

**INSTRUCTIONS FOR COMPLETING DD FORM 1540,
"REGISTRATION FOR SCIENTIFIC AND TECHNICAL INFORMATION SERVICES"**

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301; E.O. 9397.

PRINCIPAL PURPOSE(S): To register for scientific and technical information services provided by DTIC. DOD individuals must be verified through DMDC. This verification process is used to validate an individual's affiliation with a DOD organization, a condition that must be met before giving access to information which is limited to DOD organizations and their employees.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested personal information will result in the individual not being registered for scientific and technical information services.

A. WHO IS ELIGIBLE

The Defense Technical Information Center's (DTIC's) products and services are available to U.S. Government organizations, their contractors, subcontractors and potential contractors. In order to register for these services, all applicants are required to complete the DD Form 1540.

B. WHERE TO FILE

Completed DD Forms 1540, and other related correspondence, should be mailed to:

Defense Technical Information Center
DTIC-BC, (Registration)
8725 John J. Kingman Road
Suite 0944
Fort Belvoir, VA 22060-6218

Telephone: (703) 767-8273
Fax: (703) 767-9459

C. RESTRICTED DATA, CNWDI AND/OR NATO

1. U.S. Government (Non-DOD) organizations requesting access to Restricted Data and/or CNWDI must have the Department of Energy notify DTIC in writing that the individual listed as the point-of-contact (Item 4, "Attention") on the DD Form 1540 is authorized to receive such data.

2. Access to NATO requires a letter providing the requester's NATO clearance information. (All U.S. Government refer to Part 1, Paragraph 1, Section II and contractors refer to Part 2, Paragraph 1, Section V of DTIC's registration guide for details of the letter.)

D. GENERAL INSTRUCTIONS

1. U.S. Government Organizations

(1) Section I - General Information. All applicants must complete Section I in full.

- DOD organizations complete only Section I if requesting access to unclassified/unlimited or unclassified/limited data. DOD organizations should include DSN numbers where noted.

- Non-DOD Government organizations complete only Section I if requesting access to only unclassified/unlimited data.

(2) Section II - Security Officer. All U.S. Government organizations requesting access to classified data must obtain the signature of their organization's security officer. The security officer certifies that the organization listed in Section I may receive and store classified data at the access level indicated in Section I (Item 11, "Type of Access Desired").

(3) Section III - Prime Contractor Approval. Leave blank.

(4) Section IV - U.S. Government Approving Official. DOD organizations must complete Section IV if requesting access to classified data. Non-DOD Government organizations must complete Section IV if requesting access to unclassified/limited or classified data. Signature of Government Approving Official is required.

- Approving Official for DOD organizations is any designated official, such as the Commanding Officer, Technical Director, etc.

- Non-DOD Government organizations refer to DTIC's registration guide for the address of their approving official.

(5) Section V - Subject Fields and Groups. All U.S. Government organizations requesting access to classified data must select the pertinent subject fields of interest based on user need-to-know requirements.

2. Contractors, Subcontractors, Potential Contractors, CRDA Partners, and Grantees

Access to export-controlled data requires DTIC's receipt of a certified copy of the DD Form 2345, "Militarily Critical Technical Data Agreement." Access to classified data requires approved facility clearance from the Defense Security Service (DSS). For more information, refer to DTIC's registration guide.

(1) Section I - General Information. All contractors, subcontractors, and potential contractors must complete Section I in full. Cite your prime contract number and expiration date in this section.

(2) Section II - Security Officer. Leave blank.

(3) Section III - Prime Contractor Approval. All subcontractors must complete Section III. Cite your subcontract number and expiration date in this section.

(4) Section IV - U.S. Government Approving Official. All contractors, subcontractors, and potential contractors must complete Section IV. Signature of Government approving official is required. (Refer to DTIC's registration guide for information on who may qualify as the approving official.)

