



Directorate of Defense Trade Controls Commodity Jurisdiction Application User Guide

Overview of DDTC's IT Modernization Effort:

The Directorate of Defense Trade Controls (DDTC) is undergoing a major IT Modernization effort to replace legacy systems with modern Cloud technologies. The new system, the **Defense Export Control and Compliance System (DECCS)**, will replace DTRADE, EFS, and MARY and provide industry access to a number of DDTC applications through a single, online portal. As part of this IT Modernization effort, DDTC is developing new online Registration, Licensing, Advisory Opinions, Disclosure, and Commodity Jurisdiction applications. The purpose of this document is to walk users through use of the new Commodity Jurisdiction application.

Introduction to the Commodity Jurisdiction Application

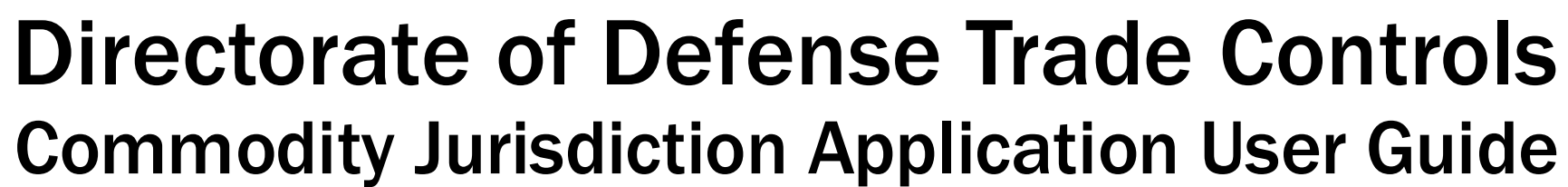
The purpose of a Commodity Jurisdiction (CJ) request is to determine whether a commodity or service is covered by the U.S. Munitions List (USML) and therefore subject to export controls administered by the U.S. Department of State pursuant to the Arms Export Control Act and the International Traffic in Arms Regulations (ITAR). If after reviewing the USML and other relevant parts of the ITAR, in particular ITAR [§120.3](#), [§120.4](#), and §120.11, you are unsure of the export jurisdiction of a commodity or service, you should request a CJ determination. Registration with DDTC is not required to request a CJ determination.* As part of DDTC's IT Modernization effort, a refreshed CJ application has been released in DECCS. The purpose of this document is to walk users through how to:

- [Submit a Commodity Jurisdiction Request](#)
- [Edit a Draft Commodity Jurisdiction Request](#)
- [Generate a PDF from Submitted Commodity Jurisdiction Request](#)
- [Responding to a Request for Information](#)
- [Share feedback on your DECCS experience](#)

Tips for Using DECCS:

- Recommended screen resolution is 1366x768 or 1920x1080 pixels
- Latest versions of Chrome, Edge, Firefox, Safari, and Internet Explorer are supported
- Supporting documentation size is limited to 50MB per attachment

*Note: If you would like to request a CJ determination on behalf of a registered entity and are not sure you have the appropriate DECCS access in order to do so, contact your company's Super User/Corporate Administrator for guidance on how to obtain the necessary user permissions, or visit the Learning Tools section of the [DECCS Service Industry Portal](#) for more information on the DECCS User Management process and application.



1. Once logged in to the DECCS Industry Service Portal page, the user should click on the Applications dropdown menu in the top left side of the screen and select Commodity Jurisdiction to access the online form.
2. The user will be directed to a Commodity Jurisdiction (CJ) Request Launching Pad, which allows the user to start new requests, view and edit draft requests, and view previously submitted requests. The user should click on the blue “Start a New CJ Request” button to open a new form.
3. The user should complete all information blocks, using the below guidance to enter information correctly. Fields marked with a red asterisk are required, but completion of all data fields will help DDTC provide the most thorough response possible.



U.S. DEPARTMENT OF STATE
DECCS Industry Service Portal

Search | Industry User

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Applications ▾ Learning Tools ▾ Support

Advisory Opinions
Commodity Jurisdiction
User Management



Industry Portal

DS-4076
Commodity Jurisdiction (CJ)

Exit
Help

CJ Request Launching Pad

Estimated Burden: 2 Hours

* PAPERWORK REDUCTION ACT STATEMENT: Public reporting burden for this collection of information is estimated to average 2 hours per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: Department of State (T/PM/DDTC) Washington, D.C. 20520.

To access the CJ User Guide, click [HERE](#)

Start a New CJ Request

OMB control number:
1405: 0174

Expiration date:
7/31/2020

Your Saved CJ Requests

Requests you have started but have not yet submitted can be selected to complete

- I. **Manufacturer/Exporter:** Person who engages in the United States in the business of either manufacturing or exporting or temporarily importing defense articles or furnishing defense services is required to register with DDTC (see ITAR §122.1)
- II. **U.S. Government:** A senior official acting in an official government agency capacity may select “U.S. Government” in order to allow a U.S. government agency the ability to register and apply for export licenses or use established license exemptions (see ITAR §122.1).
- III. **Manufacturer’s Representative:** Person authorized by the manufacturer (U.S. or foreign) to file a DS-4076 on behalf of the manufacturer. Documentation establishing this and allowing the public release of the information provided in Block 4 must be provided with the submission. This documentation must, at a minimum, include the manufacturer’s name and contact information. Without this authorization letter the CJ package may be Returned Without Action (RWA). A suggested authorization letter template is available on the DDTC website: www.pmdrtc.state.gov.
- IV. **Other:** Persons requesting a determination not represented by a previously provided category (e.g., law firm representing the exporter, who is not the manufacturer). In this example, the law firm must submit authorizing documentation from both the exporter and the manufacturer. Without these authorization letters, the CJ package may be Returned without Action (RWA’d). A suggested authorization letter template is available on the DDTC website: www.pmdrtc.state.gov.

3A

Filer Information – Filer Type

☐ Registered with PM DDTCT?

FILER TYPE 

☐ Exporter 

☐ Foreign Government 

☐ Manufacturer 

☐ Manufacturers Representative 

☐ Other 

☐ U.S. Government 

Company or Organization 

Used 0 out of 150 characters

Doing Business As

Used 0 out of 128 characters

Address 1 

Used 0 out of 40 characters

Address 2

Used 0 out of 40 characters

City 

Used 0 out of 40 characters

Country 

State/Province 

Used 0 out of 40 characters

Zip/Postal Code 

Used 0 out of 10 characters

Save

Continue



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Submit a Commodity Jurisdiction Request (cont.)

A. Block 1: Filer Information – Filer Type (Continued)

Foreign persons may select the following:

- I. **Manufacturer/Exporter:** Person who engages in the business of either manufacturing or exporting or temporarily importing defense articles or furnishing defense services.
- II. **Foreign Government:** A senior official acting in an official foreign embassy capacity may select “Foreign Government.”
- III. **Other:** Persons requesting a determination not represented by a previously provided category (e.g., law firm representing the exporter, who is not the manufacturer).). In this example, the law firm must submit authorizing documentation from both the exporter and the manufacturer. Without these authorization letters the CJ package may be Returned without Action (RWA'd). A suggested authorization letter template is available on the DDTC website: www.pmddtc.state.gov.

If the applicant is not registered with DDTC, the applicant must complete the Applicant Information fields, starting with Company or Organization name.

Once Block 1.1 is complete, select “Save” and then “Continue” to move to Block 1.2.

B. Block 1.2: Filer Points of Contact (POC)

- I. Select the “Add a New POC” button in order to enter contact information for the submitter and any non-technical contacts associated with the request. Click the “Save POC” button when complete. Multiple points of contact are permitted on the request form; however, at least one is required. Information can be edited or deleted as necessary prior to submission.
- II. Once all Points of Contact have been entered and saved, click the “Continue” button in order to move to Block 1.2.

C. Block 1.2: Filer Technical Points of Contact (POC)

- I. Select the “Add a New Technical POC” button in order to enter contact information for any technical contacts associated with the request. Click the “Save Technical POC” button when complete. Multiple Technical points of contact are permitted on the request form; however, none are required. Information can be edited or deleted as necessary prior to submission. If this person is the same as the main Point of Contact, leave this field blank.
- II. Once all Technical Points of Contact have been entered and saved, click the “Continue” button in order to move to Block 2.

Note: If filer type “Other” was selected, you will move on to Block 1.2: OEM. If filer type “Manufacturer’s Representative” was selected, you will move on to Block 1.2: Third Party.

3A

Filer Information – Filer Type

☐ Registered with PM DDTC?

FILER TYPE *

☐ Exporter

☒ Manufacturers Representative

☐ Foreign Government

☐ Other

☐ Manufacturer

☐ U.S. Government

Company or Organization *

Used 0 out of 150 characters

Doing Business As

Used 0 out of 126 characters

Address 1 *

Used 0 out of 40 characters

Address 2

Used 0 out of 40 characters

City *

Used 0 out of 40 characters

Country *

State/Province *

Used 0 out of 40 characters

Zip/Postal Code *

Used 0 out of 40 characters

Please provide documentation authorizing you to file on the manufacturer's behalf and to publicly release the information provided in Block 4. Additionally, this documentation must include the manufacturer's name and contact information.

☐ Authorization Document Attached

Save

Continue

3B

BLOCK 1

Filer Points of Contact

Add New POC

* At least 1 POC is required.

Back

Continue

3C

BLOCK 1

Filer Technical Points of Contact

Add New Technical POC

Back

Continue

Filer Points of Contact

POC Name *

Used 0 out of 126 characters

POC Telephone *

Used 0 out of 40 characters

POC Email *

Used 0 out of 40 characters

Save POC

Cancel

 Information

Visit our [website](#) for the latest news and events!

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Submit a Commodity Jurisdiction Request (cont.)

D. Block 1.2: OEM

Note: This block will only display if filer type “Other” was selected.

Complete all Original Equipment Manufacturer Information (OEM). All fields with a red asterisk are mandatory.

- I. Enter information into the Company or Organization field.
- II. Enter the address into Address Line 1 and Address Line 2 if needed.
- III. Enter the city of the Original Equipment Manufacturer into the City field.
- IV. Enter the Zip/Postal of the Original Equipment Manufacturer into the Zip/Postal field.
- V. Enter the Country of the Original Equipment Manufacturer into the Country field.
- VI. Enter the State/Province of the Original Equipment Manufacturer into the State/Province field.
- VII. Select continue to move on to Block 1.3: Third Party.

E. Block 1.2: Third Party

Note: This block will only display if filer type “Other” or “Manufacturers Representative” was selected.

Complete all Original Equipment Manufacturer Information (OEM). All fields with a red asterisk are mandatory.

- I. Enter information into the Company or Organization field.
- II. Enter the address into Address Line 1 and Address Line 2 if needed.
- III. Enter the city of the Original Equipment Manufacturer into the City field.
- IV. Enter the Zip/Postal of the Original Equipment Manufacturer into the Zip/Postal field.
- V. Enter the Country of the Original Equipment Manufacturer into the Country field.
- VI. Enter the State/Province of the Original Equipment Manufacturer into the State/Province field.
- VII. Select continue to move on to Block 2.

3D

BLOCK 1

OEM

Company or Organization *

Used 0 out of 200 characters

Doing Business As Name

Used 0 out of 126 characters

Address Line 1 *

Used 0 out of 84 characters

Address Line 2

Used 0 out of 84 characters

City *

Used 0 out of 42 characters

Zip/Postal Code *

Country *

State/Province *

Used 0 out of 40 characters

Save

Back

Continue

3E

BLOCK 1

Third Party

Company or Organization *

Used 0 out of 200 characters

Doing Business As Name

Used 0 out of 126 characters

Address Line 1 *

Used 0 out of 84 characters

Address Line 2

Used 0 out of 84 characters

City *

Used 0 out of 42 characters

Zip/Postal Code *

Country *

State/Province *

Used 0 out of 40 characters

Save

Back

Continue



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Submit a Commodity Jurisdiction Request (cont.)

F. Block 2: Determination Type

I. Select a determination Type:

- a) **New Submission:** Select this option, if this is a new submission and move on to [Block 3](#).
- b) **Resubmission:** Select this option if this is a resubmission. New fields will display:
 - i. **Case Number:** Provide the previously issued commodity jurisdiction case number that is the subject of the new request.
 - ii. **Reason for Resubmission:** Select the reason for resubmission:
 - **Return Without Action:** The original Commodity Jurisdiction was “Returned Without Action” by the State Department.
 - **Reconsideration:** If the filer wishes to provide additional supplemental information that may change the outcome of the previous determination.
 - **Redesignation of article or service currently covered by the USML:** If the filer has received a previous determination and wishes to appeal by recommending the Department of State reclassify or alter the jurisdiction of a commodity or service.
 - iii. **Summarize Reason for Resubmission:** Provide a concise description of the reason for resubmission.
- c) **Related to U.S. Government Request:** Select this option if this is related to a U.S. Government Request. New fields will display:
 - i. **Disclosure/Case #:** Provide the U.S. Government reported disclosure and/or case number.
 - ii. **USG Agency Requested:** Provide the name of the requesting U.S. Government Agency.
 - iii. **U.S. Government Point of Contact:** Provide the U.S. Government Point of Contact by selecting “Add a New USG POC” and entering in the POC’s Name, Telephone, and Email Address.

II. Select continue to move on to Block 3.

3Fa

BLOCK 2

CJ Determination Type

Determination Type *

-- None --

Save

Back

Continue

3Fb

CJ Determination Type

Determination Type *

Resubmission

Prior CJ Case Number *

Used 0 out of 15 characters

Reason for Resubmission *

-- None --

Summarize Reason for Resubmission *

Used 0 out of 1200 characters

Save

Back

Continue

3Fc

BLOCK 2

CJ Determination Type

Determination Type *

Related to a U.S. Government Request

Since the determination type is "Related to a U.S. Government Request", a POC is required below:

Disclosure/Case # *

Used 0 out of 30 characters

USG Agency Requested *

Used 0 out of 15 characters

Save

U.S. Government Point of Contact

If there are any USG POCs to enter: Click Add a new USG POC Below

Add A New USG POC

At least 1 "U.S. Government Point of Contact" is required.

Back

Continue





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Submit a Commodity Jurisdiction Request (cont.)

G. Block 3: Commodity/Service Type

- I. Select all applicable commodity/service types whose jurisdiction and/or classification is/are being submitted for determination:
- a) **End Item:** Commodity is a system, equipment, or an assembled article ready for its intended use (see ITAR §120.40).
 - b) **Component/Major:** Commodity is an item that is useful only when in connection with an end-item (includes any assembled element that forms a portion of an end-item without which the end-item is inoperable (see ITAR §120.40).
 - c) **Component/Minor:** Commodity is an item that is only useful when in connection with an end-item (includes any assembled element of a major component) (see ITAR §120.40).
 - d) **Part:** Commodity is an item that is any single unassembled element of a major or a minor component, accessory, or attachment which is not normally subject to disassembly without the destruction or the impairment of designed use (see ITAR §120.40).
 - e) **Accessory/Attachment:** Commodity is an item that is an associated article for any component, equipment, system, or end-item, and is not necessary for its operation, but which enhances its usefulness or effectiveness (see ITAR §120.40).
 - f) **Firmware:** Commodity is firmware and/or a related unique support tool (such as a computer, linker, editor, test case generator, diagnostic checker, library of functions, and system test diagnostics) directly related to equipment or systems covered under any category of the U.S. Munitions List (see ITAR §120.40) *Note: Additional required fields will display if firmware is selected. See screenshots to right.*
 - g) **Software:** Commodity is software (includes but is not limited to system functional design, logic flow, algorithms, application programs, operating systems, and support software for design, implementation, test, operation, diagnosis and repair) (see ITAR §120.40). *Note: Additional required fields will display if software is selected. See screenshots to right.*
 - h) **System:** Commodity is a combination of parts, components, accessories, attachments, firmware, software, equipment, or end-items that operate together to perform a function (see ITAR §120.40).
 - i) **Service:** Commodity is a service that may meet the definition of a “defense service” (see ITAR §120.32).
 - j) **Information:** Commodity is information that may meet the definition of “technical data” (see ITAR §120.33).

- II. Select continue to move on to Block 4.

