downs Lab of Physics

- b. A smaller element is the name of an independent company or a major government bureau or service.

APPEARS AS:	ENTER AS:
Dept. of Health and Human Services, Public Health Service, Rockville, MD.	Public Health Service Rockville MD

NOTE: Parenthetical identification is added when necessary.

APPEARS AS:	ENTER AS:
Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation, Washington, DC	Office of Assistant Secretary for Planning and Evaluation (HHS) Washington DC

- c. There is a report number series. A report number series consists of the performing organization's acronym followed by a number. That acronym takes precedence in determining the corporate author.

APPEARS AS:	ENTER AS:
Naval Research Lab, Washington, DC Lab for Computational Physics Rept. Number - NRL-3092.	Naval Research Lab Washington DC
Naval Research Lab, Washington, DC	Naval Research Lab

Lab for the Structure of Matter
Rept Number - LSM-86-1

Washington DC Lab for
the Structure of Matter

NOTE: If more than one subordinate level is displayed:

- Choose the one with a report series.
- If there is no report series choose the subelement with a proper name.

8. U.S. is omitted before government headings.

APPEARS AS: U.S. Army Engineer District, Huntington, WV.

ENTER AS: Army Engineer District Huntington WV

Exception: A subordinate element that begins with the words U.S., National, or the state name in a state organization, is entered as an independent organization.

APPEARS AS:

ENTER AS:

U.S. Department of Agriculture
Kentucky Agricultural Experiment
Station, Lexington, KY.

Kentucky Agricultural
Experiment Station
Lexington

Hawaii Institute of Geophysics,
University of Hawaii, Honolulu,
Hawaii.

Hawaii Inst. of Geophysics
Honolulu

National Magnet Laboratory
Massachusetts, Institute of
Technology, Cambridge, MA.

National Magnet Lab
Cambridge MA

9. Joint committees are entered directly under their own names.

Example: Joint Astrophysics Committee, London (United Kingdom)

10. International organizations which have no permanent headquarters may be entered with no place name.

APPEARS AS:

ENTER AS:

International Association for
Quaternary Research.

International Association
for Quaternary Research

11. Names of state and local government agencies should start with the name of the state or local government. Words like "state", "city", "county", are included.

APPEARS AS:

Community Redevelopment Agency
of the City of Los Angeles

ENTER AS:

Los Angeles City Community
Redevelopment Agency CA

12. The city or state name is not repeated if it appears in the main heading.

APPEARS AS:

University of Rochester
Rochester, NY.

ENTER AS:

Rochester Univ NY

13. If the subelement includes a geographic name, the geographic name is repeated as part of the subelement.

APPEARS AS:

Burroughs Corporation
Radnor, PA. Radnor Division.

ENTER AS:

Burroughs Corp
Radnor PA Radnor Div

14. State names are not abbreviated within a heading except when used as part of the place name.

APPEARS AS:

State University of New York
at Albany.

ENTER AS:

State Univ. of New York
At Albany

University of Rochester,
Rochester, New York.

Rochester Univ NY

15. The foreign country name is enclosed in parentheses, but is not repeated if it appears in any form in the main heading.

APPEARS AS:

Australian National University,
Canberra, Australia

ENTER AS:

Australian National Univ
Canberra

North Staffordshire Polytechnic,
Stafford, England. Dept. of
Mechanical and Computer-Aided
Engineering

North Staffordshire
Polytechnic Stafford
(United Kingdom) Dept.
of Mechanical and
Computer-Aided Engineering

16. The name University of...(city or state) is always entered beginning with the city or state name.

APPEARS AS:

University of Pennsylvania,
Philadelphia, Pennsylvania.

The University of Alabama in
Huntsville.

University of Wisconsin-Madison,
Madison, Wisconsin.

ENTER AS:

Pennsylvania Univ
Philadelphia

Alabama Univ in Huntsville

Wisconsin Univ-Madison

- a. University of...(geographic region) and State University of...are entered without reversal.

APPEARS AS:

University of Southern California,
Los Angeles.

State University of New York at
Stony Brook, New York.

ENTER AS:

University of Southern
California Los Angeles

State Univ of New York at
Stony Brook

- b. University departments are always written Dept. of...regardless of the way they appear on the report, but non-university departments are not changed.

APPEARS AS:

Florida University,
Gainesville. Botany Dept.

General Electric Co., Daytona
Beach, FL
Apollo Support Dept.

ENTER AS:

Florida Univ Gainesville
Dept of Botany

General Electric Co
Daytona Beach FL
Apollo Support Dept

- 17. If a college or school of a university has a proper name, it is written as an independent heading.

APPEARS AS:

Cambridge University, Cambridge,
England. Trinity College.

ENTER AS:

Trinity Coll
Cambridge (United Kingdom)

- 18. Abbreviations are not used as the first word of a heading, but are spelled out.

APPEARS AS:

AF Avionics Laboratory, Wright-
Patterson Air Force Base, Ohio

ENTER AS:

Air Force Avionics Lab
Wright-Patterson AFB
OH

St. Anthony Hospital, Columbus,
Ohio.

Saint Anthony Hospital
Columbus OH

U.S. Steel Corporation, Monroeville,
Pennsylvania.

United States Steel Corp
Monroeville PA

- a. An exception is made only when the abbreviation is a legally or officially established element of the corporate title.

APPEARS AS:

ENTER AS:

RCA Corp., New York, N.Y.
(legal name)

RCA Corp New York

- b. If an organization customarily uses an abbreviated form of its official, legal, or chartered name, the abbreviated form is preferred.

APPEARS AS:

ENTER AS:

Alabama Agriculture and Mechanical
University, Normal, AL.

Alabama A and M Univ
Normal

19. If an organization changes its name, both old and new forms of the name are retained, with cross references made between them. A specific report is cataloged under whichever name appears on the publication.
20. When a report is authored jointly by two or more components of the same organization, the heading should be no more specific than the smallest organizational level common to all components.

APPEARS AS:

ENTER AS:

General Electric Co., Cincinnati,
Ohio. Flight Propulsion
Division. Advanced Engine
Technology Department.
and

General Electric Co., Cincinnati,
Ohio. Flight Propulsion Division.
Large Jet Engine Department.

General Electric Co
Cincinnati OH Flight
Propulsion Div

21. Personal names. If the first element of a heading begins with initials of a personal name, the entry is started with the surname, followed by the initials enclosed in parentheses.

APPEARS AS:

ENTER AS:

B.F. Goodrich Co.,
Akron, OH

Goodrich (B F) Co
Akron OH

22. If the first element of a heading begins with a personal forename, and it is the name of a company or other commercial/industrial organization (including Associates, Engineers, etc.) the heading starts with the surname, followed by forename and initials enclosed in parentheses.

APPEARS AS:

ENTER AS:

Arthur D. Little, Inc., Cambridge,
MA.

Little (Arthur D) Inc
Cambridge MA

23. If the first element of a heading begins with a personal forename, and is the name of a university, laboratory, institute, center, hospital, foundation or other apparently non-commercial organization, the heading is written directly as given.

APPEARS AS:

ENTER AS:

M.D. Anderson Hospital and Tumor
Institute, Houston, TX

M.D. Anderson Hospital and
Tumor Inst Houston TX

Harry Diamond Laboratories
Washington, DC.

Harry Diamond Labs
Washington DC

Leland Stanford Junior University,
Stanford, Calif.

Stanford Univ CA

24. If the subordinate element of a heading begins with a personal name, that name is written without rearrangement.

APPEARS AS:

ENTER AS:

University of Pennsylvania,
Philadelphia. John Harrison
Laboratory of Chemistry.

Pennsylvania Univ
Philadelphia John
Harrison Lab of
Chemistry

25. Report series. Many reports include a report series number which indicates the level of organizational and editorial responsibility. Most of these report series include an acronym which can be readily related to one or more of the organization elements listed in the imprint. For smaller organizational elements, that element indicated by the report series is chosen.

APPEARS AS:

ESG-84-01 (report series)
and
Rockwell International, Canoga
Park, California. Environmental
and Energy Systems Division.
Energy Systems Group.

ENTER AS:

Rockwell International
Canoga Park CA Energy
Systems Group

- a. If an independent element of a government agency is a laboratory, center, or institute, no further subdivision is used unless the subordinate element is also represented by a report series.

APPEARS AS:

NAPTC-ATD-216 (report series)
and
Naval Air Propulsion Test Center,
Trenton, NJ. Aeronautical
Turbine Dept.

ENTER AS:

Naval Air Propulsion Test
Center Trenton NJ
Aeronautical Turbine
Dept

- b. If a report series acronym indicates the editorial responsibility of a subordinate element of a government agency, that element is considered to be independent and no further elements are included.

APPEARS AS:

ASD/TR-83/5014 (report series)
and
Flight Accessories Laboratories,
Aeronautical Systems Division,
Air Force Systems Command,
United States Air Force,
Wright-Patterson Air Force
Base, Ohio

ENTER AS:

Aeronautical Systems Div
Wright-Patterson AFB OH

26. If the report series indicates a larger-smaller order of responsibility, that order is followed in the corporate author heading, selecting the two elements indicated by the report series and ignoring any other elements.

APPEARS AS:

NIOSH/OS-81-15 (report series)
and
Industrial Hygiene Section.
Industry-Wide Studies Branch
Division of Surveillance,
Hazard Evaluations and Field
Studies. National Institute of
Occupational Safety and Health,
Cincinnati, Ohio

ENTER AS:

National Inst of
Occupational Safety and
Health Cincinnati OH
Industrial Hygiene Section

27. If a subordinate element of a company is recognizable as an independent corporate entity it is entered as a single-element heading with its place name, omitting the name of the largest element. These independent corporate entities are distinguished by such words and phrases as: Inc., Co., Ltd., Corp., "a division of..."; "a subsidiary of...", etc.

APPEARS AS:

ENTER AS:

Babcock and Wilcox, A McDermott
Company, New Orleans, LA.

Babcock and Wilcox New
Orleans LA

28. Major committees of U.S. Executive Branch organizations are written following the names of the organization.

APPEARS AS:

ENTER AS:

Committee on Earthquake
Engineering Research.
Commission on Engineering
and Technical Systems.
National Research Council.

National Research Council
Washington DC
Committee on Earthquake
Engineering Research

29. Named observatories are written as independent headings.

APPEARS AS:

ENTER AS:

Chicago University, Williams
Bay, MI. Yerkes Observatory.

Yerkes Observatory
Williams Bay WI

30. When two companies are participating in a joint venture, the names are combined into a single source. The combination is usually found on the document.

APPEARS AS:

ENTER AS:

DeLeuw, Cather and Co. and
STV, Inc., Washington, DC

DeLeuw Cather/STV
Washington DC

31. Standard abbreviations for state and territory names, that are taken from the National ZIP Code Directory (see Appendix B), are used when they appear as the location element in the corporate heading. The Directory is also used to establish the correct form of the place name in doubtful cases. If a branch post office has a zip code different from that of the main post office, use the name of the branch post office.

APPEARS AS:

ENTER AS:

Argonne National Lab.
Lemont, IL.

Argonne National Lab IL
(since Argonne is a sub-
station of Lemont but has
its own ZIP code)

32. For military installations, use the post office given in the National Zip Code Directory:

APPEARS AS:

Wright-Patterson Air Force Base,
Dayton, Ohio.

Andrews Air Force Base, Camp
Spring, Maryland.

ENTER AS:

Wright-Patterson AFB OH

Andrews AFB Washington DC

33. For Fleet and Army Post Offices, military forms are used; include the abbreviation "APO" or "FPO" and the ZIP Code, but omit the state name.

APPEARS AS:

Army Research Institute Field
Unit, APO New York, NY 09403.

Naval Medical Research Unit
No. 3 FPO New York, NY 09527

Naval Support Force Antarctica
FPO San Francisco, CA 96690

ENTER AS:

Army Research Inst Field
Unit APO New York 09403

Naval Medical Research Unit
No 3 FPO New York 09527

Naval Support Force
Antarctica FPO San Francisco 96690

34. The name of a foreign corporate body is entered as the name of the organization, followed by the name of the city, followed by the name of the country written in parentheses. See Appendix C for a list of geographic names to be used.

APPEARS AS:

Royal Aircraft Establishment,
Farnborough, England

ENTER AS:

Royal Aircraft Establishment
Farnborough (United Kingdom)

35. Foreign names are written in the native language, or transliterated from the native language whenever the english form of the name is known.

APPEARS AS:

Societa Richerche Impianti
Nucleari, Milano

ENTER AS:

Societa Richerche Impianti
Nucleari Milan (Italy).

But if the foreign institution chooses to publish all its reports in English under an English form of organization name, or if the official publications of an institute include the organization name given in English, the English form is used.

APPEAR AS:

ENTER AS:

Technical University of Denmark,
Lyngby.

Technical Univ of Denmark
Lyngby

Forsvarets Forskningsinstitut,
Kjeller, Norway
and
Norwegian Defense Research
Establishment, Kjeller.

Norwegian Defense Research
Establishment Kjeller

36. Names of foreign cities are not abbreviated; names of foreign countries are not abbreviated except for the following countries: (See Also Appendix C)

- Germany
(formerly Germany, F.R.)
(formerly German, D.R.)
- Korea, D.P.R.
- USSR

The name of the country is not repeated if included in the heading.

APPEARS AS:

ENTER AS:

Centro Brasileiro de Pesquisas
Fisicas, Rio de Janeiro, Brazil.

Centro Brasileiro de
Pesquisas Fisicas Rio de
Janeiro

37. Foreign place names are written in the form of common usage as indicated by the Board on Geographic Names-Defense Mapping Agency.

APPEARS AS:

ENTER AS:

Universita Degli Studi,
Firenze, Italia.

Florence Univ (Italy)

When the name forms an integral part of the heading, retain the native form.

APPEARS AS:

ENTER AS:

Politecnico di Milano, Italia.

Politecnico di Milano (Italy)

38. Foreign universities are written in the same way as American universities. If the name of the university begins with the foreign equivalent of "University of...(place name)," the place name is written first and the foreign form of "university" is abbreviated to "Univ."

APPEARS AS:

Universidade do Brasil,
Rio de Janeiro.

Universitaet Wein, Austria.

ENTER AS:

Brazil Univ Rio de Janeiro

Vienna Univ (Austria)

- a. If the university name refers to a geographical region, write it as it appears.

APPEARS AS:

University of the West Indies,
Kingston, Jamaica.

ENTER AS:

University of the West Indies
Kingston (Jamaica)

- b. In Canadian headings, the name of the province is used in parentheses instead of the country name. A city name is not repeated.

APPEARS AS:

Universite de Montreal,
Montreal, Quebec.

ENTER AS:

Montreal Univ (Quebec)

If a foreign university commonly prefers the "University of (place name)" to the official version of its name, the place name version should be used.

APPEARS AS:

Universitaet Kiel, Germany, F.R.
and
Christian-Albrechts Universitaet
Kiel, German, F.R.

ENTER AS:

Kiel Univ (Germany, F.R.)

39. Technische Universitaet is written using the common form of place name and omitting the formal portion of the name.

APPEARS AS:

Technische Universitaet Carolo
Wilhelmina zu Braunschweig,
Germany, F.R.

ENTER AS:

Technische Univ Brunswick
(Germany, F.R.)

40. All other forms of name are retained as written.

APPEARS AS:

Pontificia Universidade
Catolica do
Rio de Janeiro, Brazil.

ENTER AS:

Pontificia Univ Catolica do
Rio de Janeiro (Brazil)

41. Foreign scientific academies are written as the name of the academy, followed by place and country. Name of country is omitted when included in the name of the academy.

APPEARS AS:

Akademiya Nauk SSSR,
Moscow, USSR

ENTER AS:

Akademiya Nauk SSSR
Moscow

42. Institutes, sections, etc. of foreign academies are written following the name of the academy, place and country. If an institute name from a Russian or satellite country is followed by a personal name, omit the personal name.

APPEARS AS:

Akademiya Nauk SSSR, Leningrad,
USSR. Fiziko-Tekhnicheskii
Institut im. A.F. Ioffe.

ENTER AS:

Akademiya Nauk SSSR
Leningrad Fiziko-
Tekhnicheskii Inst

43. All other foreign institutes, not connected with their national academies, are written directly.

APPEARS AS:

Institute Hygieny a Epidemiologie,
Prague, Czechoslovakia.

ENTER AS:

Institut Hygieny a
Epidemiologie Prague
(Czechoslovakia)

44. Cross references are used to indicate a specific relationship between two corporate author headings.

45. There are two kinds of cross references.

- a. A see reference indicates an unacceptable form of heading:

Example: Navy Dept., Washington, DC. See Department of the Navy,
Washington, DC.

- b. A see also reference refers to later names of the corporate author or its previous names.

Example: Clinton Labs., Oak Ridge, TN. See also
Clinton National Lab., Oak Ridge, TN (later name)

Clinton National Lab., Oak Ridge, TN. See also
Clinton Labs., Oak Ridge, TN. (former name).

These references give the viewer/user a historical record of names used.

46. USE: Mandatory.

FIELD 6 - TITLE
(450 characters)

Definition: The title is the distinguishing name given to a technical report, book, reprint or other documentary material.

Purpose: The purpose of entering a title is to describe the document, provide meaningful subject information, and permit identification of an item via a title search.

Chief Source of Information: A title is taken from the part of the report that provides the most meaningful and complete title information, e.g., title page, cover or report documentation page. If a title is not available from these sources, a source within the report is used to provide the most complete and meaningful title, e.g., caption, running title, etc.

- a. If a title includes a volume number, or part number, that information is recorded. The information is also recorded in Fields 14, 21 and 34. (See also sections on Fields 14, 21 and 34).

Field 6: Computer-Aided Design System. Volume 3.
Program Maintenance Manual

Field 14: AFWAL-TR-85-3066-VOL-3

Field 21: See also Volume 1, AD-A163 556.

Field 34: 3

- b. Published changes to basic reports are handled by using the title that appears on the basic report and adding the change number to the end of the title. The change number is also added to the report number in Field 14. A statement is included in Field 21 to refer to the basic document and any additional changes (See also sections on Fields 14 and 21).

Examples:

Field 6: The War Gaming System. Volume 2. Weaponry Manual. Change 5.

Field 14: AFWL-TR-77-43-CHANGE-5.

Field 21: Change 5 to Volume 2, AD-A095 176. See also Change 4 dated Nov 79, AD-A077 08E.

Form of Entry: The title should be entered as it appears on the document whenever possible. The title should be entered in initial caps with the exception of prepositions, conjunctions, articles and certain scientific names for plants and animals (see rule 8, p. 19). Punctuation can be added to clarify the title's meaning. It may be necessary to shorten a title when it exceeds the space limitations imposed on the title field.

RULES AND PROCEDURES:

1. When more than one version of a title is given on a document, the cataloger should use the title that appears most correct and supplies the most meaningful information.
 - a. When no formal title is given on the document or the title does not provide any relevant information about the report's content, it will be necessary to provide a more meaningful title entry based on the subject content given in the abstract, summary or introduction. The information that is added to the title should be enclosed in parentheses to indicate that part of the title has been supplied.

APPEARS AS:

ENTER AS:

Handbook

Handbook (for Personnel Specialists on Navy Housing Regulations).

- b. The title on a classified document should not be changed in any way and should be entered exactly as it appears on the document.
 - c. The subject line of a letter report should be used as the title when no other title is available.
2. Abbreviations and acronyms that appear in the title of technical reports should be used as they appear on the document without change.
 3. Exponents, subscripts, and scientific symbols in a title (and abstract) are verbalized for computer entry. See Appendix D, "Verbalizing for Machinability" to determine the correct usage.
 4. Dates included in the title should be cataloged exactly as they appear on the document.
 5. The titles of conferences and proceedings should have the number of the conference added in parentheses after the name of the conference. The words "Held in" and "on" should be added to the title to indicate the place and date of the conference.