(5) Section V - Subject Fields and Groups. All contractors, subcontractors, and potential contractors requesting access to classified data must select the pertinent subject fields of interest based on user need-to-know requirements.

E. AFTER REGISTRATION

(1) DTIC will mail a numeric user code and additional information to the user upon completion of registration.

(2) Registered DTIC users must notify DTIC in writing of any changes to their current DD Forms 1540.

(3) Registered DTIC users receive a notice from DTIC 60 days prior to the scheduled expiration date of their service.

F. ADDITIONAL INFORMATION

For a more complete instructional guide, refer to the "Registration Guide to the Defense Technical Information Center (DTIC)." Copies may be obtained from the address in Paragraph B.

REGISTRATION FOR SCIENTIFIC AND TECHNICAL INFORMATION SERVICES

*Form Approved
OMB No. 0704-0264
Expires Jun 30, 2004*

The public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0264). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. SEND YOUR COMPLETED FORM TO: DEFENSE TECHNICAL INFORMATION CENTER, ATTN: DTIC-BC, 8725 JOHN J. KINGMAN ROAD, SUITE 0944, FORT BELVOIR, VA 22060-6218.

SECTION I - GENERAL INFORMATION *(All applicants must complete Section I.)* **FOR DTIC USE ONLY**

1. ORGANIZATION NAME				2. SUBORGANIZATION NAME				DTIC USER CODE																	
3.a. CLASSIFIED/BUSINESS MAILING ADDRESS			b. CITY			c. STATE		d. ZIP CODE		USER TYPE		ENTITY CODE													
4. ATTENTION												CHARGE CODE													
a. NAME <i>(Last, First, Middle Initial)</i>				b. SSN <i>(DOD only)</i>				c. POSITION/TITLE				d. OFFICE SYMBOL													
5. TELEPHONE NUMBER <i>(Include area code)</i>												6. FAX NUMBER <i>(Include area code)</i>													
a. COMMERCIAL				b. DSN				a. COMMERCIAL				b. DSN													
7. INTERNET E-MAIL ADDRESS												8.a. PRIME CONTRACT NUMBER <i>(Or other appropriate number) (Contractors only)</i>				b. EXPIRATION DATE <i>(YYYYMMDD)</i>									
9. CURRENT OR FORMER USER <i>(X one)</i>												10. MILITARILY CRITICAL TECHNICAL DATA AGREEMENT CERTIFICATION NUMBER <i>(Contractors only)</i>				FACILITY CLEARANCE		SECURITY CLEARANCE							
<input type="checkbox"/> YES <i>(Enter DTIC user code)</i>				<input type="checkbox"/> NO				TYPE		RD		CNWDI SIGMA		NATO											
11. TYPE OF ACCESS DESIRED <i>(X as applicable)</i>												<input type="checkbox"/> UNCLASSIFIED/UNLIMITED		<input type="checkbox"/> UNCLASSIFIED/LIMITE		<input type="checkbox"/> CONFIDENTIAL		<input type="checkbox"/> SECRET		<input type="checkbox"/> RESTRICTED DATA		<input type="checkbox"/> CNWDI		<input type="checkbox"/> NATO	

SECTION II - SECURITY OFFICER *(Government and DOD organizations only must complete Section II if requesting access to classified data.)*

12. SECURITY OFFICER CERTIFICATION
I certify that the organization listed in Section I may receive and store classified data at the access level indicated in Section I.

a. NAME <i>(Last, First, Middle Initial)</i>						b. ORGANIZATION NAME									
c. (1) STREET ADDRESS						(2) CITY			(3) STATE		(4) ZIP CODE				
d. TELEPHONE NUMBER <i>(Include area code)</i>						e. SIGNATURE						f. DATE SIGNED <i>(YYYYMMDD)</i>			
(1) COMMERCIAL			(2) DSN												

SECTION III - PRIME CONTRACTOR APPROVAL *(All subcontractors must complete Section III. Prime Contractor's signature is required.)*

