



# Department of Defense

## DIRECTIVE

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DA&M

SUBJECT: Defense Technical Information Center (DTIC)

- References:
- (a) Sections 113 and 191 of title 10, United States Code
  - (b) Deputy Secretary of Defense Memorandum, "Establishment of the Defense Technical Information Center as a DoD Field Activity," June 4, 2004 (hereby canceled)
  - (c) DoD Directive 5134.3, "Director of Defense Research and Engineering (DDR&E)," November 3, 2003
  - (d) DoD Directive 3200.12, "DoD Scientific and Technical Information (STI) Program (STIP)," February 11, 1998
  - (e) through (h) see enclosure 1

### 1. PURPOSE

Pursuant to the authority vested in the Secretary of Defense by reference (a), this Directive establishes the Defense Technical Information Center (DTIC) as a DoD Field Activity with the mission, responsibilities, functions, relationships, and authorities as prescribed herein, and supersedes reference (b).

### 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

### 3. MISSION

The DTIC shall function as the central scientific, research, and engineering information support activity for the Director of Defense Research and Engineering (DDR&E) in facilitating his duties

under DoD Directive 5134.3 (reference (c)) and executing the programs and functions of the DoD Scientific and Technical Information Program (STIP) as specified in DoD Directive 3200.12 and DoD Instruction 3200.14 (references (d) and (e)).

#### 4. ORGANIZATION AND MANAGEMENT

4.1. The DTIC is established as a DoD Field Activity under the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), operating under the authority, direction, and control of the DDR&E.

4.2. The DTIC shall consist of an Administrator and such subordinate organizational elements as are established by the Administrator, within resources assigned by the Secretary of Defense.

#### 5. RESPONSIBILITIES AND FUNCTIONS

The Administrator, DTIC shall:

5.1. Serve as the principal advisor to the Secretary of Defense, the USD(AT&L), and the DDR&E on matters pertaining to centralized operation of DoD services, databases, and systems for the acquisition, storage, retrieval, and dissemination of scientific, research, and engineering information in support of DoD research, development, testing and evaluation, and studies programs.

5.2. Develop and provide specialized information system support approved or directed by the OSD Principal Staff Assistants or as requested by the DoD Component headquarters.

5.3. Provide staff support to DoD STIP policy formulation.

5.4. Plan, organize, direct, and manage the DTIC and all assigned resources consistent with this Directive.

5.5. Provide planning, programming, budgeting, accounting, and reporting of resources necessary to meet mission requirements and present Planning, Programming, Budgeting, and Execution process submissions to the Offices of the Under Secretary of Defense (Comptroller) and the Director of Program Analysis and Evaluation through the DDR&E.

5.6. Promote coordination, cooperation, and understanding within the Department of Defense, and with other Federal Agencies and the civilian community concerning DTIC matters.

5.7. Serve on DoD boards, committees, and other groups concerning DTIC activities, functions, and responsibilities.

5.8. Ensure DTIC programs and activities are designed and managed to improve standards of performance, economy, and efficiency and demonstrate the DTIC's attention to the requirements of its organizational customers, both internal and external to the Department of Defense.

5.9. Perform such other functions as may be assigned by the Secretary of Defense, the USD(AT&L), or the DDR&E.

## 6. RELATIONSHIPS

6.1. In the performance of assigned responsibilities and functions, the Administrator, DTIC shall:

6.1.1. Report directly to the DDR&E.

6.1.2. Keep the DoD Components fully informed concerning DTIC activities with which they have collateral or related functions.

6.1.3. Establish and maintain appropriate liaison, consultation, and coordination with the other principal scientific information agencies of the U.S. Government, North Atlantic Treaty Organization member countries and other friendly nations, and other Government and non-Government Agencies, as required, consistent with DoD Directive 5530.3 (reference (f)) to exchange information in the fields of assigned responsibility.

6.1.4. Use existing facilities and services of the Department of Defense and other Federal Agencies, whenever practicable, to avoid duplication and to achieve maximum efficiency and economy.

6.2. The Heads of the DoD Components shall coordinate with the Administrator, DTIC on all matters related to the responsibilities and functions assigned in this Directive.

## 7. AUTHORITIES

The Administrator, DTIC, is hereby delegated authority to:

7.1. Communicate directly with the Heads of the DoD Components, as necessary, to carry out assigned functions and responsibilities, including the transmission of requests for advice and assistance. Communications to the Military Departments shall be transmitted through the Secretaries of the Military Departments, their designees, or as otherwise provided in law or directed by the Secretary of Defense in other DoD issuances. Communications to the Commanders of the Combatant Commands shall be transmitted through the Chairman of the Joint Chiefs of Staff.

7.2. Communicate with other Government officials, representatives of the Legislative Branch, State and local officials, members of the public, and representatives of foreign governments, as appropriate, in carrying out assigned functions.

7.3. Obtain reports and information, consistent with the policies and criteria of DoD Directive 8910.1 (reference (g)), as necessary, to carry out assigned functions.

7.4. Exercise the administrative authorities contained in enclosure 2.

## 8. ADMINISTRATION

8.1. The DDR&E shall select the Administrator, DTIC.

8.2. Administrative support for the DTIC shall be provided by the other DoD Components through support and interservice agreements in accordance with DoD Instruction 4000.19 (reference (h)).

## 9. EFFECTIVE DATE

This Directive is effective immediately.



Gordon England  
Acting Deputy Secretary of Defense

Enclosures - 2

E1. References, continued

E2. Delegations of Authority

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD Instruction 3200.14, “Principles and Operational Parameters of the DoD Scientific and Technical Information Program,” May 13, 1997
- (f) DoD Directive 5530.3, “International Agreements,” June 11, 1987
- (g) DoD Directive 8910.1, “Management and Control of Information Requirements,” June 11, 1993
- (h) DoD Instruction 4000.19, “Interservice and Intergovernmental Support,” August 9, 1995

## E2. ENCLOSURE 2

### DELEGATIONS OF AUTHORITY

E2.1.1. Pursuant to the authority vested in the Secretary of Defense, and subject to the authority, direction, and control of the USD(AT&L) and the DDR&E, and in accordance with DoD policies, DoD Directives, and DoD Instructions, the Administrator, DTIC or in the absence of the Administrator, the person acting for the Administrator, is hereby delegated authority, as required in the administration and operation of the DTIC, to:

E2.1.1.1. Enforce regulatory procedures in accordance with Executive Order 10450, "Security Requirements for Government Employment," April 27, 1953, Executive Order 12333, "United States Intelligence Activities," December 4, 1981, Executive Order 12968, "Access to Classified Information," August 2, 1995, and DoD Directive 5200.2, as appropriate:

E2.1.1.1.1. Designate any position in the DTIC as a "sensitive" position.

E2.1.1.1.2. Authorize, in case of emergency, the appointment of a person to a sensitive position in the DTIC for a limited time even though a full field investigation or other appropriate investigation, including the National Agency Check, has not been completed.

E2.1.1.1.3. Initiate personnel security investigations and, if necessary, in the interest of national security, suspend a security clearance for personnel assigned, detailed to, or employed by the DTIC. Any actions under this subparagraph shall be taken in accordance with DoD 5200.2-R.

E2.1.1.2. Authorize and approve:

E2.1.1.2.1. Travel for DTIC civilian personnel in accordance with the Joint Travel Regulations (JTR), Volume 2, "DoD Civilian Personnel," current edition.

E2.1.1.2.2. Invitational travel to non-DoD personnel whose consultative, advisory, or other highly specialized technical services are required in a capacity that is directly related to, or in connection with, DTIC activities, in accordance with JTR, Volume 2.

E2.1.1.2.3. Overtime work for DTIC civilian personnel in accordance with Subchapter V of Chapter 55 of title 5 U.S.C. and applicable Office of Personnel Management (OPM) regulations.

E2.1.1.3. Develop, establish, and maintain an active and continuing Records Management Program pursuant to Section 3102 of title 44 U.S.C. and DoD Directive 5015.2.

E2.1.1.4. Utilize the Government purchase card for making micropurchases of material and services, other than personal services, for the DTIC when it is determined more advantageous and consistent with the best interests of the Government.

E2.1.1.5. Authorize the publication of advertisements, notices, or proposals in newspapers, magazines, or public periodicals, as required for DTIC administration and operation, consistent with Section 3702 of title 44 U.S.C.

E2.1.1.6. Establish and maintain, for the functions assigned, an appropriate publications system for the promulgation of common supply and service regulations, instructions, and reference documents, and changes thereto, pursuant to the policies and procedures prescribed in DoD 5025.1-M.

E2.1.1.7. Enter into support and service agreements with the Military Departments, the other DoD Components, or the other Federal Government Agencies, as required, for the effective performance of DTIC responsibilities and functions.

E2.1.1.8. Enter into and administer contracts, directly or through a Military Department, a DoD contract administration services component, or other Federal Agency, as appropriate, for supplies, equipment, and services required to accomplish the DTIC mission. To the extent that any law or Executive order specifically limits the exercise of such authority to persons at the Secretarial level of a Military Department, such authority shall be exercised by the appropriate Under Secretary or Assistant Secretary of Defense.

E2.1.1.9. Establish and maintain property accounts for the DTIC and appoint Boards of Survey, approve reports of survey, relieve personal liability, and drop accountability for DTIC property contained in the authorized property accounts that has been lost, damaged, stolen, destroyed, or otherwise rendered unserviceable, in accordance with applicable laws and regulations.

E2.1.1.10. Promulgate the necessary security regulations for the protection of property and places under the jurisdiction of the Administrator, DTIC, pursuant to DoD Directive 5200.8.

E2.1.1.11. Exercise the authority delegated to the Secretary of Defense by the Administrator of the General Services Administration for the disposal of surplus personal property.

E2.1.2. The Administrator, DTIC, may redelegate these authorities as appropriate, and in writing, except as otherwise indicated above or provided by law or regulation.