

Defense Export Control and Compliance System (DECCS)

Commodity Jurisdiction (CJ) Application

Quick Reference Guide for Industry Users



Directorate of Defense Trade Control (DDTC)

POC: T/PM/DDTC

Date Released: 11/15/2016

Table of Contents

I.	PURPOSE AND APPLICABILITY	3
II.	COMMODITY JURISDICTION	3
III.	ROLES AND RESPONSIBILITIES	3
IV.	APPLICATION OVERVIEW	4
V.	SUBMIT AN APPLICATION	5
VI.	SAVE AN APPLICATION	9
VII.	OPEN A SAVED APPLICATION	10
VIII.	DELETE A SAVED APPLICATION	11
IX.	PRINT APPLICATION FEATURE	12
	DISPLAY A PRINTER FRIENDLY APPLICATION	12
	PRINT A PRINTER FRIENDLY APPLICATION	13
	SAVE A PRINTER FRIENDLY APPLICATION	14
X.	ASSISTANCE	15

Table of Figures

Figure 1.	CJ Application Overview	4
Figure 2.	Home page	5
Figure 3.	Incomplete/Invalid fields	6
Figure 4.	CJ Application Navigation	6
Figure 5.	Block 14: Add Supporting Documentation	6
Figure 6.	Block 14: Upload Supporting Documentation	7
Figure 7.	Block 15: Applicant/Submitter’s Certification	7
Figure 8.	Successful Application Ready to Submit	8
Figure 9.	Successful Submission Window	8
Figure 10.	Save button	9
Figure 11.	Save Window	9
Figure 12.	Open button	10
Figure 13.	Open Window	10
Figure 14.	Open button	11
Figure 15.	Open window	11
Figure 16.	Delete button	11
Figure 17.	Delete pop-up window	11
Figure 18.	Print button	12
Figure 19.	Printer friendly layout	12

I. PURPOSE AND APPLICABILITY

The purpose of this document is to define the process and procedures to complete the DS-4076 web form via the Defense Export Control and Compliance System (DECCS), Commodity Jurisdiction (CJ) Application. Industry Users will now go to <https://cj.pmdtcc.state.gov> to submit their applications.

II. COMMODITY JURISDICTION

The purpose of a commodity jurisdiction (CJ) request is to determine whether an item 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 and §120.4, you are unsure of the export jurisdiction of an item or service, you should request a CJ determination.

III. ROLES AND RESPONSIBILITIES

Role	Name	Office	Responsibilities
System Owner	Karen Wrege	T/PM/DDTC	Oversight of the system and its operation
Help Desk for DDTC Customers	DDTC Customer Help Desk	T/PM/DDTC	Responsible for executing the data transfer of submitted packages from DDTC to USXPORTS.
DOD IT Support for USXPORTS	Lt. Col. Zollars	DOD	Responsible for executing the data transfer of submitted packages from USXPORTS to DDTC
Submitter	Industry Customer	N/A	Accessing the CJ application and providing the required data for the DS-4076 data collection.