APPEARS AS:

ENTER AS:

Sixth Army Human Factors
Engineering Conference, Chicago,
Illinois, on October 4, 5, and 6, 1984

Army Human Factors
Engineering Conference
(6th) Held in Chicago,
Illinois on October 4, 5 and 6, 1984.

6. If a descriptive note appears at the beginning of a title, it should not be included as part of the title, but should be entered in Field 9.

APPEARS AS:

Quarterly Progress Report on
Radar Tracking.

ENTER AS:

Field 6: Radar Tracking.

Field 9: Quarterly progress rept.

If a descriptive note is included as part of the title on a classified report, it should be used exactly as it appears.

7. Phase numbers should be entered in the title. When a phase number appears in a title or as a subtitle, it should always be entered as part of that title.

APPEARS AS:

Field Data Report on Phase 2
of General Operations.

Field Data Report on
General Operations.
Phase 2.

ENTER AS:

Field Data Report on
Phase 2 of General Operations.

Field Data Report on
General Operations.
Phase 2.

8. When the title of a document is not meaningful, it should be augmented by adding the name of the corporate author. This additional information should appear in parentheses after the title.

APPEARS AS:

Title - Final Report for Contract N00014-84-K-0643

Corporate Author - High Energy Physics Laboratory
W.W. Hansen Laboratories
Stanford University
Stanford, CA

ENTER AS:

Final Report for Contract N00014-84-K-0643 (Stanford University)

APPEARS AS:

Title - Final Report for W.W. Hansen Laboratories Contract N00014-84-K-0643

ENTER AS:

Final Report for W.W. Hansen Laboratories Contract N00014-84-K-0643

9. If a title begins with the phrase "User Manual", "Programming Manual", etc., enter that phrase at the end of the title in parentheses.

APPEARS AS:

ENTER AS:

Users Manual for ADTAC
Defense System

ADTAC Defense System (Users
Manual)

10. Arabic numbers should be used in place of Roman numerals. However, if the main title of the report contains a Roman numeral, that will be retained.

APPEARS AS:

ENTER AS:

PROJECT IX: A Study of
Quality Procedures. Part II

Project IX: A Study of
Quality Procedures. Part 2.

11. In scientific terminology, Latin names for plants and animals are shown in italic type. In typewritten papers, the names are underscored. Commonly accepted usage by the scientific community is that the genus name is capitalized; the species name is lowercased:

APPEARS AS:

ENTER AS:

Rose caroliniana
Styrax californica
R. caroliniana

Rose caroliniana
Styrax californica
R. caroliniana

Subspecies and variations are also lowercased:

APPEARS AS:

ENTER AS:

Trogon callaris puella
Cypripedium parviflorum
var. pubescens

Trogon callaris puella
Cypripedium parviflorum
var. pubescens

12. On those documents in which the text is written in a foreign language and the title given in both the foreign language and in English, the title should be entered in the foreign language first, followed by the English version enclosed by parentheses.

- a. If part of the text is given in English, the English title should be used first, followed by the foreign language title enclosed by parentheses.
- b. When no English title is given, the foreign title should be translated.
- c. If the title is also the name of a foreign periodical, it should be used as given.

- d. In the event there is more than one foreign language title, use the language which predominates in the text.
13. A series of evaluation reports on dam safety are frequently received which are similar in content and scope. For retrieval purposes, the title on these reports should be cataloged according to an established format. The structure and punctuation of this format should conform to the following:

Example: National Dam Safety Program.
Crest View Dam Number 4,
Passaic River Basin,
Passaic County, New Jersey,
Phase 1 Inspection Report.

14. A group of documents may display a collective title in addition to its own title. The collective title refers to the subject of the collection. In those instances, where a group of documents displays a collective title, it should be entered in Field 6 followed by a period and the specific title of the report.

APPEARS AS:

MATERNITY CARE FOR THE
POOR
Measuring the Success of the MIC
Project in Rural Florida.

ENTER AS:

MATERNITY CARE FOR THE POOR.
Measuring the Success of the MIC
(Maternity and Infant Care)
Project in Rural Florida.

15. A group of documents may display a series title in addition to its own title. The series title indicates that the individual report is part of a general collection. In those instances, when a group of documents displays a series title, the specific title of the report should be entered in Field 6 followed by the series title in parentheses.

APPEARS AS:

Annals of the New York
Academy of Sciences Volume 507.
Biological Approaches to
the Controlled Delivery of Drugs

ENTER AS:

Biological Approaches to the
Controlled Delivery of Drugs
(Annals of the New York
Academy of Sciences. Volume
507).

16. When a trade name or trademark appears in the title, it will be designated by the use of an "R" (trade name) or a "T" (trademark) affixed to the end of the name. A trade name is the name by which a commodity is commonly known in trade. A trademark is a symbol, design, word, letter, etc., used by a manufacturer or dealer to distinguish his products from those of competitors, and usually registered and protected by law. To facilitate computer entry, the words trade name and trademark should be used in parentheses following the trade name or trademark as indicated in the title. If there is a discrepancy between the designation used ("R" or "T") and the appropriate definition, notify the supervisor for a resolution of the problem.

17. Punctuation at the end of Field 6 is determined by whether or not there is an entry in Field 9 and/or Field 10.
- a. If there is no entry in Field 9 or 10 enter a period after the title in Field 6.
 - b. If there is an entry in Field 9 but none in Field 10 enter a period at the end of the title in Field 6 and another at the end of the entry in Field 9.
 - c. If there is no entry in Field 9 but there is an entry in Field 10 then a comma follows the title in Field 6.
 - d. If there is an entry in both Fields 9 and 10 then enter a period at the end of Field 6 and a comma at the end of Field 9.

The following chart illustrates the variations of field entries and ending punctuation, depending on the information in the report:

F6:—.	F6:—.	F6:—,	F6:—.
	F9:—.	F10:—	F9:—,
			F10:—

18. USE: Mandatory.

FIELD 7 - CLASSIFIED TITLE
(450 characters)

Definition: When a document has a classified title, it should be entered in Field 7. This field is used only for classified title entries

Purpose: Field 7 is used to distinguish a classified title from an unclassified title which is entered in Field 6.

Chief Source of Information: The title classification will usually be displayed in brackets immediately following the title and will be designated as (s) secret, (c) confidential or (r) restricted.

Form of Entry: A classified title should follow the same basic guidelines that apply to an unclassified title as given for Field 6.

Rules and Procedures:

1. The title on a classified document should not be changed in any way and should be entered exactly as it appears on the document.
2. On NATO documents with classified titles, no entry is made in Field 7. Instead, the phrase "Classified Title Only" should be entered in Field 6.
3. If it cannot be determined whether a title is classified or unclassified, it should always be entered as classified, using the same classification level as the document.
4. Punctuation used at the end of Field 7 should follow the same guidelines indicated for Field 6.

The following chart illustrates the variations of field entries and ending punctuation, depending on the information in the report:

F7:—	F7:—	F7:—,	F7—	<u>If all fields present</u>	
	F9:—	F10:—	F9—,		F6:—
			F10:—		F7:—
					F9:—,
				F10:—	

5. USE: Mandatory.

FIELD 8 - TITLE CLASSIFICATION

(1 character)

Definition: This field indicates the classification of the title. For unclassified documents, it is not necessary to input Field 8. All classified documents must contain an entry in this field, and a corresponding entry is made on the DTIC Form 41.

Purpose: The classification of the title is necessary to indicate whether the title can be made available for retrieval purposes. This field is computer generated on unclassified documents, but must always be entered for classified reports.

Chief Source of Information: In most cases, title classification appears in brackets immediately following the title, on the cover of the document and on the report documentation page. When the classification marking does not appear after the title, the classification of the page can be used to determine if the title is unclassified.

Form of Entry: This field uses one character entry which should be entered as a single letter in lowercase: u = unclassified, r = restricted c = confidential and s = secret. A corresponding entry is made on the DTIC Form 41.

Rules and Procedures:

1. When the title classification is not given on the document, the cataloger must determine the correct entry for Field 8 and corresponding entries in Fields 6 and/or 7. This information is determined using the appropriate reference tools and established procedures in accordance with DoD 5200.1-R. If the unclassified title is obtained from a source other than the document itself, a note should be made on the document to indicate where the classification was obtained.
2. In the event there is both an unclassified title and a classified title, the higher title classification should be entered in Field 8.
3. On classified NATO documents with a classified title, the entry "Classified Title Only" is made in Field 6, and a "u" is entered in Field 8.
4. When foreign reports do not indicate the classification of the title, the title classification should be considered to be the same as the document classification.
5. No punctuation is used at the end of Field 8.
6. USE: Mandatory.

FIELD 9 - DESCRIPTIVE NOTE

(120 characters)

Definition: The descriptive note is a short phrase that identifies the type of report. It may be documentary in nature, or it may relate to the serial number and/or date.

Purpose: Field 9 supplies additional information about the report. This can be useful in determining if any antecedent documents are available (e.g., annual reports, quarterly progress reports, etc.), or whether continuing research could generate future reports.

Chief Source of Information: The cover, title page and report documentation page may be used to determine an appropriate descriptive note. Descriptors in the field, however, should not repeat information given in the title.

Form of Entry: The word "report" is always abbreviated to "rept." when used in Field 9. The first word is capitalized, but lowercase is generally used for other words unless a proper noun is used. Some examples of descriptive phrases that are used in Field 9 are listed in Appendix E.

Rules and Procedures:

1. The descriptive note may be related to its sequence in a series (e.g., Quarterly progress rept. no. 17, 1 Jan-31 Mar 79), or it may identify the type of report (e.g., Final, Annual, Summary, Interim, etc.). See examples given in Appendix E.
2. Inclusive dates, indicating the time during which a report was written, should be entered following the descriptive note:

APPEARS AS:

Final report June 1-10 1986

Technical report May 1986 to
Nov 1986

May 1986 to November 1987

Final Report 1986

Technical Report No. 2 June 1, 1981
to June 1, 1982

Technical Report No. 2
(no inclusive dates)

Report 1, June 1950
Report 2, July 1952
Report 3, September 1953

ENTER AS:

Final rept. 1-10 Jun 86

Technical rept. May-Nov 86

Rept. for May 86-Nov 87

Final rept. for 1986

Technical Rept. no. 2,
1 Jun 81-1 Jun 82

Field 9 - Technical rept.
Field 14 - TR-2

Rept. nos. 1-3, Jun 50 -
Sep 53

On some reports, portions of the work may have been completed at different times and will display two or more sets of inclusive dates that do not run consecutively. The dates should be used as given on the document, without change, provided space limitations allow for their complete entry. Each set of inclusive dates is separated by a semicolon and a space. Ending punctuation for Field 9 should follow normal usage.

Example: Technical rept. May 78-Dec 79; Jun-Nov 81,

3. For documents displaying a single date in the descriptive note which is different from the document date, use "for period ending".

APPEARS AS:

ENTER AS:

Final rept. Dec 83, but
report date is Feb 84.

Final rept. for period
ending Dec 83.

4. Final report should always take precedence over other descriptors given on the document.

APPEARS AS:

ENTER AS:

Technical report
Research report
Final report

Final rept.

If final report is used with a report number (e.g., report no. 5) then "Final" is added in parentheses after the report number.

Examples:

Rept. no. 5 (Final).

Progress rept. 12 (Final).

5. When Master's thesis or Doctoral thesis are not used in Field 9, they should be entered in Field 21.

APPEARS AS:

ENTER AS:

Final report
Doctoral thesis

Field 9 - Final rept.
Field 21 - Doctoral thesis

6. When more than one descriptor appears on the document, the one that provides more meaningful information should always be used.

APPEARS AS:

ENTER AS:

Technical report
Doctoral thesis
Technical publication

Doctoral thesis

7. The representative examples cited in Appendix E do not preclude the use of additional descriptors that may provide useful information about the report.
8. Field 9 is followed by a comma if there is an entry in Field 10. When no entry is made in Field 10, Field 9 is followed by a period.

The following chart illustrates the variations of field entries and ending punctuation, depending on the information in the report:

F9:——.	F6:——.	F7:——.	F6:——.	F7:——.
	F9:——.	F9:——.	F9:——,	F9:——,
			F10:——	F10:——

If all fields present

F6:——.
F7:——.
F9:——,
F10:——

9. USE: Mandatory, if available.

FIELD 10 - PERSONAL AUTHORS
(620 characters)

Definition: Name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the report.

Purpose: To permit retrieval of the report by author name and to group together the works of an individual.

Chief Source of Information: The cover, title page and report documentation page will usually indicate the name of the authors; however, they may be found elsewhere in the body of the report. Whenever the word "by" precedes the name, the name is entered as the author.

Form of Entry: The author's full name, including the first name and middle initial, should be used if it can be found on the document. The first name and one middle initial are entered, followed by a space and, then, a slash preceding the surname. When only initials are available for the author's name, use a maximum of two initials. A maximum of five authors can be entered with a limitation of 60 spaces for the given name and 60 spaces for the surname of each author. Each name, after the first author, is separated by a space and preceded by a semicolon.

APPEARS AS:

Mary B. Smith and J. D. Jones

Johnson

J. Ann Green

ENTER AS:Mary B. /Smith ;J. D.
/Jones

/Johnson

J. A. /Green

Rules and Procedures:

1. The preferential order for determination of authors is: person(s) preparing the report, the compiler, editor, person submitting the report, principal investigator, and coordinator.
2. Include suffixes such as Jr., Sr., II, but omit titles, degrees, honors and ranks. The suffix is entered following the surname and separated by a comma and space.

APPEARS AS:

John Smith, Jr.

John Brown, Jr. and Mary B. Jones

ENTER AS:

John /Smith, Jr

John /Brown, Jr. ; Mary B.
/Jones

3. In processing documents with multiple authors, such as FTD documents, omit author name entry in Field 10. This will also apply to compilations that, for whatever reason, are not broken down.
4. Special rules are followed for the treatment of foreign language surnames with separately written prefixes. See examples listed in Appendix F.
5. When the phrase "et al" is used on the report documentation page, examine the document to determine the names of the other authors up to five.
6. Last names may be cataloged alone if no first name or initial can be located.
7. It is common practice for Chinese, Korean and Vietnamese names to be written with the surname preceding the given name. For cataloging purposes, the name should be used in reverse order of the way it appears on the document. The last portion of the Chinese name should be picked up as the given name.

APPEARS AS:

Wang Shicun

Zu Zhi

ENTER AS:

Shicun /Wang

Zhi /Zu

Chinese names will frequently have a hyphenated portion that should always be used as the given name.

APPEARS AS:

Liu Guo-Heng

Chan Hua-Ying

ENTER AS:

Guo-Heng /Liu

Hua-Ying /Chan

NOTE: Make sure that the name is indeed in reverse order on the document before changing it.

8. Certain letters in the Russian alphabet transliterate into two or more Roman letters. For correct author entry (when full names are not provided) enter the correct transliterated format.

Possible "initial" entries include: Ye., Zh., Kh., Ts., Ch., Sh., Shch., Yu., and Ya.

Sample author entry when full Russian names are not provided:

APPEARS AS:

Yu. V. Aleksandrov

N. Ia. Moiseyev

ENTER AS:

Yu. V. /Aleksandrov

N. Ia. /Moiseyev

These transliterations are based on the U.S. Board on Geographic Names Transliteration System.

9. When only initials are available for the author's name enter up to two initials.

APPEARS AS:

A.B.C. Doe

A. B. Doe

A. Doe

ENTER AS:

A. B. /Doe

A. B. /Doe

A. /Doe

In searching/retrieval only two initials appear, therefore, only enter up to two initials.

When the author's full name is available the full name entry (full first name, middle initial, full last name) takes precedence over all other entry formats.

10. The apostrophe in personal author names should be retained, but accents and other diacritical marks should be omitted except as given in Appendix F.
11. The punctuation following Field 10 is system-generated and no entry is made at the end of the field.
12. USE: Mandatory, if available.

FIELD 11 - DATE OF PUBLICATION
(12 characters)

Definition: The date the report was published is the date that should be used. If the publication date is not given, the date the work was completed or submitted may be used.

Purpose: The publication date indicates the date of the report.

Chief Source of Information: The cover, title page and report documentation page are the primary sources for obtaining the date to be used in this field. If no date appears on the title page or cover, one of the following may be used: date work was completed, date submitted, latest bibliographic reference date or the copyright date. If a year is embedded in the report number, it may be used as the publication date. When all sources fail, an estimated date is recorded.

Form of Entry: The date should be entered in the format — day, month, year, without interior punctuation. The month is abbreviated to the first three letters and the year to the last two digits. If only the year is known, use all four digits.

APPEARS AS:

May 31 1982

May 1982

1982

ENTER AS:

31 May 82

May 82

1982

Appendix H gives the foreign language translations for the months of the year.

Rules and Procedures:

1. If more than one date is displayed, use the most current date.
2. For reprints, the date of publication of the reprint should always be used.
3. If a date is written in all numerics, check to determine which numbers represent the month and which the date. This is most prevalent on American military and European documents.
4. No punctuation follows Field 11, except when there is an entry for Field 11a on classified documents. In that case, Field 11 is followed by a comma and a space before the entry in Field 11a.
5. USE: Mandatory.

FIELD 11A - REGRADE DATE

(12 characters)

Definition: The regrade date is defined as the next date of reclassification as given (or determined) on a classified document based on DoD 5200.1-R, Chapter III.

Purpose: The regrade date indicates the next date on which the classification level of the document will be reviewed or when the document will be classified.

Chief Source of Information: If it is given, the regrade date will be displayed on the cover, title page or report documentation page.

Form of Entry: Field 11a is entered following Field 11, separated by a comma and a space. The date is entered in the standard format - day, month, year as given for Field 11.

APPEARS AS:

December 31 1932 (Publication Date)

December 31 1992 (Regrade Date)

ENTER AS:

31 Dec 82, 31 Dec 92

Rules and Procedures:

1. The regrade date corresponds with classified Fields 32 and 38-39 which are explained in the sections on those fields.
2. Declassification dates and declassification events should be entered without change.
3. If a secret document has both a declassification and downgrade date, enter the downgrade date in Field 11a.
4. If a secret document has both a declassification event and a downgrade date, enter the downgrade date in Field 11a.
5. No entry is made in Field 11a for unclassified reports.
6. No punctuation terminates this field.
7. **USE:** Mandatory, if available.

FIELD 12 - PAGINATION (4 CHARACTERS)

Definition: The pagination consists of the total number of pages with print, including cover, preface, primary distribution lists, etc.

Purpose: The pagination provides the research worker with an indication of the length of the report and corresponds to the number of frames necessary for microfiche reproduction. In addition, NTIS and DTIC use the page count to determine the price of the document.

Chief Source of Information: The page count is determined by counting the number of pages in each document. Blank pages should never be counted.

Form of Entry: The page count is entered without punctuation or spacing, using Arabic numbers.

Rules and Procedures:

1. Oversize pages, diagrams, charts, maps, foldouts, material in attached envelopes, etc., are counted to correspond to the number of frames necessary for microfiche filming. Each 8 1/2 x 11 inch section is counted as an additional page.
2. When magnetic tapes are cataloged, a zero is entered in Field 12.
3. On documentless input, use the page count that is given on the report documentation page.
4. The pagination on each individual article within a compilation should be added at the end of the statement in Field 21 (see Field 21, rule no. 7 for further explanation).
5. No punctuation follows Field 12.
6. USE: Mandatory.