BLOCK 3

Commodity/Service Type

3G

COMMODITY/SERVICE TYPE *

☐ End Item

☐ Service

☐ Component/Major

☐ Firmware

☐ Software

☐ Accessory/Attachment

☐ Part

☐ Component/Minor

☐ Information

☐ System

Save

BackContinue

If software/firmware, provide the following:

Programming Language *

Used 0 out of 4000 characters

Operating System *

Used 0 out of 4000 characters

Percentage of High Level Code and Machine Code *

Intended purpose of the software and possible/likely product use *

Used 0 out of 4000 characters

Firmware involved *

Used 0 out of 4000 characters

Hardware - Provide a detailed description of the associated hardware and equipment necessary to execute the software as well as technical characteristics of any special purpose, developmental, or non-off-the-shelf hardware *

Used 0 out of 4000 characters

Software Structure - Describe the software structure in terms of partitioning or modularity. Are the algorithms contained in one distinguishable portion while data is contained in another? If not, can the two be separated? *

Used 0 out of 4000 characters

☐ Provide a top-level flowchart of the software architecture

Associated Software - To what extent does the software rely on other systems' software to exchange data? Does this reliance provide a window into the other programs? If so, what programs? *

Used 0 out of 4000 characters

Is the software based on or does it contain open-source software or software code? *

Used 0 out of 4000 characters

Is the software or associated documentation related directly or indirectly to a defense system? *

Used 0 out of 4000 characters

Are identical or comparable products available through foreign or domestic, commercial or government sources? *

Used 0 out of 4000 characters

Does the product or any of its components perform information security functions? *



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Submit a Commodity Jurisdiction Request (cont.)

H. Block 4: Commodity/Service Basic Information

- I. Select the “Add New Commodity” button to associate a commodity with your request. At least one commodity is required to continue.
- II. Fill out all required information (fields with a red asterisk).
 - a) Certain information contained in this block shall be released to the public unless specifically requested by the filer to withhold from publishing (see Block 13). Information to be published will be limited to the following entries: Product Name, Generic Description, Determination, and Determination Date.
 - b) One commodity may be entered into Block 4:
 - Variants of a commodity or a family of closely-related commodities (where major characteristics and descriptive information of the commodity are essentially the same and would be included in the same U.S. Munitions List category and subcategory as the subject of the CJ determination request) may be added.
 - To add information about a variant or family of commodities, add an additional record by selecting the “Add New Commodity” button after completing the current one.
 - If the filer wishes to have multiple parts or components of the same system evaluated, add an additional record using the “Add New Commodity” button.
 - If the commodity/service website differs from the manufacturer’s website, then provide the link in the “Commodity/Service Website” text field. Otherwise, state “same as above.”
 - If the information is restricted from public release, such as research funded by the U.S. Government where specific access and dissemination controls protecting information resulting from the research are applicable, then provide a concise explanation of the circumstances regarding those restrictions in the text field provided (see ITAR §120.34).
- III. Once all Commodity entries have been added, select continue to move on to Block 5.

BLOCK 4

3H Commodity/Service Basic Information

Add New Commodity

At least 1 Commodity is required.

BackContinue

Product Name*

Used 0 out of 500 characters

Generic Description*

Used 0 out of 500 characters

Model and Version Number*

Used 0 out of 80 characters

Part Number*

Used 0 out of 255 characters

National Stock Number*

Used 0 out of 80 characters

Other Identifier*

Used 0 out of 80 characters

Military/Intelligence Specification*

Patent Information*

Used 0 out of 4000 characters

Cost Per Unit*

Manufacturer's Website*

Used 0 out of 4000 characters

Commodity/Service Website

Used 0 out of 400 characters

Explain if restricted for public release by the U.S. Government*

Used 0 out of 4000 characters

Save CommodityCancel

At least 1 Commodity is required.

BackContinue



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Submit a Commodity Jurisdiction Request (cont.)

- I. Block 5: Commodity/Service Detailed Description
 - I. Provide a detailed description of the commodity, software, information, or service. At a minimum, describe what it does, how it operates, the components and/or systems that are used in or with it, and identify the end use platform in which the commodity is to be integrated, incorporated, etc. if it is a minor component.
 - II. Once the detailed description has been added, select continue to move on to Block 6.

BLOCK 5

3I

Commodity/Service Detailed Description

Provide a detailed description of the item, software, information, or service below with a written description and supporting documentation if you desire.

Commodity/Service Detailed Description *

Used 0 out of 4000 characters

Save

At a minimum, describe:

- What it does
- How it operates
- The components and/or systems that are used in or with it
- The end use platform in which the item is to be integrated, incorporated, etc.

Back

Continue

- J. Block 6: Special/Unique Characteristics and Capabilities
 - I. Select all special or unique characteristics and capabilities that apply to the commodity(ies) to be reviewed and include a concise description of the characteristic and/or capability in the text field provided. *Note: The text field will display as options are selected.*
 - II. When considering whether the commodity in question has been “specially designed,” refer to ITAR §§120.41 and 120.11 for guidance regarding the application of this descriptor to the product.
 - III. Select “Other” if a special characteristic and/or capability applies but is not listed in this block and provide a short description of the attribute in the applicable text field.
 - IV. Select continue to move on to Block 7.

BLOCK 6

3J

Special/Unique Characteristics and Capabilities

☒ Ballistic Protection

Ballistic Protection Explanation *

Used 0 out of 4000 characters

☐ Chemical, Biological Weapon

☐ Civil Applications

☐ Hard Points

☐ Intelligence Applications

☐ Low Observable/Counter-Low Observable

☐ Military Applications

☐ Radiation Hardened

☐ Surveillance or Intelligence Gathering Capability

☐ Space Applications

☐ Specially Designed

☐ TEMPEST Capability

☐ Thermal or Infrared Signature Reduction Capability

☐ Other

Save

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Continue



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Submit a Commodity Jurisdiction Request (cont.)

K. Block 7: Commodity Origin

- I. Select yes or no for each question. If yes is selected, provide a concise explanation of the commodity’s origin.
- II. When describing the commodity’s origin, refer to ITAR §120.41 for guidance on how to respond to each of the questions posed in this block. Specifically, refer to the following paragraphs:
- “Was or is this commodity being developed with knowledge for use in or with a particular commodity (e.g., F/A-18 or HMMWV)?” - See ITAR § 120.41, in particular paragraphs (a), (b)(4), and (b)(5), including Notes 2 and 3 to paragraph (b); and § 120.43(a)

“Was or is this commodity being developed with knowledge for use in or with a type of commodity (e.g., aircraft or machine tool)?” - See ITAR § 120.41, in particular paragraphs (a), (b)(4), and (b)(5), including Notes 2 and 3 to paragraph (b); and § 120.43(a).

“Was or is this commodity being developed with knowledge that it would be used in or with defense articles enumerated on the U.S. Munitions List?” - See ITAR § 120.41, in particular paragraphs (a) and (b)(4), including Notes 2 and 3 to paragraph (b); § 120.42(f) and (g); and § 120.43(a).

“Was or is this commodity being developed with knowledge that it would be used in or with commodities not on the U.S. Munitions List?” - See ITAR § 120.41, in particular paragraphs (a) and (b)(4), including Notes 2 and 3 to paragraph (b); and § 120.43(a).

“Regardless of form or fit, is this commodity a fastener, washer, spacer, insulator, grommet, bushing, spring, wire, or solder?” - See ITAR § 120.41, in particular paragraph (b)(3); § 120.42; and § 120.43.

“Does this commodity have the same function and performance capabilities as another commodity used in or with an item that is both (a) currently or formerly in production and (b) not enumerated on the U.S. Munitions List?” –

“Are identical or comparable products available through foreign means?” –

Select continue to move on to Block 8.

BLOCK 7

Commodity Origin3K

Was or is this commodity being developed with knowledge for use in or with a particular commodity (e.g., F/A-18 or HMMWV)? *

YesNo

Was or is this commodity being developed with knowledge for use in or with a type of commodity (e.g., aircraft or machine tool)? *

YesNo

Was or is this commodity being developed with knowledge that it would be used in or with defense articles enumerated on the U.S. Munitions List? *

YesNo

Was or is this commodity being developed with knowledge that it would be used in or with commodities not on the U.S. Munitions List? *

YesNo

Regardless of form or fit, is this commodity a fastener, washer, spacer, insulator, grommet, bushing, spring, wire, or solder? *

YesNo

Does this commodity have the same function and performance capabilities as another commodity used in or with an item that is both (a) currently or formerly in production and (b) not enumerated on the U.S. Munitions List? *

YesNoUnknown

Are identical or comparable products available through foreign means? *

YesNoUnknown

Save

BackContinue



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Submit a Commodity Jurisdiction Request (cont.)

L. Block 8: Product Development Stage

- I. Select the current stage of product development for the commodity submitted for review, as applicable (see ITAR §120.43(a)).
 - a) Blueprint/Design stage
 - b) Design complete/No sales yet
 - c) Design complete/Prototype/No sales yet
 - d) Design complete/Sales – Select this for products that are currently under production
 - e) Other – Select this for a stage that is not represented in the block. For example, most services do not translate well to descriptors for actual stages of product development. In this instance, in the text field provided, briefly describe the state of the proposed services (e.g., under contract—not being performed, proposed, etc.).
- II. Select continue to move on to Block 9.

BLOCK 8

3L

Product Development Stage

What is the current stage of product development for this item? *

-- None --

Save

BackContinue

M. Block 9: Funding History

- I. Select all sources of funding, as applicable: *Note: More fields will display based on your selection (see screenshot to right).*
 - a) If the development or production of the commodity (to include provision of services) was funded by the U.S. government, select “U.S. Government (USG) Agency” provide the following information:
 - Identify which agency provided funds and include USG contract numbers and points of contact, attach a copy of the Contract Statement of Work, identify the percentage of the total funding that was provided by a USG agency, and list the date(s) of the contracts and funding authorizations in the text fields provided.
 - b) If the development or production of the commodity (to include provision of services) was funded by a foreign government agency, select “Foreign Government Agency” provide the following information:
 - Identify the country or countries and respective government agency(ies) that provided the funding in the text field provided. Be sure to describe the type of funding that was provided (e.g., Foreign Military Sales, etc.).
 - c) If the development or production of the commodity (to include provision of services) was funded by a U.S. or foreign contractor, select “U.S. or Foreign Contractor” provide the following information:
 - Provide the name of the contractor along with the contact number for the person, company, or organization providing the funds.
 - d) If the development or production of the commodity (to include provision of services) was university funded, select “University Funded” and provide the following information:
 - Provide the name of the university along with the contact number for the person, company, or organization providing the funds.
 - e) If the development or production of the commodity (to include provision of services) was self-funded or select “Self-funded.”
- II. Select continue to move on to Block 10.

BLOCK 9

Funding History

3M

FUNDING HISTORY *

☒ U.S. Government (USG) Agency

☐ Foreign Government Agency

☐ U.S. or Foreign Contractor

☐ University Funded

☐ Self-funded

If U.S. Government (USG) Agency, provide the following:

Identify which agency funded your item and any USG contract numbers and Points of Contact as applicable *

Used 0 out of 4000 characters

☐ Attach a copy of the Contract Statement of Work

Identify what percentage of the total funding was by a USG agency *

Provide the date(s) of contracts or funding authorizations. *

Used 0 out of 4000 characters

Save

BackContinue



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Submit a Commodity Jurisdiction Request (cont.)

N. Block 10: Sales Information

- I. Identify whether there have been any sales of the commodity being reviewed during the past 5 years.
 - a) If yes, identify the purchaser(s), their respective country(ies), nomenclature/model numbers, stated end-use(s) and user(s), as well as sales date(s) and number units sold.
 - If the filer wishes to provide information relevant to sales that has not been previously covered, this information should be included in the text field provided.
 - b) If No, explain why no sales have occurred in the specified period if the subject commodity has been fully developed.

Note: Military and Commercial sales data for the last 5 years must be provided, as well as a listing of military and commercial customers. This information pertains specifically to the commodity/services in Block 4.

- II. Select continue to move on to Block 11.

BLOCK 10

Sales Information 3N

Have there been any sales in the past 5 years? *

Yes

No

Save

Sales Information

If there are any Sales to enter: Click Add a new Sale Below

Add A New Sale

At least 1 Sale is required.

BackContinue

O. Block 11: Export/Classification Information

- I. Identify whether the commodity to be reviewed has been previously exported.
 - a. If yes, provide a concise narrative regarding the export history, as well as whether the commodity was exported as part of a Foreign Military Sale (FMS) (see ITAR §126.6(c)). Provide the license number as well as the FMS case number.
- II. Identify whether the commodity to be reviewed has been the subject of a previous Department of Commerce classification request.
 - a. If yes, attach a copy of the classification determination (or “CCATS”).
- III. If the filer believes that the commodity may be covered by the U.S. Munitions List and has been exported without authorization from the U.S. Department of State, please be informed of the voluntary disclosure process at ITAR §127.12. Voluntary disclosures are handled by the Office of Defense Trade Controls Compliance, Directorate of Defense Trade Controls (DDTC). The filer should direct any questions on this process to the DDTC Response Team at (202) 663-1282.
- IV. Select continue to move on to Block 12.

BLOCK 11

Export/Classification Info 3O

Has this commodity been previously exported? *

Yes

No

Unknown

If Yes, please provide export history *

Used 0 out of 4000 characters

Add License

Was this exported as part of an Foreign Military Sale (FMS) case? *

Used 0 out of 4000 characters

Add FMS Case

Has this commodity been subject to a Department of Commerce Classification Request? *

Yes

No

Unknown

☐ If Yes, provide commerce classification

Save

BackContinue



Directorate of Defense Trade Controls Commodity Jurisdiction Application User Guide

Submit a Commodity Jurisdiction Request (cont.)

- P. Block 12: Reason for CJ Request
- I. Provide an explanation for the CJ request in the text field “Explanation.” In order for DDTC to properly understand why the filer was unable to self-determine the appropriate jurisdiction and/or classification of the commodity to be reviewed, this block provides a text field for the filer to state the reason(s) for submitting a CJ determination request.
 - II. In the text field, “Order of Review analysis,” describe the analysis conducted by the filer, pursuant to ITAR §120.11, which preceded the CJ determination request submission. The Order of Review is used to help filers match the particular characteristics and functions of their commodities with specific entries in the U.S. Munitions List.
 - III. If applicable, state the U.S. Munitions List category and/or subcategory that appears to best match the commodity to be reviewed, in the text field marked “Suggested U.S. Munitions List (USML) category and/or subcategory.” For commodities believed to be subject to the EAR, leave this field blank.
 - IV. If applicable, state the Commerce Control List Export Control Classification Number (ECCN) that appears to best match the commodity to be reviewed, in the text field marked “Suggested Export Administration Regulations, Export Control Classification Number (ECCN).” For commodities believed to be subject to the ITAR, leave this field blank.
 - V. If applicable, state the rationale for arriving at the above conclusion(s) regarding the classification of the commodity to be reviewed. If “specially designed” was considered during the analysis, provide a summary of the conclusions regarding the assessment of this attribute. See ITAR §120.41.
 - VI. Select continue to move on to Block 13.
- Q. Block 13: Publication
- I. Information to be published will be limited to the following entries: product name, generic description, determination, and determination date. In the text field provided, identify the data in Block 4 that is proprietary and should be withheld from public notice.
 - II. Select continue to move on to Block 14.

BLOCK 12

3P

Reason for CJ Request

Explanation *

Used 0 out of 4000 characters

Order of Review Analysis *

Used 0 out of 4000 characters

Suggested U.S. Munitions List (USML) category and/or subcategory: (if applicable)

Used 0 out of 4000 characters

Suggested Export Administration Regulations, Export Control Classification Number (ECCN): (if applicable)

Used 0 out of 4000 characters

Rationale for recommended classifications, to include specially designed analysis: (if applicable)

Save

Back

Continue

BLOCK 13

3Q

Publication

The Directorate of Defense Trade Controls reserves the right to post a description of the commodity and final DDTC action on its website to provide the public access to the information in Block 4 and any other descriptive information provided below. If you believe that any information contained in Block 4 is proprietary, please specifically identify the information below and provide a summarized rationale for DDTC to consider withholding the information from public notice.

Publication *

Used 0 out of 40000 characters

Save

Back

Continue



Directorate of Defense Trade Controls Commodity Jurisdiction Application User Guide

Submit a Commodity Jurisdiction Request (cont.)

- R. Block 14: Other
- I. Provide any additional information not previously requested that should be considered by the Department of State when reviewing the submitted commodity jurisdiction request
 - II. Select continue to move on to Block 15.

BLOCK 14

Other3R

Please provide any other information that should be considered and is not otherwise included in this form

Other Information

Used 0 out of 4000 characters

Save

BackContinue

- S. Block 15: Supporting Documents
- I. Provide any supporting documentation that may be needed for this Commodity Jurisdiction Request by Selecting “Add New Supporting Document.” Multiple supporting documents can be added.
 - II. Browse your folders by selecting Browse for a File. Attach the file.
 - III. Add a descriptor that most closely related to your document.
 - IV. Add in an option description of your document.
 - V. Select continue to move on to Signature and Certification.

BLOCK 15

Supporting Documents

Add New Supporting Document

BackContinue

Upload a Supporting Document

Maximum file Size is 35MB | Allowed File Types?

Browse for a File3S

Descriptor:*

Description:

Save Supporting DocumentCancel

BackContinue



Directorate of Defense Trade Controls Commodity Jurisdiction Application User Guide

Submit a Commodity Jurisdiction Request (cont.)

- T. Signature and Certification
- I. Type in your name to the Signature field.
 - II. Type in your title to the Title field.
 - III. Complete the Date field with the date of signature.
 - IV. Select “Certify & Submit.”

Note: The filer certifies as to the accuracy and completeness of the information provided and has not knowingly omitted information that could have an impact on the final determination. The Signatory will be the addressee on the final determination letter for this CJ.

If the CJ does not pass all validations due to missing mandatory fields, errors will display at the top of the page and the table of contents will be marked with a red asterisk on blocks that need to be edited.

- V. Confirm that you would like to Submit your Commodity Jurisdiction Request.
- VI. Record successfully submits and an alert displays with your CJ Request Number.

SIGNATURE

3T

Signature and Certification

Under Penalty According to Federal Law (See 22 CFR 127, 22 U.S.C. 2778, and 18 U.S.C. 1001). I am the authorized employee of the company cited in Block 1, or a third party as described in Block 1 authorized to submit on behalf of the company in Block 1, and certify as to the accuracy and completeness of the information provided and have not knowingly omitted information that could have an impact on the final determination issued by the U.S. Department of State. Furthermore, I have specific authority to release for publication the text contained in Block 4.

Signature *

Used 0 out of 250 characters

Title *

Used 0 out of 250 characters

Date *

mm/dd/yyyy

Unless requested otherwise, DDTC will e-mail the Commodity Jurisdiction determination as well as any other information associated with this case.

Privacy Act Statement

AUTHORITIES:

The information is sought pursuant to Exec. Order No. 13637, 22 U.S.C. 2778, 22 CFR §§ 120.3, 120.4, and 120.12, and 22 CFR part 121.

PURPOSE:

The purpose of a commodity jurisdiction determination request is to provide the U.S. Government with information concerning the design, manufacture, export, brokering, and sale of certain defense articles which may or may not be controlled under the United States Munitions List (USML, 22 CFR part 121) and are therefore subject to the export licensing jurisdiction of the Department of State. This information will be used to determine the correct classification of items under the USML.

ROUTINE USES:

The information supplied on this form is made available to appropriate agencies for law enforcement or pursuant to a court order. It may also be used to send required reports to Congress about certain defense transactions. More information on the Routine Uses for the system can be found in the System of Records Notice State-42, Munitions Records.

DISCLOSURE:

Providing this information is voluntary and designed to assist individuals and companies to properly determine the classification of certain defense articles. Failure to provide the information requested on this form may result in adverse determinations by the U.S. Government as regards the proper classification of defense articles manufactured, sold, or brokered by the respondent.

Save

Date *

Confirm Request Submission

Under Penalty According to Federal Law (See 22 CFR 127, 22 U.S.C. 2778, and 18 U.S.C. 1001) - I am the authorized employee of the company cited in Block 1, or a third party as described in Block 1 authorized to submit on behalf of the company in Block 1, and certify as to the accuracy and completeness of the information provided and have not knowingly omitted information that could have an impact on the final determination issued by the U.S. Department of State. Furthermore, I have specific authority to release for publication the text contained in Block 4.

Are you sure you wish to submit your Commodity Jurisdiction request?
(Warning, this change cannot be undone)

NoYes

DS-4076

Commodity Jurisdiction (CJ)

Exit

Help

Success

You have successfully submitted CJ0001096 to DDTC for review. Once your cj has been processed and a final response has been provided, you will be notified

CJ Request Launching Pad

Estimated Burden: 2 Hours

* PAPERWORK REDUCTION ACT STATEMENT: Public reporting burden for this collection of information is estimated to average 2 hours per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: Department of State (T/PM/DDTC) Washington, D.C. 20520.

Start a New CJ Request

OMB control number:

1405: 0174

Expiration date:

7/31/2020

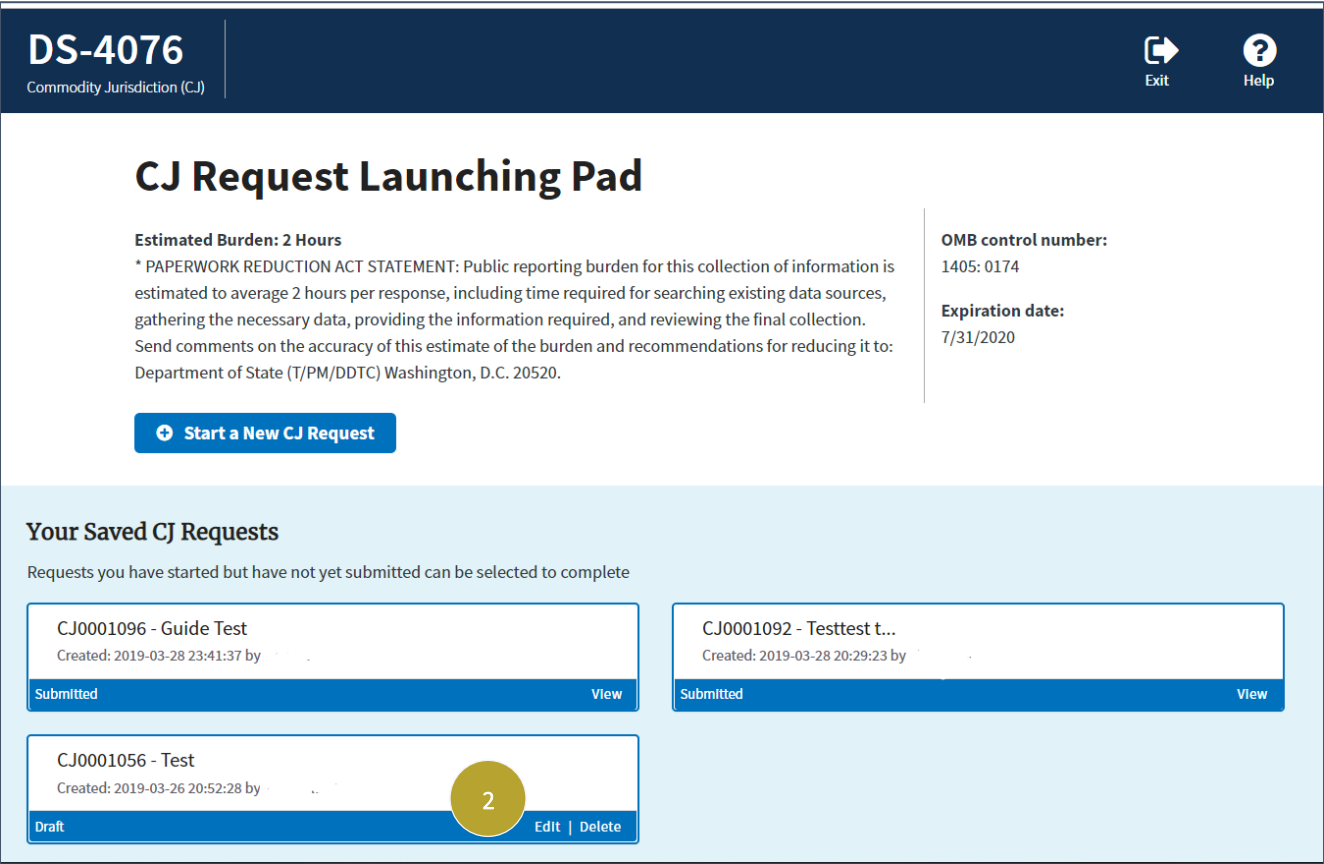
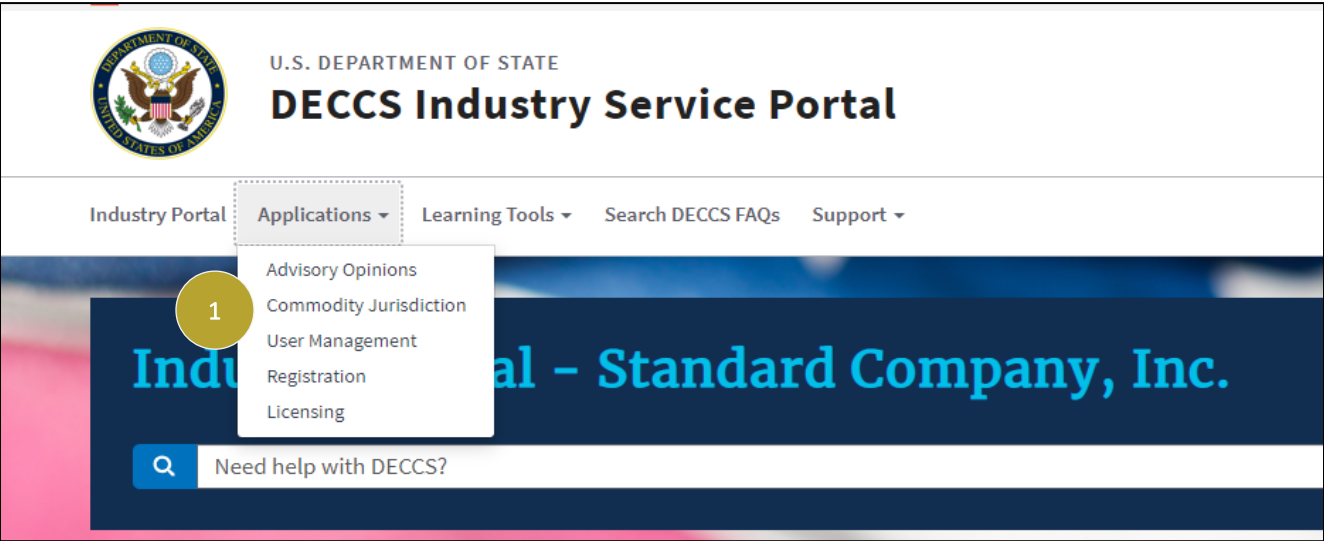




