Registration Basics for New and Experienced Users

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Information for the Defense Community DTIC

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Agenda

- Registration Reminders
- Renew Accounts: Federal Government/Contracts/CAC Holders
- Policy Changes
- DTIC Login ID
- Password Information
- Useful Links
- Products and Services
- DTIC Customer and Relationship Experiences (CARES)

Do's

- Use the application for validated registration to upgrade from unclassified to classified

- Use physical work address

- Use correct security officer

- Use the employing company (contractors)

- Use correct government approving official:
  – Program Manager (PM)
  – Contracting Officer
  – Contracting Officer's Rep
  – Contracting Officer's Tech Rep (contractors)

- Provide company CAGE* code for classified access (contractors)

*Contractor And Government Entity

- **Renewing:**

Fed Government:
- Email renewal request to Reghelp@dtic.mil

Contractors:
- Update your contract information online with the application for validated registration at: https://reg.dtic.mil/DTICRegistration/ValidatedRegistration
- Request that sponsor (CO, COR, COTR or PM) send an email containing: contract number, contract expiration and level of access being granted to RegHelp@dtic.mil

Common Access Card (CAC) Holders:
- Login and your DTIC account will automatically be renewed

Policy Changes

- **NATO Brief Dates (1 yr)**
  - Office Secretary of Defense Under Secretary of Defense National Security Handbook, Ch 10, Sec 4, Para 2 and 3

    "Prior to having access to NATO classified information, U.S. contractor and U.S. Government personnel must be given a NATO security briefing. … Annual refresher briefings will be conducted. … A record copy must be maintained of each annual briefing certificate until the next certificate is signed…."

- **DoD contractors with Common Access Cards (CACs)**
  - No longer require contract or government approving official for unclassified access

- **Federal government instant access**
  - Federal government employees at designated federal government domains receive instant unclassified access at the contractor level
  - Can request to upgrade to federal government access with SF-50 or letter from their Human Resources office

DTIC Login ID

ENTER

User ID: The Key to Your Account

• User ID + Password = Access

• User ID: (example: SmithM####)

• Last four numbers were previously chosen by the applicant during registration

• Now auto generated by the system upon approval (cannot be changed)

Password Information

- **Password format must:**
  - Be at least 15 characters
  - Contain at least two capital letters
  - Contain at least two lower case letters
  - Contain at least two numeric characters
  - Contain at least two special character (!@#$%^&*|{}[](_+.:;/\)
  - Not contain an apostrophe or > or < character
- **Password must be updated every 60 days per DoD mandate**
- **Password expiration notices sent only to non CAC holders**
- **Password reset for CAC holders can only be done using their CAC**
- **Password and login ID must not be shared**

Useful Links

For Non-CAC customers, direct link to manual registration:
https://reg.dtic.mil/DTICRegistration

For customers who want to upgrade from unclassified to classified or update contract information (customer is required to log in with CAC or password & ID):
https://reg.dtic.mil/DTICRegistration/ValidatedRegistration

To update your information (company/agency name, address and phone number) or for new CAC customers who want to set a password and security question/answer:
https://register.dtic.mil/wobin/WebObjects/RegLite.woa/wa/updateProfile

Standard password reset (no need to set question & answer):
https://register.dtic.mil/wobin/WebObjects/Cpwd

Information for the Defense Community DTIC

- TEMS* (IAC documents database)

- Aristotle

- Limited Document Request Process (Form 55)

DTIC CARES

Customer and Relationship Experiences (CARES)

https://ca.dtic.mil/pubs/survey/caressuiteofservices.htm

We value your opinion – submit your feedback today!

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Questions

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