

**DEFENSE TECHNICAL INFORMATION CENTER
REQUEST FOR RELEASE OF LIMITED DOCUMENT**

DTIC CONTROL NO.

USER ROUTING

SECTION I - REQUESTING ORGANIZATION

1. REQUESTING ORGANIZATION AND ADDRESS:

2. DTIC USER CODE NO.

3. DATE OF REQUEST

4. TYPE COPY AND QUANTITY

Paper Copy _____ Copy(s) Microfiche _____ Copy(s)

5. CONTRACT NUMBER

6. CONTRACT SECURITY LEVEL

7. GOVERNMENT SPONSOR AND ADDRESS (Contractors and Grantees Only)

8. METHOD OF PAYMENT (X ONE) Acct No. _____

VISA MC AMEX Expires: _____

Charge to my NTIS Deposit Account No: _____

9. CONTRACT MONITOR AND TELEPHONE NUMBER (Contractors and Grantees Only)

10. NAME, TITLE, TELEPHONE OF REQUESTING OFFICIAL:

EMAIL

FAX NO.

SECTION II - BIBLIOGRAPHIC INFORMATION

11. AD NUMBER (If known)

12. TITLE, REPORT NUMBER, AUTHOR(S)

SECTION III - REQUESTER JUSTIFICATION

13. REQUESTER JUSTIFICATION (Explain need in detail)

SECTION IV - RELEASING AGENCY

1. RELEASING AGENCY ADDRESS (If known)

2. RELEASING AGENCY DECISION (If report was developed under the SBIR Program, refer to **WARNING** on Instructions).

APPROVED FOR RELEASE TO THE ABOVE REQUESTER

DISAPPROVED. REASON FOR DISAPPROVAL: _____

3. INDICATE IF DISTRIBUTION STATEMENT NEEDS TO BE UPDATED.

APPROVED FOR PUBLIC RELEASE

DISTRIBUTION AUTHORIZED TO U.S. GOV'T AGENCIES & THEIR CONTRACTORS

DISTRIBUTION AUTHORIZED TO U.S. GOV'T AGENCIES ONLY

DISTRIBUTION AUTHORIZED TO DOD ONLY

DISTRIBUTION AUTHORIZED TO DOD & THEIR CONTRACTORS

FAX NUMBER

EMAIL ADDRESS

4. NAME/TITLE OF RELEASING OFFICIAL

5. TEL. NO.

6a. SIGNATURE

6b. DATE

DTIC FORM 55 INSTRUCTIONS

A. REQUESTOR - Complete Sections I, II, and III

Enter your routing information in the User Routing block for your internal control purposes.

1. Enter your organization and current address in block 1.
2. Enter your DTIC user code in block 2.
3. Enter the date of your request in block 3.
4. Enter the type of copy and quantity needed in block 4.
5. Enter the contract number in block 5.
6. Enter the contract security level in block 6.
7. Contractors and grantees only - enter your government sponsor's name, address, and telephone number in block 7.
8. Select the method of payment for the order in block 8. Method of payment is required. DTIC does not accept any form of prepayment.
9. Contractors and grantees only - enter the name and phone number of the contract monitor in block 9.
10. Enter your name, email address, phone and fax number in block 10.
11. Enter the AD number, if known, of the document you are requesting in block 11. Enter a separate Form 55 for each request unless the releasing agency is the same for all AD Numbers requested.
12. Enter the title, report number and author(s) for the document you are requesting in block 12.
13. Enter a detailed justification of your need-to-know in block 13.

Retain a copy for your records. Mail or fax to:

DEFENSE TECHNICAL INFORMATION CENTER
ATTN: DTIC-BC (Registration)
8725 John J. Kingman Road, Suite 0944
Fort Belvoir, VA 22060-6218

Phone: (703) 767-8271/DSN: 427-8271
Fax: (703) 767-9459/DSN:427-9459

B. RELEASING AGENCY - Complete Section IV

Contractor's government sponsor and contract monitor's name, address and telephone number can be found in blocks 7 and 9 of Section I.

1. Enter your address, fax number and email address in block 1.
2. Indicate approval or disapproval of the request in block 2.
3. Indicate if the distribution statement needs to be updated in block 3.
4. Enter your name in block 4.
5. Enter your telephone number if block 5.
6. Sign and date the form in block 6. DTIC will not process the form without a signature.

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Fort Belvoir, VA 22060-6218

Phone: (703) 767-8271/DSN: 427-8271
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Documents needed for review are provided free of charge. DTIC policy requires a memo for Code 5 documents (further dissemination only) stating that the document is needed for review. A user code is required before classified documents are ordered.

As directed by Director, Defense Research and Engineering (DDR&E), releasing agencies should complete the form and return it to DTIC within 15 days of receipt.

WARNING: If the requested information is proprietary data developed under a SBIR contract, it cannot be released outside of the U.S. Government for a minimum period of FIVE years, after acceptance of the last phase contract deliverable item, without further written permission of the contractor (DFARS 252.227-7018).