Directorate of Defense Trade Controls Commodity Jurisdiction Application User Guide

EDIT DRAFT COMMODITY JURISDICTION

1. Login to the DECCS Industry Service Portal and select Commodity Jurisdictions from the Application Dropdown.
2. At the bottom of the CJ Request Launching Pad page is a section called “Your Saved CJ Requests.” Find a CJ with “Draft” written in the bottom left corner. Select “Edit.”
3. Continue following steps found in the [Submit a Commodity Jurisdiction](#) section.





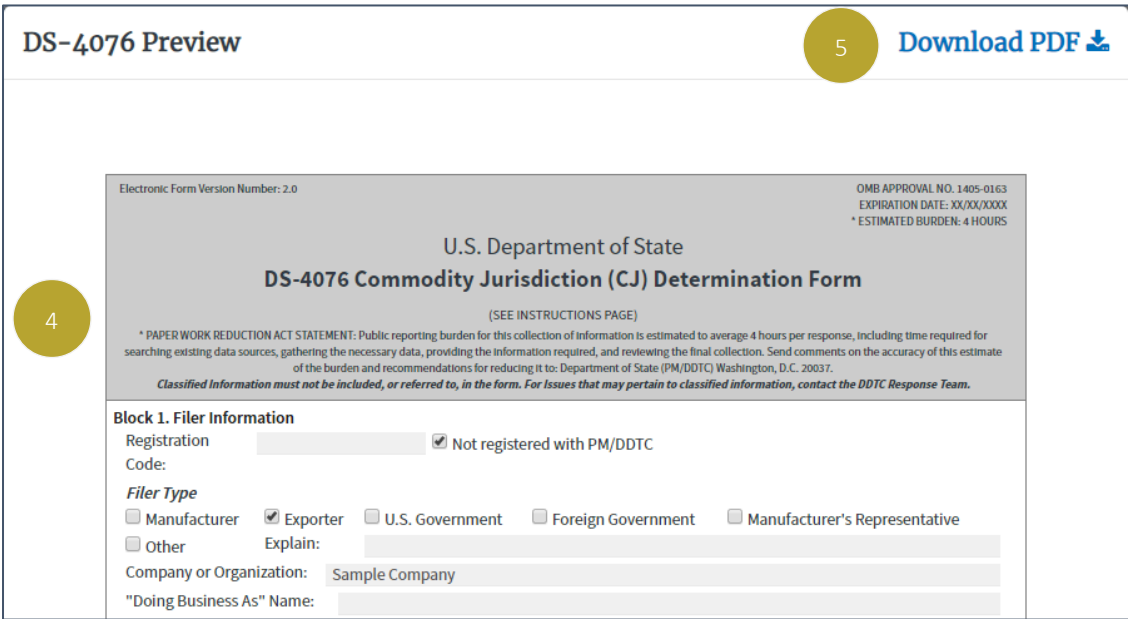
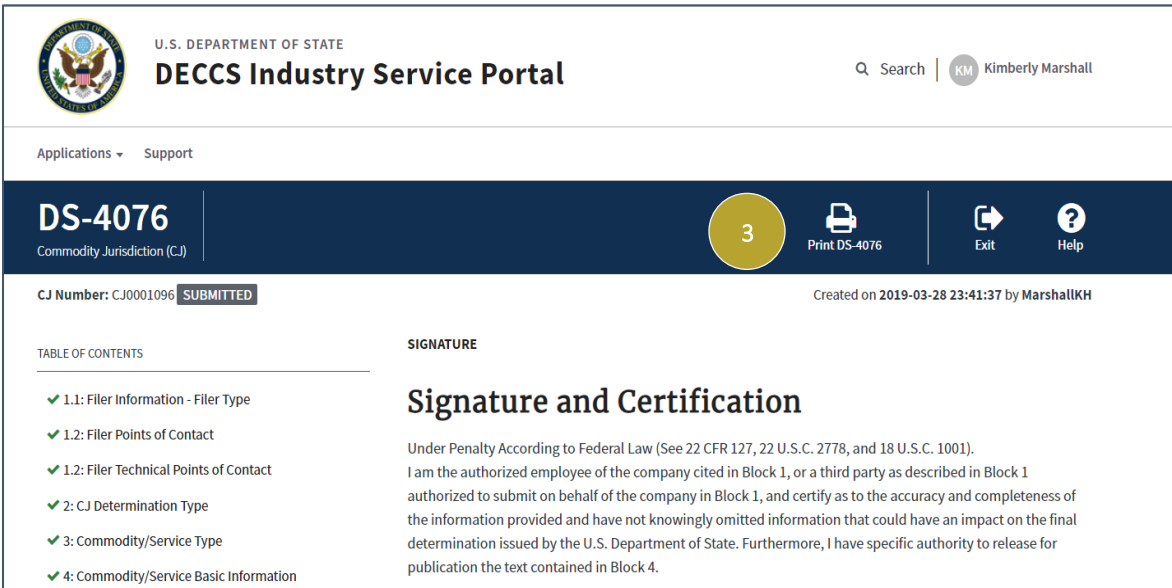
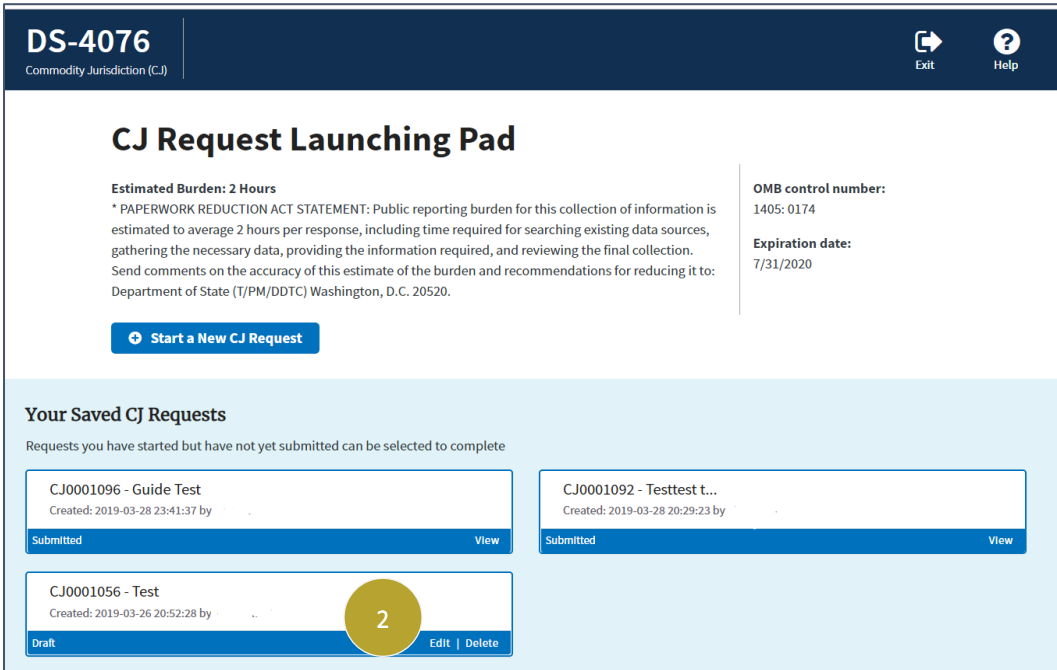
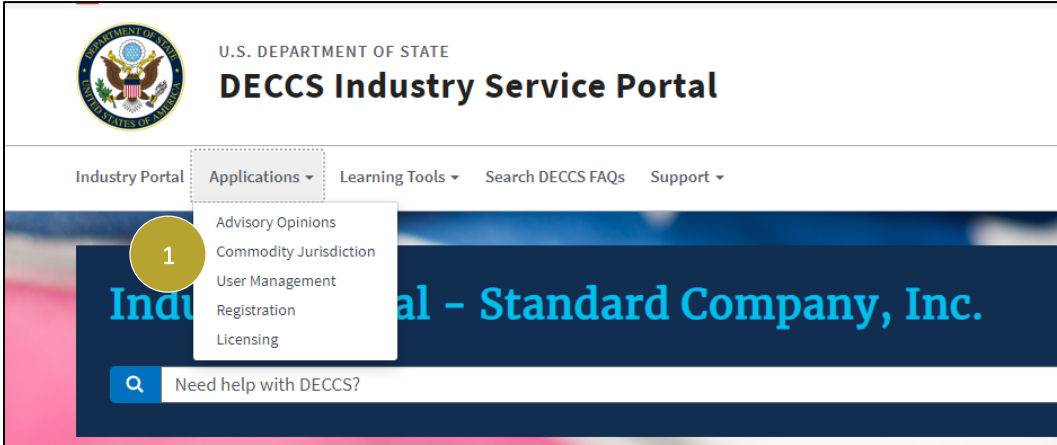
Directorate of Defense Trade Controls

Commodity Jurisdiction Application User Guide

GENERATE A PDF FROM A DRAFT

COMMODITY JURISDICTION

1. Login to the DECCS Industry Service Portal and select Commodity Jurisdictions from the Application Dropdown.
2. At the bottom of the CJ Request Launching Pad page is a section called “Your Saved CJ Requests.” Find a CJ with “Draft” written in the bottom left corner. Select “Edit.” The draft copy of your CJ request will display.
3. In the top right you will see an option to “Print DS-4076.” Select the print button.
4. A preview of the DS-4076 Commodity Jurisdiction form, populated with your content, is created.
5. To download a PDF version of the form, select the link in the upper right of the window.



Information

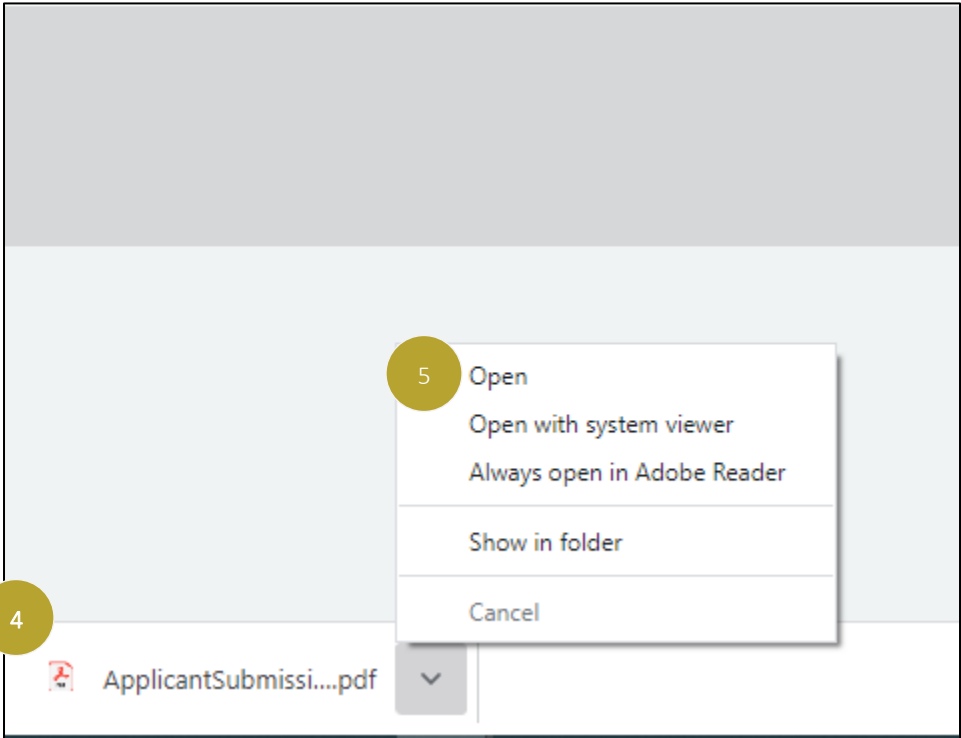
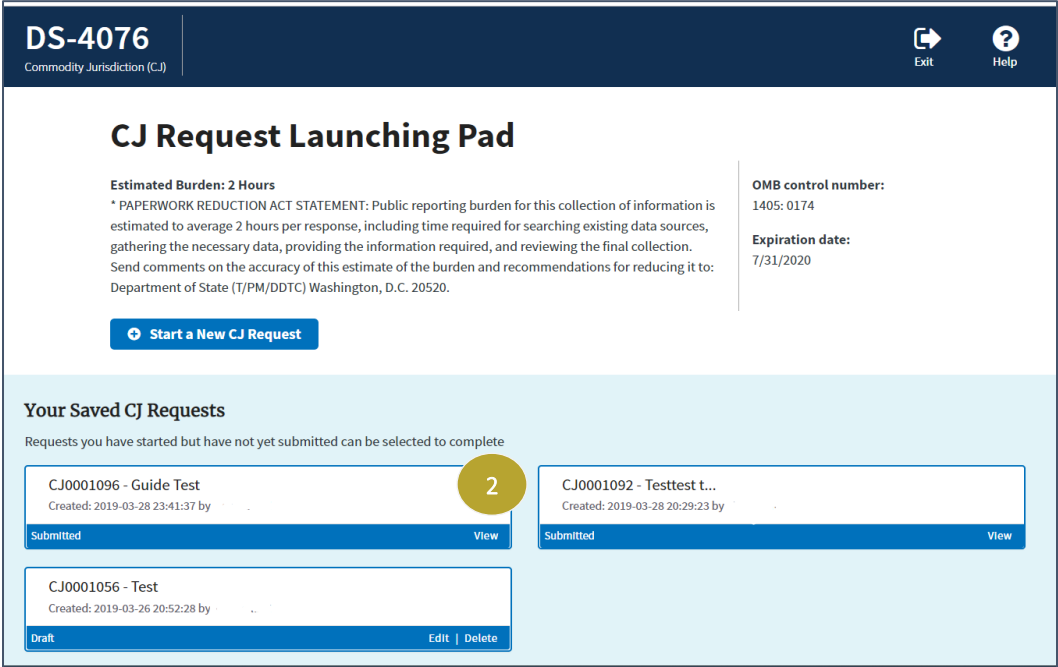
Visit our [website](#) for the latest news and events!