FIELD 14 - REPORT NUMBER
(Two report numbers, 35 characters each)

Definition: The report number is assigned by the performing organization to identify the report. It may consist of an alphanumeric combination, an acronym, a report type, a report year and/or a serial number.

Purpose: A unique report number is an important reference tool used for computer retrieval and for searching related reports or volumes.

Chief Source of Information: The primary sources for report number identification are the cover, title page and report documentation page. If no identifying acronym is used with the report number, the performing organization should be contacted by DTIC's report number specialist, to establish a unique acronym which can then be incorporated into the report number format.

Form of Entry: When cataloging the report number, the format should follow as closely as possible the way the number appears on the document. All alpha characters are capitalized, and a hyphen is inserted whenever a space appears for machine sorting. Roman numerals are always changed to Arabic numbers. If the number contains an ampersand, it should be replaced with a slash. When two report numbers are entered, they are separated by a comma and a space. Each report number may contain a maximum of 35 characters.

Rules and Procedures:

1. When multiple numbers are displayed, those which belong to the performing organization should be entered in this field. Additional numbers, which belong to the monitoring or contracting organization, should be entered in Fields 18 and 19.
2. If there are more than two report number entries in Field 14, include the additional numbers in Field 21, Supplementary Note.
3. When no report number is given by the performing organization on unannounced documents, another organization's report number may be entered in Field 14, if that organization is cited in the report. This will better facilitate computer retrieval when documents are requested and limited information is available for searching.
4. Until the identifying acronym has been established by the corporate author, the report number should be picked up as it appears on the document. Once the acronym has been established according to procedures and indicated on the format card for report numbers, it should always be added to the report series.
5. The word "report" should be ignored and replaced by a hyphen.

Appears As:

Enter As:

BRL Report 1234

BRL-1234

6. Report series displaying descriptive notations which cannot be abbreviated may be entered as they appear on the document and should include standard abbreviations where possible.

Appears As:

Enter As:

Flight Sciences Laboratory - 345

Flight Sciences Lab-345

7. When one report number is assigned to a report issued in multiple volumes or parts, identifying suffixes are added, using standard abbreviations. Numbers are always used in the Arabic form and no concluding punctuation is necessary.

Appears As:

Enter As:

Volume I
Part 2
Book III

VOL-1
PT-2
BK-3

The following are standard abbreviations that should be added to the end of the report number. They should be used without change unless space limitations necessitate a more abbreviated form:

Addendum	-ADD
Amendment	-AMEND
Appendix	-APP
Change	-CHANGE (usually not abbreviated except to CHG, to satisfy machine space limitations)
Chapter	-CH
Revised	-REV
Section 1	-SEC-1
Series 1	-SER-1
Summary	-SUMM
Supplement	-SUPPL

8. Many report numbers include descriptive words within the number. Standard abbreviations are used to replace these descriptors, but should only be used when they are displayed as part of the report number given on the document. Some commonly used abbreviations are given in Appendix H of these guidelines.
9. Published changes to basic documents are added at the end of the title to Field 6 and to the end of the report number in Field 14. If the report number exceeds 35 characters, the word "Change" can be abbreviated to CHG, or the number can be added without a prefix when necessary.

Example: AFWAL-TR-85-4017-Vol-21-PT-2
AFWL-TR-82-70-CHANGE-2
ARL-TR--92-43
ARL-TR-93--43
CCTC-CSM-MM-9-82-CHG-2
CCTC-CSM-MM-9-82-VOL-5-2
ARL-TR--93-43

10. In order to maintain accessibility of retrievable information, additional monitor's report numbers should be entered in Field 14. This entry, although an exception to DTIC standard entry, will keep this item of information searchable for both on-line display and machine retrieval.

If there are already two report numbers in Field 14, then the additional report number will be entered in Field 21 which is not searchable on the inverted file.

11. No punctuation follows field 14.
12. USE: Mandatory, if available.

FIELD 15 CONTRACT/GRANT NUMBER

(2 contracts, 35 characters each)

Definition: The contract/grant number is the alpha/numeric identifier of the contract, grant or procurement order that designates the financial support of the report.

Purpose: The contract is assigned to 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.

Chief Source of Information: Only those contracts that are assigned to the corporate author should be entered in Field 15. Use only contracts or grants issued by the U.S. Government and military services. Ignore subcontracts or contracts issued by a foreign government.

Form of Entry for Military Services and the Department of Defense: The contract number should be 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 Department of Defense Agency contracts currently follow the format prescribed in the DoD Federal Acquisition Regulation (FAR) Supplement as follows:

Position 1 - 6:	Alpha/numeric (Appendix N-Activity Address Numbers)
7 - 8:	2 digits (last 2 digits FY)
9:	Alpha (type of procurement - usually C)
10 - 13:	Numeric (four position serial number) or alphanumeric.

When two contracts or grants are entered, they are separated by a comma and a space.

The form of the contract should be edited only in the case of an individual deviation. Hyphens should be used between each position grouping as shown in the following examples:

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

Form of Entry for U.S. Government Agencies:

Examples of contract numbers are:

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

Rules and Procedures:

1. If a report was prepared by a subcontractor, the prime contractor to whom the government contract was issued will be considered the corporate author. The subcontractor will be acknowledged in Field 21, using the statement, "Prepared in cooperation with (subcontractor and location)."
2. If there are two contracts, the Department of Defense funded contract will precede the non-DoD contract.

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

- a. If there are two grants, the DoD grant will precede the non-DoD grant.

Example: AF0SR-82-1234, PHS-NB-06288

- b. If there is a contract and a grant, the contract will precede the grant.

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

3. All grants on AD-A... .. documents should be preceded by a dollar sign (\$) to indicate they are grants (this is the appropriate computer entry for this procedure). ARPA Orders should be preceded by two dollar signs (\$\$).

Examples: \$NSF-ENG82-15702
 \$\$ARPA Order-3452

4. Examples of Grant Numbers for Military Organization, DoD and U.S. Government Agencies:

AF-AFOSR-62-347 (prior to 1963)
 AF-AFOSR-299076 (1963-77)
 AF0SR-86-0078

DA-ARO-D-31-124-73-G17
 N00014-86-G-0009
 NGL-05-020-272

5. Examples of Procurement Order Numbers for Military Organizations, DoD and U.S. Government Agencies:

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

6. Older contract numbers used by the Office of Naval Research (beginning with N00014) for the years 1960-1968 have an additional four digit suffix at the end of the contract number. This suffix should be entered as shown on the document.

Example: N00014-67-A-0202-0002

7. Many forms of contracts, grants and procurement orders may be cited on older reports. Some representative examples are:

Contracts

ACDA/ST-37
 AF 04(F '5)-3614
 AT(04 GEN-12
 DA-11. 22-AMC-1749(A)
 N600(19)61804
 Nonr-875 (00)
 NAS7-100
 NObsr-93140
 NOid-9938
 W-7405-eng-26
 F-02-MWP-A-60
 OCD-OS-68-97

Grants

AFOSR-76-0756 (beginning 1978)
 AF-AFOSR-0756-76 (beginning 1963)
 AF-AFOSR-62-34 (prior to 1963)
 Nonr(G)-0001
 NSF-GK-43758
 AF-EOARR-62-69 (prior to 1963)
 AF-EOAR-8-66 (1963-67)
 EOOAR-68-0010

Procurement Orders

ARPA Order-1524
 NASA Order-R-93
 PRO-Y-71-865 (Interagency
 Purchase Request Order)

8. Only two contracts may be entered in Field 15. Additional contract or grant numbers that belong to the source should be entered in Field 21 as shown in the example.

Appears As:

N00014-82-C1232
 N00014-82-C1233
 NSF-ENG79-12345

Enter As:

Field 15: N00014-82-C-1232, N00014-82-C-1233

Field 21: Sponsored in part by Grant NSF-ENG79-12345

9. The continuation of a contract used on an earlier document should be noted in Field 21, e.g., Continuation of Contract N00014-82-C-1234.
10. No punctuation follows Field 15.
11. USE: Mandatory, if available.

FIELD 16 - PROJECTS

(Two entries, 35 characters each)

Definition: Research, Development, Test and Evaluation (RDT&E) project numbers generated by military organizations are entered in Field 16.

A **Project** encompasses the aggregate of work efforts under a given project area (or subarea in special cases) which fall within a single program group (and therefore a single program element). It is a planned under-taking having a finite beginning and ending, involving definition, development, production and logistics support.

Tasks are smaller segments of a project into which exploratory development efforts may be divided for purposes of local administration. Tasks encompass exploratory development effort 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.

A **Work Unit** is the smallest segment into which research and technology efforts are normally divided for purposes of local administration. Work Units which may be subdivisions of a task are assigned by the organization performing the work for local technical control and supervision.

A **Program Element** is the basic building block for the Five-Year Defense Program. It is a description of the mission to be undertaken and a collection of the organizational entities identified to perform the mission assignment. Elements may consist of forces, manpower, materials (both real and personal property), services, and associated costs. It is the smallest subdivision of the R&D program considered in the DoD programming system. In exploratory development, a program element consists of a number of projects in a technology field and within a single budget activity. See Appendix I for a more detailed explanation of the Program Element Coding System.

The corresponding task number(s) is entered in Field 17; the work unit numbers and program element number(s) are entered in Field 25. Examples of RDT&E Project Data that are used by the military services are given in Appendixes J and K.

Purpose: Project numbers are used to provide RDT&E funding information. The numbers can also be used to identify a particular endeavor. Project numbers are retrievable and provide reference to related information in the DTIC Management Information System (WUIS & IR&D), as well as, related documents in the Technical Report (TR) File.

Chief Source of Information: Standardized project numbers have been established by the Army, and Air Force. The entries in Fields 16, 17 and 25 should correspond to the same RDT&E project data that is contained in the DTIC Management Information System.

Form of Entry: Two project numbers can be entered, separated by a comma and a space. No spacing is used for the project number, and letters are always capitalized. Additional project numbers, including local project numbers, should be entered in Field 25.

Examples:

Army Project Numbers:	1F665702D127 1L162705AH94 2Q162717A790	3S162772A874 8MU011058004
Air Force Project Numbers:	ILIR 3059 2406 2567 2002	2688 4110 2621 2402
Navy Project Numbers:	NR049 MRO4101 F48524	Z1175PN M0095
DNA Project Numbers:	G37TMMX N99QMXA	X99QAXV Y99QMXS
Local Project numbers:	LPN-0ALC-A46164C LPN-TRADOC-ACN-21643 LPN-USARADABD-335 LPN-USATECOM-8-MU-011-058-004 LPN-PRON-1A52NZMZ1A1A	

Rules and Procedures:

1. Army, Air Force and DNA have standardized project numbers. Army uses 12 characters; Air Force uses 4 characters; DNA uses 7 characters. The Navy project numbers are not standardized. A further explanation of the makeup of the project data is given in Appendixes J and K to these guidelines.
2. Sometimes the project number is not given on the document or is incomplete, but other funding information such as task number, work unit or program element is available. It is then necessary to supply this information. If the needed information cannot be obtained through a computer search, it may be available on the work unit computer printout. If necessary, the cataloger should contact the project number specialist who will consult the appropriate military organization or government office with questions concerning data element numbers.
3. No punctuation is used at the end of Field 16.
4. USE: Mandatory, if available.

FIELD 17 - TASKS
(Two entries, 35 characters each)

Definition: Tasks are smaller segments of a project into which exploratory development efforts may be divided 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 is entered by itself in Field 17.

Purpose: Task numbers aid in designating the source of funding for completed or on-going RDT&E research.

Chief Source of Information: As stated in Field 16, the combined project and task numbers represent standardized formats used by the various military organizations. They are used only for RDT&E funded programs.

Form of Entry: Two tasks may be entered, separated by a comma and a space. No spacing is used and letters are capitalized. If only the task number is given, it cannot be used without a corresponding project. An entry in Field 17 must always have an entry in Field 16, Projects. However, if there are two tasks in Field 17, only one entry is needed in Field 16, if only one is given.

Appears As

LA
AA

Enter As:

LA, AA

Rules and Procedures:

1. Various examples of RDT&E data are cited in Field 16 and in Appendixes J and K.
2. The basic rules and procedures given in Field 16 also apply to the task number.
3. No punctuation follows Field 17.
4. USE: Mandatory, only if there is a project number in Field 16.

FIELD 18 - MONITORING AGENCY

(Four acronyms, 12 characters each)

Definition: A report number can be assigned by the government or military organization that is responsible for sponsoring or contracting the report. This identifying number usually consists of the monitor acronym, in combination with descriptive letters and numbers.

Purpose: The monitoring agency is financially responsible for the report and controls its distribution. The acronym is established by the government or military organization, and when used in Field 18, identifies it as the monitoring or contracting agency responsible for the report. Fields 18 and 19 can be used in combination for retrieval purposes.

Chief Source of Information: If the monitoring organization has assigned a report number to the document, it will usually be clearly displayed on the cover, title page and/or report documentation page.

Form of Entry: The acronym is entered in Field 18, and the remainder of the number is entered in Field 19. If more than one monitoring organization assigns a report number, four acronyms can be entered in Field 18, along with four corresponding entries in Field 19. If an entry is made in Field 18, there must be a corresponding entry in Field 19. Four monitor acronyms can be entered, containing 12 characters each, and separated by a comma and a space.

Appears As: Report Numbers NUSC-TR-249 and NADC-TP-215

Enter As: Field 18: NUSC, NADC

Field 19: TR-249, TP-215

Rules and Procedures:

1. A new monitor acronym must be established for computer entry by DTIC-OCC before it can be used.
2. The title of the publication of acronyms generated by and established for this field is Directory of Organizational Technical Report Acronym Codes.
3. If more than four monitoring agency numbers are assigned to a report, the additional numbers may be entered in Field 14, if that field contains only one report number. If Field 14 already contains two report numbers then the additional monitoring agency number should be entered in Field 21.
4. No punctuation concludes Field 18.
5. USE: Mandatory, if available.

FIELD 19 - MONITORING AGENCY NUMBER

(Four report numbers, 16 characters each)

Definition: Field 19 contains the remainder of the monitoring agency number after the acronym is entered in Field 18.

Purpose: The monitoring agency number, together with the monitor acronym, identifies the report and can be used for computer retrieval.

Chief Source of Information: The cover, title page and/or the report documentation page usually identify the monitoring agency number if one has been assigned to the report.

Form of Entry: The monitoring agency number may include a combination of descriptive words, letters and numbers. See Appendix H for the standard abbreviations which can be used. When there are four entries in Field 18, there must be four corresponding entries in Field 19. The four numbers are separated by a comma and a space.

Appears As: Report Numbers NUSC-TR-249 and NADC-TP-215

Enter As: Field 18: NUSC, NADC

Field 19: TR-249, TP-215

Rules and Procedures:

1. No punctuation follows this field.
2. USE: Mandatory, if available.

FIELD 20 - SECURITY CLASSIFICATION

(1 character)

Definition: The security classification designates that a document requires, in the interests of national defense, a specific degree of protection against unauthorized disclosure. For computer entry, the classification can be secret, confidential, restricted, or unclassified and is the highest security classification of the report. Additional restrictions can be entered on the DTIC Form 41.

Purpose: The security classification gives an indication of the sensitivity of the material presented in the report. This classification determines the security procedures that should be observed regarding handling, machine input, and transport of the document.

Chief Source of Information: In accordance with DoD 5200.1-K, the security classification of the document must be stamped, printed or written at the top and bottom of the cover and report documentation page. The classification stamps will be in capital letters that are larger than those used in the text of the document.

Form of Entry: The security classification is entered in lowercase for direct machine input, using the first letter of the classification; u - unclassified; c - confidential; s - secret; r - restricted. An entry should also be made on the DTIC Form 41. Additional restrictions should be entered only on the DTIC Form 41, following the overall classification.

Examples: S-RD (Secret-Restricted Data)

C-FRD (Confidential-Formerly Restricted Data)

S-NATO Furnished

Rules and Procedures:

1. Entries in Field 20 will have corresponding entries in Field 33 as follows:
 - RD - enter Code 51 in Field 33
 - FRD - enter Code 52 in Field 33
 - NATO - Furnished - enter Code 53 in Field 33
2. CNWDI (Critical Nuclear Weapon Design Information) entry must read s-secret.
3. Restricted classification currently appears only on foreign reports.
4. No punctuation follows this field.
5. USE: Mandatory

FIELD 21 - SUPPLEMENTARY NOTE
(600 characters)

Definition: The Supplementary Note is used to enter statements of information about the report that are not cited in any other field.

Purpose: The supplementary material in Field 21 is intended to aid the researcher by providing additional information about the report or related documents. Accession numbers for documents referenced in this field should be provided when available.

Chief Source of Information: Most of the documentary material used in Field 21 will be information that appears on the report itself. In addition, references to volumes, parts, appendices or revisions can be obtained through a computer search of Fields 6 (Title), 14 (Report Number) and 19 (Monitoring Agency Number). Any material that is meaningful and relevant can be included in this field.

Form of Entry: Information entered in Field 21 must be unclassified. Standard abbreviations should be used, and punctuation should follow normal usage. Always convert Roman numerals to Arabic. Uniform types of entries, as shown in examples in Appendix L, have been established to ensure consistency in the various kinds of information used in this field. These examples do not preclude the use of additional types of entries when necessary.

Rules and Procedures:

1. When cataloging a set of documents use a "See also" reference to refer one volume in the set to the next volume in the sequence, if known. On the final volume of a set, refer back to Volume 1 or the beginning report. When reports to a set are received singly, as issued, refer to the previously received report. If needed for bibliographic control, all reports in a series may be listed.

- a Examples of statements used to reference related volumes, parts etc.:

See also Volume 1, AD-A102 037.

See also Volume 2, Part 3, AD-A072 056.

See also AD-A090 092 (used for subject-related report without a specific stated relationship, such as, volume, part, etc.).

- b. Additional examples of statements that can be used to refer to antecedent reports:

Supplement to

Addendum

Revision of report dated 5 May 83, AD-A092 091.

Supersedes Rept. no. NADC- AD-A095 073.

Includes revision dated (later date).

Appendix to Rept. no. 4987 dated 4 Jun 82, AD-A091 091.

2. When foreign translations are received, a statement is entered in Field 21 to indicate the source of the translation.

Examples of Field 21 statements used for translations:

Trans. of Vestnik Akademii Nauk SSSR (USSR) n3 p23-32, 43-53, 1987 by Mary Smith.
 Technical trans. of report from Krasnaya Zvezda Publishing House (USSR) Jan 85. (when some portion of the citation is unknown).
 Trans. of unidentified German language periodical, p2-5, 42-44.
 Unedited rough draft trans. of ...
 Machine trans. of ...
 Trans. of Patent (USSR) 271 619.
 Trans. of mono. Opoznavanie Rechevykh Signalov, Moscow, 1971 147p. (If place and date are unknown, n. p., n. d.)
 Edited trans. of Patent (USSR) 203 668 p1-2, 26 Oct 66, by L. Thompson.
 Trans. from 3 Russian language newspapers.

See also Appendix L for additional examples.

3. When the text of a document is in English and there are summaries in English and a foreign language, the entry in Field 21 should include the information that a summary in English is also available.

Example: Summary in English and French

4. Additional types of entries that can be used for documents with foreign language information.

Text in French.
 Summary in French.
 Text in English and French.
 Text in French; summary in English.
 Text in French; summaries in English and German.

On those documents that were prepared by more than one corporate source, the joint corporate source is acknowledged as co-author in Field 21. Government or military organizations that contribute to the report are not mentioned in Field 21. The following statements are used to designate any additional corporate source(s) that shared responsibility for preparation of the report, either contractually or otherwise.

