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## Contractor Employees

Registration instructions for US Department of Defense (DoD) Federal Government contractors, Small Business Innovation & Research Program (SBIR), Historically Black Colleges or University (HBCU) or University Research Support (URS)/University Research Institutions (URI)); MUST have an active Government Contract or Grant.

The level of access granted to a contractor depends upon the classification of the contract or grant being registered with DTIC and the approval of the Government Approving Official (GAO), (i.e., Contracting Officer (CO), Contracting Officer Representative (COR), Contracting Officer Technical Representative (COTR), or Program Manager (PM)).

Contractors could have access to the following classifications depending on the level of their contract with GAO approval:

- Unclassified, Limited (UL)
- Confidential
- Secret
- Restricted Data
- Critical Nuclear Weapons Design Information (CNWDI/Restricted Data)

Contractors MUST register with a DoD Issued CAC, ECA cards/certs or Federal Government PIV, which is not the same as a PIV-I. Please contact DTIC registration staff [dtic.belvoir.us.mbx.dtic-access@mail.mil](mailto:dtic.belvoir.us.mbx.dtic-access@mail.mil) with questions about user ID and password access.

**Note:** In order to register with a PIV card or ECA, DoD Root Certificates must be loaded to your browser. Please use the following instructions to download the DoD Root certificates to your browser.

1. Visit the following link to install/update the DoD Root Certificates to your browser of choice:

[http://iase.disa.mil/pki-pke/Pages/tools.aspx?Paged=TRUE&p\\_Title=Online%20Certificate%20Status%20Protocol%20%28OCSP%29%20Test%20Utilities%20%2aPKI&p\\_ID=307&PageFirstRow=11&&View={73ACFB92-7A83-43C2-8CFD-B0EE415B9978}](http://iase.disa.mil/pki-pke/Pages/tools.aspx?Paged=TRUE&p_Title=Online%20Certificate%20Status%20Protocol%20%28OCSP%29%20Test%20Utilities%20%2aPKI&p_ID=307&PageFirstRow=11&&View={73ACFB92-7A83-43C2-8CFD-B0EE415B9978})

2. Scroll down to Trust Store and under InstallRoot 5.0.1: NIPR Windows Installer select Non Administrator. In the pop-up select run. After this runs, open the link below and follow the instructions in Step #4 to manually add the root certificates to the browser of choice.

[http://iase.disa.mil/pki-pke/getting\\_started/Pages/windows.aspx](http://iase.disa.mil/pki-pke/getting_started/Pages/windows.aspx)

Authorized ECA Vendors:

- IdenTrust <https://identrust.com/certificates/eca/index.html>
- ORC <https://eca.orc.com/>

Register Now

## Register as DoD/US Government Contractor



### Step-by-Step Registration Instructions for Contractors

#### Submit & Verify Registration

1. **Register** with a **Smart Card** using the Web-based application:  
<https://reg.dtic.mil/DTICRegistration>.
2. Select SMART CARD.

#### Terms & Conditions

3. Read and accept the Terms and Conditions.

IMPORTANT: When prompted, select a PKI certificate that has an **e-mail** address.

4. Select your **e-mail** Certificate. Click the **OK** button.
5. Choose I am a **Contractor**. Click the **Continue** button.

#### Registration Application

6. Fill out the **registration application**.

You MUST supply answers to all fields with an asterisk (\*).

- Enter your **contracting company name** on the **organization line**. This is the company that pays your salary.
- Enter your **work address**.
- Enter **valid grant/prime contract number** in the Prime Contract Number field.
- Enter your **contract classification**.
- Enter a **valid expiration date** for the contract.
- Militarily Critical Technical Data Agreement Certification Number [PDF] and Expiration date. Leave blank unless you would like to have access to export controlled information. If you are not the custodian of the certification, DTIC will

require the custodian to send an email to: [dtic.belvoir.us.mbx.dtic-access@mail.mil](mailto:dtic.belvoir.us.mbx.dtic-access@mail.mil) giving you permission to use the certification.

• The **Type of Access** available is:

- Unclassified, Limited (UL)
- Classified

7. Enter the Government Approving Official's contact information - name, title, phone number, agency/organization name and email address. (This is required even for Unclassified access.)

### Classified Access

8. Enter the **classified** mailing address of your organization, in the Mail/Shipping Address section. if you want to **order classified documents** from DTIC.

**NOTE:** You will need to be registered for classified access on the NIPR, if you ever need to have a classified document digitized for the Classified site.

9. Select the **level of access** you need: Confidential, Secret, Restricted Data (RD), CNWDI. Your security officer will need to provide a brief date if access to CNWDI is requested.

10. Enter **government approving official's** contact information - name, title, phone number, agency/organization name and email address.

**Acceptable government approving officials are:**

- Contracting Officer (CO)
- Contracting Officer Representative (COR)
- Contracting Officer Technical Representative (COTR)
- Project Manager (PM)

**The following agencies have designated approving officials:**

- National Institute of Standards & Technology (NIST)
- Defense Advanced Research Projects Agency (DARPA)
- Office of Naval Research (ONR)
- Federal Emergency Management Agency (FEMA)
- Federal Aviation Administration (FAA)
- US Immigration & Customs Enforcement (ICE)
- National Aeronautics & Space Administration (NASA)
- Department of Energy (DOE)
- Drug Enforcement Administration (DEA)
- Department of Health and Human Services (DHHS)

If you are registering a contract from one of these agencies, make sure you use the correct **government approving official** on the application.

### Security Officer

11. Enter **security officer's** contact information - name, phone number and email address.

**NOTE:** If you are working on a **military base**, enter the facility security officer's (FSO) contact information. If you are working at **your contracting company's location**, enter your company's facility security officer's (FSO) security officer contact information. Also,

DTIC requires all contractors to provide their contracting company's **CAGE code**, regardless of their location, for facility clearance verification through Defense Security Service (DSS).

**NOTE:** An email will be sent to the government approving official and security officer (if provided) requesting approval of your request.




12. Click on the **Submit** button. You will receive an email confirming the receipt of your application. This email is **not** an approval notice.

**NOTE:** DTIC must receive all requested information in order for you application to be processed.

After successful processing of your application, you will receive a **welcome letter** via email with your DTIC login ID.

**NOTE:** If you want online access to classified information: DTIC now has Registration directly on the SIPRNET. Please go to the following SIPRNET URL to register for DTIC's classified sites on the SIPRNET: <https://reg.dtic.smil.mil/SDTICreg>.

**NOTE:** You cannot have online access to classified information if you do not have access to the SIPRNET and a SIPRNET email address.

- Government Approving Officials (GAOs)

- Renew Your Registration

- Update User Information


**DEFENSE TECHNICAL INFORMATION CENTER**  
 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6218  
 1-800-CAL-DTIC (1-800-225-3842)

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**RELATED RESOURCES**

- USD(R&E) Department of Defense
- DoD Issuances

**Stay Connected**



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