Directorate of Defense Trade Controls Commodity Jurisdiction Application User Guide

GENERATE A PDF FROM A SUBMITTED COMMODITY JURISDICTION

1. Login to the DECCS Industry Service Portal and select Commodity Jurisdictions from the Application Dropdown.
2. At the bottom of the CJ Request Launching Pad page is a section called “Your Saved CJ Requests.” Find a CJ with “Submitted” written in the bottom left corner. Select “View.” A read-only version of your submitted CJ will display.
3. In the top right you will see an option to “Print DS-4076.” Select the print button.
4. A PDF version of the DS-4076 will be downloaded to your browser (In this case Google Chrome is being used).
5. Double click on the downloaded PDF to open the DS-4076 or click on the drop-down arrow and select open.





At times, the analyst assigned to review the submission will require additional data to finalize a response. At this point, a 'Request for Information' (RFI) may be generated. If so, the original CJ submitter and any selected TPOCs will receive a notification stating an RFI has been started for the corresponding CJ case. To respond to an RFI:

- An official website of the United States government

Here's how you know

U.S. DEPARTMENT OF STATE

DECCS Industry Service Portal

Search

User One

Industry Portal

Applications

Learning Tools

Support

DS-4076

Commodity Jurisdiction (CJ)

Exit

Help

CJ Request Launching Pad

Your Saved CJ Requests

Requests you have started but have not yet submitted can be selected to complete

CJ0003579 - New Submission

Created: 2020-07-10 18:04:13 by doudz
Analyst: Ray

ClosedView

CJ0003578 - New Submission

Created: 2020-07-10 17:57:55 by doudz
Analyst: Ray

ClosedView

CJ0003569 - Related to a U.S. ...

Created: 2020-07-09 11:31:30 by doudz
Analyst: Ray

SubmittedViewRespond to RFI

CJ0003576 - Related to a U.S. ...

Created: 2020-07-10 15:07:25 by doudz
Analyst: Ray

ClosedView

CJ0003575 - Related to a U.S. ...

Created: 2020-07-10 13:52:59 by doudz
Analyst: Grace

SubmittedViewRespond to RFI

CJ0003574 - Related to a U.S. ...

Created: 2020-07-10 12:33:15 by doudz
Analyst: Ray

SubmittedViewView RFI Response

DS-4076

Commodity Jurisdiction (CJ)

Print DS-4076

Exit

Help

CJ Number: CJ0003569 SUBMITTED

Created on 07/09/2020 10:31:30 by doudzai0123456789@gmail.com

TABLE OF CONTENTS

✓ 1.1: Filer Information - Filer Type

✓ 1.2: Filer Points of Contact

✓ 1.2: Filer Technical Points of Contact

✓ 1.2: Third Party

✓ 2: CJ Determination Type

✓ 3: Commodity/Service Type

✓ 4: Commodity/Service Basic Information

✓ 5: Commodity/Service Detailed Description

BLOCK 17

Request for Information

RFI0001451 - Test Question

Created: 2020-07-09 19:33:34 by
Suspense Date: 2020-07-16

RespondedView

RFI0001448 - Sample Question

Created: 2020-07-09 19:14:49 by
Suspense Date: 2020-07-16

RequestedEdit

Back

Print RFI

Subject:

Sample Question

Question:

Full text of Question

Suspense Date:

2020-07-16

Response:

B I @ := ½= ↶ ↷

Type or Paste response text here



Directorate of Defense Trade Controls Commodity Jurisdiction Application User Guide

RESPONDING TO A REQUEST FOR INFORMATION – CONT.

5. To attach files to the response, click the “Add RFI Attachments” button. Select the file to add to the case and click ‘OK’. The page will show the file attachment, as well as a preview of the file. Click ‘Save RFI Supporting Document’ to store the file with the response. Multiple files may be attached in this manner.

5

Add New RFI Supporting Document

Save RFISubmit RFI ResponseCancel

Upload a Supporting Document

Maximum file Size is 35MB | Allowed File Types [i](#)

Browse for a File

SAMPLE Response to RFI.pdf

Description:

Sample File

Save RFI Supporting DocumentCancel

6. At any time, to save a draft of the RFI response, click the “Save RFI” button. The draft response will be available for further editing during the current or future sessions.
7. Once the response is complete, click the “Submit RFI Response” button to finalize the reply to the RFI. The response will now show as read-only and will be made available to the CJ analyst assigned to the case.

Add New RFI Supporting Document

67

Save RFISubmit RFI ResponseCancel

Print RFI

Subject:

Sample Question

Question:

Full text of Question

Suspense Date:

2020-07-16

Response: *

Type or Paste response text here

SAMPLE Res... - Sample File

Created: 2020-07-14 21:38:39 by
doudzai0123456789@gmail.com

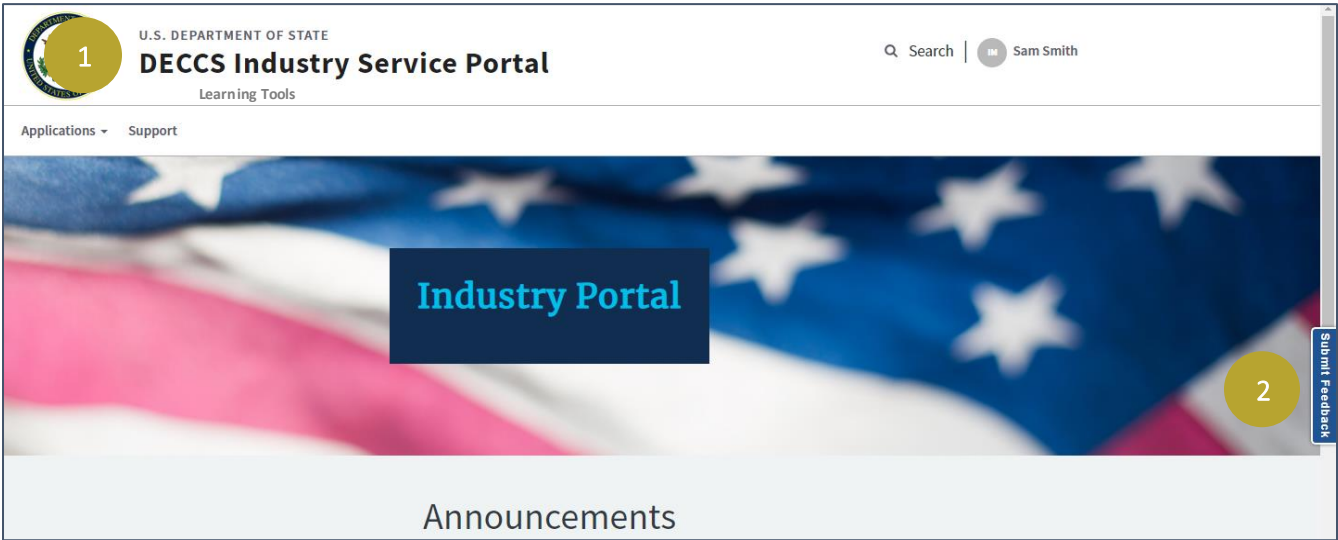
View



Directorate of Defense Trade Controls Commodity Jurisdiction Application User Guide

Share your Feedback

- 1. Return to the DECCS Industry Service Portal by clicking “DECCS Industry Service Portal” at the top of the screen.
- 2. Click on the “Submit Feedback” tab on the right side of the screen to open the feedback survey.
- 3. Select the application(s) you would like to share feedback on by selecting the checkboxes associated with them. You may select more than one. Enter feedback and click “Submit.” Thank you!



DECCS Industry Feedback

3

Please Provide Your Feedback! Feedback can be consolidated into one submission.

I am submitting feedback for:

User Account

Registration

☐ Email verification

☐ Payment

☐ Account login

☐ New registration

☐ Account creation

☐ Renewal registration

Advisory Opinion

☐ Registration error

☐ Advisory Opinions

*Thoughts

* Overall rating: how do you like the online forms