Examples: Prepared in cooperation with Rand Corp.,
 Santa Monica, CA.

Prepared in cooperation with Rand Corp.,
 Santa Monica, CA., Contract No. F44620-82-
 C-0045.

5. For reprints that are approved for public release and made available to DTIC enter a statement in Field 22 such as:

Example: Availability: Pub. in Jnl. of Scientific Research, v21 n1
p30-35, 15 Jul 82. Available only to DTIC users. No copies furnished by NTIS.

6. In those reports that contain color-coded maps, charts, graphs, etc., on which the color is necessary for correct interpretation, the following statement should be used:

Examples: Unlimited/Unclassified Documents: Original contains color plates: All DTIC and NTIS reproductions will be in black and white.

Limited and Classified Documents: Original contains color plates: All DTIC reproductions will be in black and white.

7. Additional contracts and/or grants not used in Field 15 can be added to Field 21.

Example: Sponsored in part by Contract N00014-82-C-0010 and Grant F04611-79-G-0084.
Continuation of Contract N00014-82-C-0010.

8. The individual articles included in a collection or conference proceedings are cataloged separately and assigned an AD-P number. A corresponding entry is made in Field 21 to link the articles together and to reference the AD-A, AD-B or AD-C number of the overall proceedings. The page numbers of the individual article should be added following the AD number.

Example: This article is from "The Repair of Aircraft Structures Involving Composite Materials," AD-A178 691, p8-1-8-19.

The basic compilation should include a statement in Field 21 referring to the AD-P numbers included in the compilation.

Example: For sales information of individual items see AD-P005 161 - AD-P005 176.

9. When a change to a basic document is received, the change number is added to the end of the title in Field 6. A statement is entered in Field 21 to reference the basic document and any additional changes.

Example: (Field 6 entry)
The Principles of Basic War Games.
Volume 1. Contract Maneuvers. Change 2.

Example: (Field 21 entry)
Change 2 to Volume 1. See also Change 1 dated Nov 80, AD-A093 893.

10. If a combination report is received annotate Field 21 with following statement, "Contains ____ microfiche inserts". A combination report is a report made up of fiche and paper copy.
11. Bibliographic entries for documents prepared by the General Accounting Office should include a statement in Field 21 stating for whom the document was prepared.

Examples: "Report to the Congress"
"Report to the Secretary of Transportation"

No personal names are used.

12. There is an increasing number of documents processed where a military organization has collaborated with a non-Government organization or several non-Government organizations in a mutual effort. In these cases no contract number is cited and the military organization appears as the performing organization on the Report Documentation Page.

In these cases a supplementary note will appear in field 21:

Prepared in collaboration with...(each listed non-Government organization).

The military organization will be the corporate source.

This general rule does not apply to reprints.

13. Additional kinds of information that frequently appear in Field 21 are included in Appendix L to these guidelines.
14. Field 21 is always followed by a period.
15. USE: Mandatory, if available.

FIELD 22 - DISTRIBUTION/AVAILABILITY STATEMENTS

(400 characters)

Definition: The statement entered in Field 22 defines the conditions of availability for distribution, release or disclosure and limitations on availability. It includes the name and address to contact for distribution authorization. The statement provides for the broadest distribution possible within the limits of security and controlling office limitations.

Purpose: The distribution statement details specific reasons that must exist to support each case in which the availability of a document is restricted. The statements are applied in compliance with DoD Directive 5230.24. They indicate whether the report is approved for public release or its distribution is limited with other requests referred to a given controlling DoD office.

Chief Source of Information: Distribution statements are required markings for documents provided to DTIC. Controlling DoD offices are responsible for determining the distribution of each report. The statements correspond to codes entered in Field 33. If the statement imposes a degree of control on the distribution, the reasons must be other than for protection of classified information.

Form of Entry: Established formats are used for the narrative statements entered in this field. Reasons have been established for document limitation and the appropriate reason must be used with the distribution statement. If the information exceeds the maximum number of characters for this field, it may be necessary to shorten the statement to allow for space limitations.

Rules and Procedures:

1. All unclassified DoD technical documents must be assigned distribution statement A, B, C, D, E, F, or X. Classified DoD technical documents shall be assigned distribution statement B, C, D, E, or F. Distribution statements remain in effect until changed or removed by the controlling DoD office.
2. **DISTRIBUTION STATEMENT A** - Approved for public release; distribution is unlimited.
 - a. This statement is never used on classified documents.
 - b. **Distribution Code 1** is used in Field 33, and no availability statement is used in Field 22 (except for reprints or documents also stamped with numeric code 21, 23, 24 or 25).
 - c. Documents with this statement may be made available or sold to the general public and foreign nationals.

3. **DISTRIBUTION STATEMENT B** - Distribution authorized to U.S. Gov't. agencies only; (reason and date). Other requests for this document shall be referred to (controlling DoD office). See page 55 for proper format.
- a. This statement may be used on either unclassified or classified documents.
 - b. **Distribution Code 3** is used in Field 33 and the corresponding distribution statement is entered in Field 22.
 - c. The distribution statement entered in Field 22 identifies the controlling agency for limited reports to whom a request for the document should be addressed. The organization name and address are used as given on the document.
 - d. This statement is used to ensure distribution limitation, in addition to need-to-know requirements imposed by DoD 5200.1-R.
 - e. Reports given release statement B must state the reason and date the limitation was applied. Currently used reasons for imposing this statement include the following:
 - (1) **Foreign Government Info.** - Protection of foreign information
 - (2) **Proprietary Info.** - Protection of proprietary information not owned by the U.S. Government
 - (3) **Critical Technology** - Protection and control of critical technology, including technical data with potential military application
 - (4) **Test and Evaluation** - Protection of the results of test and evaluation of commercial production or military hardware
 - (5) **Contractor Performance Evaluation** - Protection of information involving contractor performance evaluation
 - (6) **Premature Dissemination** - Protection of information involving systems or hardware from premature dissemination
 - (7) **Administrative/Operational Use** - Protection of information restricted to official use or for administrative or operational purposes
 - (8) **Software Documentation** - Protection of software documentation - release only in accordance with the provisions of DoD Instruction 7930.2
 - (9) **Specific Authority** - Protection of information required by a specific authority
4. **DISTRIBUTION STATEMENT C** - Distribution authorized to U.S. Gov't. agencies and their contractors; (reason and date). Other requests for this document shall be referred to (controlling DoD office). See page 55 for proper format.

- a. This statement may appear on unclassified or classified documents.

- b. Distribution Code 2 is used in Field 33, and the corresponding limitation statement is entered in Field 22.
 - c. This statement is used to ensure distribution limitation, in addition to need-to-know requirements by DoD 5200.1-R.
 - d. Reports given release statement C must state the reason and date the limitation was applied. The reasons for imposing this statement are as follows:
 - (1) Foreign Government Info. - Protection of foreign information
 - (2) Critical Technology - Protection and control of critical technology, including technical data with potential military application
 - (3) Software Documentation - Protection of software documentation-release only in accordance with the provisions of DoD Instruction 7930.2
 - (4) Administrative/Operational Use - Protection of information restricted to official use or for administrative or operational purposes
 - (5) Specific Authority - Protection of information as required by a specific authority
5. DISTRIBUTION STATEMENT D - Distribution authorized to DoD and U.S. DoD contractors only; (reason and date). Other requests shall be referred to (controlling DoD office). See page 60 for proper format.
- a. This statement may appear on unclassified or classified documents.
 - b. Distribution Code 16 is used in Field 33, and the corresponding limitation statement is entered in Field 22.
 - c. This statement is used to ensure distribution limitation, in addition to need-to-know requirements by DoD 5200.1-R.
 - d. Reasons for imposing distribution statement D are as follows:
 - (1) Foreign Government Info. - Protection of foreign information
 - (2) Administrative/Operational Use - Protection of information restricted to official use or for administrative or operational purposes
 - (3) Software Documentation - Protection of software documentation-release only in accordance with the provisions of DoD Instruction 7930.2
 - (4) Critical Technology - Protection and control of critical technology, including technical data with potential military application
 - (5) Specific Authority - Protection of information required by a specific authority

6. **DISTRIBUTION STATEMENT E** - Distribution authorized to DoD only; (reason and date). Other requests shall be referred to (controlling DoD office). See page 56 for proper format.
- a. This statement may appear on unclassified and classified documents.
 - b. **Distribution Code 4** is used in Field 33, and the corresponding limitation statement is entered in Field 22.
 - c. Reasons for imposing distribution statement E are as follows:
 - (1) **Direct Military Support** - To protect export-controlled technical data of such military significance that release for purposes other than direct support of DoD-approved activities may jeopardize a U.S. military advantage.
 - (2) **Foreign Info.** - Protection of foreign information
 - (3) **Proprietary Info.** - Protection of proprietary information not owned by the U.S. Government
 - (4) **Premature Dissemination** - Protection of information involving systems of hardware from premature dissemination
 - (5) **Test and Evaluation** - Protection of the results of test and evaluation of commercial production or military hardware
 - (6) **Software Documentation** - Protection of software documentation - release only in accordance with the provisions of DoD Instruction 7930.2
 - (7) **Contractor Performance Evaluation** - Protection of information involving contractor performance evaluation
 - (8) **Critical Technology** - Protection and control of critical technology, including technical data with potential military application
 - (9) **Administrative/Operational Use** - Protection of information restricted to official use or for administrative or operational purposes
 - (10) **Specific Authority** - Protection of information required by a specific authority
7. **DISTRIBUTION STATEMENT F** - Further dissemination only as directed by (controlling DoD office and date) or higher DoD authority. See page 57 for proper format.
- a. This statement is normally used only on classified documents, but may be used on unclassified documents when specific authority exists.
 - b. **Distribution Code 5** is used in Field 33, and the corresponding limitation statement is entered in Field 22.
 - c. Distribution statement F is used when the DoD originator determines that information is subject to special dissemination limitation specified by paragraph 4-505, DoD 5200.1-R.

8. **DISTRIBUTION STATEMENT X** - Distribution authorized to U.S. Gov't. agencies and private individuals of enterprises eligible to obtain export-controlled technical data in accordance with DoDD 5230.25; (date). Controlling DoD office is (insert). See page 58 for proper format.
- This statement is 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 DoDD 5230.25. These documents may only be released to U.S. Government organizations and contractors who have a current DD Form 2345 (Export-Controlled Technical Data Agreement) on file with the Defense Logistics Services Center.
 - Distribution Code 7** is used in Field 33, and the corresponding limitation statement is entered in Field 22.
 - This statement cannot be used on classified documents; however, it may be assigned to technical documents that were formerly classified.
 - Distribution Code 7** must always be accompanied by the use of secondary distribution Code 57 in Field 33. The statement "This document contains export-controlled technical data" should be omitted from Field 22 because the explanation for Code 7 is sufficient.
 - Distribution statement X is applied in accordance with DoD Directive 5230.24 "Distribution Statements on Technical Documents."
9. **CRITICAL NUCLEAR WEAPONS DESIGN INFORMATION (CNWDI)** - Documents marked with this further limitation require an additional statement in Field 22 following any other distribution statement.
- The CNWDI statement in Field 22 is mandatory when displayed on the report.
 - Distribution Statement 51 or 52** is used in Field 33, and the corresponding limitation statement is entered in Field 22.
 - CNWDI documents must always have a "Y" entered in Field 31, unless the document is also marked WNINTEL. In this case, a "V" is entered in Field 31. If a document is both CNWDI and X-type unannounced, a "Z" is used.

Example:

Field 20	-	RD (restricted data) FRD (formally restricted data)
Field 22	-	Requesters must be authorized to receive CNWDI material as specified by DoD Directive 5210.2 (12 Jan 78)
Field 31	-	Y (Use V if WNINTEL)
Field 32	-	E
Field 33	-	51 (restricted data) or 52 (formally restricted data)

10. **REPRINTS** - See Special Handling Section, page 91.
11. **WARNING NOTICE —INTELLIGENCE SOURCES AND METHODS INVOLVED (WNINTEL)** - Since the implementation of Executive Order 12065 (DoD 5200.1-R), DTIC has received and processed technical reports that contain intelligence material with protective markings "Warning Notice—Sensitive Intelligence Sources and Methods Involved." This warning notice will be displayed on the cover of the document.
 - a. The WNINTEL acronym should be added following any other availability statement in Field 22.
 - b. These documents should always be assigned an unannounced AD number.
 - c. The term "WNINTEL" should always be entered in Field 25.
 - d. Field 33 should always be coded 4 (DoD only) or Code 5 (Distribution Controlled), depending on the markings displayed on the document.
 - e. Special codes should be entered in Field 31 to limit display of WNINTEL documents to DoD organizations. It is important that requesters be informed about special intelligence handling requirements upon receipt of these documents. The special codes that should be used in Field 31 include the following:
 - A - "Not limited abstracts" displayed on "limited" documents
 - V - WNINTEL documents that are also CNWDI
 - W - WNINTEL documents that are not CNWDI and are not X-type unannounced
 - X - Unannounced X-type (citations that are not displayed on DROLS) documents that are not CNWDI
 - Y - CNWDI documents that are not WNINTEL and are not X-type unannounced
 - Z - CNWDI documents that are X-type unannounced
12. **NATO Secret Documents** - NATO secret documents are available in paper copy only. The phrase "Available in paper copy only" should be entered in Field 22.
13. Field 22 is terminated with a period.
14. USE: Mandatory

DISTRIBUTION/AVAILABILITY CODES

<u>Numeric Code</u>	<u>Distribution/Availability Statements</u>	<u>Meaning</u>
(Field 33 entry)		(Field 22 entry)
1	No Entry	These documents are unclassified and have been approved for public release and sale. They may be from DoD or non-DoD sources.
2	Distribution authorized to U.S. Gov't. agencies and their contractors; (reason____; date____). Other requests shall be referred to (____).	<p>Unclassified documents: Transmittal of these documents outside of U.S. Government agencies and their domestic contractors must have prior approval of controlling DoD office.</p> <p>Classified documents: In addition to security requirements which apply to these documents and must be met, transmittals outside of U.S. Government agencies must have prior approval of controlling DoD office.</p>

<u>Numeric Code</u>	<u>Distribution/Availability Statements</u>	<u>Meaning</u>
3	Distribution authorized to U.S. Gov't. agencies only; (reason____; date____). Other requests shall be referred to (____).	<p>Unclassified documents: Transmittals of these documents outside of U.S. Government agencies must have prior approval of controlling DoD office.</p> <p>Classified documents: In addition to security requirements which apply to these documents and must be met, transmittals outside of U.S. Government agencies must have prior approval of controlling DoD office.</p>
4	Distribution authorized to DoD only; (reason____; date____). Other requests shall be referred to (____).	<p>Unclassified documents: Transmittals of these documents outside the Department of Defense must have prior approval of controlling DoD office.</p> <p>Classified documents: In addition to security requirements which apply to these documents and must be met, transmittals outside the Department of Defense must have prior approval of controlling DoD office.</p>
4	Distribution authorized to DoD only. Other requests shall be referred to (____).	<p>Unclassified and classified security classification guides do not require a reason and date.</p>

<u>Numeric Code</u>	<u>Distribution/Availability Statements</u>	<u>Meaning</u>
5	Distribution: Controlled: All requests to (____).	Unclassified documents: These documents may be further distributed by any holder <u>only</u> with specific prior approval of controlling DoD office. Classified documents: In addition to security requirements which apply to these documents and must be met, they may be further distributed by the holder <u>only</u> with specific prior approval of controlling DoD office.
5	Distribution: Further dissemination only as directed by (controlling DoD office and date) or higher DoD authority.	Normally, used only on on classified documents, but may be used on unclassified documents when specific authority exists. May be used on classified documents if DoD originator determines that information is subject to special dissemination limitations of DoD 5200.1-R,4-505.

<u>Numeric Code</u>	<u>Distribution/Availability Statements</u>	<u>Meaning</u>
7	Distribution authorized to U.S. Gov't. agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with DoDD 5230.25 (date). Controlling DoD office is _____.	Used on unclassified documents that are only released to U.S. Government organizations and contractors who have a current DD Form 2345, Export-Controlled DoD Technical Data Agreement, on file with the Defense Logistics Services Center. Code 7 cannot be used without the addition of secondary distribution Code 57 in Field 33. Code 57 is used on documents dated <u>after 6 May 85</u> .
9	(Enter the controlling DoD organization and address).	Code 9 is used on classified documents that are dated 18 Mar 87 or earlier when there is no distribution statement. Field 22 should indicate the controlling DoD organization. Classified documents dated after 18 Mar 87 cannot use Code 9.
12	Distribution: DTIC users only.	The document is released only to DTIC users and is not subject to DoD distribution regulations.

<u>Numeric Code</u>	<u>Distribution/Availability Statements</u>	<u>Meaning</u>
13	Distribution authorized to U.S. Gov't. agencies only; (reason if given); (date if given). Other requests shall be referred to (_____).	Each transmittal outside U.S. Government agencies shall have prior approval of non-DoD controlling office.
14	Distribution authorized to DoD only. Other requests shall be referred to (_____).	Each transmittal outside the Department of Defense shall have prior approval of non-DoD controlling office.
15	Distribution: Further dissemination only as directed by (non-DoD controlling office).	May be further distributed by the holder only with specific prior approval of non-DoD controlling office.
16	Distribution authorized to DoD and DoD contractors only; (reasons_____); (date_____). Other requests shall be referred to (_____).	<p>Unclassified Documents: Transmittals of these documents outside the Department of Defense and its contractors must have prior approval of controlling office.</p> <p>Classified documents: In addition to security requirements which apply to these documents and must be met, transmittals outside the Department of Defense and its contractors must have prior approval of controlling office.</p>

<u>Numeric Code</u>	<u>Distribution/Availability Statements</u>	<u>Meaning</u>
16	Distribution authorized to DoD and DoD contractors only; Other requests shall be referred to (_____).	This statement may be used on unclassified and classified foreign documents since they do not require a reason and a date.
17	No Entry	Code 17 was used prior to 18 Oct 83. It means that a limited document (Statement B) has been given a blanket release to DTIC users.
20	Availability: Pub. in _____ (complete the journal citation in Field 22). Available only to DTIC users. No copies furnished by NTIS.	Reprint published in copyrighted journal or proceedings. This information is the result of U.S. Government work and not available for copyright protection
		Reprint published in copyrighted journal or proceedings. This information is funded by contract and may be reproduced by or for the U.S. Government pursuant to the copyright license under the clause at 52.227-7013.
21	Availability: Pub. in _____ (Complete the journal citation in Field 22). No copies furnished by DTIC/NTIS.	Accessioned for announcement only. Available only from publisher. No copies furnished.
21	Availability: (Publisher's name, City, State, Zip Code.) HC or PC price. No copies furnished by DTIC.	Available from originator.

<u>Numeric Code</u>	<u>Distribution/Availability Statements</u>	<u>Meaning</u>
21	Availability: This Government-owned invention available for U.S. licensing and, possibly, for foreign licensing. Copy of patent available Commissioner of Patents, Washington, DC 20231.	This statement is used on patents.
21	Availability: National Technical Information Service Springfield, VA 22161 (PC price). No copies furnished by DTIC.	This statement is used on documents available from the National Technical Information Service.
22	Availability: Reference only can be viewed at DTIC.	Most of the document cannot be legibly reproduced. After the supply of original copies is exhausted, the file copy can be reviewed at DTIC or NTIS.
23	Availability: Document partially illegible.	Portions of the document contain illegible or nonreproducible printing. The document is best quality available from copy furnished to DTIC.

<u>Numeric Code</u>	<u>Distribution/Availability Statements</u>	<u>Meaning</u>
24	<p>For A Documents enter: Availability: (Distributor, City, State, Zip Code.) HC or PC Price Microfiche furnished to DTIC and NTIS users.</p> <p>Availability: GPO, Supt. of Docs., Washington, DC 20402-9328. Microfiche to NTIS users. Microfiche and HC to DTIC users.</p> <p>For B and C Documents enter: City, State, Zip Code. HC or PC Price. Microfiche furnished to DTIC users.</p>	<p>The document is available from the source named on the report.</p> <p>The document is available from the source named on the report.</p>
25	Availability: Microfiche copies only.	The document is not available from DTIC in hardcopy.
25	Availability: Microfiche copies only in reduction ratio of (20, 24, 42, or 48 as given on document).	The document is a blowback copy with microfiche or combination report.
51	No Entry.	Restricted data. The document is excluded from automatic downgrading and declassification.
52	No Entry.	Formerly Restricted Data. The document is excluded from automatic downgrading and declassification.

53 No Entry NATO documents excluded from automatic downgrading and declassification.

54 Distribution statement is input in Field 22 with (LIMDIS) Code 54 is used on classified documents marked LIMITED DISSEMINATION (LIMDIS).

Numeric Code

Distribution/Availability Statements

Meaning

57 This document contains export-controlled technical data.

This statement is to be used on documents subject to export-control laws and dated after 6 May 85. All documents with distribution statement x should be coded 57 in Field 33 but the statement should not be added to Field 22.

FIELD 25 - IDENTIFIERS AND/OR OPEN-ENDED TERMS (1200 characters)

Definition: The posting terms or open-ended terms are words or phrases used to identify important ideas and concepts in the report. This field is used primarily by the Subject Analysis Branch. Additional information is added by the Bibliographic Database Branch. The catalogers add RDT&E project data, local project numbers (LPNs) and designated intelligence acronyms. See also Appendixes J and K as well as Field 16.

Purpose: The descriptors and identifiers provide subject access to technical documents. Cataloging data is added for identification purposes and retrieval.

Chief Source of Information: Cataloging information, including program element (P.E.) numbers, may be used when it appears on the document. If the P.E. number is not displayed on the report, but a project number has been given, the P.E. number may be obtained by searching the Technical Report File using the project number. (See section on searching tips).

Form of Entry: For purposes of retrievability, RDT&E data elements are entered without the use of special symbols (dashes, slashes, etc.). LPNs are entered with the use of special symbols as generally used by the originating organization. Acronyms are entered in uppercase, and each entry is separated by a comma and a space.

Rules and Procedures: These procedures apply to the cataloging portion of this field and do not include data as entered by the subject analysts.

1. The program element number is always made up of five numbers and a DoD service or agency code letter, making a total of six characters. This information is usually found on the report documentation page. In an Army project, the fourth through the eighth characters represent the P.E. number. The letter "A" should be added as the sixth character.

Appears As:

10161102B710

Enter As:

PE61102A

Service and Agency codes follow:

DOD PROGRAM ELEMENT CODING SYSTEM

6 1 1 01 A



SERVICE/Agency

- A Army
- B Defense Mapping Agency
- C Strategic Defense Initiative (SDI)
- D Department of Defense (OSD, OASD, OUSD)
- E Defense Advanced Research Projects Agency
- F Air Force
- G National Security Agency
- H Defense Nuclear Agency
- I Defense Reconnaissance Support
- J Joint Chiefs of Staff
- K Defense Communications Agency
- L Defense Intelligence Agency
- M Marine Corps
- N Navy
- Q Joint Tactical C3 Agency
- S Defense Logistics Agency
- T DoD Test and Evaluation
- W Uniformed Services University of the Health Sciences

2. The Army serial number is derived from the last three characters of the project number and is entered with the letters "AS" preceding it.

Appears As:

Enter As:

1D161102B10

ASB10

3. Work unit, project and task data to be entered in this field are explained in the section on Fields 16 and 17 and in Appendices J & K.

Local project numbers are those originating at an installation and are entered preceded by the letters "LPN." The organization acronym is entered as well as any special characters.

Enter As:

LPN-TRACOR-032-003

5. Other project-related data should be entered using the prefixed designators as follows:

Work Unit Number **WU003**
 Additional Project Number(s) **PN2133**
 Additional Task Number(s) **TNSR0330301**

6. Special markings displayed on intelligence reports are used to identify certain restrictions and limitations. Designated acronyms have been assigned to each of these markings and should be entered in Fields 25 and 22. When the following statements are displayed, the corresponding acronym should be used.

<u>Statement</u>	<u>Acronym</u>
AUTHORIZED FOR RELEASE TO (name of country(ies)/ international organization)	REL (used only on classified documents)
CAUTION-PROPRIETARY INFORMATION INVOLVED	PROPIN (used only on classified documents)
NOT RELEASABLE TO CONTRACTORS/CONSULTANTS	NO CONTRACT (used only on classified documents)
NOT RELEASABLE TO FOREIGN NATIONALS	NOFORN (used only on classified documents)
DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED	ORCON (used only on classified documents)
WARNING NOTICE - INTELLIGENCE SOURCES OR METHODS INVOLVED	WNINTEL (used only on classified documents)
SUBJECT TO EXPORT- CONTROL LAWS	EXPORT CONTROL (used on classified and unclassified documents)
LIMITED DISSEMINATION	LIMDIS (used on classified documents)

- a. Documents that display any of the special security markings, with the exception of "export control," and "LIMDIS" should be coded "w" in Field 31.
- b. An unannounced AD number should be assigned to documents displaying any of the special markings with the exception of the export-control statement. Export-control documents should not be assigned an unannounced AD number unless they also display one of the other security markings.
- c. Documents that contain the phrase "No Bibliographic Display" should be coded "x" in Field 31.

7. USE: Mandatory, if available

FIELD 29 - INVENTORY
(4 numeric characters)

Definition: The inventory is the number of original copies of a document received by DTIC from a contributor.

Purpose: The inventory indicates the number of copies on hand for distribution to authorized users. The unclassified/unlimited A documents are filmed and sent to NTIS for further distribution to the general public.

Chief Source of Information: The inventory is marked on the cover of each document by the Selection Branch at DTIC.

Form of Entry: The inventory number is entered in Field 29 and is also written on the DTIC Form 41.

USE: Mandatory.

FIELD 30 - INDEX ANNOTATION (450 characters)

Definition: The title annotation in Field 30 is established for the Subject Analysis Branch when it is necessary to provide a substitute or modified version of the title for TRAC Indexes. This field is also used by the Bibliographic Database Branch to enter an English language title and reprint titles.

Purpose: Field 30 is used to assist NTIS in their requirements to identify all NTIS-announced reprints and translations.

Chief Source of Information: An English translation of the title may not always be given on the document, and it may be necessary to obtain a translation from the appropriate source.

Form of Entry: If a report is unlimited and its title is bilingual, the English language version is entered in Field 30, followed by the word, translation. This entry is indicated on the DTIC Form 41 by writing T-6 in Field 30. Reprint titles entered in this field are preceded by the word reprint. The accompanying entry to be used in Field 30 on DTIC Form 41 is R-6 which indicates the title is to be repeated in this field.

Appears As:

Agriculture in the Soviet Union

Heat Acclimatization during
Summer Running

Enter As:

Agriculture in the Soviet
Union—Translation.

Reprint: Heat
Acclimatization during
Summer Running.

Rules and Procedures:

1. The title entry in this field must always be unclassified and in English.
2. AD-A (and possibly-D) numbered document translations (NTIS announced) will have a title entry in Field 30 and an accompanying T-6 entry on the DTIC Form 41.
3. All reprints will have a title entry in Field 30 and an accompanying R-6 entry on DTIC Form 41.
4. Standard rules of punctuation are used unless the title exceeds the 450 characters allowed for this field. In this case, the title may be lowercased or shortened to allow for space limitations.
5. Field 30 is ended with a period.
6. USE: Mandatory, if available.

FIELD 31 - SPECIAL INDICATOR CODES (1 alpha character)

Definition: The special indicator codes v, w, x, y, z, are used by the Bibliographic Database Branch to indicate to the computer restrictions on document and citation distribution. The Subject Analysis Branch can use indicator code "a" in this field.

Purpose: The indicator codes are used on documents that require certain markings and/or limitations placed on them.

Chief Source of Information: The type of document is used to determine the correct code.

Form of Entry: One of the following alpha codes is entered into the system in lowercase: v, w, x, y, a. The appropriate code is then circled in Field 31 on the DTIC Form 41.

Rules and Procedures:

1. The "v" indicator code is used for all intelligence markings including WNINTEL documents that are also CNWDI.
2. The "w" indicator code is used for WNINTEL documents that are not CNWDI and are not x-type unannounced. It should also be used when any of the special security markings are displayed on a classified document. These special markings include the following:
 - a. Authorized for Release to [name of country(ies)/international organization.]
REL
 - b. Caution-Proprietary Information Involved. **PROPIN**
 - c. Not Releasable to Contractors/Consultants. **NO CONTRACT**
 - d. Dissemination and Extraction of Information Controlled. **ORCON**
 - e. Warning Notice - Intelligence Sources or Methods Involved. **WNINTEL**
 - f. Not Releasable to Foreign Nationals. **NOFORN**

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

3. The "x" indicator code is used on those documents that do not appear online or in DTIC bibliographies.
4. The "y" indicator code is used to designate CNWDI (Critical Nuclear Weapon Design Information) documents. This corresponds to the entry of a CNWDI statement in Field 22.
5. The "z" indicator code is a combination of codes "x" and "y". It designates a CNWDI document that will not appear online or in bibliographies.
6. The "a" indicator code is used only by the Subject Analysis Branch. It is used when the abstract in Field 27 is not limited, even though the basic report is a classified or unclassified, limited-distribution document. This code may not be used if any other code is present.
7. No punctuation terminates Field 31.
8. USE: Mandatory on special marked documents.

FIELD 32 - REGRADE CODE
(1 alpha character)

Definition: The Regrade Code applies only to classified documents. Codes "a" through "f" are DTIC control codes representing the DoD regrading, or declassification schedule assigned each classified document by the originator.

Purpose: The Regrade Codes are assigned in accordance with DoD 5200.1-R, Information Security Program Regulation (ISPR) dated Jun 86, which implements Executive Order 12356.

Chief Source of Information: The appropriate code is determined by the classification statement displayed on the document by the originator.

Form of Entry: The Regrade Code (a-f) is entered in lowercase and the appropriate letter is circled in Field 32 on the DTIC Form 41. When necessary, the corresponding entries should be made in Fields 11a, 33, 38 and 39. See page 81.

Rules and Procedures:

1. The meanings of the regrade code in Field 32 are listed below:

<u>Code</u>	<u>Meaning</u>
a	Document with a Declassification date
b	Document with a Declassification event
c	Document with Originating Agency's Determination Required (OADR) or document with a review date (if document is dated prior to 1 Aug 82)
e	Restricted Data/Formerly Restricted Data Documents
f	Foreign Documents

2. Documents Coded "a":

- a. Documents with declassification dates should be coded "a" in Field 32, and the date entered in Fields 11a and 38.
- b. Secret documents with declassification and downgrade dates should be coded "A" in Field 32, the declassification date entered in Field 38, and the downgrade date entered in Fields 11a and 39.

3. Documents Coded "b":

- a. Documents with declassification events should be coded "b" in Field 32, and the event entered in Field 38.

- b. Secret documents with a declassification event and downgrade date should be coded "b" in Field 32, the event entered in Field 38 and the downgrade date entered in Fields 11a and 39.
4. Documents Coded "c":
 - a. Documents with "Declassify on OADR" should be coded "c" in Field 32, and OALR entered in Field 38.
 - b. Documents with review dates should be coded "c" in Field 32, and OADR entered in Field 38.
 - c. Secret documents with "Declassify on OADR" and downgrade date should be coded "c" in Field 32, OADR entered in Field 38 and the downgrade date entered in Fields 11a and 39.
5. Documents Coded "e":
 - a. Documents marked "Restricted Data" should be coded "e" and Code 51 entered in Field 33.
 - b. Documents marked "Formerly Restricted Data" should be coded "e" and Code 52 entered in Field 33.
6. Documents Coded "f":

Foreign source documents should be coded "f" in Field 32.
7. Entries for Fields 11a, 32, 33, 37, 38 and 39 should also be made on the DTIC Form 41.
8. When incomplete information is given for Field 32, refer to the office of primary responsibility to determine the correct classification date.
9. No punctuation follows Field 32.
10. USE Mandatory on classified documents.

FIELD 33 - DISTRIBUTION/AVAILABILITY CODES

(10 characters for up to a total of 3 codes)

Definition: These codes are derived from Distribution/Availability statements entered in Field 22. They indicate the availability for distribution, release or disclosure, and limitation on availability.

Purpose: The Distribution/Availability codes are used for computer input and retrieval. These codes indicate whether the document will be made available to the public, or to a specific community served by the controlling agency.

Chief Source of Information: The codes used in this field are determined by the controlling statements that appear on the report.

Form of Entry: Entries are one or two-digit numbers assigned in three positions and separated by a comma and a space. When both Availability and Special Codes are necessary, the codes should be entered in numerical sequence. These codes are written in the appropriate position as indicated for Field 33 on the DTIC Form 41.

Rules and Procedure

1. The first position entry can only have one of the following number codes 1 through 5, 7, 9, and 12 through 17. These codes refer to the distribution restrictions explained in Field 22.

Form 41 Example:

33 Distribution Availability Codes		
Distribution	Availability	Special
1		

System Entry Example: ©33©1

2. The second position can only have numeric codes 20 through 25 or 51 through 57. These codes can only refer to the Availability Statements explained in Field 22.

Form 41 Example:

33 Distribution Availability Codes		
Distribution	Availability	Special
3	23	

System Entry Example: 33 3, 23

Codes 51 through 53 and 57 are normally used in the third position, but may be used in the second position when no code 20-24 applies.

- 3. The third position is used for special codes 51 through 54 and 57 when both of the other positions in the field contain data.

Form 41 Example:

33 Distribution Availability Codes		
Distribution	Availability	Special
3	23	51

System Entry Example: 33 3, 23, 51

- 4. For computer entry, each position in Field 33 is separated by a comma and a space, but no punctuation terminates this field.
- 5. USE: Mandatory

FIELD 34 - SERIAL CODE

(10 characters)

Definition: The serial code is a modified version of the information displayed in Field 9 and Field 6. It identifies the type of report or the number of a report in a series. The acceptable entries used in this field include f - Final report; a - Annual report; s - Summary report; or any appropriate number.

Purpose: This field contains identifying information about the report and may indicate whether there will be additional or related reports.

Chief Source of Information: The codes from this field are derived primarily from Field 9 entries or from the volume, part, change number etc., in Field 6. No letters, other than "f, a", or "s", are permitted in Field 34.

Form of Entry: The first letter of the word is used in lowercase, e.g., f - Final report, s - Summary report, etc. The number(s) should be entered in Arabic numbers. The letter or number is also entered in Field 34 on the DTIC Form 41.

Rules and Procedures:

1. The order of preference for coding Field 34 is as follows:
 - (1) final
 - (2) number(s)
 - (3) annual or summary
2. Any number derived from Field 6 or Field 9, which is a component part in a series, can be used in this field. Phase report numbers are not component parts of a series and should not be used in Field 34.

Examples:

Volume 1
Part 3
Chapter 7
Progress rept. no. 2
Quarterly progress rept. no. 6

- a. When a volume and a part are used together in Field 6 or Field 9, the volume is entered in Field 34.
- b. When two volumes, parts, etc., appear in Field 6 or Field 9, the higher number should be entered in Field 34.
3. If the descriptive note "Technical summary report" is displayed on the document, the cataloger should enter "s" in Field 34.
4. No punctuation follows Field 34.
5. USE: Mandatory, if available.

FIELD 35 - SOURCE CODE
(6 numeric characters)

Definition: The Source Code is a number assigned by DTIC to designate the corporate author. This entry generates the performing organization displayed in Field 5.

Purpose: Each corporate author is assigned a source code for computer input and retrieval. All the codes are published in the Source Header List.

Chief Source of Information: The appropriate source code is assigned based on the corporate author displayed on the document. The corporate author is identified and the corresponding code is obtained from the Source Header List.

Form of Entry: The six digit numeric source code is entered in Field 35 with no spacing and is written on the DTIC Form 41.

Rules and Procedures:

1. Each corporate author and its designated source code is listed alphabetically in the Source Header List. If the corporate source given on the document does not appear in the Source Header List a code must be established and entered into the system before it can be used in Field 35. The DTIC Source Specialists will provide new source codes.
2. No punctuation follows Field 35.
3. USE: Mandatory.

FIELD 37 - CLASSIFICATION AUTHORITY

(100 characters)

Definition: Field 37 identifies the classification authority as given on the document and specifies a particular official, source document or classification guide and date.

Purpose: The classification authority provides the justification for the security markings that appear on the document per DoD 5200.1-R, par. 4-104.

Chief Source of Information: The classification information is used as given on the document without change unless space limitations are exceeded.

Form of Entry: The data in this field are entered in lowercase with a limitation of 100 characters. If the maximum number of characters is exceeded, words may be abbreviated or deleted. It is important, however, to retain as much meaningful information as possible.

Rules and Procedures:

1. All DoD classified documents dated between 1 Jun 72 and 1 Dec 78 require data in this field. This element may be omitted from documents dated after 1 Dec 78 if the signer or approver of the document is also the original classification authority.
2. There is no requirement for a declassification marking (Field 38) on Restricted Data and Formerly Restricted Data.
3. Dates appearing in this field are written in the format: day, month, year. For example: 25 Jan 86.
4. See page 81 for required field check list.
5. No punctuation follows Field 37.
6. USE: Mandatory on domestic documents. Mandatory, if available, on foreign documents.

FIELD 38 - DECLASSIFICATION DATE/EVENT
(100 characters)

Definition: Field 38 identifies a specific date or event that provides for the declassification of a document. When no declassification date or event is displayed on the document, the following entry is used: OADR (Originating Agency's Determination Required).

Purpose: The presence of a declassification date/event indicates that the originating agency has determined a specific date when the classified material no longer requires, in the interest of national security, any degree of protection against unauthorized disclosure. The use of the statement OADR indicates that the approval of the originating agency is necessary before the document can be declassified.

Chief Source of Information: The declassification information as determined by the originating agency must be displayed on the document cover and/or title page.

Form of Entry: Dates should be entered according to the format: day, month, year, e.g., 25 Jan 87. If OADR is used, it should be entered in uppercase. The data for this field and any corresponding entries should be written on the DTIC Form 41.

Rules and Procedures:

1. Dates that occur after 1999 should have the year entered with 2 digits.

Example: Date - December 31, 2005
Field 38 entry: 31 Dec 05

2. No entry is required in Field 38 for Restricted Data and Formerly Restricted Data and foreign documents.
3. No punctuation follows Field 38.
4. USE: Mandatory, if available.

FIELD - 39 DOWNGRADING DATE/EVENT

(100 characters)

Definition: At the time of original classification a specified date or stated event may be applied to a document stating when downgrading will occur. The Reclassification date or event may be used on a secret document and states when it will be downgraded to confidential.

Purpose: The original classification authority may determine that there is sufficient reason to downgrade a document from its assigned classification. This determination is based on considerations of national security and the loss of sensitivity of information with the passage of time.

Chief Source of Information: The original classification authority makes the decision regarding automatic downgrading of secret documents. When it is used, the downgrade date/event will appear on the cover and/or title page of the document.

Form of Entry: The Downgrade Date is entered in the format: day, month, year. For example: 8 Jan 88.

