**PHD STUDENT ELECTRONIC DISSERTATION PROCESS**

**Classified Dissertations**

**Week 10**

**Students** will download **FINAL** document and all associated paperwork on a CD **for their Research Advisor or Department POC. Student and advisor will coordinate arrangements to review the CD in the vault**

Students, please complete the following before submitting the CD.

* The dissertation should be in compliance with the latest “Style Guide for AFIT Dissertations, Theses, and Graduate Research Papers”
* The labeled CD should include student name, designator number, and complete Distribution Statement. **Sample label and copies of required paperwork are available on the L Drive.**
* Final CD package for Classified Dissertations should include:
* PDF copy of dissertation document;
* Completed SF 298 marked with proper classification markings.
* Completed **Document Distribution Form**
* Committee approval signature page with digital signatures.
  + The student will coordinate with the Dean’s office to have Dean review classified dissertation in AFIT/XPQ facilities and sign dissertation approval page.
  + NOTE: Student will need hard copy of approval page, signed/dated by the committee members and labeled CD to obtain Dean’s signature
  + Once the dissertation approval page has been signed by the Dean, the student will upload a scanned .pdf of the page to their CD

For any questions regarding markup, the student should visit the AFIT STINFO webpage at (website address to be provided when available)

* **If the dissertation’s classification is above Secret,** the student and faculty advisor should contact the sponsoring agency for instructions on handling, publication, and storage.

**Once the dissertation and all paperwork is complete and transferred to a CD, the student will contact John Bank** at [john.bank@afit.edu](mailto:john.bank@afit.edu) or x 4457 to set-up an appointment at the AFIT vault and provide him with the CD to be uploaded on the SIPRNET to Classified DTIC.

NOTE: Once final dissertation has been provided to John Bank, the student will contact EN Dean’s XO/Secretary at 255-3025 to schedule a meeting with the Dean before departure. Primary purpose is for student to be able to provide any feedback to the Dean on their AFIT experience, and to discuss any other relevant topics (career, etc.) before the student departs. Faculty pipeline students should also provide a CV with short bio and academic/military work history to Dean’s XO/Secretary before the meeting.

**MASTERS/GRP STUDENT ELECTRONIC THESIS PROCESS**

**Classified Theses/GRP**

**NLT WEEK 8**

Students will complete the defense of their thesis.

NLT **WEEK 9**

**Students** will download **FINAL** document and all associated paperwork on a CD **for their Research Advisor or Department POC. Student and advisor will coordinate arrangements to review the CD in the vault.**

Students, please complete the following before submitting the CD.

* The dissertation should be in compliance with the latest “Style Guide for AFIT Dissertations, Theses, and Graduate Research Papers”
* The labeled CD should include student name, designator number, and complete Distribution Statement. **Sample label and copies of required paperwork are available on the L Drive.**
* Final CD package for Classified Dissertations should include:
  + PDF copy of dissertation document;
  + Completed SF 298 with appropriate classification markup instruction;
  + Completed **Document Distribution Form**
  + Committee approval signature page with digital signatures.

For any questions regarding markup, the student should visit the AFIT STINFO webpage at (website address to be provided when available)

NLT WEEK 10

* **Once the dissertation and all paperwork is complete and transferred to a CD, the student will contact John Bank** at [john.bank@afit.edu](mailto:john.bank@afit.edu) or x 4457 to set-up an appointment at the AFIT vault and provide him with the CD to be uploaded on the SIPRNET to Classified DTIC.
* **If the thesis’s classification is above Secret,** the student and faculty advisor should contact the sponsoring agency for instructions on handling, publication, and storage.

**PROCESSING CLASSIFIED CDS**

1. After receiving CD from student or adviser store classified dissertation, thesis or GRP CD in designated cabinet in the vault.
2. Prior to submission to DTIC

* Review the first pages of the dissertation up to the table of contents. This includes title pages, vita and acknowledgements.
* Review the SF 298 for proper signatures and classification markings.
* Confirm the signature sheet is signed and included on the CD.
* Ensure Document Distribution form in completed and included on the CD.
* Review the first five pages for proper classification markup.
* Randomly sample remaining pages for proper classification markup.

\*Style guide includes guidance and samples of what information needs to be included on the above documentation.

1. Submit classified thesis or dissertation in DTIC.
2. Record necessary information on spreadsheet of classified titles.
3. Once DTIC has processed document, add DTIC # to information on spreadsheet.