IV. APPLICATION OVERVIEW

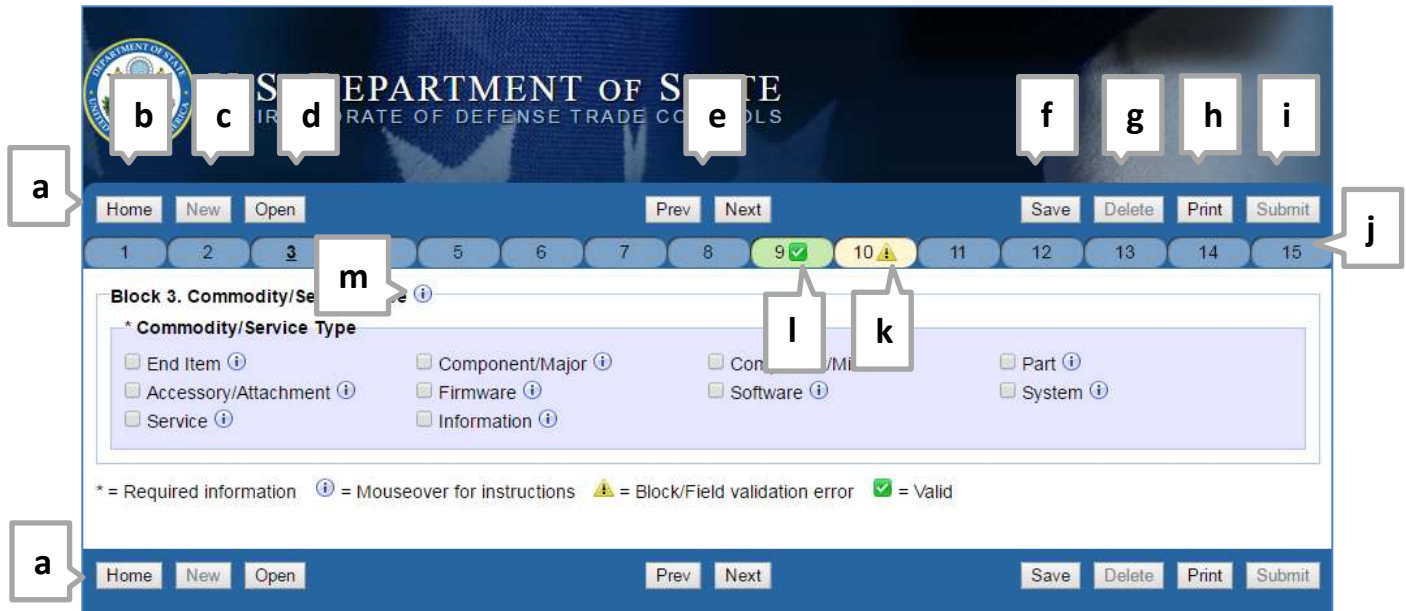


Figure 1. CJ Application Overview

- a. **Main Menu Bar** - is available on both the top and bottom of each page.
Note: Bottom menu bar only appears when the mouse is at the bottom of the page.
- b. **Home button** – returns user to the home page at any time.
- c. **New button** – available when a user needs to begin a new application.
- d. **Open button** – access any previously saved CJ applications specific to the user and web browser.
- e. **Previous and Next buttons** – main navigation between web form blocks.
- f. **Save button** – save the current application at any point in the process.
- g. **Delete button** – delete any previously submitted and/or incomplete applications.
- h. **Print button** – displays a printer friendly version of the entire CJ data collection.
- i. **Submit button** – submit complete and validated applications to DDTC.
- j. **Status Bar** – allows user to jump between blocks via clicking on the block number. In addition, indicates if there are any errors within that block.
- k. **Warning Icon** – indicates the block contains missing or invalid information.
- l. **Valid Icon** – indicates there are no errors within the block.
- m. **Information Icon** – provides a mouse-over/tool tip with specific form instructions.

V. SUBMIT AN APPLICATION

1. Access the CJ application website at <https://cj.pmddtc.state.gov>

Note: The CJ application will also be accessible via the PM/DDTC website at <https://pmddt.state.gov>

2. The DS-4076 Commodity Jurisdiction Determination web form home page will display.

U.S. DEPARTMENT OF STATE
DIRECTORATE OF DEFENSE TRADE CONTROLS

Home New Open Prev Next Save Delete Print Submit

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Electronic Form Version Number: 2.0 OMB APPROVAL NO: 1405-0163
EXPIRATION DATE: 3/31/2019
* ESTIMATED BURDEN: 4 HOURS

U.S. Department of State
DS-4076 Commodity Jurisdiction (CJ) Determination Form
(SEE INSTRUCTIONS PAGE | SEE QUICK REFERENCE GUIDE)

* PAPER WORK REDUCTION ACT STATEMENT: Public reporting burden for this collection of information is estimated to average 4 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 (PM/DDTC) Washington, D.C. 20037.

Classified information must not be included, or referred to, in the form. For issues that may pertain to classified information, contact the DDTC Response Team.

→ 1. Filer Information
2. CJ Determination Type
3. Commodity/Service Type
4. Commodity/Service Basic Information
5. Commodity/Service Detailed Description
6. Special/Unique Characteristics and Capabilities
7. Commodity Origin
8. Product Development Stage
9. Funding History
10. Sales Information
11. Export/Classification Information
12. Reason for Submitting CJ Request
13. Publication
14. Other
15. Applicant/Submitter's Certification

Figure 2. Home page

3. Click on **1. Filer Information**, noted by the blue arrow above, to begin completing a new CJ application.

4. **Complete all required fields.** Required fields are noted with an asterisk icon (*).

Note: The application has business rules built into the data collection. Depending on the provided response to the questions additional data fields or required documents will be requested.

- a. Valid blocks will be highlighted by a green check icon (✓).
- b. Incomplete or invalid blocks are highlighted by a yellow warning icon (⚠). In addition, individual fields will be highlighted to notify the user which fields are incomplete or invalid.

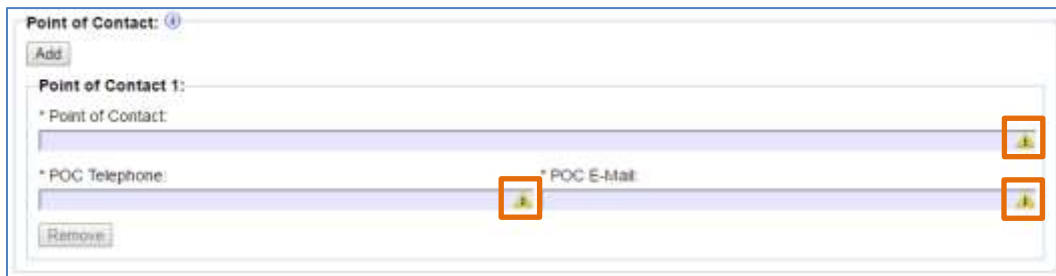


Figure 3. Incomplete/Invalid fields

- c. For additional instructions, mouse-over the information icon (i) for more details about the block, question, or term.

5. **To navigate to the next,** sequential, block select the Next button, noted by the blue arrow below or, use the status bar to jump between different blocks, noted by the orange box below.

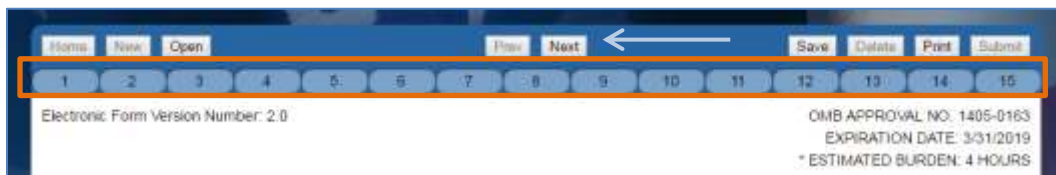


Figure 4. CJ Application Navigation

6. **Upload all supporting documentation.** Upload all required or additional supporting documentation. *Note:* Required documents highlighted under the Describe Supporting Documentation Attached title, within Block 14.

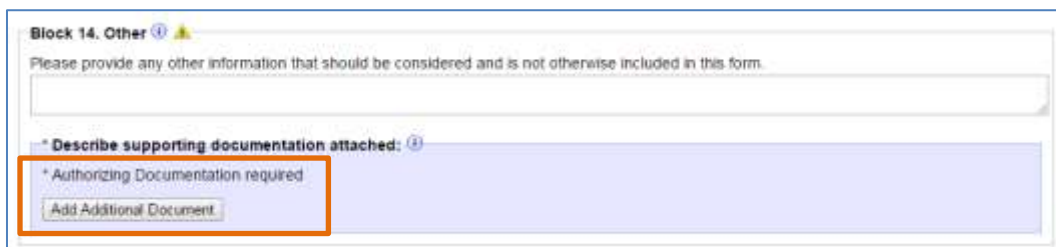


Figure 5. Block 14: Add Supporting Documentation

- i. To upload a supporting document, select the **Add Additional Document** button.

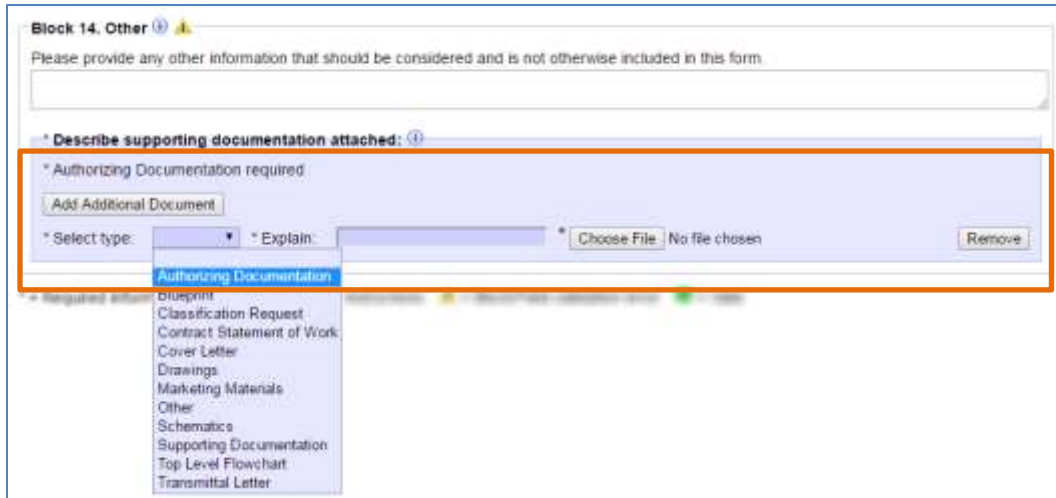


Figure 6. Block 14: Upload Supporting Documentation

- ii. A new line will display containing the **Select type** drop-down menu; an **Explain** text box and the **Choose File/Browse...** button.
 - iii. Select the appropriate document type from the **Select type** drop-down menu.
 - iv. Provide a brief explanation of the document in the **Explain** text box.
 - v. Click on the **Choose File/Browse...** button and select the document from your computer for upload.
 - vi. Repeat steps i through v for any additional documents to upload.
7. **Sign and Submit CJ application.** Once the application is complete and valid electronically sign and submit the application.



Figure 7. Block 15: Applicant/Submitter's Certification

- i. Enter your full name into the **Signature** text field.
- ii. Enter your title into the **Title** text field.
- iii. Select the current date for the **Date** field.
- iv. Verify you are not a robot by checking the checkbox and complete the **reCAPTCHA** request.

DECCS CJ Application - Quick Reference Guide for Industry Users



Home New Open Prev Next Save Delete Print **Submit**

1 2 3 4 5 6 7 8 9 10 11 12 13 14 **15**

Block 15. Applicant/Submitter's Certification

Under Penalty According to Federal Law (See 22 CFR 127, 22 U.S.C. 2776, and 16 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.

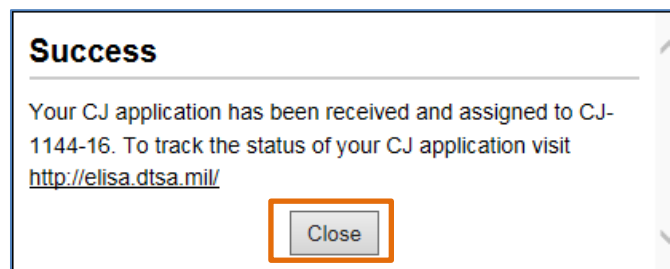
Signature _____ Title _____ 11/01/2016
* Signature * Title * Date

I'm not a robot

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

Figure 8. Successful Application Ready to Submit

- v. Once reCAPTCHA is complete click the **Submit** button.
- vi. Once the application is successfully submitted a confirmation message containing the CJ case number will display.



Success

Your CJ application has been received and assigned to CJ-1144-16. To track the status of your CJ application visit <http://elisa.dtsa.mil/>

Close

Figure 9. Successful Submission Window

- vii. Click the **Close** button to return to the application.

VI. SAVE AN APPLICATION

Users can save an incomplete CJ application at any point in the submission process.

Note: To open saved CJ applications use the same browsers you originally used.

1. Click on the **Save** button.



Figure 10. Save button

2. The **Save as** pop-up window will display.

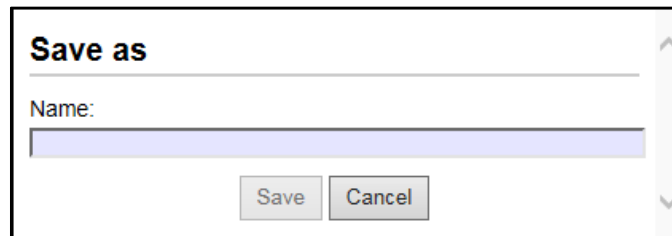


Figure 11. Save Window

3. Provide a name for the application in the **Name** text box.
4. Click the **Save** button.
5. The Save as pop-up window will close and the application has been saved.

VII. OPEN A SAVED APPLICATION

Users will be able to access all individually saved CJ applications at any point in the submission process.

Note: Open will display all saved CJ applications, regardless if they have been submitted or not.

1. Click on the **Open** button.



Figure 12. Open button

2. The **Select form to open** pop-up window will display.

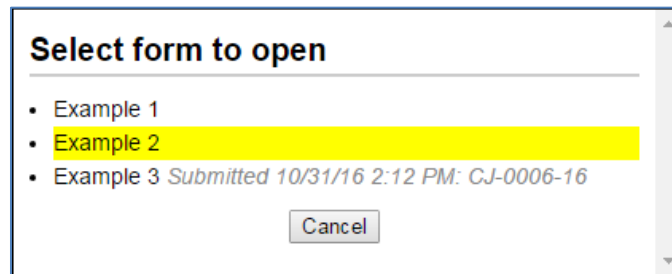


Figure 13. Open Window

3. Click on the CJ application you wish to open.

Note: If the application was previously submitted, the submitted date and case number will be displayed next to the saved application.

4. The pop-up window will close and you will be taken to the selected CJ application.

VIII. DELETE A SAVED APPLICATION

Users are responsible for managing their list of saved CJ applications.

1. Click on the **Open** button.



Figure 14. Open button

2. The **Select form to open** pop-up window will display.

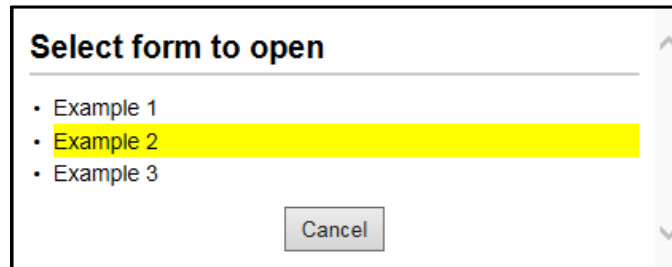


Figure 15. Open window

3. Click on the CJ application you wish to open.
4. The pop-up window will close and you will be taken to the selected CJ application.
5. Click the **Delete** button.

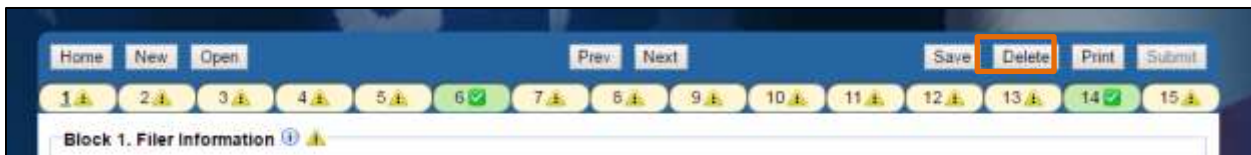


Figure 16. Delete button

6. A pop-up window will appear confirming you wish to delete the saved application.

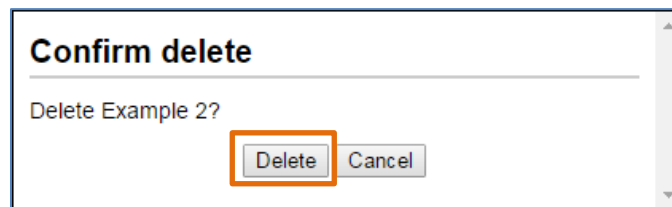


Figure 17. Delete pop-up window

7. Click the **Delete** button.
8. All application information will be cleared and the user returned to the Home page.

IX. PRINT APPLICATION FEATURE

Users have the ability to print an application at any point within the completion process. The print feature allows the user to see all questions and answers provided at the time the print button is selected to review their entire application in a single location. In addition the print feature allows users to print a printer friendly version or save that printer friendly version to share among colleagues.

DISPLAY A PRINTER FRIENDLY APPLICATION

1. Click on the **Print** button.

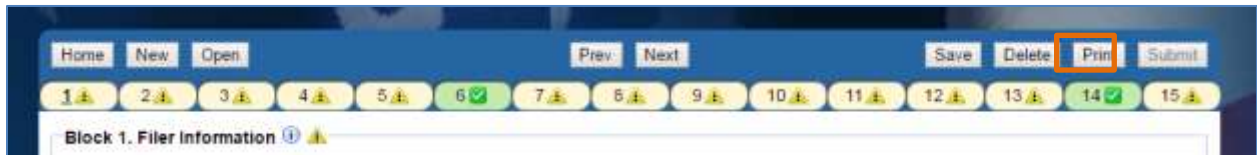
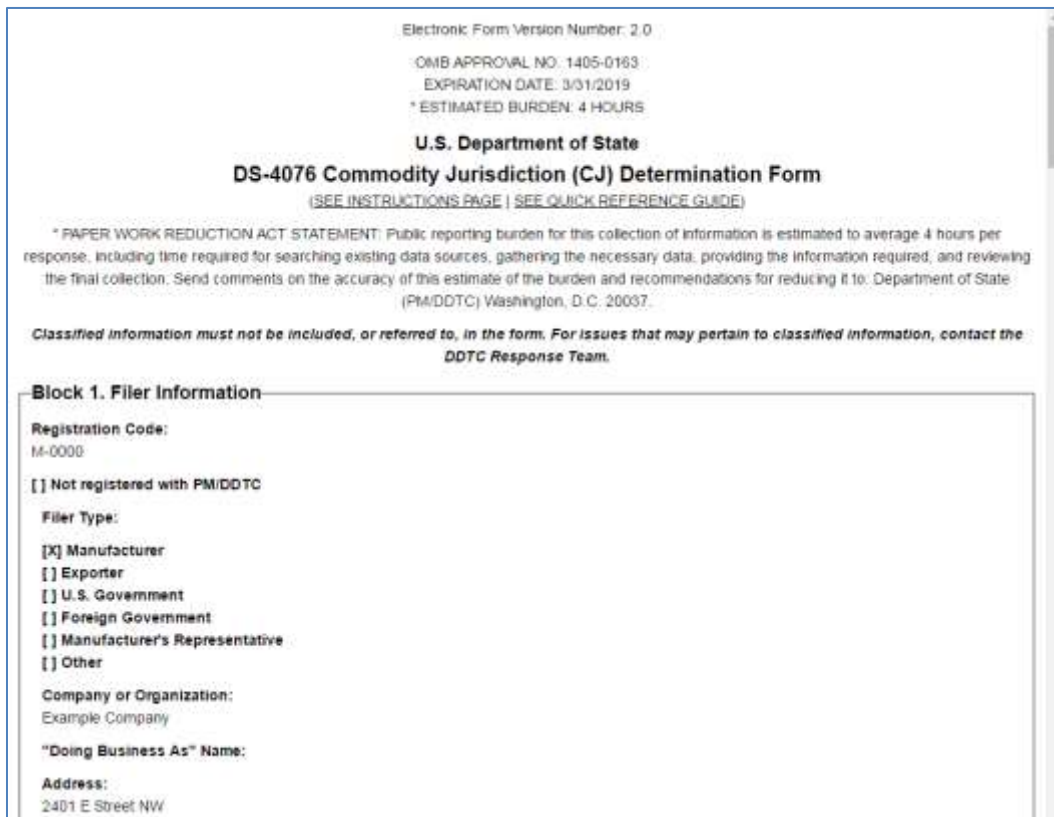


Figure 18. Print button

2. A new web browser window will open displaying all the data collection data fields and any answers provided.



Electronic Form Version Number: 2.0

OMB APPROVAL NO: 1405-0163
EXPIRATION DATE: 3/31/2019
* ESTIMATED BURDEN: 4 HOURS

U.S. Department of State
DS-4076 Commodity Jurisdiction (CJ) Determination Form
(SEE INSTRUCTIONS PAGE | SEE QUICK REFERENCE GUIDE)

* PAPER WORK REDUCTION ACT STATEMENT: Public reporting burden for this collection of information is estimated to average 4 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 (PM/DDTC) Washington, D.C. 20037.

Classified information must not be included, or referred to, in the form. For issues that may pertain to classified information, contact the DDTTC Response Team.

Block 1. Filer Information

Registration Code:
M-0000

Not registered with PM/DDTC

Filer Type:

Manufacturer
 Exporter
 U.S. Government
 Foreign Government
 Manufacturer's Representative
 Other

Company or Organization:
Example Company

"Doing Business As" Name:

Address:
2401 E Street NW

Figure 19. Printer friendly layout


PRINT A PRINTER FRIENDLY APPLICATION

1. Click on the **Print** button.
2. A new web browser window will open displaying all the data collection data fields and any answers provided.
3. Follow the steps below depending on your web browser to print the application



Using Internet Explorer (IE):

- a. Go to **File** or right click within the browser page.
- b. A drop-down menu will appear.
- c. Select **Print**

Using Google Chrome:

- a. Go to the **File** () icon or right click within the browser page.
- b. A drop-down menu will appear.
- c. Select **Print**

Using Mozilla Firefox:

- a. Go to the **File** () icon.
- b. A drop-down menu will appear.
- c. Select the **Print** () icon.

Using Safari:

- a. Go to **File** or right click within the browser page.
- b. A drop-down menu will appear.
- c. Select **Print**
3. The printer window will display.
4. Verify the appropriate printer is selected and click the **Print** button.

SAVE A PRINTER FRIENDLY APPLICATION

1. Click on the **Print** button.
2. A new web browser window will open displaying all the data collection data fields and any answers provided.
 - a. From the print window, change the printer to a document type (example Microsoft Print to PDF, Save as PDF, Adobe PDF, Microsoft XPS Document Writer, etc.) to generate an electronic copy of the printer friendly file.



Or ...

- b. Follow the steps below depending on your web browser for other variations on how to save an application.

Using Internet Explorer (IE):

- i. Go to **File**.
- ii. A drop-down menu will appear.
- iii. Select **Send** and then **Page by Email**.
- iv. The contents of the printer friendly page will be provided inside an email.

Using Mozilla Firefox:

- i. Go to the **File** () icon.
- ii. A drop-down menu will appear.
- iii. