



Directorate of Defense Trade Controls

New Registration 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)**, replaces DTRADE, EFS, and MARY and provides industry access to several DDTC applications through a single, online portal. As part of this IT Modernization effort, DDTC developed a Registration Application that allows customers to apply for a Registration Code – the first step in applying for a DDTC License.

Introduction to the Registration Application:

The purpose of this guide is to walk users through how to successfully create and submit a new Registration (DS-2032), including how to:

- Create New Registration
- Submit Registration to a Senior Officer
- Senior Officer submits registration to DDTC
- Pay for Registration
- Retrieve Registration letter

CREATE NEW REGISTRATION

1. Once logged in to the DECCS Industry Service Portal page, navigate to the Registration application.
2. Select "New Registration" on the dashboard. Once open, select "Start."

The screenshot shows the DECCS Industry Service Portal interface. On the left, a navigation menu is open, with 'Registration' highlighted and circled with a '1'. The main content area shows the 'Registration Module' header with a 'Logout' link. Below the header, there is a breadcrumb trail: 'Home / DS2032 / Start'. A table with 11 columns is visible, with the first column containing the number '1'. Below the table, the text 'Application ID: 147' is displayed. The main heading is 'U.S. Department of State DS-2032 STATEMENT OF REGISTRATION'. To the right, there is a box containing 'OMB APPROVAL NO. 1405-0002', 'EXPIRATION DATE: 05/31/2022', and '* ESTIMATED BURDEN: 2 HOURS'. At the bottom, there is a blue 'Start' button with a right-pointing arrow, circled with a '2'.



Directorate of Defense Trade Controls New Registration User Guide



CREATE NEW REGISTRATION (CONTINUED)

3. Begin by answering the question in Block 1. If you have not entered data into all the required fields in each block an error message will appear indicating the missing information.
4. Click "Next" to advance through the application. Clicking "Next" will save your progress – but be sure to click "Save" if you need to leave while working on a block.
5. Some fields provide additional help through the 'Information' icon. Simply hover over the icon to read more detailed information about the field. Use the on-screen prompts, the information icons and the Instruction Page to complete the remainder of the form.



Directorate of Defense Trade Controls New Registration User Guide



COMPLETE NEW REGISTRATION

Registrations cannot be submitted until all mandatory fields are completed.

1. In Block 11, in the 'Senior Officer' field, use the drop-down to select the officer that will sign this Registration for submission. These options are sourced from the parties entered in Block 6 of the form. *Note: Not all Senior Officers designated in block 6 are eligible to sign and submit. The Senior Officer must also be a U.S. Person (as defined by ITAR §120.15) in order to sign and submit.*
2. To designate a Corporate Administrator, complete the available fields accurately with a valid email address. The Corporate Administrator will be the user who will manage user access to DECCS for the organization, including appointing other Corporate Administrators.
3. When uploading a supporting document, you must select the document type from the drop-down. Documents with an asterisk are required. *Note: The drop-down will initially display as a single row field. You need to click inside the field (or on the up/down triangles at the end of the field) for the drop-down to expand and show all the values. The selection may be bold, but it is still selectable.*

Senior Officer Application and Certification Signature

1 * Senior Officer ⓘ

-- Select an Officer--
Pepper Potts
Tony Stark

Designate a Corporate Administrator

2 * First Name
Sandy

* Last Name
Tester

* Position/Title
Corp Administrator

* Telephone
301-555-1234

* Email
sandytester@test.com

Add Document: ⓘ

* Organizational Chart

* Organizational Chart

* Proof Applicant is Currently Authorized to do Business

Applicant Organization Type "Other" Explanation

Broker Activity Report

Contract and License Eligibility Status Documentation

Documentation of Individual U.S. Person Status

Explanation of Applicant Control/Ownership

Foreign Parent Designation

IRS Nonprofit Authorization

Indicted/Charged/Convicted Status Documentation

License Application for One Time Exemption

One Time Exemption Certification Letter

Other Supporting Documentation

Subsidiary/Affiliate Add/Remove Type "Other" Explanation



Directorate of Defense Trade Controls New Registration User Guide



COMPLETE NEW REGISTRATION (CONTINUED)

- When the drafter is done with the registration, they will submit the registration to the Senior Officer for review and submission to DDTC. Select "Yes" on the confirmation pop-up to proceed or "No" to return.

Privacy Act Statement

AUTHORITIES: U.S. Department of State's authorities to register persons engaged in the business of manufacturing, exporting or importing any defense article or defense service are 22 U.S.C. 2778(b)(1)(A)(i), 22 CFR Part 122, and Executive Order 13637. The authorities to register brokers are 22 U.S.C. 2778(b)(1)(A)(ii)(I), 22 CFR 129.3, and Executive Order 13637.

PURPOSE: The information gathered through registration is used to identify individuals and entities engaged in certain manufacturing, exporting and brokering activities. The Department of State will use this information to build and maintain records of ownership, management and transactions related to munitions manufacture, export and temporary import.

ROUTINE USES: The information solicited 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 Control Records.

DISCLOSURE: Disclosure of this information is voluntary. Failure to provide the information requested will prevent completion of the registration process.

4

Save
Back
Submit For Signature

- The status will change to *Awaiting Senior Officer Signature*.
- You may "View Details" to see the draft of the Registration, or "Recall" to send it back for drafting.

In Progress

Application Id: 1766

Form: DS-2032

Action: New

Registration Type: Manufacturer/Exporter, Broker (US Person)

Status: Awaiting Senior Officer Signature

Q
View Details

↶
Recall



Directorate of Defense Trade Controls New Registration User Guide



SIGN AND SUBMIT REGISTRATION (SENIOR OFFICER)

When the company representative selected in the 'Senior Officer' drop-down accesses the Registration application, the submitted Registration will be available.

1. The Senior Officer clicks "Review and Sign" to review the registration. If the Senior Officer has concerns about the submission, the Registration can be sent back to the submitter using the 'Return To Draft' action. *Note: Not all Senior Officers designated in block 6 are eligible to sign and submit. The Senior Officer must also be a U.S. Person (as defined by ITAR §120.15) in order to sign and submit.*
2. To submit to DDTC, select "Complete Application", fill in the Senior Officer's name, and click "Submit."
3. Once the Registration has been signed, it will be forwarded to the Office of Defense Trade Control Compliance, and the status will change to Awaiting Analyst Review followed by Awaiting Officer Review. The typical review time is 30-45 days.
4. If you need to edit a registration that is under review by DDTC, you will need to request a Return Without Action (RWA) by clicking the "Request RWA" button to make the changes, and then resubmit. *Note: This action is not instantaneous.*

In Progress

Application Id: 1766
Form: DS-2032
Action: New
Registration Type: Manufacturer/Exporter, Broker (US Person)
Status: Awaiting Senior Officer Signature

1
Review And Sign
Return To Draft
Delete

Complete Application

Under penalty according to federal law (22 U.S.C. 2278-2780; 22 CFR 120-130; 18 U.S.C. 1001), I warrant the truth of all statements made herein, together with any and all appendices and attachments thereto.

Signing Officer's Name:

| I

2
Submit ✓
Cancel ✕

In Progress

Application Id: 1766
Form: DS-2032
Action: New
Registration Type: Manufacturer/Exporter, Broker (US Person)
Status: Awaiting Analyst Review

View Details
4
Request RWA



Directorate of Defense Trade Controls

New Registration User Guide



PAY FOR REGISTRATION

- After DDTC reviews your registration, the status will change to *Pending Payment* and you will see a “Make Payment” button on your registration dashboard. Check back in DECCS to see the status of your Registration – the typical review time is 30-45 days. The following payment types are accepted:
 - PayPal and Amazon - \$10,000.00
 - Credit card - \$24,999.99
 - Debit card – up to the bank that issued the debit card
 - ACH - \$99,999,999.99

In Progress

Application Id: 1766
Form: DS-2032
Action: New
Registration Type: Manufacturer/Exporter, Broker (US Person)
Status: Pending Payment

Make Payment
View Details

DECCS: DDTC Registration Fees

Please select a payment method:

I want to pay with a withdrawal from a checking or savings account (ACH)

I want to pay with my Amazon account

I want to pay with my PayPal account

I want to pay with a debit or credit card

Cancel
Continue

RETRIEVE REGISTRATION LETTER

- After successful payment, the status will change to *Completed* and you will be able to retrieve your registration letter in DECCS. On the Registration Dashboard, you will see the Notification Letters with hyperlinks to the letters.

