



Department of Defense

DIRECTIVE

NUMBER 5105.73

May 2, 2013

Incorporating Change 1, October 25, 2017

DCMO

SUBJECT: Defense Technical Information Center (DTIC)

References: See Enclosure 1

1. **PURPOSE.** Pursuant to the authority vested in the Secretary of Defense by Title 10, United States Code (U.S.C.) (Reference (a)), this directive reissues DoD Directive (DoDD) 5105.73 (Reference (b)) to update the mission, organization and management, responsibilities and functions, relationships, authorities, and administration of DTIC.

2. **APPLICABILITY.** This directive applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this directive as the “DoD Components”).

3. **MISSION.** DTIC is the central scientific, research, and engineering information support activity for the Assistant Secretary of Defense for Research and Engineering (ASD(R&E)) in facilitating his or her duties, in accordance with DoDD 5134.3 (Reference (c)), and executing the programs and functions of the DoD Scientific and Technical Information Program (STIP), as specified in DoD Instruction (DoDI) 3200.12 and DoD Manual 3200.14 (References (d) and (e)).

4. **ORGANIZATION AND MANAGEMENT**
 - a. DTIC is a DoD Field Activity, in accordance with sections 191 and 192 of Reference (a), under authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), through the ASD(R&E).

 - b. DTIC consists of an administrator and subordinate organizational elements established by the Administrator, within resources assigned by the Secretary of Defense.

5. RESPONSIBILITIES AND FUNCTIONS. The Administrator, DTIC:

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

b. Provides systems, technologies, and analytical tools to promote exchange of information and ideas among scientists, engineers, and warfighter communities to facilitate discovery, dissemination, and collaboration.

c. Develops and provides specialized information system support approved or directed by the OSD Principal Staff Assistants or as requested by the DoD Component headquarters.

d. Provides staff support to DoD STIP policy formulation.

e. Plans, organizes, directs, and manages DTIC and all assigned resources, consistent with this directive.

f. Provides 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)/Chief Financial Officer, Department of Defense (USD(C)/CFO) and the Director of Cost Assessment and Program Evaluation, through the ASD(R&E).

g. Promotes coordination, cooperation, and understanding within the DoD, and with other federal agencies and the civilian community concerning DTIC matters.

h. Serves on DoD boards, committees, and other groups concerning DTIC activities, functions, and responsibilities.

i. Consistent with the requirements of the Secretary of Defense Biennial Review of Defense Agencies and DoD Field Activities:

(1) Designs and manages DTIC programs and activities to improve standards of performance, economy, and efficiency.

(2) Demonstrates DTIC's attention to the requirements of its organizational customers, both internal and external to the DoD.

j. Performs such other duties as may be assigned by the Secretary of Defense, the USD(AT&L), or the ASD(R&E).

6. RELATIONSHIPS

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

(1) Reports directly to the ASD(R&E).

(2) Keeps the DoD Components fully informed concerning DTIC activities with which they have collateral or related functions.

(3) Establishes and maintains 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 DoDD 5530.3 (Reference (f)), to exchange information in the fields of assigned responsibility.

(4) Uses existing systems, facilities, and services of the DoD and other federal agencies, when possible, to avoid duplication and to achieve maximum efficiency and economy.

b. The other DoD Component heads coordinate with the Administrator, DTIC, on all matters under their purview related to the responsibilities and functions assigned in this directive.

7. AUTHORITIES. The Administrator, DTIC, is hereby delegated authority to:

a. Communicate directly with the other DoD Component heads, as necessary, to carry out assigned responsibilities and functions, including the transmission of requests for advice and assistance. Communications to the Military Departments must be transmitted through the Secretaries of the Military Departments, or as otherwise provided in law or directed by the Secretary of Defense in other DoD issuances. Communications to the Combatant Commanders must be in accordance with paragraph 4b(3) of DoDD 5100.01 (Reference (g)).

b. Communicate with other government officials, State and local officials, members of the public, and representatives of foreign governments, as appropriate, in carrying out assigned responsibilities and functions. Communications with representatives of the Legislative Branch will be conducted through the Office of the Assistant Secretary of Defense for Legislative Affairs, except for Defense Appropriations Committees, which will be coordinated with the Office of the USD(C)/CFO.

c. Obtain reports and information, in accordance with DoDI 8910.01 (Reference (h)), as necessary, to carry out assigned responsibilities and functions.

d. Exercise the administrative authorities contained in Enclosure 2 of this directive.

8. ADMINISTRATION

a. The ASD(R&E) selects the Administrator, DTIC.

b. Administrative support for the DTIC may be provided by the other DoD Components through support and interservice agreements, in accordance with DoDI 4000.19 (Reference (i)).

9. RELEASABILITY. **Cleared for public release.** This directive is available on the Directives Division Website at <http://www.esd.whs.mil/DD/>.

10. SUMMARY OF CHANGE 1. The changes to this issuance are administrative and update organizational titles and references for accuracy.

11. EFFECTIVE DATE. This directive is effective May 2, 2013.



ASHTON B. CARTER
Deputy Secretary of Defense

Enclosures

1. References
2. Delegations of Authority

Glossary

ENCLOSURE 1

REFERENCES

- (a) Title 10, United States Code
- (b) DoD Directive 5105.73, "Defense Technical Information Center (DTIC)," August 19, 2005 (hereby cancelled)
- (c) DoD Directive 5134.3, "Director of Defense Research and Engineering (DDR&E)," November 3, 2003
- (d) DoD Instruction 3200.12, "DoD Scientific and Technical Information Program (STIP),"
- (e) DoD Manual 3200.14, "Principles and Operational Parameters of the DoD Scientific and Technical Information Program (STIP)," dates vary by volume
- (f) DoD Directive 5530.3, "International Agreements," June 11, 1987, as amended
- (g) DoD Directive 5100.01, "Functions of the Department of Defense and Its Major Components," December 21, 2010
- (h) DoD Instruction 8910.01, "Information Collection and Reporting," May 19, 2014
- (i) DoD Instruction 4000.19, "Support Agreements," April 25, 2013
- (j) DoD Instruction 5025.01, "DoD Issuances Program," August 1, 2016, as amended
- (k) Executive Order 10450, "Security Requirements for Government Employment," April 27, 1953
- (l) Executive Order 12968, "Access to Classified Information," August 2, 1995
- (m) DoD Instruction 5200.02, "DoD Personnel Security Program (PSP)," March 21, 2014, as amended
- (n) DoD Instruction 1400.25, Volume 731, "DoD Civilian Personnel Management System: Suitability and Fitness Adjudication For Civilian Employees," August 24, 2012
- (o) DoD Manual 5200.02, "Procedures for the DoD Personnel Security Program (PSP)," April 3, 2017
- (p) Defense Travel Management Office, "The Joint Travel Regulations," current edition
- (q) Title 5, United States Code
- (r) Part 550 of Title 5, Code of Federal Regulations
- (s) Title 44, United States Code
- (t) DoD Instruction 5015.02, "DoD Records Management Program," February 24, 2015, as amended
- (u) Federal Acquisition Regulation, Subpart 13.301, "Governmentwide commercial purchase card," current edition, as supplemented by Defense FAR Supplement, Subpart 213.301, "Governmentwide commercial purchase card," current edition
- (v) Department of Defense Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs, current edition¹
- (w) Title 31, United States Code
- (x) DoD Instruction 5200.08, "Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)," December 10, 2005, as amended

¹ Available at http://www.acq.osd.mil/dpap/pdi/pc/policy_documents.html

ENCLOSURE 2

DELEGATIONS OF AUTHORITY

Pursuant to the authority vested in the Secretary of Defense, and subject to the authority, direction, and control of the USD(AT&L), through the ASD(R&E), and in accordance with DoD policies and issuances, 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 DTIC, to:

a. In accordance with Executive Order 10450 (Reference (k)), Executive Order 12968 (Reference (l)), DoDI 5200.02 (Reference (m)), and Volume 731 of DoDI 1400.25 (Reference (n)), as appropriate:

(1) Properly designate all positions in DTIC.

(2) Authorize, in exceptional circumstances where official functions must be performed before an investigation and adjudication process is complete, temporary access to a sensitive position in DTIC for a limited period to individuals who already have an appropriate investigation underway.

(3) Initiate personnel security inquiries and, if necessary, in the interest of national security, suspend a security clearance for personnel assigned to, detailed to, or employed by DTIC. Any actions under this paragraph must be taken in accordance with procedures prescribed in DoD 5200.2-R (Reference (o)).

b. Authorize and approve:

(1) Travel for DTIC civilian personnel, in accordance with the Joint Travel Regulations, (Reference (p)).

(2) Invitational travel for 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 Reference (p).

(3) Overtime work for DTIC civilian personnel, in accordance with section 5542 of Title 5, U.S.C. (Reference (q)) and part 550 of Title 5, Code of Federal Regulations (Reference (r)).

c. Develop, establish, and maintain an active and continuing Records Management Program, pursuant to section 3102 of Title 44, U.S.C. (Reference (s)) and DoDI 5015.02 (Reference (t)).

d. Use the Government-wide commercial purchase card, in accordance with Federal Acquisition Regulation 13.301 and Defense Federal Acquisition Regulation Supplement 213.301 (Reference (u)), including the "Department Of Defense Government Charge Card Guidebook For Establishing And Managing Purchase, Travel, and Fuel Card Programs" (Reference (v)).

e. Authorize the publication of advertisements, notices, or proposals in newspapers, magazines, or other public periodicals, as required for effective DTIC administration and operation, in accordance with section 3702 of Reference (s).

f. Establish and maintain, for the functions assigned, an appropriate publications system for the development and distribution of activity regulations, instructions, and reference documents, and changes thereto, similar to the policies and procedures prescribed in Reference (j).

g. Enter into interservice and intragovernmental support agreements, as the receiver or the supplier, with the other DoD Components and non-DoD federal government departments and agencies, as required for effective performance of DTIC functions and responsibilities, in accordance with section 1535 of Title 31, U.S.C. (Reference (w)) and Reference (i).

h. Enter into and administer contracts 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 must be exercised by the appropriate Under Secretary or Assistant Secretary of Defense.

i. Establish and maintain appropriate 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.

j. Issue the necessary security regulations for the protection of property and places under the jurisdiction of the Administrator, DTIC, pursuant to DoDI 5200.08 (Reference (x)).

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

l. Redelegate these authorities in writing, as appropriate, except as otherwise specifically indicated in this directive or as otherwise provided by law or regulation.

GLOSSARY

ACRONYMS AND ABBREVIATIONS

ASD(R&E)	Assistant Secretary of Defense for Research and Engineering
DoDD	DoD Directive
DoDI	DoD Instruction
DTIC	Defense Technical Information Center
STIP	Scientific and Technical Information Program
U.S.C.	United States Code
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense