



# PRESERVING YOUR RESEARCH CAN BE HARD. WE MAKE IT EASY.

## OUR SERVICES

- Collect and evaluate scientific and technical information (STI)
- Scan and digitize hard copy documents
- Apply or correct appropriate document classification markings
- Validate document metadata
- Submit and create document records
- Preserve documents for controlled access via DTIC's R&E Gateway

## WHO WE ARE

The U.S. Department of War (DoW) Information Analysis Centers (DoWIAC) are comprised of scientists, engineers, researchers, analysts, and information specialists.

## WHAT WE DO

We generate, collect, research, analyze, synthesize, and disseminate scientific and technical information to DoW and federal government users.



Cybersecurity & Information Systems  
Information Analysis Center



Defense Systems  
Information Analysis Center



Homeland Defense & Security  
Information Analysis Center

## WHY WORK WITH US

- ➔ **EXPERTISE**  
We have expertise in all aspects of STI requirements and records management to expediently and efficiently process your STI, allowing you to focus on other priorities.
- ➔ **COMPLIANCE**  
We are well-versed with DoDI 3200.12 and DoDD 5105.73 to ensure compliance with the requirement to have results of all DoW-sponsored efforts documented and archived with DTIC.
- ➔ **NO-COST OPTION**  
Depending on the timeline and quality and quantity of STI, our services may be at no cost to the customer.

## DOCUMENT QUALIFICATIONS

If you have a document you would like to submit, please ensure it meets the following requirements:

- Scientific or technical in nature.
- Generated using at least partial government funding and/or under government sponsorship.

## NEXT STEPS

1. Review our project assessment chart on the back of this page.
2. Send us a sample of your STI, and we will give you an assessment of its suitability and level of effort.

[sti@csiac.org](mailto:sti@csiac.org) | [sti@dsiac.org](mailto:sti@dsiac.org) | [sti@hdiac.org](mailto:sti@hdiac.org)

Phone: 443-360-4600

# PROJECT PLANNING

## FACTORS AFFECTING THE LEVEL OF PROJECT EFFORT

### If STI **DOES** meet the criteria to the right:

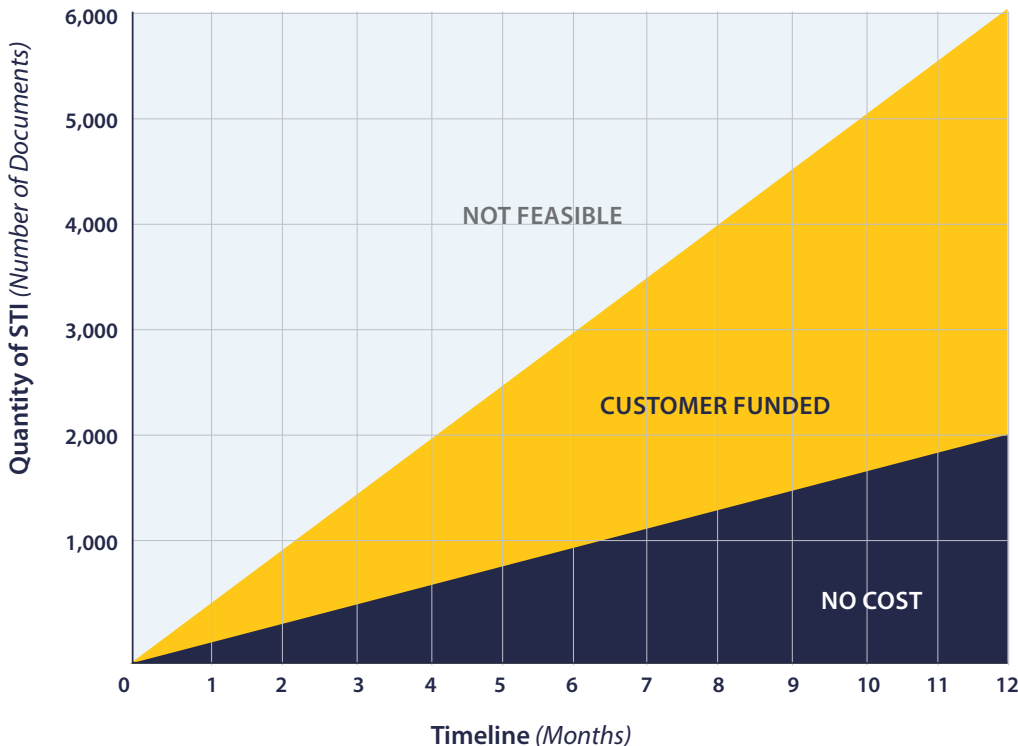
Use the chart below to estimate the level of project effort.

### If STI **DOES NOT** meet the criteria to the right:

Use the chart below as a guide **but** be aware that the level of effort is subject to change.

- ✓ **Digital?** Physical documents will require additional effort to digitize.
- ✓ **PDF?** Documents that are not in a PDF file format will need to be converted to PDF and ensured text is searchable.
- ✓ **Proper distribution and classification markings?** Documents without distribution or classification markings or with inconsistent or inaccurate markings will require additional coordination and effort.

- ✓ **Clear document metadata?** Documents with unclear metadata, such as title, author, date, controlling organization, etc., will require additional effort.
- ✓ **Unclassified?** We can collect and process both unclassified and classified, but handling and processing classified documents increases the complexity and level of effort.



- **NOT FEASIBLE:**  
It is not feasible to process this number of STI given the timeline.
- **NO COST:**  
There is no cost for us to process this number of STI given the timeline.
- **CUSTOMER FUNDED:**  
Efforts to process this number of STI given the timeline will require customer-funded task orders.

We have fast and flexible contract vehicles that allows work to start in less than 8 weeks after the requirements have been approved.

- **Extended Technical Inquiry (ETI)**
- \$50,000 maximum ceiling
- Between 5 and 160 hours

- **Research, Analysis, Prototyping, Innovation, and Development (RAPID)**
- \$1,000,000 maximum ceiling
- Up to 12-month period of performance

## GET STARTED

Send us a sample of your STI, and we will give you an assessment of its suitability and level of effort.

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[sti@hdiac.org](mailto:sti@hdiac.org)