

# DoD TES Document Repository: A User's Guide



# Repository Objectives

- Gather scientific information on threatened and endangered species (TES) found on DoD installations.
- Make information readily available to researchers, land managers, and policy makers.
- Accomplish with minimal impact to installation personnel.

# Document Standards

## Included

Technical Reports  
Management Plans  
Biological Opinions  
Policy/Position Statements

## Case-by-Case

Fact Sheets  
Abstracts  
INRMPs  
NEPA Documentation

## Excluded

Popular Media  
Biological Assessments  
Species Accounts (links provided)  
Recovery Plans (links to FWS)  
Peer-Reviewed Journal  
Articles (referenced)

## Minimum Requirements

- POC information
- Source references
- Technical and/or regulatory focus
- Clearance by submitting organization

# Capabilities

- Accessible via internet
- Easy-to-use
- Scalable and customizable
- Access to technical POC information
- Ability to dynamically link images
- Ability to link to external sites
- Powerful search capabilities that allow multi-leveled searches across one or more data fields
- Automatic document submission via Input Tool

# Search Categories

Keyword  
Species  
Stressor  
Document Type

# **Input Tool: Document Uploading Instructions**

**Follow the directions in the blue boxes on the subsequent slides to upload a document.**

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Welcome to My NBII Home

Inside this Community Related Communities

Home

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If you have any questions or comments please contact us at: [support@nbii.gov](mailto:support@nbii.gov).


### Welcome to the My NBII Intranet!

The My NBII Intranet Portal provides access to biological content and services through a single web accessible interface. NBII partners, scientists, and staff can use the NBII Portal to collaborate on a wide range of questions related to the management, use, or conservation of this nation's biological resources.

#### What can I do within the MyNBII portal?

- Choose content for your my pages based on your areas of interest.
- Join and participate in virtual communities.
- Search for biological resources
- You can view the portal with accessibility or low bandwidth options.

[Log In](#) and give it a try.



#### What is a Portal?

A portal is a web based tool that allows users to create a customized site that dynamically pulls in internet activities and desired content into a single page. Portals help users save time by identifying the sites and content more likely to be relevant to their interests.

Go to <http://my.nbio.gov> and click on "Login"

The NBII Program is administered by the Biological Informatics Office of the U.S. Geological Survey

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my.nbio.gov Log In

### Welcome to the MyNBII Intranet Portal.

Enter the Username and Password supplied by the Repository Administrator ([TESRepository@hgl.com](mailto:TESRepository@hgl.com)) and click on the "Log In" button.

**WARNING TO USERS OF THIS SYSTEM**

This computer system, including all related equipment, networks, and network devices (including Internet access), is provided by the Department of the Interior (DOI) in accordance with the agency policy for official use and limited personal use. All agency computer systems may be monitored for all lawful purposes, including but not limited to, ensuring that use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Any information on this computer system may be examined, recorded, copied and used for authorized purposes at any time. All information, including personal information, placed or sent over this system may be monitored, and users of this system are reminded that such monitoring does occur. Therefore, there should be no expectation of privacy with respect to use of this system. By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative, or other adverse action. Unauthorized or illegal use may subject you to prosecution.



National Biological Information Infrastructure

If you have an existing account, enter your Username and Password. If necessary, select the appropriate Authentication Source. If you want to log in to the Portal automatically, check **Remember my Password**, and then click **Log In**.

Username:

Password:

Authentication Source:

Done Internet

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Home Page - Microsoft Internet Explorer

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Address [http://my.nbio.gov/portal/server.pt?parentname=Login&control=SetPage&parentid=7&in\\_hi\\_userid=156546&PageID=0&cached=false&space=MyPage](http://my.nbio.gov/portal/server.pt?parentname=Login&control=SetPage&parentid=7&in_hi_userid=156546&PageID=0&cached=false&space=MyPage) Go Links >>

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- Join Communities
- Unsubscribe Communities
- DoD TES Document Repository Tools**
- Help & Support
- NBII All Nodes

