



## **UPDATES FROM THE U.S. DEPARTMENT OF STATE'S DIRECTORATE OF DEFENSE TRADE CONTROLS (STATE/ DDTC) (FEBRUARY 2010)**

**WEBSITE: U.S. Department of State's Directorate of Defense Trade Controls (State/ DDTC)**

### **1. *Until Further Notice and Effective Immediately:***

All CJ requests must be mailed (FedEx, DRL, UPS, USPS, etc.) to DDTC. Requests must include eight complete copies of a fully executed DS-4076 CJ Form and all supporting documentation.

### **2. D-Trade 2 Document Upload Instructions for Licenses, Addition (1-25-10)**

The U.S. Department of State's Directorate of Defense Trade Controls (State/DDTC) has posted on its website updated DTrade-2 Document Upload Instructions for Licenses.

**D-Trade 2 Document Upload Instructions for Licenses, Addition (1-25-10)** Concerning the upload of documents to the D-Trade 2 system for licenses, applicants should immediately implement the following changes.

- a) To facilitate the technical review of the submission, all files to be uploaded to D-Trade 2 in support of a license request must use file names that are descriptive in nature. **The review of your submission may otherwise be significantly delayed.** Do not attach multiple copies of an attachment under different file names. **Example:** The file name of a technical drawing for the F-4 forward fuselage should be identified as "F-4 Forward Fuselage Drwg No 12345.pdf" (not simply labeled as "technical data.pdf").
- b) If Microsoft Word documents must be uploaded, the documents must be saved in the Word 97-2003 Document format with the ".doc" extension. Some government agencies have not upgraded to Microsoft Office 2007 and are unable to open documents with the ".docx" extension.
- c) The submission must be **less than 35MB**. Uploading a file greater than 35MB **will seriously delay the review of your submission.**

### **3. Electronic Agreement Submissions, Addition (1-25-10)**

The U.S. Department of State's Directorate of Defense Trade Controls (State/DDTC) has posted on its website the following additional guidance on submitting applications for ITAR Part 124 agreements via D-Trade: · Electronic Agreement Submissions – Updated · PowerPoint Presentation entitled Electronic Agreements Concepts and Processes

**Unz & Co.**

Division of WTS Corp./ 333 Cedar Avenue: Building B, Suite 2, Middlesex, NJ 08846 / 732-667-1020