Introduction

About DDTC:

- **Mission:** Ensuring commercial exports of defense articles and defense services advance U.S. national security and foreign policy objectives.

- **Organizational Structure:**
  - Policy Office (DTCP)
  - Licensing Office (DTCL)
  - Compliance Office (DTCC)
  - Management Office (DTCM)

- **Key Functions:**
  - Establishing and maintaining defense export regulations (ITAR)
  - Registering entities and individuals
  - Adjudicating export licenses
  - Responding to inquiries
  - Promoting and enforcing compliance

About the Speaker:

Karen Wrege, CIO

- Has 31 years of Information Technology experience in the private and public sectors
- Joined DDTC as the CIO in October 2014
- Prior to DDTC, spent 10 years in economic consultancy providing auction software and services to global clients in the telecommunications industry
- Served as manager of the US Federal Communications Commission's spectrum auctions beginning in 1994 and was promoted to Chief Information Officer of the Wireless Telecommunications Bureau
1. Hot Topics
   - Updated Enrollment Form
   - User Management Overview
   - How do I renew my Registration?
   - How do I amend my Registration?
   - How does an Empowered Official sign a license?
   - Self Service

2. Q&A
How to enroll if you/your company has never done ITAR business before
We updated the Enrollment form so that we can accurately capture information on if an enrollee is a part of an existing DDTC company or a brand new company.
Enrollment – New Company

**User Enrollment**

Please complete the below information to create your DECCS User Account, including a mobile number that is readily accessible in order to successfully complete the steps required for multi-factor authentication (MFA). Reference the DECCS User Enrollment Instructions video here, as well as the MFA Instructions located here for further guidance on creating a DECCS User Account.

- **User ID/Email**
  testenrollments@gmail.com

- **First Name**
  Test

- **Last Name**
  Enrollment

- **Nickname**

**PLEASE NOTE**

If your company has already registered with DDTC, please enter the Registration Code provided by your Corporate Administrator and the Name of your Company. If you are enrolling to register a new company with DDTC, select I am part of a New Company.

- **Company Name**
  
- **Registration Code**
  
*Acceptable formats are: X-### or X##### beginning with M, K, F, G, or B

[Enroll]
Enrollment – New Company

If your company is brand new to DDTC, please check the box that says "I am part of a new company."
Enrollment – New Company

Then select "Enroll"
You will then get an email to Activate your Account. Click the button to follow the prompts to set up your password and security questions.
Enrolling users can let us know up front if they're associated with an existing DDTC company.
Enrollment – Existing Company

Be sure to enter the company name and current Registration Code so that you can be associated with your company.

![User Enrollment Form]

**PLEASE NOTE**
If your company has already registered with DDTC, please enter the Registration Code provided by your Corporate Administrator and the Name of your Company. If you are enrolling to register a new company with DDTC, select I am part of a New Company.

- **Company Name**
  - MenInBlack2

- **Registration Code**
  - G-5019

*Acceptable formats are: X-#### or X##### beginning with M, K, F, G, or B*

[Enroll Button]
Enrollment – Existing Company

User Enrollment

Please complete the below information to create your DECCS User Account, including a mobile number that is readily accessible in order to successfully complete the steps required for multi-factor authentication (MFA). Reference the DECCS User Enrollment Instructions video here, as well as the MFA Instructions located here for further guidance on creating a DECCS User Account.

@User ID/E-mail

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@First Name

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Nickname

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Company Name

MenInBlack2

Registration Code

G-5019

*Acceptable formats are: X-#### or X##### beginning with M, K, F, G, or B

Enroll

I am part of a New Company
Enrollment – Existing Company

DECCS - Account Creation Notification

Hi Test,

You recently requested to create an account in the Department of State’s External Identity Service. A user account has been created for you that you can use to access DDS applications.

NOTE: If you are receiving this email and you have not requested to create an account in the DDTC’s Defense Export Control and Compliance System (DECCS), please see the notice published on the home page of PM/DDTC’s official website on 4 Feb 2019, which announces the launch of DECCS. All current DTrade Super Users with valid email addresses have automatically been enrolled in DECCS, and this email is notice of the DDTC team activating their account in the new system.

For more information and additional reference materials:

- The public notice can be found on DDTC’s public website here: https://www.pmddtc.state.gov
- The DECCS Industry Portal can be found here: https://deccspmddtc.service-now.com/deocs

Click the following link to activate your account:

[Activate Your Account]

This link expires in 7 days.

Your username is liisa.park.er33@gmail.com
Your organization’s sign-in page is https://deccs.auth.test.pmddtc.state.gov

If you experience difficulties accessing your account, you can contact the DECCS helpdesk here: DECCS Support
USER MANAGEMENT: CORPORATE ADMINISTRATORS

Process user requests, accept invitations as an industry user, grant permissions within your company
As a Corporate Administrator, navigate to User Management under the Applications drop-down.
Users Requesting Company Access

Requests from Users who have enrolled using a Registration Code from this company.

*Legend:*
- use the ✓ icon to Approve this user requesting company access to be promoted to a Request for Access (access to the company is not granted by this action the user must still accept).
- use the ✗ icon to Reject and Invalidate this request.

<table>
<thead>
<tr>
<th>Enrolled</th>
<th>User</th>
<th>Email</th>
<th>Nickname</th>
<th>User Provided Company Name</th>
<th>User Provided Reg Code</th>
<th>Valid Until</th>
<th>Actions</th>
</tr>
</thead>
</table>

Pending User Requests

There are no Requests for Company Access that are pending action

• Here you will see a section titled: "Users Requesting Company Access"
• These are the users who put your company name/Registration Code in the Enrollment Form
User Management: Process Requests

Users Requesting Company Access

Requests from Users who have enrolled using a Registration Code from this company.

*Legend:

use the ✓ icon to Approve this user requesting company access to be promoted to a Request for Access (access to the company is not granted by this action the user must still accept).
use the X icon to Reject and Invalidate this request.

<table>
<thead>
<tr>
<th>Enrolled</th>
<th>User</th>
<th>Email</th>
<th>Nickname</th>
<th>User Provided Company Name</th>
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<th>Valid Until</th>
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</tr>
</thead>
</table>

Pending User Requests

There are no Requests for Company Access that are pending action

- Here you can see the "Test Enrollment" account from earlier
- To accept the request, click the checkmark.
- To deny, click the X
You will have to confirm the action, and then this user will get an invitation request from your company.
Now this user is in the "Pending User Requests" section of User Management. The "Test Enrollment" user will have to accept the request to officially be associated with the company.
User Management: Accept Invite

- The enrollee will get an email and will need to log in to DECCS
- There they will have a notification to Accept the Company Invitation
User Management: Accept Invite

You have a pending invite to join a company! Click the following link to accept it: Accept Company Invitation

Accept Company Invitation

A Corporate Administrator for the DECCS application has issued you an invitation for company level application access.

Invitation Comments:
Sandy Tester has invited you to join Mike's Missles in the Defense Export Control and Compliance System (DECCS).

[Accept] [Cancel]

• Click "Accept" to confirm
User Management: Accept Invite

- And then they will be associated with your company in DECCS
• Back in the User Management application, the Corporate Administrator can modify their company users permissions in the Company Users section.
User Management: Modify Roles

• Click the drop down to grant/change the roles for the Registration and Licensing applications
• And check the CA checkbox if you want to make this person an additional Corporate Administrator
What are the steps I take to renew my Registration?

- You will only see the ‘Renew’ button if your registration is within 90 days of your registration expiration date. The button will remain until the application is renewed. If the registration has lapsed, you will still need to click the renew button.
What if my Renewal is due in April?

- DDTC registration renewals with an expiration date of April 30, 2020 will be extended to **June 28, 2020**. This update will be processed in the system by April 30th.
• Click Renew to begin the process
Data is pre-populated with data from the last registration application. “Yes” was already defaulted when I started my application.
Registration Renewals

New questions related to renewal display and must be answered
Registration Renewals

**DS-2032**

**STATEMENT OF REGISTRATION**

- **Application ID:** 1838

**Registration Information**

- **Registration Action:** Registration Renewal

**Questions:**

1. *Did you conduct any ITAR business during the lapse?*
   - Yes
   - No

2. *Applicant has brokering activity to report (including successful/unsuccessful brokering activity)*
   - Yes
   - No

**Buttons:**

- Save
- Back
- Next
Complete Your Renewal

- Review and update your Registration data.
- Note that ALL fields are editable when renewing a registration.
- Submit to your Senior Officer for signature and submission.
Registration Amendments

To begin the process, click Amend.
Registration Amendments

- And then click Start to bring up your completed DS-2032 form
Registration Amendments

In an Amendment, Block 1 is not editable.
Registration Amendments

- In Block 2, the application defaults to "No" for "Does the Amendment involve a material change to the registration."
- An example of a Non-Material change would be a change to a phone number of a point of contact or a web address update.
### Registration Amendments: Material Change

If you select "Material Change" = Yes, you must select the Material Change Type.

<table>
<thead>
<tr>
<th>Non-MAD Material Change Types</th>
<th>MAD Material Change Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Merger</td>
</tr>
<tr>
<td>Address</td>
<td>Acquisition</td>
</tr>
<tr>
<td>Legal Organizational Structure</td>
<td>Divestiture</td>
</tr>
<tr>
<td>Eligibility</td>
<td></td>
</tr>
<tr>
<td>Criminal Charge</td>
<td></td>
</tr>
<tr>
<td>Directors, Senior Officers, Partners, and/or Owners</td>
<td></td>
</tr>
<tr>
<td>Establishment/Addition of Subsidiary/Controlled Affiliate</td>
<td></td>
</tr>
</tbody>
</table>