Rules and Procedures:

1. The Downgrade Date/Event is not a required element and will not appear on most documents. If it is used, this date will be present on secret documents.
2. The Downgrade Date/Event is always entered in Field 39 and 11a as the next date of reclassification.
3. No punctuation follows Field 39.
4. USE: Mandatory, if available.

REQUIRED FIELDS CHECKLIST

<u>Document Date</u>	<u>Regrade Code</u>	<u>Fields</u>
Declassification date	A	37+38+11a
Declassification event	B	37+38
Originating Agency's Determination Required (OADR)	C	37+38
Review date (Record only as OADR)	C	37+38
Restricted Data/Formerly Restricted Data	E	33+37 (when given)
Foreign documents	F	
<u>SECRET</u> documents with:		
Declassification and downgrade to Confidential date	A	11a 37+38+39
Declassification event and downgrade date	B	11a 37+38+39
OADR and downgrade date	C	11a 37+38+39

CATALOGING OF COMPILATIONS

Compilations must be processed during the first week of the Production cycle to allow the analysts time to process the document.

Before processing any compilation, it should be determined whether the document needs to be broken down into component parts.

Compilation reports will not be broken down if they fall into the following exclusion categories:

- a. Non-English language compilations
- b. Compilations of articles by a single personal author
- c. Compilations bearing an export-control statement
- d. Compilations bearing a code 21 (no copies furnished by DTIC)
- e. Compilations of abstracts or summaries
- f. Any compilation that is not considered suitable for additional reasons or restrictions that may apply.

All AD-B and AD-C compilations that do not fall into the exclusion category should be given to the selectors. They will determine if the document should be broken down into component parts.

CATALOGING INSTRUCTIONS

Basic compilation reports and each individual article should be dup-checked before processing. If any of the articles are duplicates, they should not be cataloged, and the word "DUP" should be written at the top of the page.

CORPORATE SOURCE:

All the source codes, including any new sources, should be determined before the AD-P numbers are assigned. If there is more than one corporate source given, select the source that is presently in our system. If all the sources are in our system, use the first one listed on the report. When there is no corporate source given use the source code assigned to the basic document. If the corporate source indicated on the report has one or more smaller elements that are not in our system, use the main corporate source. If the smaller elements are currently in our system, use the smallest element given on the report.

FIELD 1:

If the report is not a duplicate, the basic compilation should be assigned an AD-A, AD-B or an AD-C number.

Each component part is assigned an AD-P number that should be placed on the left side of each report. The AD-P numbers are assigned different ranges, depending on distribution of each report:

AD-P000 001-AD-P199 999 - Unclassified/unlimited articles (AD-A documents)

AD-P200 000-AD-P299 999 - Unclassified/limited articles (AD-B documents)

AD-P400 000-AD-P499 999 - Classified articles (AD-C documents)

Individual articles within a collection will be cataloged separately and assigned the appropriate AD-P number. A DTIC Form 41 is prepared for each AD-P number that has been assigned.

AD-A documents will only contain one range of AD-P numbers.

AD-B and AD-C documents may contain more than one range of AD-P numbers, depending on the distribution displayed on each report.

The beginning of each component part should be marked with a yellow tab. The beginning of each article should be marked in blue pencil with a right arrow, and the end of the article should be marked with a left arrow. Those articles not marked in this manner will not be photographed. Any duplicate reports within the compilation should not be marked with these arrows.

FIELD 12 (Date):

The date used on each component part should be the same as the date of the basic document.

FIELD 21 (Supplementary Note):

AD-A Documents

a. Basic Report - For sales information of individual items, see AD-P000 730 thru AD-P000 752.

b. AD-P Reports - This article is from 'title of compilation, AD-123 456, p7-8.

AD-B Documents

a. Basic Report - For sales information of individual items, see AD-P004 187 thru AD-P004 465 and AD-P200 187 thru AD-P200 192.

b. AD-P Reports - This article is from 'title of compilation,' AD-P123 456, p7-8.

AD-C Documents

- a. **Basic Report** - For sales information of individual items, see AD-P200 187 thru AD-P200 192 and AD-P400 001 thru AD-P400 020.
- b. **AD-P Reports** - This article is from 'title of the compilation, AD-C024 024, p7-8.

FIELD 22 (Distribution/Availability Statements):

AD-B and AD-C Documents - Each component report must have the limitation statement on the report. If the limitation statement, does not appear on each component part the document should be given back to the Acquisition and Selection Branch to have these statements added. This should be done before the document is processed by the cataloger.

FIELD 29 (INVENTORY):

The inventory for the component reports should always be "1".

FIELD 36 (Document Location):

AD-A Documents - The number "1" should be circled on the DTIC Form 41 and entered into the system.

AD-B and AD-C Documents - The number "2" should be circled on the DTIC Form 41 and entered into the system.

If a document contains more than one AD-P number range, Field 36 should be coded 1 or 2 to reflect the appropriate AD-P number range.

Each compilation must be accompanied by a Component Part Notice (DTIC Form 463) prepared by the cataloger. The Component Part Notice lists the title and AD number of the basic report and includes all the AD-P number ranges for the document. The cataloger is responsible for having the availability stamp added to this notice by the selectors.

AGARD documents are covered by copyright. When AGARD reports are broken down into mother-daughter documents and AGARD is not the source of the document, it is necessary to enter Code 21 in Field 33. The availability statement in Field 22 should read "Availability: This paper covered by copyright. No copies furnished by DTIC/NTIS."

CATALOGING OF MAGNETIC TAPES

The document will usually consist of transmittal forms, and the NTIS Computer Products Catalog Data Sheet NTIS-231. Use these forms to mark cataloging data.

Corporate Author - Corporate source is shown in Block 5 on NTIS-231.

Title - Title is taken from Block 6 (Product Name) on NTIS-231.

Descriptive Note - Software is used in Field 9.

Author(s) - Use individual listed in Block 13 (Technical Representative) on NTIS-231.

Date - Use date given in Block 8, on NTIS-231.

Pagination - 1.

Report Number - Use report number shown in Block 2 on NTIS-231, if one appears in addition to a ___/SW (software) or DF (datafile) number. The SW or DF number always goes in Fields 18 and 19, whether or not there is a report number in Field 14.

Monitor Acronym - Some magnetic tapes are assigned a SW or DF number in the format: e.g., SW/MT-88/010 or DoD/DF 81/013. The SW or DF number is in Block 2.

Any related documentation that accompanies a magnetic tape, such as User's Guides, manuals, etc. will be assigned the same DF number as the tape, adding an alpha character. A User's Guide for the above tape might be numbered DoD/DF 81/013A or SW/MT-88/010A if it were being cataloged along with the tape. However, we already have in file many documentation documents which have not been assigned DF or SW numbers, and will not have them assigned now.

Supplementary Note - Magnetic tape is entered in Field 21.

Availability - Field 22 gives a technical description of the way the data is physically stored on the tape. Take this information from Blocks 16 on NTIS-231 using the statement on the report or the indicated numbered statement. If the form indicates that the documentation is included with the tape, add the statement: Price includes documentation, AD _____ and AD _____ (example). You may have to edit the statements to make them short enough.

Availability information is also included in Field 22. The usual statement is:

Availability: National Technical Information Service, Springfield, VA 22161. (Price)
No copies furnished by DTIC.

HANDLING OF NATO CLASSIFIED DOCUMENTS

NATO secret documents are received with a receipt that must be signed and dated by the responsible cataloger. The classification of the document and the name of the cataloger should be recorded when assigned the AD number.

If the document has an inventory of one, the cataloger signs one copy of the receipt and gives it to the selectors. All other copies of the receipt remain with the document. When the Documentation Assistant in the Cataloging Branch brings the documents to the Subject Analysis Branch, they will give her a receipt for that document.

If the document has an inventory of two, the cataloger must sign one copy of the receipt and give it to the selectors. The cataloger must also bring the second copy of the document to the Mail Room. The Mail Room will sign a copy of the receipt and give it to the cataloger. The Subject Analysis Branch will give the Documentation Assistant a receipt for the copy of the document she brings to them. All receipts are filed in the Cataloging Branch.

In summary, if DTIC receives one copy of a NATO Secret document, the Cataloging Branch should have one receipt. If two copies are received then the Cataloging Branch should have two receipts.

The copy number of NATO secret documents should be entered in Field 25. The copy number given on the document to be photographed should be used. The entry in Field 25 should read NATO copy _____ .

All NATO documents must be handled and processed immediately. Additional safeguards are necessary when NATO classified documents are stored. They should be stored separately from other classified material and handled according to standard procedures currently in force.

CATALOGING OF NONPRINT DOCUMENTS (Initial Guidelines)

Corporate Author - Take title from the Report Documentation Page.

Media Code - Field 4a - Use designated letter for media codes.

- J - 1/2" Video (VHS)
- K - Magnetic Tape
- L - 5 1/4" Diskette
- M - 3 1/2" Diskette (IBM format)
- N - 3 1/2" Diskette (Macintosh format)

Field 4b - Enter accession number of the document identified by product manager.

Title - Use title given on report documentation page. The type of media should be used in parentheses following the title:

- (Computer Diskette)
- (Videorecording)
- (Magnetic Tape)

Author - Use individuals responsible for the content of the item.

Date - For videorecordings, use date the original production was completed or date of issue. For diskette and magnetic tape use creation date when available.

Pagination - Use designated price code

Report Number - Use report number given on the report documentation page

Example: DTIC-VIDEO-90-001
DTIC-MT-90-001
DTIC-DK-90-001

Supplementary Notes - Use credits and cast if available. List names of responsible individuals followed by their function.

Describe accompanying material such as documentation and include AD number(s) if cataloged separately

Example: Credits: Claire Tozier, Producer; Barbara Lesser, Cinematographer; Walter Cronkite, Narrator. Also available in paper copy, AD-A001 001 and floppy disk, AD-M001 001.

Abstract - Describe physical characteristics.

- A. Recording System - Mandatory for videocassette.
- B. Playback speed - Mandatory.
- C. Color - Use col., b&w, or mixed col. and b&w.
- D. Sound - Use sd. or si. (silent). Details may be given such as stereo.
- E. Size - Give width of video cassette and the diameter of video discs in inches.
- F. Playing Time - Give in minutes.
- G. Special projection requirements - Such as multiprojector.
- H. Give number of physical units - Such as 2 videocassettes.
- I. File Characteristics - Such as file size unknown, ASCII character set.
- J. Physical description - Such as one disk contains main dictionary. Second disk is backup

Example - Physical description: 1 videocassette in VHS, col.; sd.; mono.; 30 mins.; standard playback speed; 1/2 in.

CATALOGING OF PATENT APPLICATIONS

1. The corporate author is the military headquarters shown on the cover page. Use only headquarters source codes:

Air Force - 109850
Army - 109900
Navy - 110050

2. The title is the name of the patent shown on the title page.

Field 9 - Patent Application, Filed 24 Nov 86, (Use the filing date on the cover page, and repeat in Field 11.)

Field 10 - Use the name of the inventor(s) shown on the cover page.

Field 11 - Use the filing date shown on the cover page.

Field 14 - PAT-APPL-674 254

(Use the serial no. from cover page, substituting a space for the comma.)

3. Patent Applications will be coded 1.

CATALOGING OF PATENTS

1. The corporate author is the Assignee shown on line 73. Use only headquarters source codes:

Air Force	-	109850
Army	-	109900
Navy	-	110050

2. The title is the name of the patent shown on line 54.

Field 9 - Patent, Filed 27 Jan 81, patented 16 Aug 83, (Take filing date from line 22, and patent date from line 45.)

Field 10 - Use names of inventors from line 75.

Field 11 - Use date shown on line 45.

Field 14 - Show both the patent application no. (line 21) and the patent no. (line 11). For example:

PAT-APPL-228 848, PATENT-4 399 526

Always substitute a space for a comma in the numbers.

Field 21 - Supersedes PAT-APPL-228 848-81, AD-D000 000. (Take the application number from line 21 and add the last two digits of the filing year in line 22.)

Field 22 - All patents will carry this statement:

Availability: This Government-owned invention available for U.S. licensing and, possibly, for foreign licensing. Copy of patent available Commissioner of Patents, Washington, DC 20231.

3. Reissued patents are cataloged the same as original patents with the following exceptions:

Field 9 - Patent, Filed 17 July 69, reissued 25 Nov 75,

Field 14 - PAT-APPL-852 265, PATENT-RE-28 621

Field 21 - Reissue of PATENT-3 365 955, dated 30 Jan 68, AD-D000 000.

4. Patents will not be photographed.

CATALOGING OF REPRINTS

The reprints are received from the Selectors with a white slip attached. These reports are Unclassified/Unlimited. Reprints are marked by the Selectors with either a Code 20 or Code 21. Code 20 and 21 information is entered in Field 22.

Field 6: Symbols in titles have to be verbalized. Use the Verbalization Chart in Appendix D.

Field 9: The descriptive notes, Final rept., Technical rept., or Journal article may be used in Field 9.

Field 11: Use the date of publication.

Field 15: Contract/grant numbers are not always listed on the report documentation page. Information may be found in the report itself, such as in the acknowledgments paragraph at the end of the reprint, or in a footnote.

Field 21: "Prepared in cooperation with" is not used for reprints.

The Availability/Distribution Statement for reprints with a Code 20 should be entered in Field 22. The following format is used:

Appears As

Journal of Crystal Growth 83 (1987)
202-210

Journal of Geophysical Research 92,
A3, March 1, 1987 2551-2554

Enter As

Availability: Pub. in Jnl. of Crystal Growth,
v83 p202-210 1987.
Available only to DTIC users.
No copies furnished by NTIS.

Availability: Pub. in Jnl of
Geophysical Research,
V92 nA3 p2551-2554,
1 Mar 87.
Available only to DTIC users.
No copies furnished by NTIS.

Papers taken from conference or symposium proceedings should be cataloged as follows:

Appears As

Reprinted from the Proceedings of
the 1st. International Conference
on Computer Work stations. Held
November 11-12, 1985 in San Jose,
California.

Enter As

Availability: Pub. in Proceedings of
International Conference
on Computer Work stations
(1st), p247-253, 11-12
Nov 85.
Available only to DTIC users.
No copies furnished by NTIS.

Materials Research Society Symposium
Proceedings, vol 67, 1986.

Pub. in Symposium
Proceedings of the Materials
Research Society v67 p157-164
1986. Available only to DTIC
users. No copies furnished by
NTIS.

For reprints from monographs (books) the following format is used:

Appears As

M. R. Smyth and J. G. Vos
Electrochemistry, Sensors and
Analysis, Elsevier Science
Publishers B.V., Amsterdam 1987.

Enter As

Pub. in
Electrochemistry,
Sensors and Analysis,
p3-11 1987.

Field 22: The Availability/Distribution Statement for reprints with a Code 21 is entered in Field 22. The following format is used:

Appears As

Marine Geodesy, volume 8, numbers
1-4 1984

Enter As

Availability: Pub. in
Marine Geodesy, v8 n1-4
1984 (No copies
furnished by DTIC/NTIS).

To identify abbreviated journal titles use the latest edition of the following reference books:

Ulrich's International Periodicals Directory.
Energy Data Base Serial Titles with ISSN Listing.

If a reprint does not have an Availability/Distribution statement the copy should be returned to the selectors who will obtain the statement.

Field 30: The title of a reprint is repeated in Field 30. The symbol, R-6, is entered in Field 30 on the DTIC Form 41. The following format should be used:

Field 6 - Analytical Pulse Voltammetry.
Field 30 - Reprint: Analytical Pulse Voltammetry.

Field 33: The following codes for reprints are used in Field 33: 1, 20 and 21.

Enter As

1, 20
1, 21

CATALOGING OF SECURITY CLASSIFICATION GUIDES

1. Some examples of source codes to be used on Security Classification Guides are as follows:

OPNAV	-	264850
NAVSEA	-	391345
NAVELEC	-	387196
NAVAIR	-	387195
NAVOCEANCOM	-	395436
NAVSECGRU	-	391006
OCEANAV	-	403021
NISC	-	390588
PERS	-	394857

2. Enter sequence number in Field 14. The sequence number is a 4 digit number that begins with an N.
3. Enter the phrase Security classification guide in Field 9.
4. Use the organization identified in Field OC of Block 01 (Identifying Data) as the source of the Classification Guide.
5. If the Guide is a change from a previous Guide (e.g. CH-1), **DO NOT** use the word ENCL in report number. Enter the information in lower case.

Example: inst-5513.2a-ch-1-43

If there is no change use the ENCL number.

Example: inst-5513.2a-encl-43

6. If the document supersedes another guide enter the date and AD number of that guide in Field 21.

Example: Supersedes SCG dated 5 May 87, AD-B956 000.

7. The distribution statements assigned to Security Classification Guides are the same as those assigned to all other documents.

CONVERSION OF DISTRIBUTION STATEMENTS

(DoD Directive 5230.24, Subject: Distribution Statements on Technical Documents dated March 18, 1987)

DoD Directive 5230.24, dated 18 Mar 87, Distribution Statements on Technical Documents is a reissue of DoD Directive 5230.24, dated November 20, 1984. It updates 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 authorization.

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

1. Documents bearing distribution statement A or B of cancelled 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.
2. 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.

ACCESSION (AD) NUMBER DISPLAY

The AD number is never searched. It is used for direct display by use of a format designation or through selected display fields.

Examples:

@DTR@	-Display Technical Reports Command
ADA123456	-Record Wanted
2F	-Format Designator
END	
Y	-Mode Subcommand

or

@DCF@	-Display Current File Command
ADA123456	-Record Wanted
1	
5	
6	-Selected Display Fields
4	
END	
W	Mode Subcommand for Simultaneous Display and Printing

CONTRACT NUMBER SEARCH

The role code of Contract Number is 16.

CONTRACT NUMBER SEARCH STATEMENT

?16AF336578741

Contract No. (eliminate all punctuation and pack)
2-digit role code for Contract Number
Term Role Option

NOTE: Eliminate all punctuation and pack.

CORPORATE AUTHOR SEARCH

Corporate Author Search

In this system, the name of the corporate author (source) is coded for economical storage and retrieval. If you want to search for a particular corporate author, your first step is to look up the organization source code in the Source Header List, a DTIC publication.

The Inverted File Search Role Code for Corporate Author is 02.

CORPORATE AUTHOR SEARCH STATEMENT

?02401890
 ┌───┬───┐
 │ │ │ 6-digit code for Corporate Author's
 │ │ │ Name (from Source Header List)
 └───┬───┘
 │ │
 │ │ 2-digit role code for Corporate Author
 └───┬───┘
 │ │
 │ │ Term Role Option

Suppose you wanted to search for everything for an organization and its divisions. Remember, if a specific division is a corporate author, that division's source code can be used to search for reports. To avoid searching on each individual source code, you can use the hierarchy option along with the source code of the highest organizational entity in which you are interested. Organization source codes are ranked in hierarchical order in the Source Hierarchy List.

@STR@
 ?02\$401890
 END

MONITOR SEARCH

The Technical Reports Database may be searched for monitoring agency by searching for the monitor acronym such as AFCRL, NOTS, or RADC (See Directory of Organizational Technical Report Acronym Codes). A simple acronym search of the entire Technical Reports Database would not be helpful. However, combination searches of acronym with accession number cut-off option or with specific subject terms can be quite helpful.

a. Monitor Acronym

The Inverted File search Role Code for Monitor Acronym is 03. The basic search statement for a monitor acronym is:

?03RADC
 [] Monitor Acronym
 [] 2-digit role code for Monitor Acronym
 [] Term Role Option

b. Monitor Series

The role code for Monitor Series is 53.

MONITOR SERIES SEARCH STATEMENT

?53TR751
 [] Monitor Series No.
 [] 2-digit role code for Monitor Series No.
 [] Term Role Option

NOTES: Eliminate all punctuation and pack.

PERSONAL AUTHOR SEARCH

The Inverted File Search Role Code for Personal Authors is 11.

PERSONAL AUTHOR SEARCH STATEMENT

```
?11|LASTNAME||
  |-----|
  |-----| Author's Name
  |-----| 2-digit role code for Personal Author
  |-----| Term Role Option
```

Follow the author's last name with a space, then the author's initials, no periods, no space.

The search statement should look like this: ?11BROWN JR

Since you cannot always be sure that both initials are entered, your search should allow for either situation.

MULTIPLE SEARCH STATEMENT

```
@STR@
?11BROWN JR
?11BROWN J
END
```

If you only know the author as John Brown, you could search with a single initial mask as shown.

ONE INITIAL MASK

```
@STR@
?11%BROWN J
END
```

Even the last name mask may be necessary if you do not have enough information.

LAST NAME MASK

```
@STR@
?11%BROWN
END
```

Note: This gives not only the last name BROWN, but all last names beginning with BROWN.

If you are not sure how the name is spelled, you can use several alternative search statements.

MULTIPLE SEARCH STATEMENTS FOR VARIABLE SPELLING

?11BROWN JR ?11%BROWN J
?11BROWNE JR or ?11BROWNE J

PROJECT NUMBER SEARCH STATEMENT

?21LWL04E73

Project No. (eliminate all punctuation and pack)
2-digit role code for Project Number
Term Role Option

Sometimes the ARPA order number is included in the contract number data field. Sometimes it is included in the project number data field. Consequently, you have to search for an ARPA order number as either a contract number or a project number using role codes 16 or 21. A search for ARPA order number 827 is illustrated.

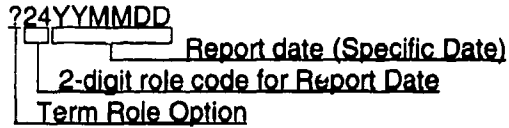
ARPA ORDER SEARCH STATEMENT

@STR@@
?16ARPAORDER827
?21ARPAORDER827
END

REPORT DATE SEARCH

The Inverted File Search Role Code for Report Date is 24.

REPORT DATE SEARCH STATEMENT



Technical Reports may be searched for a specific report date or for reports dated a particular year or a specific month of the year. Such a search would usually be performed in combination with other search statements further characterizing the material desired.

Use truncation to search for less specific dates:

?24%YYMM-Search for all reports in a given month

?24%YY-Search for all reports in a given year

REPORT NUMBER SEARCH

The role code for Report Number is 51. The search statement for a report number is illustrated.

REPORT NUMBER SEARCH STATEMENT

?51TROSCOMTR751
Report No. (Eliminate all punctuation and pack)
2-digit role code for Report No.
Term Role Option

NOTE: Eliminate all punctuation and pack the number. The complete report number TROSCOM-TR-75-1 is included in this search statement.

NOTE: Patent numbers and/or patent applications may be searched as a report number.

Patent Application: PAT-APPL-753 959

@STR@
?51PATAPPL753959
END

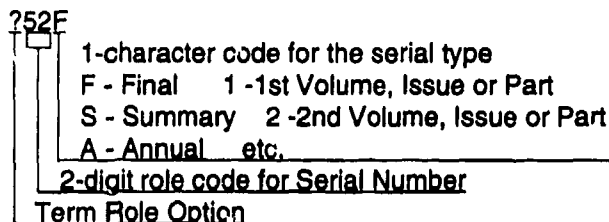
Patent number: PATENT-4 120 266

@STR@
?51PATENT4120266
END

SERIAL NUMBER SEARCH

Serial number searching is somewhat limited and is usually done in connection with other searching. The role code for serial number searching is 52.

SERIAL NUMBER SEARCH STATEMENT



The following are examples of contract number searching in combination with serial number searching.

SAMPLE CONTRACT AND SERIAL NUMBER SEARCHES

- | | | |
|--|---|---|
| <p>1. For the Final
Report on a
Contract Contract</p> <p>@STR@
?16F3060268C0188
AND
?52F
END</p> | <p>2. For the Annual
Reports on a</p> <p>@STR
?16DAHC1567C0222
AND
?52A
END</p> | <p>3. For the 2nd Report
on a Contract</p> <p>@STR@
?16AF196283840
AND
?522
END</p> |
|--|---|---|

TASK NUMBER SEARCH

?20MF51524002
Task No. (eliminate all punctuation and pack)
2-digit role code for Task Number
Term Role Option

In each case, eliminate all punctuation and pack.

TITLE SEARCH

The title searching feature provides access three ways: through full text searching, through the use of the first five words of the title, or through the use of a search key algorithm constructed from the first five words of the title. For every record stored in the Technical Reports Database, the computer has created a title key, a short abbreviation of the title, which is stored on the Inverted File.

1. Full Text Searching - Role Code 60

Full text searching is limited to single words that appear in the unclassified titles for any documents processed since 1975.

Full text searching requires the use of role code 60 (?60).

Single words (uniterms) are entered.

All punctuation or special characters are treated as spaces.

All forms of the word must be entered, such as foreign spelling, Arabic numbers, Roman numerals, numbers spelled out, etc.

Search option limited to truncation only.

Example	Narrative Phrase	Search Terms
	M-16 RIFLES	?60M AND ?6/16 AND ?60RIFLE ?60RIFLES
	AN/800-1	?60800 AND ?601 (AN is a Stop Word)

NOTE: A search of full text term does not include index term searching.

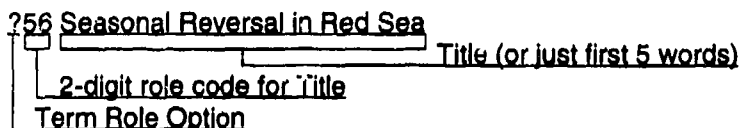
2. Using the First Five Words Entry - Role Code 56

Enter the first five words of the title and the computer system constructs the search key algorithm before searching the database. The statistical page will display the algorithm that the computer constructed.

a. Role code 56 must be used.

- b. Only alphabetic and numeric characters are used.
- c. All punctuation and special characters are treated as spaces.
- d. 60 character limit on title field.
- e. Masking option (%) not available.
- f. A Stop Word List is not used.

TITLE SEARCH STATEMENT

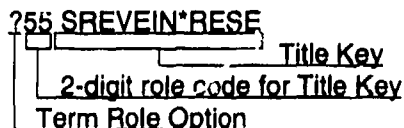


3. Search Key Algorithm - Role Code 55

For each title, a key is extracted from the first five words. The key consists of the first character of the first word, the first four characters of the second word, the first three characters of the third word, and the first two characters of the fourth and fifth words (a 1,4,3,2,2 key).

- a. Role code 55 is used.
- b. Only alphabetic and numeric characters are used.
- c. All punctuation and special characters are treated as spaces.
- d. 12 character limit to key.
- e. The key is asterisk filled if a given word is too short or if fewer than five words are in the title.
- f. The masking option (%) is available.
- g. A Stop Word List is not used.

TITLE SEARCH STATEMENT



NOTE: You can use the Masking Option (%) with Role Code 55 and the title key; you cannot mask using Role Code 56 and the title.

REFERENCES

1. Guidelines for Descriptive Cataloging of Reports. A Revision of COSATI Standard for Descriptive Cataloging of Government Scientific and Technical Reports (AD-A160 409) 1985.
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3. Project Number Formats (AD-A028 150) July 1976.
4. Government Acronyms and Alphabetic Organizational Descriptions Used in DTIC (AD-A237 000) June 1991.
5. Source Hierarchy List (Volume I, AD-A256 100, Volume II, AD-A256 101, and Volume III, AD-A256 102) October 1992.
6. DoD 5200.1-R, Information Security Program Regulation. June 1986.
7. DoD Directive 5230.9, Clearance of DoD Information for Public Release, 2 April 1982.
8. DoD Directive 5230.24, Distribution Statements on Technical Documents, 18 March 1987.
9. DoD Instruction 7930.2, ADP Software Exchange and Release, 31 December 1979.

APPENDIX A

STANDARD ABBREVIATIONS FOR TERMS USED IN THE CORPORATE AUTHOR HEADING

Abteilung	Abt.
Air Force Base	AFB
Air Force Station	AFS
Aktiebolaget	A.B.
Aktiengesellschaft	A.G.
Aktieselskab	A/S
Anciens	Anc.
bij voorbeeld	B.V.
Boluk	Bl.
Brothers	Bros.
College	Coll.
Campagnie	Cie.
Campania	Cia.
Company	Co.
Corporation	Corp.
Departement	Dept.
Department	Dept.
Departmental	Dept.
Departmentet	Dept.
Dipartimento	Dipt.
Divisao	Div.
Division	Div.
Divisione	Div.
eingetragener Verein	e.V.
Etablissements	Ets.
Geobroeders, Gebrueder	Gebr.
Gesellschaft mit beschraenkter Haftung	G.m.b.H.
Incorporated	Inc.
Ingenieur	Ing.
Institut	Inst.
Institute	Inst.
Institute of Technology	Inst. of Tech.
Institutet	Inst.
Instituto	Inst.
Institutt	Inst.
Institutul	Inst.
Instituut	Inst.
Instytut	Inst.

Istituto	Ist.
Kommanditgesellschaft	K.G.
Kommanditselskab	K/S
Laboratoire	Lab.
Laboratoires	Labs.
Laboratories	Labs.
Laboratoriet	Lab.
Laboratorio	Lab.
Laboratorium	Lab.
Laboratory	Lab.
Limited	Ltd.
Maatschappij	Mij.
Manufacturer	Mfr.
Manufacturers	Mfrs.
Manufacturing	Mfg.
Naamloze Vennootschap	N.V.
Offene Handelsgesellschaft	O.H.G.
Professional Corp.	P.C.
Private or (P)	Pvt.
Proprietary	Pty.
Public Limited Co.	PLC
Societa per Azioni	S.p.A.
Societe Anonyme	S.A.
Societe a Responsabilite Limitee	S.R.L.
spolka	s-ka
Universidad	Univ.
Universidade	Univ.
Universita	Univ.
Universitaet	Univ.
Universitas	Univ.
Universitatea	Univ.
Universite	Univ.
Universiteit	Univ.
Universitet	Univ.
Universitetet	Univ.
Universiti	Univ.
University	Univ.
Unverzita	Univ.
Univerzitet	Univ.
Uniwersytet	Univ.
Volkseigner Betriebe	VEB.

NOTE: This rule does not restrict the use of abbreviations that occur on the document.

APPENDIX B

STANDARD U.S. GEOGRAPHIC ABBREVIATIONS

Alabama - AL	Montana - MT
Alaska - AK	Nebraska - NE
American Samoa -AS	Nevada - NV
Arizona - AZ	New Hampshire - NH
Arkansas - AR	New Jersey - NJ
California - CA	New Mexico - NM
Canal Zone - CZ	New York - NY
Colorado -CO	North Carolina - NC
Connecticut - CT	North Dakota - ND
Delaware - DE	Ohio - OH
District of Columbia - DC	Oklahoma - OK
Florida - FL	Oregon - OR
Georgia - GA	Pennsylvania - PA
Guam - GA	Puerto Rico - PR
Hawaii - HI	Rhode Island - RI
Idaho - ID	South Carolina - SC
Illinois - IL	South Dakota - SD
Indiana -IN	Tennessee - TN
Iowa - IA	Texas - TX
Kansas -KS	Trust Territories -TT
Kentucky - KY	Utah - UT
Louisiana - LA	Vermont - VT
Maine - ME	Virgin Islands -VI
Maryland - MD	Virginia - VA
Massachusetts - MA	Washington - WA
Michigan - MI	West Virginia - WV
Minnesota - MN	Wisconsin - WI
Mississippi - MS	Wyoming - WY
Missouri - MO	

APPENDIX C

COUNTRY CODES

<u>COUNTRY</u>	<u>CODE</u>	<u>COUNTRY</u>	<u>CODE</u>
ALGERIA	DZ	IRELAND	IE
ANTARCTICA	AQ	ISRAEL	IL
ARGENTINA	AR	ITALY	IT
AUSTRALIA	AU	JAMAICA	JM
AUSTRIA	AT	JAPAN	JP
BAHAMAS	BS	KENYA	KE
BAHRAIN	BH	REPUBLIC OF KOREA	KR
BARBADOS	BB	LEBANON	LB
BELGIUM	BE	LESOTHO	LS
BERMUDA	BM	LUXEMBOURG	LU
BOLIVIA	BO	MALAYSIA	MY
BRAZIL	BR	MALTA	MT
BULGARIA	BG	MEXICO	MX
CANADA	CA	MONACO	MC
CENTRAL AFRICAN REPUBLIC	CF	NEW CALEDONIA	NC
CHILE	CL	NEW ZEALAND	NZ
CHINA	CN	NIGERIA	NG
COLOMBIA	CO	NORWAY	NO
CONGO	CG	PAKISTAN	PK
COSTA RICA	CR	PANAMA	PA
CZECHOSLOVAKIA	CS	PERU	PE
DENMARK	DK	PHILIPPINES	PH
ECUADOR	EC	POLAND	PL
EGYPT	EG	PORTUGAL	PT
ETHIOPIA	ET	QATAR	QA
FINLAND	FI	ROMANIA	RO
FRANCE	FR	SAUDI ARABIA	SA
GERMANY	DE	SENEGAL	SN
GERMAN D.R.	DD	SINGAPORE	SG
GERMANY, F.R.	DE	SOUTH AFRICA	ZA
GHANA	GH	SPAIN	ES
GREECE	GR	SWEDEN	SE
GREENLAND	GL	SWITZERLAND	CH
GUATEMALA	GT	SYRIA	SY
HAITI	HT	TAIWAN	TW
HONG KONG	HK	THAILAND	TH
HUNGARY	HU	TURKEY	TR
ICELAND	IS	UGANDA	UG
INDIA	IN	UNITED KINGDOM	GB
INDONESIA	ID	URUGUAY	UY
IRAN	IR	USSR	SU
IRAQ	IQ	VENEZUELA	VE
		ZAIRE	ZR

APPENDIX D

VERBALIZING FOR MACHINABILITY

The following symbols may be used in abstracts, annotations and titles:

. , : ; ' / * \$ % () - + = < > & ?

The following symbols may be used in indexing terms:

/ () -

ACCENTS/DIACRITICAL MARKS

Omit except in the following cases:

\ddot{a} is replaced by ae
 \ddot{o} is replaced by oe
 \ddot{u} is replaced by ue
 \emptyset is replaced by oe

} Germanic languages

ANGSTROM UNITS (Å)

Use A

CHEMICALS

H₂SO₄ use Hsub2SOsub4
 → use yields

See also PRIMES, SUBSCRIPTS, SUPERSCRIPTS

CUBIC

cm³ use cu cm or cc
 ft³ use cu ft
 m³ use cu m

$\frac{1}{x^3}$

or use 1/(x cubed)

x⁻³

See also EXPONENTS

DEGREES

Angles: 60°30'15" use 60 deg 30 min 15 sec
 Latitude/Longitude: Add N, S, E, or W at end of expression.
 60°30'15"N use 60 deg 30 min 15 sec N
 Temperature: 60° C use 60 deg C
 60° F use 60 deg F
 60° K use 60 deg K

DIACRITICAL MARKS

See ACCENTS/DIACRITICAL MARKS

EXPONENTS

x⁽ⁿ⁻¹⁾ use x to the (n-1) power
 ft sec⁻¹ use ft/sec
 When the exponent is less than 7 and has the base 10, write out the number; e.g.,
 10² use 100
 10⁻⁴ use 0.0001
 2.75 x 10⁻³ use 0.00275
 When the base is 10 and the exponent is 7 or more, write out; e.g.,
 10⁷ use 10 to the 7th power
 10⁻⁹ use 10 to the minus 9th power

See also CUBIC, SQUARE, SUPERSCRIPTS

FRACTIONS

Use the slash (virgule) for the fraction bar; e.g.,

x = $\frac{a-b}{c}$ use x=(a-b)/c

x = a - $\frac{b}{c}$ use x=a - (b/c)

GREATER THAN OR EQUAL TO (≥)

Use > or =

LESS THAN OR EQUAL TO (≤)

Use < or =

GREEK LETTERS

Use their names; e.g.,

α use alpha

β use beta

μ use mu, micro, or micron as applicable

π use pi

See also SPECIAL SYMBOLS

ITALICS

Do not use; see also UNDERSCORING

LOGARITHMS

log₁₀ use log

log_e use ln (alpha "l" not digit "1")

MICRO- or MICROMICRO-

μ l use microliters

μ s use microsecs

μ v use microvolts

μ μ f use micromicofarads or picofarads

μ ω use microwatt(s)

MICRONS

m ∅ use millimicron(s)

μ m use micrometers(s) or micron(s)

μ μ use micromicron(s) or picometer(s)

PLUS OR MINUS (±)

Use + or -

PRIMES (')

Use repeating apostrophe

2,2',2'' -terpyridyl use 2,2',2'' -terpyridyl

a''' (a triple prime) use a''''

VERBALIZING FOR MACHINABILITY (continued)

QUOTATION MARKS (")

Use the apostrophe or single quote only.

Where quotation marks are conventionally used as a symbol, abbreviate; e.g.,

12" use 12 in.

5"/54 cal guns use 5-in./54-cal guns

45" use 45 sec

See also DEGREES, PRIMES

SPECIAL SYMBOLS

\approx use approx. =

"

\rightarrow { use yields (chemistry)
use approaches limit of (mathematics)

\rightarrow use K

K

use number

∞ use infinity

λ { use wavelength (electronics and physics)
use lambda (all other)

Ω { use ohms (electricity and electronics)
use omega (all other)

ϕ { use phase (electricity and electronics)
use phi (all other)

Similarly, spell out or show by acceptable alphanumeric characters increment, varies as, therefore, differential of, variation of, integral, sum, benzene ring, thunderstorm, male, female, fixed star, etc.

SQUARE

cm² use sq cm

ft² use sq ft

m² use sq m

$\frac{1}{x^2}$ } use 1/(x squared)
x⁻² }

See also EXPONENTS

SQUARE ROOT

$\sqrt{a-b}$ } use square root of (a-b)
(a-b)^{1/2} }

SUBSCRIPTS

P_H use P and H

V₂ use V sub 2

B₅ use B (omit the 5, which is the atomic number of boron)

C₁₄ use C14 if it is the isotope of carbon

See also CHEMICALS, SUPERSCRIPTS

SUPERSCRIPTS

C use C14

H⁺ use H (+)

SO₄⁻ use SO4 (-)

V⁵⁺ use V (5+)

U²³⁴ use U234

B¹⁰ use B10

O¹⁸(p,n) N¹⁶ use O18(p,n)N15

d₂₃²⁵ use density at 23 deg F referred to water at 25 deg F

n_D²⁰

use index of refraction for 20 deg F and sodium light

See also CUBIC, EXPONENTS, SQUARE

UMLAUT see ACCENT

UNDERSCORING

Do not use underscoring.

Escherichia coli use Escherichia coli

quasar use quasar

APPENDIX E

EXAMPLES OF PHRASES THAT HAVE BEEN USED IN FIELD 9

Annual rept. no. 4, 1 Jan-31 Dec 87

Computer systems manual

Contract rept.

Deutsche Luft-und Raumfahrt Forschungsbericht

Deutsche Luft-und Raumfahrt Mitteilung

Doctoral thesis

Final engineering rept. for 1986

Final rept. for FY82

Final technical rept. 24 Feb 82-23 Feb 84 on Phase 2

Group study project

Master's thesis

Memorandum rept.

Progress rept. no. 12 (Final)

Quarterly progress rept. no. 4, 1 Mar-31 May 76

Rept. bibliography

Rept. for 10 May-22 Jun 88

Rept. no. 4 (Annual)

Rept. no. 5 (Final)

Research memo

Research note for period ending 12 Jan 87

Research paper

Research rept.

Research study

2nd edition

2nd edition (Final)

Software (used on magnetic tapes)

Special publication

Special rept.

Specification rept.

Technical document

Technical memo.

Technical operating rept. for Jan 71

Technical publication

APPENDIX F

TREATMENT OF SURNAMES WITH SEPARATELY WRITTEN PREFIXES

(Authority: Anglo-American Cataloging Rules)

A' or A	Write directly:	A'Beckett,... A Prato,...
Abu	Write directly:	Abu Zarah,...
Af	Write after name:	Hallstrom, G. J. Af
Al	Write directly: Write after name for English	Al-Amrusi, A.
Am	Write directly:	Am Thun, A.
Ap	Write directly:	Ap Phys Price, H. E.
D'	Write directly: <u>Except</u> French:	D'Anvers, K. D'Arienzo, N. Aubigne, A. D.
Da	Write directly: <u>Except</u> Portuguese:	Da Ponte, L. Fonseca, M. A. Da
Das	Write after name, except	Das Gupta, R. K.
De De	Write directly for English, German, Italian:	De Morgan, A. De Boor, H. O. De Amicis, P. M.
	Write after name for French, Belgian, Spanish, Dutch, Portuguese:	Musset, A. De Winter, K. De Figueroa, F. De Avila Pires, C. D. De
De La	Write directly for English, Scandinavian:	De La Mare, W. De la Gardie, M. G.

- Write under La for French:
La Fontaine, J. De
- Write after name for Dutch, Spanish:
Faille, J. B. De La
Cosa, J. De La
- De Las Write after name: Casa, B. De Las
- Del Write directly for Italian:
Del Lungo, I.
Write after name for Spanish:
Rio, A. del
- Della Write directly: Della Volpaia, E.
- Den Write after name:
Hertog, A. Den
- Des Write directly: Des Granges, C.
- Di Write directly: Di Costanzo, Angelo
- Dos Write after name: Santos, J. A. Dos
- Du Write directly: Du Meril, E.
Du Maurier, D.
Du Bois-Reymon, E.
- El- Write directly for English:
El-Askil, M. M.
- Fitz- Write directly: Fitz-Geffrey, C.
- Hadzi Write directly when written with hyphen:
Hadzi-Vasilevic, J.
Write after name when no hyphen is used:
Dimov, D. Hadzi
- Ibn Write directly: Ibn Al-Sherif, M.
- La Write directly: La Bruyere, R.
La Cour, J. L.
- Las Write directly: Las Heras, M. A.

Le	Write directly:	Le Sage, A. Le Gallienne, R.
	<u>Except Dutch:</u>	Long, I. Le
Li	Write directly:	Li Greci, G.
Lo	Write directly:	Lo Savio, N.
Pop	Write after name:	Dimitrov, E. Pop
Pop De	Write directly:	Pop De Basesti, G.
Popa	Write directly:	Popa-Lisseanu, G.
Ten	Write after name for Dutch:	Brink, J. Ten
	Write directly for German:	Ten Bruggencate, P.
Ter	Write after name:	Braak, M. Ter
Van	Write directly for English:	Van Buren, M.
	Write after name for Dutch or Flemish:	Driessche, A. Van
Van Den	Write after name:	Wijngaert, F. Van Den
Van Der	Write after name:	Aa, P. Van Der
Van't	Write after name:	Hoff, J. Van't
Ver	Write directly:	Ver Boven, D.
Vom	Write directly:	Vom Ende, E.
Von	Write directly in English:	Von Gergen, W.
	Write after name in German and Scandinavian:	Goethe, W. Von Linne, C. Von
Von Der	Write after name:	Hagen J. Von Der

Von Le	Write under Le:	Le Fort, G. Von
Z	Write after name:	Zerotina, K. Z.
Zum	Write directly:	Zum Busch, J. P.
Zur	Write directly:	Zur Linde, O.

APPENDIX G

MONTHS OF THE YEAR - FOREIGN LANGUAGE TRANSLATIONS

<u>ENGLISH</u>	<u>FRENCH</u>	<u>GERMAN</u>	<u>ITALIAN</u>	<u>SPANISH</u>
January	Janvier	Januar	Gennaio	Enero
February	Fevrier	Februar	Febbraio	Febrero
March	Mars	Maerz	Marzo	Marzo
April	Avril	April	Aprile	Abril
May	Mai	Mai	Maggio	Mayo
June	Juin	Juni	Giugno	Junio
July	Juillet	Juli	Luglio	Julio
August	Aout	August	Agosto	Agosto
September	Septembre	September	Settembre	Septiembre
October	Octobre	Oktober	Ottobre	Octubre
November	Novembre	November	Novembre	Noviembre
December	Decembre	Dezember	Dicembre	Diciembre

Jahrbuch
(annual or yearbook)

APPENDIX H

COMMONLY USED ABBREVIATIONS TO BE USED AS PART OF THE REPORT NUMBER IN FIELDS 14, 18, AND 19)

Administrative note	ADN
Administrative report	ADR
Bibliography	BIB-
Bulletin	BULL-
Circular	CIRC-
Conference	CONF-
Conference proceedings	CP-
Contract report	CR-
Contract technical report	CTR-
Contribution	CONTRIB-
Data files	DF-
Data memo	DM-
Data report	DR-
Draft environment statement	DES-
Engineering report	ER-
Environmental impact statement	EIS-
Environmental research papers	ERP-
Final report	FR-
Handbook	HB-
Information bulletin	IB-

Information circular	IC-
Instrumentation papers	IP-
Interim report	IR-
Journal article	JA-
Lecture series	LS-
Letter circular	LC-
Magnetic tape	MT-
Manuscript	MS-
Memo	M-
Memo report	MR-
Mimeograph series	MM-
Miscellaneous	MISC-
Miscellaneous paper	MP-
Miscellaneous publication	MPUB-
Monograph	MONO-
Monograph series	MONO SER-
Occasional paper	OP-
Open file report	OFR-
Pamphlet	PAM-
Patent application	PAT-APPL-
Proceedings	PROC-
Professional paper	PP-
Progress report	PR-

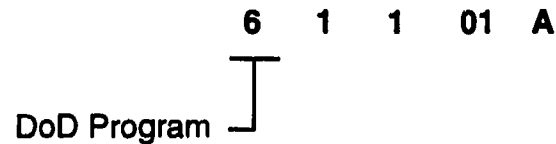
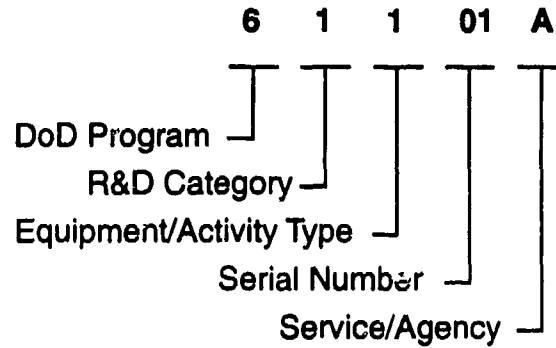
Publication	PUB-
Quarterly report	QR-
Reference	REF-
Report of investigations	RI-
Research & development	R/D-
Research bulletin	RB-
Research contribution	RC-
Research memo	RM-
Research note	RN-
Research paper	RP-
Research report	RR-
Sea Grant	SG-
Sea Grant publication	SGP-
Sea Grant reprint	SGR-
Sea Grant Technical bulletin	SGTB
Series	SER-
Special publication	SP-
Special report	SR-
Special research memo	SRM-
Special research report	SRR-
Special study	SS-
Special text	ST-
Specification	SPEC-

Technical article	TA-
Technical bulletin	TB-
Technical document	TD-
Technical documentary report	TDR-
Technical memo	TM-
Technical memo report	TMR-
Technical news bulletin	TNB-
Technical note	TN-
Technical progress report	TPR-
Technical publication	TP-
Technical report	TR-
Technical research note	TRN-
Technical summary	TS-
Technical summary report	TSR-
Technical translation	TT-
Test and evaluation report	T/ER-
Translation	TRANS-
Working paper	WP-

APPENDIX I

DOD PROGRAM ELEMENT CODING SYSTEM

Five components make up a Program Element Number -



Program Number

Title

1	Strategic Programs
2	Tactical Programs
3	Intelligence and Communications
4	Airlift and Sealift
5	Guard and Reserve
6	Research and Development
7	Central Supply and Maintenance
8	Training, Medical, and Other General Personnel Activities
9	Administration and Associated Activities
0	Support of Other Nations

6 1 1 01 A

R&D Category

Category Number

Title

- | | |
|---|---------------------------------|
| 1 | Research |
| 2 | Exploratory Development |
| 3 | Advanced Development |
| 4 | Engineering Development |
| 5 | Management Support |
| 6 | Operational Systems Development |

6 1 1 01 A

Equipment/Activity Type

Type Number

Title

- | | |
|---|---|
| 1 | Military Sciences |
| 2 | Aircraft and Related Equipment |
| 3 | Missiles and Related Equipment |
| 4 | Military Astronautics and Related
Equipment |
| 5 | Ships, Small Craft, and Related
Equipment |
| 6 | Ordnance, Combat Vehicles, and
Related Equipment |
| 7 | Other Equipment |
| 8 | Defensewide Management Support |

6 1 1 01 A

Serial Number

Assigned by the individual Service/Agency.

CATEGORY 6.1 (RESEARCH) PROGRAM ELEMENTS)

<u>Program Element Title</u>	<u>Program Element Number</u>
In-House Laboratory Independent Research	61101A (ARMY)
	61152N (NAVY)
	61101F (AIRFORCE)
Defense Research Sciences	61102A (ARMY)
	61153N (NAVY)
	61102F (AIRFORCE)
University Research Initiatives	61103A (ARMY)
	61103N (NAVY)
	61103F (AIRFORCE)

Program Element - IN-HOUSE LABORATORY INDEPENDENT RESEARCH

<u>PE Number</u>	<u>Project Number</u>	<u>Title</u>
<u>61101A</u>	A91A	Army Materiel Command
	A91B	Army Research Institute for the Behavioral and Social Sciences
	A91C	Medical Research and Development Command
	A91D	Corps of Engineers
<u>61152N</u>	MR0001	Navy Medical Laboratories
	RR0001	Other Navy Research Laboratories
	ZRC001	Laboratories of ONL
<u>61101F</u>	-	-

6 1 1 01 **A**

Service/Agency —

Service/Agency Code

Name

<p>A B C D E F G H I J K L M N Q S T W</p>	<p>Department of the Army Defense Mapping Agency Strategic Defense Initiative Organization Department of Defense (OSD, OUSD, OASD) Defense Advanced Research Projects Agency Department of the Air Force National Security Agency Defense Nuclear Agency Defense Reconnaissance Support Activities Joint Chiefs of Staff Defense Communications Agency Defense Intelligence Agency United States Marine Corps Department of the Navy Joint Tactical C3 Agency Defense Logistics Agency DoD Test and Evaluation Uniformed Services University of the Health Sciences</p>
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Program Element - DEFENSE RESEARCH SCIENCES

<u>PE</u> <u>Number</u>	<u>Project Number</u>	<u>Title</u>
61102A	A31B	Night Vision and Electrooptics Research
	B52C	Research in Geodetic, Geographic, and Mapping Sciences
	B53A	Research in Atmospheric Sciences
	A71A	Research in Chemical/Biological Warfare Defense
	B74A	Research in Human Engineering
	B74F	Personnel, Performance, and Training
	AF22	Research in Vehicular Mobility
	AH40	Signals Warfare Research
	AH42	Research in Materials and Mechanics
	AH43	Research in Ballistics
	AH44	Research in Electronics, Sensors, and Signal Processing
	AH45	Air Mobility Research
	AH46	Research in Combat Surveillance and Target Acquisition
	AH47	Electronic Devices Research
	AH48	Communications Research
	AH49	Research in Missiles and High-Energy Lasers
	AH51	Combat Support Research
	AH52	Support of Equipment for Individual Soldier
	BH57	Research in Scientific Problems with Military Applications
	AH60	Research in Large Caliber Armaments
	AH61	Research in Fire Control and Small Caliber Armaments
	AH63	Research in Electronic Warfare
	AH68	Research in Pollution Abatement
	BS04	Identification and Health Effects of Military Pollutants
BS10	Research on Military Diseases, Injury, and Health Hazards	
BS11	Chemical Warfare Effects and Antidotes	
BS12	Science Base for Medical Defense Against Biological Warfare	
AT22	Research in Soil and Rock Mechanics	
AT23	Basic Research in Military Construction	
AT24	Research in Snow, Ice, and Frozen Ground	

<u>PE</u> <u>Number</u>	<u>Project Number</u>	<u>Title</u>
<u>61153N</u>	11	General Physics
	12	Radiation Sciences
	13	Chemistry
	14	Mathematics
	15	Computer Sciences
	21	Electronics
	22	Materials
	23	Mechanics
	24	Energy Conversion
	31	Ocean Sciences
	32	Ocean Geophysics
	33	Atmospheric Sciences
	34	Astronomy and Astrophysics
	41	Biological and Medical Sciences
	42	Behavioral Sciences
51	University Research Instrumentation	
52	Multidisciplinary Support	

	<u>Project Number</u>	<u>Title</u>
<u>61102F</u>	2301	Physics
	2302	Structures
	2303	Chemistry
	2304	Mathematics
	2305	Electronics
	2306	Materials
	2307	Fluid Mechanics
	2308	Energy Conversion
	2309	Terrestrial Sciences
	2310	Atmospheric Sciences
	2311	Astronomy and Astrophysics
	2312	Biological and Medical Sciences
	2313	Human Resources
	2917	University Research Instrumentation

Program Element - UNIVERSITY RESEARCH INITIATIVES

<u>61103A</u>	D75A	University Science and Engineering Research
<u>61103N</u>	-	-
<u>61103F</u>	-	-

APPENDIX J

RDT&E PROJECT DATA

<u>Military P.E.</u>	<u>Project</u>	<u>Task</u>	<u>Work Unit</u>	<u>*Army Serial Number</u>
<u>Air Force</u>				
61101F	ILIR	5H	WUAFGLILIR5H01	
64212F	2228	00	WUAFDDL22280002	
63743F	431G	01	WUAFAL431G0163	
<u>Army</u>				
61102A	1D161102B710	00	WU425	AS710
63702A	IF763702D610	01	WU192	AS610
62720A	IT762720D048	02	WU025	AS048
<u>Navy</u>				
62711N	F11121	RF11121806	WUNR004105	
61153N	RR01108	RR0110801	WUFP61	
63257N	ZPN07	ZPN07	WU4753P2	
<u>DNA</u>				
PE62715H	X99QAXV	X000	WU08	
PE62715H	N99QMXA	K000	WU24	
PE62715H	A99QMXF	B000	WU21	

* The Army Serial number consists of the last three characters of an Army project number, and is preceded by the letters AS. It is unique to the Army.

APPENDIX K

EXAMPLE OF RDT&E PROJECT DATA

(RDT&E Project Data Differences By Service based on service entry into the Work

DATA	AIR FORCE	ARMY	NAVY 6.1 R	NAVY 6.2 F	NAVY 6.3-6.6	DNA
project number	4 characters: numeric and alphanumeric.	12 characters: alphanumeric.	7 characters: 1 alphaprefix, R, 5 numerics.	6 characters: (no alpha prefix) F, 5 numerics.	5/7 characters: 1 alpha prefix, 4 numerics or alphanumerics. 2 alpha S & T category (when displayed)	7 characters 1 alpha prefix, 2 numerics, 4 alphas.
example	3048 06CL	1T161101A91A SX762725DY10	WR03302	F22344	SSH55 T4112 W0614SL	X99QAXV H42AAXY N99QAXA
task number (area)	2 characters, separated: numeric or alphanumeric	2 characters, separated: numeric or alphanumeric. although sometimes an alpha displaces a number in the task area.	9 characters, project number + 2 added on:	10 characters: 1 alpha prefix, project number, 3 numerics added on (task area may not apply>)	5 characters + repetitive entry or 2-4 characters added	4 characters, 1 alpha, 3 numerics
example	05 6B	00 06	WR0330201	RF32344401	T4112 T4112003 SSH550000 W0614SL W0614SL000	X000 A128 X960
work unit	11-13 characters vary according to prefixed acronym: acronym 4-5 chars, proj no, 4 chars, task, 2 chars, work unit 2 chars.	3 characters, separated: numerics.	to 15 characters individual organization assigned, separate, alphanumerics.	same	same	2 characters 2 numerics
example	AFAPL30480105 AFAL06CL6B11 AFOSR976905 (no wu per se)	001 032				08 14 48

The number indicated; e.g., A37370005UD24,
NR213142, DF6269, M115, 180600801, JP61,
D0103101, 139070, ETC., ETC.

Unit Database and as entered into the TR system beginning TAB 77-1/GRA 77-2.)
* Other DoD components vary from this example and are seldom seen in DTIC processing. For variations consult local authority.

APPENDIX L

INFORMATION USED IN FIELD 21

Contains ____ (insert number) microfiche inserts

Errata sheet inserted. (if undated)

Includes errata sheet dated

Bound with its

Includes envelope with (insert the number of charts, overlays, maps, graphs or other items contained in the envelopes)

Complement to Rept. no. dated 7 Jun 82, AD-A095 000.

Previously announced as

Master's thesis (when not used in Field 9).

Doctoral thesis (when not used in Field 9).

Presented at Conference on

Statements Used for Translations

Trans. of . . .

Trans. of Marine-Rundschau (Germany, F.R.) n2 p91-96 1987, by K. Watts.

Technical trans. of Geodezia es Kartografia (Hungary) v37 n2 p94-100 1985.

Technical trans. of Zeitschrift fuer Vermessungswesen (Germany, F.R.) v110 n5 p207-209 1985, by Thomas F. Tolle.

Unedited machine trans. of Khimicheskaya Fizika (USSR) n8 p1129-1133 Aug 83.

Unedited trans. of report from High Temperature Inst., Academy of Sciences (USSR) 59p. 1983.

Trans. of mono. from Defense Industries Publishing Co. (China) Feb 85 264 pp.

OTHER EXAMPLES

Partially edited machine trans. of unidentified Russian language article, n.d.

Unedited trans. of unidentified Russian language mono., p176-180.

Edited trans. of Patent (USSR) 390 315 p1-2, 11 Jul 73.

Edited trans. of Patent (German D.R.) 138 447 p1-10, 31 Oct 79, by Roger T. Crozier.

Unedited trans. of Patent (Netherlands) 8014114 4p., 5 Apr 83.

OTHER EXAMPLES *continued*

Partially edited machine trans. of mono. Iz Istorii Sovetskoy Aviatsii, Mashinostroyeniye, Moscow, 1985 p1-263.

Partially edited machine trans. of mono. Pravila Ustroystva Elektroustanovok, Moscow, 5th. ed., sect 4 1978 p1-96.

(If place and data are unknown, use n.p., n.d.)

APPENDIX M

TRANSLITERATION OF FOREIGN ALPHABETS

APPENDIX N

FOREIGN LANGUAGE ACCENTS/DIACRITICAL MARKS AND THEIR ENGLISH LANGUAGE SUBSTITUTIONS

	ä	æ	ö	ø	ü	ß
DANISH		X		X		
FINNISH	X		X			
GERMAN	X		X		X	X
NORWEGIAN		X		X		
SWEDISH	X		X			
USE	ae	ae	oe	oe	ue	ss

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