

SUPPORTING STATEMENT - PART A

Defense User Registration System (DURS)

OMB Control Number 0704-0546

1. Need for the Information Collection

The Defense Technical Information Center (DTIC) requires all eligible users to be registered for access to DTIC's repository of access controlled scientific and technical information documents. The registration of a user enforces validation of an individual's identity, as well as their persona (i.e., whether they are Department of Defense (DoD), federal government, or a contractor supporting the DoD or another federal agency) and authority to access limited and classified documents with distribution controls. A role-based environment based on a user's identification ensures security for DTIC's electronic information collection while the online systems increase availability of information to each user based on their mission needs.

The authority to maintain the Defense User Registration System is governed by the following issuances:

- E.O. 13526, "Classified National Security Information," December 29, 2009.
- DoD Directive 5105.73, "Defense Technical Information Center (DTIC)," May 2, 2013, as amended.
- DoD Instruction 3200.12, "DoD Scientific and Technical Information Program (STIP)," August 22, 2013, as amended.
- DoD Manual 3200.14, Volume 1, "Principles and Operational Parameters of the DoD Scientific and Technical Information Program (STIP): General Processes," March 14, 2014, as amended.
- DoD Instruction 5230.24, "Distribution Statements on DoD Technical Information," January 10, 2023.
- DoD Directive 5230.25, "Withholding of Unclassified Technical Data from Public Disclosure," November 6, 1984, as amended.

2. Use of the Information

Respondents include Department of Defense (DoD) military and civilian personnel and other U.S. Federal Government personnel, their contractors and grantees, other government officials and foreign partners according to agreements with DoD who request access privileges to DTIC products, services, and electronic information systems. For the purposes of the Paperwork Reduction Act, this information collection request only accounts for public respondents (contractors and grantees). The purpose of the Defense User Registration System is to collect registration requests from respondents, validate their eligibility, and maintain an official registry that identifies individuals who apply for, and are granted access privileges to DTIC owned or controlled databases, products, services, and electronic information systems on the NIPRNet and SIPRNet.

The collection instrument is a web-based form that collects the individual's name; DoD identification (ID) number (Electronic Data Interchange Personal Identifier); citizenship; service type; personnel category; civilian pay grade; military rank; organization/company name; office mailing address/physical location; email office address; user id and password/reset questions; office telephone number(s); access eligibility; dissemination/distribution group codes; and personal and facility security clearance level(s). Where appropriate, the form also collects the government approving official's name, office phone number and email address. For DoD and Federal contractors, the form also collects a contract number(s), contract expiration date(s), and the Militarily Critical Technical Data Agreement (MCTDA) Certification Number. With this information, DTIC creates a role-based environment that adds a comprehensive level of security for the wealth of various documents available. The collection instrument is accessible with a Common Access Card, a Personal Identity Verification (PIV), or an External Certification Authority (ECA) at the DTIC registration portal <https://discover.dtic.mil/dtic-registration-benefits/dtic-registration/>. Respondents complete the application and return it directly to DTIC from the web page.

For the majority of DTIC users, DTIC uses existing DoD and federal information systems (such as the Defense Manpower Data Center (DMDC) and Office of Personnel Management (OPM)) for the purposes of Identity Access Management, which provides the infrastructure to leverage authoritative information electronically for personnel digital identity. However, the smaller group of eligible non-DoD and non-federal users, such as support contractors with a business relationship with DTIC, input registration information electronically, and confirmation of contracts is completed via email with the government approving official. A registered user has access to a suite of web-based tools, to search and review the DoD's Research, Development, Test, and Evaluation investments, find international agreements, view small business and grant awards, collaborate with colleagues, store documents and other files, and share information at the controlled unclassified and classified levels. DTIC resources provide information and tools for quickly translating the Department's collective knowledge into actionable results to advance the Warfighter mission.

3. Use of Information Technology

100% of the responses are collected electronically via the web-based application form on the DTIC registration portal.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source. DTIC has agreements in place with DMDC and OPM to utilize only the fields needed from these authoritative DoD and federal personnel collections to ease the burden for registrants and to eliminate collecting duplicative information.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

Contractors and award recipients must resubmit an application when the registration period expires, usually at the termination of the period of performance of the contract or grant authorizing access to DTIC information resources. Failure to collect user registration information would harm the DoD's ability to share and disseminate essential scientific and technical information with federal research and engineering communities. This would limit the availability of important research to decision-makers and cause major duplication of the effort and cost of future research for the United States.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Tuesday, December 31, 2024. The 60-Day FRN citation is 89 FR 107113.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Tuesday, May 13, 2025. The 30-Day FRN citation is 90 FR 20293.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement appears on the first page of the Registration form.

The associated Privacy Act System of Records Notice (SORN), DTIC 01 Defense User Registration System (DURS), can be accessed at the following link:
<https://pclt.defense.gov/Portals/140/Documents/Privacy/SORNs/OSDJS/DTIC-01.pdf>

An approved Privacy Impact Assessment for the Defense User Registration System (DURS) Records has been submitted with this package for review.

The retention and disposition schedule for this collection is as follows: GRS 3.2 item 030 Item 3 Disposition Authority DAA-GRS-2013-0006-0003. Electronic records are deleted when DTIC determines they are no longer needed for administrative, audit, legal, or operational purposes.

11. Sensitive Questions

Use of the SSN within DURS falls under Acceptable Uses Section 2.c.(8) "Computer matching," of DoDI 1000.30. SSN is collected from contractors in order to execute real-time validation with Defense Manpower Data Center (DMDC) DoD Person Search (DPS), and the Office of Personnel Management (OPM) electronic Official Personnel Folder (eOPF) that continue to rely on the SSN as the primary identifier. When employment and citizenship are verified, the SSN is discarded. The data is not available in a report and is not available to an end user. The SSN is not stored in the system of records. It is discarded once the user's credentials have been established.

DTIC's justification for the use of Social Security Numbers in DURS was previously approved 11 June 2020. An updated justification memo has been sent to the DoD Privacy and Civil Liberties Directorate for approval. This memo is included with this information collection request package.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

Defense User Registration System (DURS)

- a) Number of Respondents: 5,836
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 5,836
- d) Response Time: 10 minutes
- e) Respondent Burden Hours: 972.67 hours

2) Total Submission Burden

- a) Total Number of Respondents: 5,836
- b) Total Number of Annual Responses: 5,836
- c) Total Respondent Burden Hours: 973 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

Defense User Registration System (DURS)

- a) Number of Total Annual Responses: 5,836
- b) Response Time: 10 minutes
- c) Respondent Hourly Wage: \$56.17
- d) Labor Burden per Response: \$9.36
- e) Total Labor Burden: \$54,635

2) Overall Labor Burden

- a) Total Number of Annual Responses: 5,836
- b) Total Labor Burden: \$54,635

The respondent hourly wage was determined by using the estimated mean annual salary for individuals employed in science, technology, engineering, and mathematics (STEM) occupations per the Bureau of Labor Statistics' May 2024 Occupational Employment and Wage Statistics (<https://www.bls.gov/oes/additional.htm>).

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Collection Instrument Defense User Registration System (DURS)
 - a) Number of Total Annual Responses: 5,836
 - b) Processing Time per Response: .5 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$32.87
 - d) Cost to Process Each Response: \$16.44
 - e) Total Cost to Process Responses: \$95,914.66

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 5,836
 - b) Total Labor Burden: \$95,915

The hourly wage of workers processing responses was determined to be that of a GS 7 step 7 from the Office of Personnel Management, 2025 General Schedule Pay Tables for the locality pay area of Washington-Baltimore-Arlington, DC-MD-VA-WV-PA.

https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/25Tables/html/DCB_h.aspx

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0
 - f) Other: SW Maintenance – \$182,432.28 (12 Months)
Support Services – \$422,398.40 (1,880 hours)

- 2) Total Operational and Maintenance Cost: \$604,831

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$95,914.66

2) Total Operational and Maintenance Costs: \$604,831

3) Total Cost to the Federal Government: \$700,746

15. Reasons for Change in Burden

There has been a small increase in estimated respondent labor cost that is due solely to an increased in respondent hourly wages. There has been no change in the estimated response time or number of responses.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to “Certification for Paperwork Reduction Submissions”

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.