Application History

DS-2032	#1766 - New	Manufacturer/Exporter, Broker (US Person)	M30013, K-5230
Completed	Submitted: 03/05/2020	Processed: 03/05/2020	

Notification Letters

Notification Letter Type	Date Uploaded
Registration Acknowledgement Letter	03/05/2020
Registration Acknowledgement Letter	03/05/2020



Directorate of Defense Trade Controls

New Registration User Guide



REGISTRATION STATUSES

You may find your Registration Status on your Registration dashboard (beneath the Application ID, Form, Action, and Registration Type).

Status	Definition
Draft	New Registration that has not been completed, is still with the company and is not signed.
Awaiting Senior Officer Signature	Ready for the Senior Officer review and signature. At this point the registration is still with the company.
Awaiting Analyst Review	The registration is currently under review by a DDTC Analyst.
Awaiting Officer Review	The registration application is currently under second level review by a DDTC Officer.
Pending Payment	Application is waiting for payment. Only occurs for new and renewed registrations.
Completed	The registration has been paid for and approved. Licenses can now be submitted against the registration.
Cancelled	Active registration has been cancelled by the Registration Office.
Payment Cancelled	Senior Officer cancels the payment.
Payment Transaction Error	Payment was rejected. Please work with pay.gov to determine the issue.
Returned Without Action	The registration has been returned to the company due to issues with the application. The application is marked as an RWA'd submission and added to the Application History section of the Registration home page.

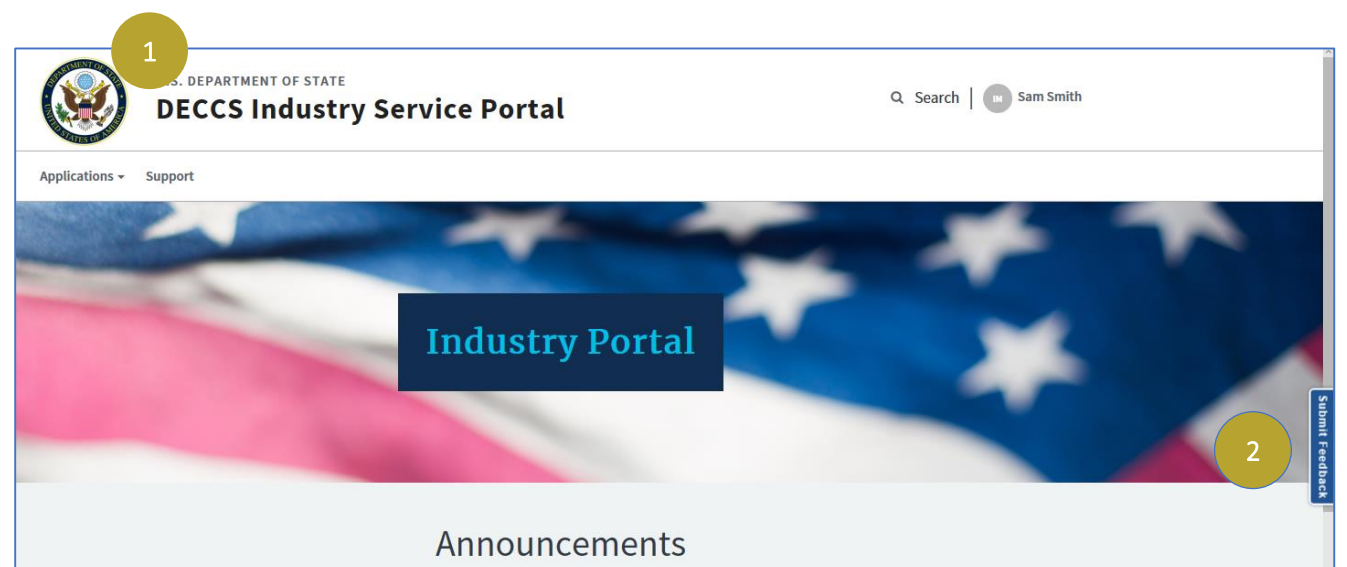


Directorate of Defense Trade Controls New Registration User Guide



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 applications and account features on which you’d like to share feedback by selecting the associated checkboxes. You may select more than one. Enter your feedback, select a rating and click “Submit.” Thank you!



DECCS INDUSTRY FEEDBACK

Application:

Registration

Licensing

DECCS Account

Commodity Jurisdiction

Advisory Opinion

User Management

Overall Experience Using DECCS:

Very Pleasant Somewhat Pleasant Neutral Somewhat Unpleasant Very Unpleasant

Comments: