



Directorate of Defense Trade Controls License Application – Track Status 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 provide industry access to a number of DDTC applications through a single, online portal.

Introduction to the License Application – Track Status functionality:

As part of this IT Modernization effort, DDTC developed a Licensing Application that allows customers to apply for the following licenses:

- DSP-5 – Permanent Export | DSP-6 – Amendment
- DSP-73 – Temporary Export | DSP-74 – Amendment
- DSP-61 – Temporary Import | DSP-62 – Amendment
- DSP-85 – Classified Permanent Export, Temporary Export, or Temporary Import
- DSP-4294 – Brokering License
- DSP-6004 – Reexport/Retransfer Application

Note: You may only submit an amendment if you have an approved license (i.e. you must have an Approved or Approved with Provisos DSP-5 to fill out a DSP-6)

The purpose of this guide is to walk users through how to successfully navigate to the desired license using the Track Status functionality. The guide will answer questions on this functionality, including how to:

- Find my License
- Download my signed License
- Upload new supporting documentation to an existing License
- Determine why a License may or may not appear in the License list

Tips for Using DECCS:

- Recommended screen resolution is 1366x768 or 1920x1080 pixels
- Latest versions of Chrome, Firefox, and Safari are supported
- Once logged in, you may navigate to the different applications using the drop-down menu in the banner



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FIND A LICENSE

1. To find a specific License, go to Track Status option in the main menu on the Licensing home page.
2. All the License cases to which you have access will be visible in the main list. The cases are displayed by status date in descending order.
3. To find a specific case, expand the Filter Criteria bar at the top of the frame.

Type	Case #	Transaction ID	Status	Decision	Status Date	Date Prepared	License Value	Country
DSP-6	060055900	Test Example #8	Final	Approve	2/14/20 3:16 PM	2/14/20 11:55 AM		
DSP-5	050719200	AG - test example 1	Final	Suspended	2/14/20 3:16 PM	2/13/20 7:44 PM	4000000	Israel
DSP-61	610030002	Test Example #7	In Review		2/14/20 12:00 PM	2/14/20 11:55 AM	3009377	
DSP-5	050719203	Test Example #6	In Review		2/14/20 11:55 AM	2/14/20 11:54 AM	5875000	Canada
DSP-73	730069000	test example 2	In Review		2/13/20 7:45 PM	2/13/20 7:44 PM	14999784	Spain, Germany, United Kingdom, Italy



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FIND A LICENSE (CONTINUED)

4. The Filter Criteria allow you to search for a license using any combination of the following fields:
 - i. Form Type – Select a form type such as DSP-5, DSP-6, etc.
 - ii. Agreement Type – Select an agreement type such as MLA, TAA or DA
 - iii. Date Submitted From/To – between these submitted dates
 - iv. Date Closed From/to – between these closed dates
 - v. Total License Value From/To – minimum/maximum license value
 - vi. Transaction id
 - vii. Decision – select a decision type
 - viii. Status – select a status type
 - ix. USML – select a USML category
 - x. Country – select a country
5. Enter values in one or more of the search criteria fields
6. Click the 'Search' button
7. The results set will adjust to display all records matching the criteria you entered
8. Click the 'Reset' button to remove the entered search criteria

DDTC Licensing / Track Status

Filter Criteria

Form Type: - Select -

Case Number: [Text Field]

Date Submitted From: [Text Field]

Date Submitted To: [Text Field]

Date Closed From: [Text Field]

Date Closed To: [Text Field]

Total License Value From: [Text Field]

Total License Value To: [Text Field]

Transaction Id: [Text Field]

Status: - Select -

Decision: - Select -

Country: - Select Country -

USML: - Select -

Search Reset

WHAT IF I DON'T SEE A LICENSE IN TRACK STATUS?

- A case must be in 'Submitted', 'In Review', or 'Final' status to be available in Track Status.
- If a particular license does not appear, please contact your Corporate Administrator to make sure the case is in one of those statuses and that the case is stored in a License Access Group you can access.



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UPLOADING SUPPORTING DOCUMENTATION

1. To upload supporting documentation to an existing License case, search for the case using the Track Status application
2. Click on the case number to open the Detailed Status view
3. Scroll down to view the 'Upload Additional Documentation' section
4. Optionally, enter a comment detailing the document you are uploading
5. Select the 'Document Type' from the drop-down field
6. Click the 'Choose File' button
7. The document finder prompt will open
8. Navigate to the desired file and click the 'Open' button on the window
9. The file name will appear until the 'Document to upload:' header
10. Click 'Upload' to store the document with the License
11. The page will refresh and the document will display within the Case Documentation section above, listing the document type, comments (if present) and the date the file was uploaded.

DDTC Licensing / Track Status **1**

Filter Criteria +

Track Status

Type	Case #	Transaction ID	Status	Decision	Status Date	Date Prepared	License Value	Country
DSP-6	060055900	Test Example #8	Final	Approve	2/14/20 3:16 PM	2/14/20 11:55 AM		
DSP-5	050719200	AG - test example 1	Final	Suspended	2/14/20 3:16 PM	2/13/20 7:44 PM	4000000	Israel
DSP-61	610030002	Test Example #7	In Review		2/14/20 12:00 PM	2/14/20 11:55 AM	3009377	
	050719203	Test Example #6	In Review		2/14/20 11:55 AM	2/14/20 11:54 AM	5875000	Canada
DSP-73	730069000	test example 2	In Review		2/13/20 7:45 PM	2/13/20 7:44 PM	14999784	Spain, Germany, United Kingdom, Italy

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DDTC Licensing / Track Status / Detailed Status

Detailed Status

Case Number: 050719203	
License Type: DSP-5	Date Prepared: 02/14/2020 11:54:47
Transaction ID: Test Example #6	Status Date: 02/14/2020 11:55:12
Status: In Review	Country: CA
Country Name: Canada	

Case Documentation

File Name	Category	Comments	Date
Basic_Ordering_Agreement.pdf	Basic Ordering Agreement		02/14/2020
Letter_of_Intent.pdf	Letter of Intent		02/14/2020
Purchase_Order.pdf	Purchase Order		02/14/2020

3 Upload Additional Documentation

Comments for this document:

Document Type:

- Select -

Document to upload:

[Choose File](#) No file chosen

[Upload](#)



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DOWNLOAD A SIGNED LICENSE

1. To download a signed License, search for the case using the Track Status application
2. Click on the case number to open the Detailed Status view
3. Scroll to the 'DDTC Documentation' section
4. If available, this section will contain the signed License, stored as a PDF file
5. Click the File Name link to open and download a copy.

DDTC Licensing / Track Status 1

Filter Criteria +

Track Status

Type	Case #	Transaction ID	Status	Decision	Status Date	Date Prepared	License Value	Country
DSP-6	060055900	Test Example #8	Final	Approve	2/14/20 3:16 PM	2/14/20 11:55 AM		
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DDTC Licensing / Track Status / Detailed Status

Detailed Status

Case Number: 050900977	
License Type: DSP-5	Date Prepared: 12/20/2019 22:01:55
Transaction ID: AG - 123456	Status Date: 01/16/2020 16:47:54
Status: Final: Approve	Country: AF
Country Name: Afghanistan	

DDTC Documentation

File Name	Type	Date
050900977.20200116102939.(U).license.pdf	Signed License	01/16/2020
050900977.20200116102939.(U).license.pdf	Previously Signed License	01/16/2020

Case Documentation

File Name	Category	Comments	Date
pdf.pdf	Firearms and Ammunitions Import Permit		12/20/2019
jpg.jpg	Firearms and Ammunitions Import Permit		12/20/2019
png.png	Firearms and Ammunitions Letter of Explanation		12/20/2019

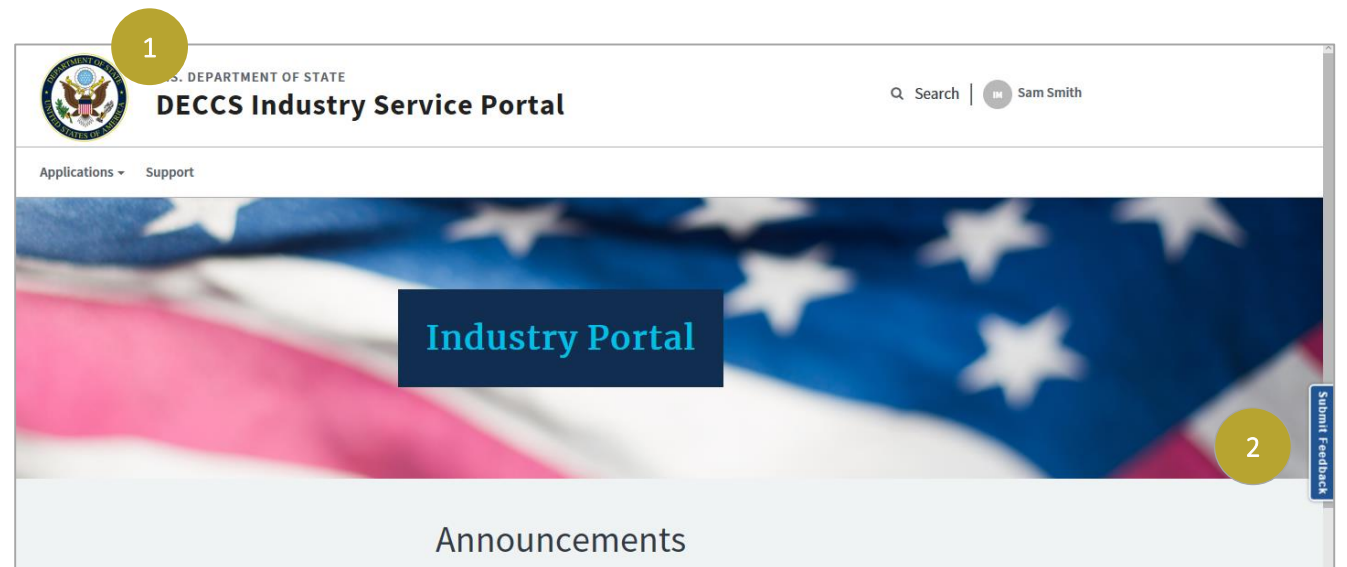


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STEP 4: SHARE YOUR FEEDBACK

1. Return to the DECCS Industry Service Portal by clicking “DECCS Industry Service Portal” at the top of the screen.
2. Click on the “Provide 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:

Submit **Close**