

# Acquisition Information Repository (AIR) Registration Guide

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# 1.0 About this Registration Guide

- This guide provides background information on the Acquisition Information Repository (AIR) and outlines how individuals may obtain access to the application.
- New users will receive an invitation to Basic Acquisition Visibility (AV) Training. Basic AV Training is conducted via DCS and phone dial-in on the second Tuesday of every month.
- Users may find a full User Guide and other support materials on the [AIR Resources](#) page or within the [AIR Capability](#) section of the Defense Acquisition Visibility Environment (DAVE).
- For questions or concerns, please contact the AIR Help Desk at [osd.AIR@mail.mil](mailto:osd.AIR@mail.mil) or (703) 882-5184.

## 2.0 Introduction

- AIR is a searchable document repository that provides the Acquisition Community with appropriate and secure visibility to final milestone and program event documentation.
- AIR currently stores documents for all acquisition types, including ACATs I-IV (excluding Navy lower ACAT programs), Defense Business Systems (DBS), and Middle Tier Acquisitions (MTA).
- AIR is available on both the NIPRnet and SIPRnet. Separate registration is required for SIPRnet AIR; please contact the AIR Help Desk for SIPRnet Registration instructions.

## 3.0 System Access

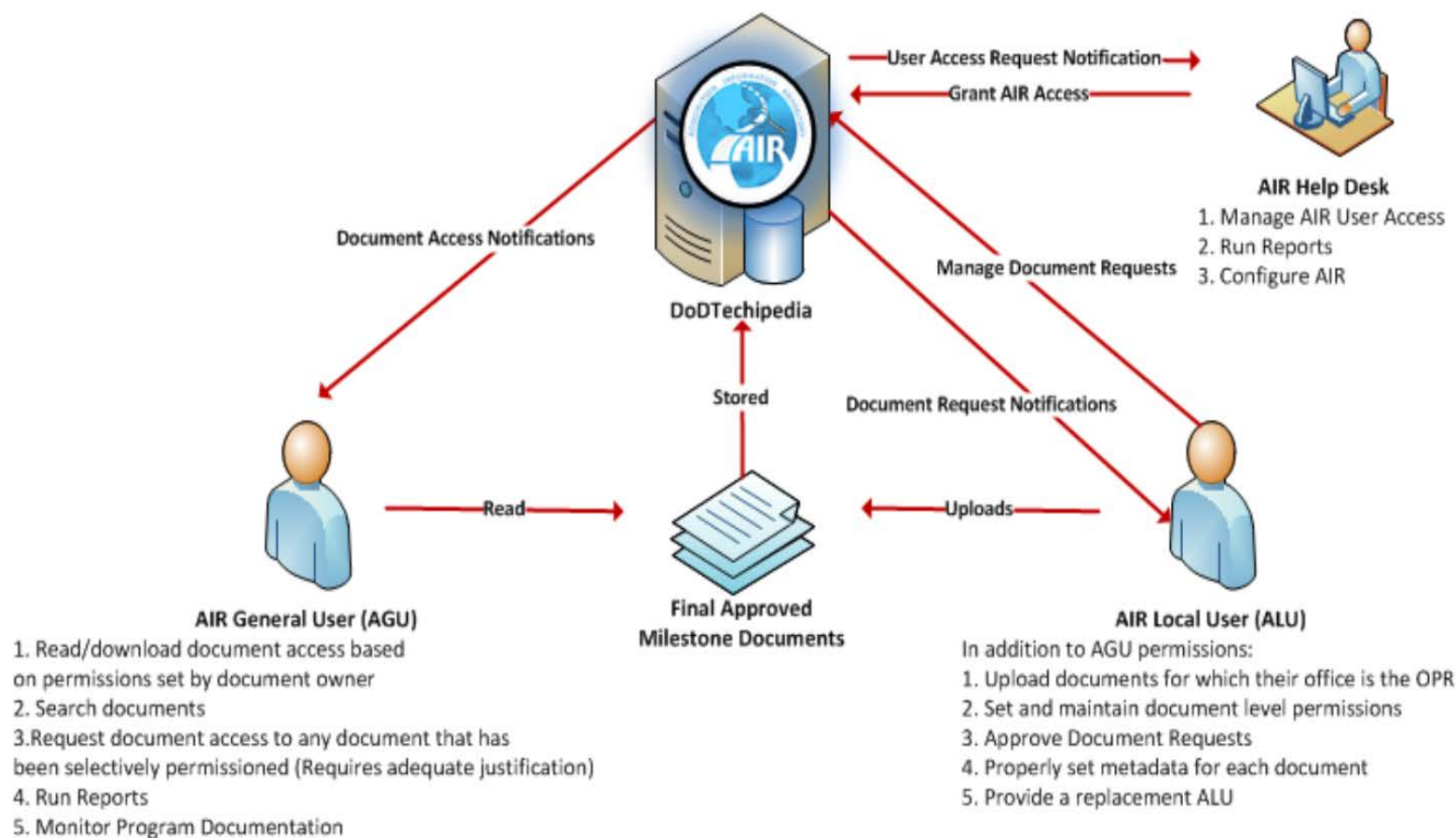
- AIR is a distinct capability of DAVE, but is currently hosted by the Defense Technical Information Center (DTIC) within DoDTechipedia.
  - AIR requires separate registration from DAVE.
  - If you are interested in obtaining a DAVE account, please contact the DAVE Help Desk at [osd.DAVE@mail.mil](mailto:osd.DAVE@mail.mil) or (571)372-5309.
- AIR may be accessed via DAVE or through DoDTechipedia.
  - <https://dave.acq.osd.mil>
  - <https://www.dodtechipedia.mil/AIR>
- Access to AIR is PKI controlled. To increase security and protect the information stored in AIR, users will only be able to access AIR using a DoD CAC Card with an associated “.mil” email address. ECA users will not be able to register for AIR.

## 3.1 AIR Registration

1. Go to <https://www.dodtechipedia.mil/dodc/display/DAT/Defense+Communities+with+POC>
2. Click the red "Register for AIR" link
3. Click "Create/Edit" on the My Profile page
4. Complete and submit the AIR System Authorization Access Request.
  1. If you require the ability to upload documents, the type of account you want to register for is "ALU (AIR Local User)"-- otherwise you should register as "AGU (AIR General User)".
  2. Every user, regardless of their designation as Military, Civilian, or Contractor, must identify a Government Sponsor. The system will contact the Government Sponsor to verify need for access.
5. AFTER receiving an email notification that your AIR Registration is complete (approval by your government sponsor), access AIR at <https://www.dodtechipedia.mil/AIR>

**Reminder:** New registrants should follow up with their identified government sponsor -- the link provided to government sponsor to approve access expires two weeks from the date it was sent.

## 3.1.1 User Types



# 3.2 Walkthrough: AIR Registration

<https://www.dodtechipedia.mil/dodc/display/DAT/Defense+Communities+with+POC>

Navigate to:

<https://www.dodtechipedia.mil/dodc/display/DAT/Defense+Communities+with+POC>

Click the red lettered register for AIR link to be directed to AIR registration.

SPACE	REQUEST ACCESS (POC)
402dEMG	[Redacted]
4th Estate CIOs	[Redacted]
ACPAT	[Redacted]
Acquisition Information Repository (AIR)	<b>Register for AIR</b>
Acquisition Security Database (ASDB)	Register for ASDB
Air Force SBIR/STTR	[Redacted]
ardecsed	[Redacted]
Army Product Data and Data Rights Topics	[Redacted]
Automated Movement & Identification Solutions (AMIS)	[Redacted]
CWP	[Redacted]
Code 30 Fires	[Redacted]
CCB	[Redacted]
CROSS Topic Share	[Redacted]
Defense Basic Research Advisory Group (DBRAG)	DTIC Public Access Group
DLA Account Management and Provisioning System (AMPS)	[Redacted]



## 3.2 Walkthrough: AIR Registration continued

**Acquisition Information Repository**  
The authoritative searchable source of approved milestone and



The first time you visit AIR, you will be prompted to visit the AIR Profile Manager to apply for an account.

To register for access to the AIR Space, please click on the link below:

To register for AIR access, please click on the link below:  
[AIR Profile Manager](#)

**AIR Profile Manager**

### My Profile

LDAP Id

EDIPI

Name

Email

Preferred Email


Phone

Latest Verification

[Create / Edit](#)

Check to ensure that this information is correct – some spaces can be left blank – and select the “Create/Edit” button.

# 3.2 Walkthrough: AIR Registration continued



AIR Profile Manager

## AIR System Authorization Access Request

If you require the ability to upload documents to the system, select account type "ALU"; otherwise, select account type "AGU".

Type of Request \*

AGU
▼

*AIR General User (AGU) can search for documents.  
 AIR Local User (ALU) can upload documents and search for documents.*

First Name	Middle Initial	Last Name
[REDACTED]	[REDACTED]	[REDACTED]
Email (.mil address)	Preferred Email (.mil address, may be the same as Email) *	
[REDACTED]	[REDACTED]	
Phone (Commercial) *	Phone (DSN)	Office Symbol *
[REDACTED]	[REDACTED]	[REDACTED]
Designation of Person *	Company Name *	Contract Number *
[REDACTED]	[REDACTED]	[REDACTED]
Government Sponsor First Name *	Government Sponsor Middle Initial	Government Sponsor Last Name *
[REDACTED]	[REDACTED]	[REDACTED]
Government Email (.mil address) *	Government Phone (Commercial) *	Government Phone (DSN)
[REDACTED]	[REDACTED]	[REDACTED]

Justification for Access:

*(If ALU, include document type to be responsible for uploading) (Character limit is 500) \**

Fill in all the empty spaces marked by a red asterisk. Ensure that your government sponsor's email address is correct, as they must approve your access request. Press the "Submit" button when you are finished. You will be redirected to a page confirming that your entry was successful.

## 4.0 User De-Activation

- If you are registering for AIR and assuming the duties of an existing or departed AIR user, please contact the AIR Help Desk so that document ownership can be transferred appropriately.