



U.S. Department of State
Directorate of Defense Trade Controls



USPAB Submission Letter Template

(Date)

Director
Office of Defense Trade Controls Licensing
2401 E Street N.W., Suite 1200 (SA-1)
Washington, D.C. 20522-0112

Subject: Request for Authorization for a U.S. Person Abroad (USPAB) to Provide Defense Services to a Foreign Employer

Dear Director:

I am a U.S. citizen seeking employment with (foreign employer), a foreign company incorporated in (country).¹ As a condition of my employment, I will be required to furnish defense services to (foreign employer) [and the other foreign entities listed in this application].² I am seeking authorization to provide those defense services.

This application seeks authorization to furnish **DEFENSE SERVICES ONLY** as described in ITAR § 120.32(a)(1) or (3). If I need to transfer ITAR-controlled defense articles, including technical data, I understand a separate authorization from DDTC is required.

Section I – Contact Information

Applicant's Full Legal Name
Applicant's Residential Address Abroad
Applicant's Email Address
Applicant's Phone Number

Section II – Scope of Request

I will be furnishing assistance in the **design, development, and maintenance** of the XXX defense article. As the project engineer, I will be overseeing the development of the XYZ radar software, to include coding and the review and analysis of test results. I am also responsible for troubleshooting and resolving radar software problems for our customers. Furthermore ...

¹ This document is drafted for the most common form of USPAB authorization: corporate employment. If your employment is with a non-corporate entity (e.g., government, a cademic institution, or non-profit organization), please adjust accordingly.

² Include the bracketed clause only if you will be providing defense services to more than one foreign party.



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Additionally, I will be **training** the Country X Air Force in the use of

The defense services I will provide are classified under USML Category **XII(f)**.

I am seeking authorization to provide **DEFENSE SERVICES** as defined in ITAR § 120.32(a)(1) or (3) **ONLY**. I will **NOT** export defense articles, and I will **NOT** transfer ITAR-controlled technical data without a separate authorization.

Section III – Relevant U.S. Experience

I have no U.S. education or experience related to USML defense articles.

<OR>

I have both U.S. education and experience related to USML defense articles. I earned a master's degree in Electrical Engineering from the University of XXX with a concentration in low observables. After graduating, I worked for six years for ABC Company on the F-XX Avionics Block II suite where I ...

Section IV – Recipients of Defense Services

I will furnish defense services directly to the following foreign entities in connection with my employment with (foreign employer):

ABC Inc.
XXX Walking Way
Ultimate City
Country X

XYZ Inc.
XXX Walking Way
Penultimate City
Country Y

Country X Air Force
XXX Walking Way
Air Force Way
Country X



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Section V – Applicant Information

A. U.S. Person Status (as defined in ITAR § 120.62)

I am a U.S. citizen.

<OR>

I am a lawful permanent resident as defined by [8 U.S.C. 1101\(a\)\(20\)](#).

<OR>

I am a protected individual as defined by [8 U.S.C. 1324b\(a\)\(3\)](#).

B. Years of Residency

I moved to the U.S. at the age of 16 to finish high school and attend college. I lived in the U.S. from 20XX until 20XX, at which time I moved back to Country X at the age of 32.

Section VI – Statement of Understanding

I, (applicant name), understand that as the applicant, I am personally responsible for ensuring I adhere to the ITAR as it relates to my work. If my request is approved, I am responsible for adhering to the conditions of my authorization. Furthermore, if my job changes so that my authorization no longer reflects the scope of my work, it is my responsibility to seek a new authorization.

Section VII – Appointing a Third Party POC

This section is optional. If using a third party to assist with the application process, include the following statement:

I, (applicant name), authorize DDTC to contact (designee name) with any questions related to my application. I acknowledge that I have read through this application and all the information contained herein is true and correct.

Sincerely,

//SIGNED//
PRINTED NAME