My Pages Home Page

No Portlets in this column. Add Portlets here

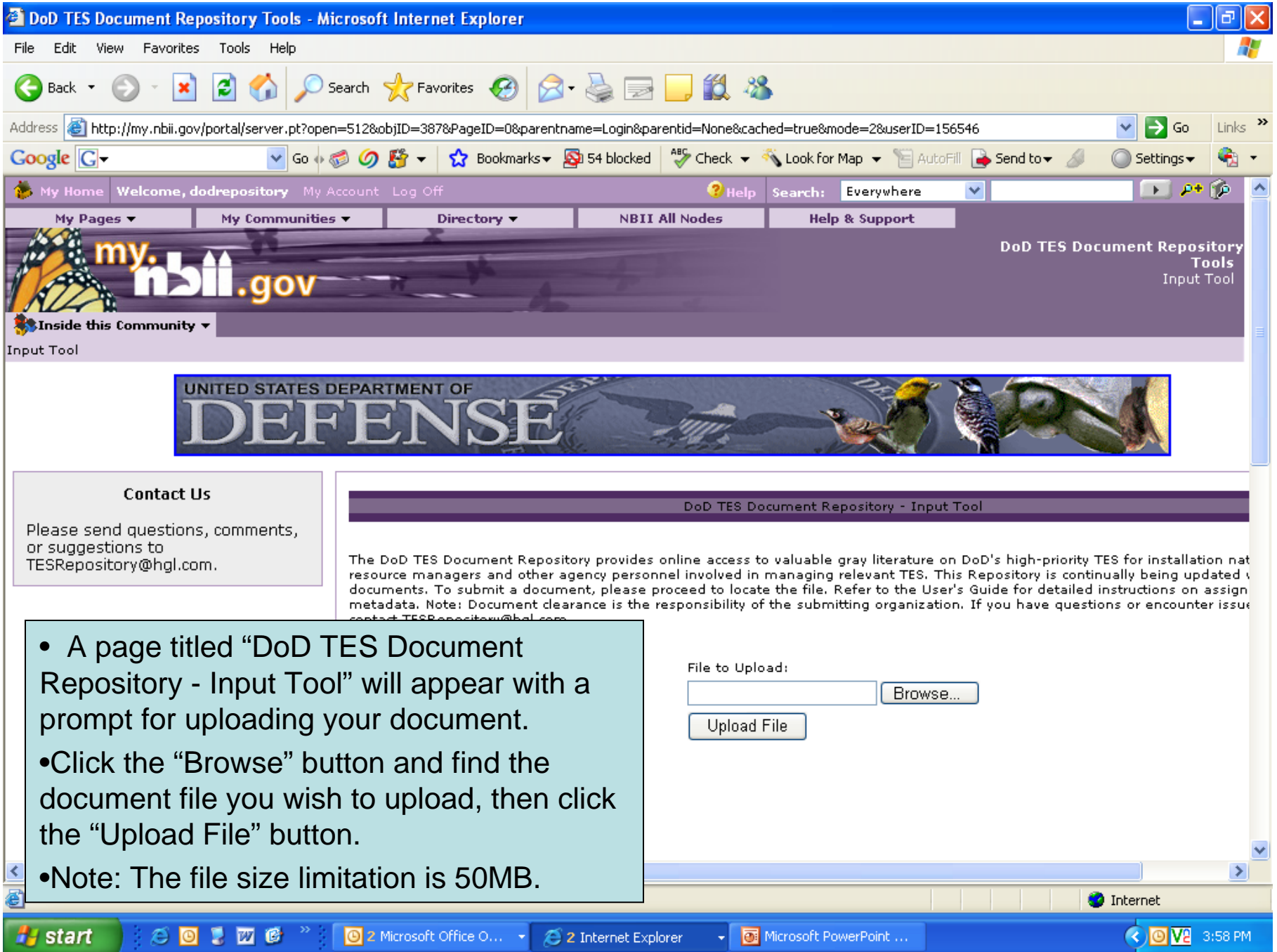
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If you have any questions or comments please contact us at: [support@nbii.gov](mailto:support@nbii.gov).

Plumbtree Software, Inc. 500 Sansome Street, San Francisco, California 94111 Phone: (415) 399-7050 Fax: (415) 263-8991

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After logging in, click on the “My Communities” menu located at the top of the page, and select the “DoD TES Document Repository Tools” option.



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Inside this Community Input Tool



**Contact Us**

Please send questions, comments, or suggestions to TESRepository@hgl.com.

DoD TES Document Repository - Input Tool

The DoD TES Document Repository provides online access to valuable gray literature on DoD's high-priority TES for installation net resource managers and other agency personnel involved in managing relevant TES. This Repository is continually being updated v documents. To submit a document, please proceed to locate the file. Refer to the User's Guide for detailed instructions on assign metadata. Note: Document clearance is the responsibility of the submitting organization. If you have questions or encounter issue contact TESRepository@hgl.com

File to Upload:

- A page titled "DoD TES Document Repository - Input Tool" will appear with a prompt for uploading your document.
- Click the "Browse" button and find the document file you wish to upload, then click the "Upload File" button.
- Note: The file size limitation is 50MB.

- After uploading your document, you will see a page that prompts you to fill in several metadata fields, which include the following:
  - Document Title
  - Document Description/Summary
  - Species
  - Document Type
  - Service(s)
  - Installation(s) (State Abbreviation)
  - Publication Date
  - Author (First, Last)
  - Author Organization
  - Organization Location (City, State)

See the following two slides for visuals on assigning metadata to a document.



Contact Us
Please send questions, comments, or suggestions to TESRepository@hgl.com.

DoD TES Document Repository - Input Tool

Please enter the following information:

Document title: [input field]

Document Description/Summary: [large text area]

Species: [Note: Multiple Species selections can be made using the Control key. For species not included in the list, select the appropriate 'Taxa Not Shown'.]
List: All, Bald Eagle, Black-Capped Vireo, California Gnatcatcher, Desert Tortoise, Golden-Cheeked Warbler

Species:

**Note:** Multiple Species selections can be made using the Control key. For species not included in the list, select the appropriate 'Taxa Not Shown'.

- All
- Bald Eagle
- Black-Capped Vireo
- California Gnatcatcher
- Desert Tortoise
- Golden-Cheeked Warbler

Document type:

Biological Opinion

Services:

**Note:** Multiple Service selections can be made using the Control key.

- All
- Air Force
- Air National Guard
- Army
- Army National Guard
- Marine Corps

Installation(s):

Publication Date:

Month: 1 Year: 1970

Author:

Author Organization:

Organization

Location:

Approved for Public Release; Distribution is Unlimited

**Note: Document clearance is the responsibility of the submitting organization.**

yes

Submit

- Document Title, Document Description/Summary, Installation(s), Author, Author Organization, and Organization Location metadata fields can be entered manually.
- Species, Document Type, Service(s) and Publication Date metadata fields require the use of drop-down menus.
- Note that the “Species” menu allows several selections. Click on a species and hold the Control button to select additional species. If a species is not found in the drop down menu, select the appropriate “Taxa Not Shown”.

- After completing all the metadata fields, click on the box located next to “Approved for Public Release; Distribution is Unlimited” to confirm the document has been cleared by the submitting organization.
- Three new metadata fields will appear. Fill in the Submitter Name, Organization and E-mail fields.
- After all the information is entered, click the “Submit” button located at the bottom of the page (see next slide for visual).



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made using the Control key.

Army  
Army National Guard  
Marine Corps

Installation(s):

Publication Date:

Month: 1 Year: 1970

Author:

Author Organization:

Organization Location:

Approved for Public Release; Distribution is Unlimited

Note: Document clearance is the responsibility of the submitting organization.  
 yes

Submitter Name:

Submitter Organization:

Submitter Email:

Submit





Contact Us

Please send questions, comments, or suggestions to [TESRepository@hgl.com](mailto:TESRepository@hgl.com).

DoD TES Document Repository - Input Tool

Upon submittal, you will see this page. Your document has been uploaded at this point. To upload additional documents, please close this window and reopen <http://my.nbii.gov>.

Thank you for uploading the file and entering the information.

# Questions?

If you have any questions regarding the use or content of the **DoD TES Document Repository**, please contact [TESRepository@hgl.com](mailto:TESRepository@hgl.com).

# Sponsors



The **DoD TES Document Repository**  
is administered by HGL and NBII.



11107 Sunset Hills Road, Suite 400, Reston, VA 20190  
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