13. PRIME CONTRACTOR ORGANIZATION NAME						14.a. SUBCONTRACT NUMBER				b. EXPIRATION DATE <i>(YYYYMMDD)</i>			
15.a. STREET ADDRESS						b. CITY			c. STATE		d. ZIP CODE		
16.a. PRIME CONTRACTING OFFICER NAME <i>(Last, First, Middle Initial)</i>						b. POSITION/TITLE							
c. TELEPHONE NUMBER <i>(Include area code)</i>				d. SIGNATURE				e. DATE SIGNED <i>(YYYYMMDD)</i>					

SECTION IV - U.S. GOVERNMENT APPROVING OFFICIAL *(DOD organizations requesting access to classified data, Non-DOD Government organizations requesting access to unclassified/limited or classified data, and all contractors requesting either unclassified or classified data must complete Section IV. Government Approving Official's signature is required.)*

17. APPROVING ORGANIZATION NAME			18.a. STREET ADDRESS			b. CITY			c. STATE		d. ZIP CODE				
19.a. APPROVING OFFICIAL NAME <i>(Last, First, Middle Initial)</i>						b. POSITION/TITLE									
c. TELEPHONE NUMBER <i>(Include area code)</i>						d. SIGNATURE						e. DATE SIGNED <i>(YYYYMMDD)</i>			
(1) COMMERCIAL			(2) DSN												

FOR DTIC USE ONLY

SECTION V - SUBJECT FIELDS AND GROUPS (X as applicable. All applicants must complete Section V if requesting access to classified data. The first number is the subject field, the second is the more specific group.)

01 Aviation Technology (ALL)	11 Materials (Continued)	18 Nuclear Science & Technology (ALL)
01 Aerodynamics	03 Coatings, Colorants & Finishes	01 Fusion Devices (Thermonuclear)
02 Military Aircraft Operations	04 Laminates & Composite Materials	02 Isotopes
03 Aircraft	05 Textiles	03 Nuclear Explosions & Devices (Non-Military)
03.01 Helicopters	06 Metallurgy & Metallography	04 Nuclear Instrumentation
03.02 Bombers	06.01 Properties of Metals & Alloys	05 Nuclear Power Plants & Fission Reactor Engineering
03.03 Attack and Fighter Aircraft	06.02 Fabrication Metallurgy	05.01 Nuclear Fission Reactors (Power)
03.04 Patrol & Reconnaissance Aircraft	07 Miscellaneous Materials	05.02 Nuclear Fission Reactors (Non-Power)
03.05 Transport Aircraft	08 Lubricants & Hydraulic Fluids	06 Nuclear Radiation Shielding Protection & Safety
03.06 Training Aircraft	09 Plastics	07 Radioactivity, Radioactive Wastes & Fission Products
03.07 V/STOL	10 Elastomers & Rubber	08 SNAP (Systems for Nuclear Auxiliary Power) Technology
03.08 Gliders and Parachutes	11 Solvents, Cleaners & Abrasives	09 Fission Reactor Physics
03.09 Civilian Aircraft	12 Wood, Paper & Related Forestry Products	10 Fission Reactor Materials
03.10 Pilotless Aircraft	12 Mathematical & Computer Sciences (ALL)	19 Ordnance (ALL)
03.11 Lighter-than-Air Aircraft	01 Numerical Mathematics	01 Ammunition & Explosives
03.12 Research & Experimental Aircraft	02 Theoretical Mathematics	01.01 Pyrotechnics
04 Flight Control & Instrumentation	03 Statistics & Probability	02 Aerial Bombs
05 Terminal Flight Facilities	04 Operations Research	03 Combat Vehicles
06 Commercial & General Aviation	05 Computer Programming & Software	04 Armor
02 Agriculture (ALL)	06 Computer Hardware	05 Fire Control & Bombing Systems
01 Agricultural Chemistry	07 Computer Systems	06 Guns
02 Agricultural Economics	08 Computer Systems Management & Standards	07 Rockets
03 Agricultural Engineering	09 Cybernetics	08 Underwater Ordnance
04 Agronomy, Horticulture, & Aquiculture	13 Mechanical, Industrial, Civil & Marine Engineering (ALL)	08.01 Torpedoes
05 Animal Husbandry & Veterinary Medicine	01 Air Conditioning, Heating, Lighting & Ventilating	09 Explosions
06 Forestry	02 Civil Engineering	10 Ballistics
03 Astronomy & Astrophysics (ALL)	03 Construction Equipment, Materials & Supplies	11 Nuclear Weapons
01 Astronomy	04 Containers & Packaging	12 Directed Energy Weapons
02 Astrophysics	05 Couplers, Fasteners & Joints	13 Guided Munitions
03 Celestial Mechanics	06 Surface Transportation & Equipment	20 Physics (ALL)
04 Atmospheric Sciences (ALL)	06.01 Surface Effect Vehicles/Amphibious Vehicles	01 Acoustics
01 Atmospheric Physics	07 Hydraulic & Pneumatic Equipment	02 Crystallography
02 Meteorology	08 Manufacturing & Industrial Engineering & Control of Production Systems	03 Electricity & Magnetism
05 Behavioral & Social Sciences (ALL)	09 Machinery & Tools	04 Fluid Mechanics
01 Administration & Management	10 Marine Engineering	05 Atomic & Molecular Physics & Spectroscopy
02 Information Science	10.01 Submarine Engineering	06 Optics
03 Economics & Cost Analysis	11 Pumps, Filters, Pipes, Tubing, Fittings & Valves	06.01 Fiber Optics & Integrated Optics
04 Government & Political Science	12 Safety Engineering	07 Particle Accelerators
05 Sociology & Law	13 Structural Engineering & Building Technology	08 Nuclear Physics & Elementary Particle Physics
06 Humanities & History	14 Test Equipment, Research Facilities & Reprography (ALL)	09 Plasma Physics & Magnetohydrodynamics
07 Linguistics	01 Holography	10 Quantum Theory & Relativity
08 Psychology	02 Test Facilities, Equipment & Methods	11 Mechanics
09 Personnel Management & Labor Relations	03 Recording & Playback Devices	12 Solid State Physics
06 Biological & Medical Science (ALL)	04 Photography	13 Thermodynamics
01 Biochemistry	05 Printing & Graphic Arts	14 Radiofrequency Wave Propagation
02 Genetic Engineering & Molecular Biology	15 Military Sciences (ALL)	15 Electromagnetic Pulses
03 Biology	01 Military Forces & Organizations	21 Propulsion, Engines & Fuels (ALL)
04 Anatomy & Physiology	02 Civil Defense	01 Air Breathing Engines (Unconventional)
05 Medicine & Medical Research	03 Defense Systems	02 Combustion & Ignition
06 Ecology	03.01 Antimissile Defense Systems	03 Electric & Ion Propulsion
07 Radiobiology	03.02 Antiaircraft Defense Systems	04 Fuels
08 Food, Food Service & Nutrition	03.03 Antisatellite Defense Systems	05 Jet & Gas Turbine Engines
09 Hygiene & Sanitation	04 Military Intelligence	06 Nuclear Propulsion
10 Stress Physiology	05 Logistics, Military Facilities & Supplies	07 Reciprocating & Rotating Engines
11 Toxicology	06 Military Operations, Strategy & Tactics	08 Rocket Engines
12 Medical Facilities, Equipment & Supplies	06.01 Naval Surface Warfare	08.01 Liquid Propellant Rocket Engines
13 Microbiology	06.02 Undersea & Antisubmarine Warfare	08.02 Solid Propellant Rocket Engines
14 Weapons Effects (Biological)	06.03 Chemical, Biological & Radiological Warfare	09 Rocket Propellants
15 Pharmacology	06.04 Nuclear Warfare	09.01 Liquid Rocket Propellants
07 Chemistry (ALL)	06.05 Space Warfare	09.02 Solid Rocket Propellants
01 Industrial Chemistry/Chemical Processing	06.06 Land Mine Warfare	22 Space Technology (ALL)
02 Inorganic Chemistry	06.07 Unconventional Warfare	01 Astronauts
03 Organic Chemistry	16 Guided Missile Technology (ALL)	02 Unmanned Spacecraft
04 Physical Chemistry	01 Guided Missile Launching & Basing Support	03 Spacecraft Trajectories and Reentry
05 Radiation & Nuclear Chemistry	02 Guided Missile Trajectories, Accuracy & Ballistics	04 Ground Support Systems & Facilities for Space Vehicles
06 Polymer Chemistry	02.01 Guided Missile Dynamics, Config. & Control	05 Manned Spacecraft
08 Earth Sciences & Oceanography (ALL)	03 Guided Missile Warheads & Fuzes	23 Biotechnology (ALL)
01 Biological Oceanography	04 Guided Missiles	01 Biomedical Instrumentation & Bioengineering
02 Cartography & Aerial Photography	04.01 Air- & Space-Launched Guided Missiles	02 Human Factors Engineering & Man Machine Systems
03 Physical & Dynamic Oceanography	04.02 Surface-Launched Guided Missiles	03 Bionics
04 Geomagnetism	04.03 Underwater-Launched Guided Missiles	04 Protective Equipment
05 Geodesy	05 Guided Missile Reentry Vehicles	05 Life Support Systems
06 Geography	17 Navigation, Detection & Countermeasures (ALL)	06 Escape, Rescue & Survival
07 Geology, Geochemistry & Mineralogy	01 Acoustic Detection & Detectors	24 Environmental Pollution & Control (ALL)
08 Hydrology, Limnology & Potamology	02 Non-Acoustic/Non-Magnetic Submarine Detection	01 Air Pollution & Control
09 Mining Engineering	03 Direction Finding	02 Noise Pollution & Control
10 Soil Mechanics	04 Countermeasures	03 Solid Wastes Pollution & Control
11 Seismology	04.01 Radio Countermeasures	04 Water Pollution & Control
12 Snow, Ice, & Permafrost	04.02 Acoustic Countermeasures	05 Pesticides Pollution & Control
09 Electrotechnology & Fluidics (ALL)	04.03 Radar Countermeasures	06 Radiation Pollution & Control
01 Electrical & Electronic Equipment	04.04 Optical Countermeasures	07 Environmental Health & Safety
02 Fluidics & Fluorics	05 Optical Detection & Detectors	25 Communications (ALL)
03 Lasers & Masers	05.01 Infrared Detection & Detectors	01 Telemetry
04 Line, Surface & Bulk Acoustic Wave Devices	05.02 Ultraviolet Detection & Detectors	02 Radio Communications
05 Electrooptical & Optoelectronic Devices	06 Magnetic & Electric Field Detection & Detectors	03 Non-Radio Communications
06 Acoustooptic & Optoacoustic Devices	07 Navigation & Guidance	04 Voice Communications
07 Electromagnetic Shielding	07.01 Land & Riverine Navigation & Guidance	05 Command, Control & Communications Systems
10 Power Propulsion & Energy Conversion (Nonpropulsive) (ALL)	07.02 Underwater & Marine Navigation & Guidance	ALL ALL SUBJECT FIELDS AND GROUPS
01 Non-Electrical Energy Conversion	07.03 Air Navigation & Guidance	
02 Electric Power Production & Distribution	07.04 Space Navigation & Guidance	
03 Electrochemical Energy Storage	08 Miscellaneous Detection & Detectors	
04 Energy Storage	09 Active & Passive Radar	
11 Materials (ALL)	10 Seismic Detection & Detectors	
01 Adhesives, Seals & Binders	11 Target Direction, Range & Position Finding	
02 Ceramics, Refractories & Glass		
02.01 Refractory Fibers		