- Notification Triggering Event Date:
  - Month: 4
  - Day: 15
  - Year: 2000

- Summarize the essentials of the transaction, including a statement of purpose and description of scope with an explanation of actions to be taken inside and outside the U.S.
We are going to walk through a Non-MAD Material Change type for changing information related to Directors, Senior Officers, and/or Owners. The system will only allow you to edit certain blocks depending on the type of material change.
Here you can see that Blocks 3,
Here you can see that Blocks 3, 4, and 5 are read only.
• However, Block 6 becomes Editable.
• Make the needed changes to the directors, senior officers, partners, and/or owners.
• And save the information.
After you make your changes on Block 6, you will need to send to your Senior Officer for signature/submission (on Block 11)
• Just like with the Renewal, Let your SO know that there is a Registration awaiting their signature
• There are no fees associated with an amendment
Licensing Access Groups

• An Empowered Official is the individual responsible for signing and submitting a license request.

• The Empowered Official must be added to an access group to review and sign a license.
• As a Corporate Administrator, go the Licensing Application and click on “Access Groups”
• Select the Access Group you are trying to add your Empowered Official to
Licensing Access Groups

• Then you can "Add Users"
• Search by a user’s first or last name
• Click the "Add" plus sign to add them to this group
Empowered Officials

- Empowered Officials need:
  - A Digital Certificate associated with the email address used for DECCS logon.
  - The Digital Certificate must be installed on the workstation that the individual is using.
  - The Corporate Administrator must set up the individual with the Empowered Official role for Licensing.

- We accept the following digital certificates:
  - IdenTrust ACES
  - IdenTruct ECA
  - Widepoint ECA
Empowered Officials

- Once the Empowered Official selects Applications > Licensing, they will be prompted to select their Digital Certificate
- Select OK
Empowered Officials

- Empowered Officials sign licenses that are in the "Awaiting Signature" status in the Licensing application
- EO can review the entire form and make any changes needed.
Empowered Officials

• Or they can go straight to the Applicant’s Statement Block
Empowered Officials

Applicant's Statement

I, [Pepper Potts], an empowered official (22 CFR 120.25) or an official of a foreign government entity in the U.S., hereby apply for a license to complete the transaction described above; warrant the truth of all statements made herein; and acknowledge, understand and will comply with the provisions of 22 CFR 120-130, and any conditions and limitations imposed.

I am authorized by the applicant to certify the following in compliance with 22 CFR 126.13:

1. Neither the applicant, its chief executive officer, president, vice presidents, other senior officers or officials (e.g., comptroller, treasurer, general counsel) nor any member of its board of directors is:

- Note that the name is automatically filled in (because of the installed digital certificate)
- If you do NOT see a name here, then your digital certificate is not installed correctly
Empowered Officials

- The EO then must click the button that says "sign and submit"
Empowered Officials

Are you certain you wish to submit this application to DDTC for review?

- This transaction meets the requirements of 22 CFR 130.2. The applicant or its vendors have not, nor offered, nor agreed to pay, in respect of any sale for which a license or approval is requested, political contributions, fees or commissions in amounts as specified in 22 CFR 130.9(a).

- The applicant or its vendors have paid, or offered, or agreed to pay, in respect of any sale for which a license or approval is requested, political contributions, fees or commissions in amounts as specified in 22 CFR 130.9(a). Information required under 22 CFR 130.10 is attached.

- I am not authorized by the applicant to certify the conditions of 22 CFR 130.9(a). Please see the attached letter for such certification.

[OK] [Cancel]

[Back] [Sign and Submit]
Empowered Officials
Empowered Officials

You now have a case number and the license is in Submitted Status

<table>
<thead>
<tr>
<th>ID</th>
<th>Form</th>
<th>Case Number</th>
<th>Transaction Number</th>
<th>Status</th>
<th>Created On</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>5637</td>
<td>DSP-5</td>
<td>050901034</td>
<td>DECCS Demo #1</td>
<td>Submitted</td>
<td>03/06/2020</td>
<td>3/6/20 11:47 AM</td>
</tr>
</tbody>
</table>
Quickly find answers to common questions and issues in DECCS
• On the Industry Portal, click the "Create a Support Case" (under Need Help?) to start a Help Desk/Response Team inquiry
Self Service

- Click the drop-down to see the list of options
Self Service

As you're typing in the short description, note that Help is populating below. See if this answers any of your questions before submitting your case.
Self Service

Be sure to fill in the category, subcategory, and descriptions before you submit your case.
Self Service

- After submission, you'll generate a case number – and you can add notes to your case and chat with your Help Desk agent.
DDTC Contact Information

Website:  www.pmddtc.state.gov

Contact DDTC

**DDTC Help Desk**
Contact with issues concerning login, browser, or other system issues.

**Contact the DDTC Help Desk:**
Email  (202) 663-2838 | 8:00am - 5:00pm

**DDTC Response Team**
Contact with issues concerning functionality of the forms, data processing, regulations, etc.

**Contact the DDTC Response Team:**
Email  (202) 663-1282 | 8:00am - 5:00pm