

<b>DEFENSE TECHNICAL INFORMATION CENTER REQUEST FOR RELEASE OF LIMITED DOCUMENT</b>	<b>DTIC CONTROL NO.</b>	<b>USER ROUTING</b>
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**SECTION I - REQUESTING ORGANIZATION**

<b>1. REQUESTING ORGANIZATION AND ADDRESS</b>	<b>2. DTIC USER CODE NO.</b>	<b>3. DATE OF REQUEST</b>
	<b>4. TYPE COPY AND QUANTITY</b> Paper Copy Copy(s) Other Copy(s)	
	<b>5. CONTRACT NUMBER</b>	<b>6. CONTRACT SECURITY LEVEL</b>
<b>7. GOVERNMENT SPONSOR AND ADDRESS (Contractors and Grantees Only)</b>	<b>8. METHOD OF PAYMENT (X ONE) Acct No.</b> <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX   Expiration Date <input type="checkbox"/> Charge to my NTIS Deposit Acct. <input type="text"/>	
<b>9. CONTRACT MONITOR AND TELEPHONE NUMBER (Contractors and Grantees Only)</b>	<b>10. NAME, TITLE, TELEPHONE NUMBER OF REQUESTING OFFICIAL:</b>  EMAIL FAX NO.	

**SECTION II - BIBLIOGRAPHIC INFORMATION**

<b>11. AD NUMBER (If known)</b>
<b>12. TITLE, REPORT NUMBER, AUTHOR (S)</b>

**SECTION III - REQUESTER JUSTIFICATION**

<b>13. REQUESTER JUSTIFICATION (Explain in detail)</b>
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**SECTION IV - RELEASING ACTIVITY**

<b>1. RELEASING AGENCY ADDRESS (If known)</b>   EMAIL FAX NO.	<b>2. RELEASING AGENCY DECISION</b> (If report was developed under SBIR Program, refer to <b>WARNING</b> on Instructions). <input type="checkbox"/> APPROVED FOR RELEASE TO THE ABOVE REQUESTER <input type="checkbox"/> DISAPPROVED. REASON FOR DISAPPROVAL:
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<b>3. INDICATE IF DISTRIBUTION STATEMENT NEEDS TO BE UPDATED:</b>			
<input type="checkbox"/> APPROVED FOR PUBLIC RELEASE	<input type="checkbox"/> DISTRIBUTION AUTHORIZED TO DOD & THEIR CONTRACTORS	<input type="checkbox"/> DISTRIBUTION AUTHORIZED TO U.S. GOV'T AGENCIES & THEIR CONTRACTORS	<input type="checkbox"/> DISTRIBUTION AUTHORIZED TO DOD ONLY
<input type="checkbox"/> DISTRIBUTION AUTHORIZED TO U.S. GOV'T AGENCIES ONLY			

<b>4. NAME/TITLE OF RELEASING OFFICIAL</b>	<b>5. TELEPHONE NO.</b>	<b>6a. SIGNATURE</b>	<b>6b. DATE</b>
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# DTIC FORM 55 INSTRUCTIONS

## A. REQUESTER - Complete Sections I, II, and III

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

Block 1. Enter your organization and current address.

Block 2. Enter your DTIC user code.

Block 3. Enter the date of your request.

Block 4. Enter the type of copy and quantity required.

Block 5. Enter the contract number.

Block 6. Enter the contract security level.

Block 7. **Contractors and grantees only** - enter your government sponsor's name, address, and telephone number.

Block 8. Select the method of payment. Method of payment is required. DTIC does not accept any form of prepayment.

Block 9. **Contractors and grantees only** - enter the name and phone number of the contract monitor.

Block 10. Enter your name, email address, phone and fax number.

Block 11. Enter the AD number, if known, of the document you are requesting. Enter a separate DTIC Form 55 for each request unless the releasing agency is the same for all AD numbers requested.

Block 12. Enter the title, report number and author(s) for the document you are requesting.

Block 13. Enter a detailed justification of you need-to-know.

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) 767-8273/DSN: 427-8273

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

## B. RELEASING AGENCY - Complete Sections V

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

Block 1. Enter your address, email and fax number.

Block 2. Indicate approval or disapproval of the request.

Block 3. Indicate if the distribution statement needs to be updated.

Block 4. Enter your name.

Block 5. Enter your telephone number.

Block 6. Sign and date the form. DTIC will not process the form without a signature.

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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 the 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 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).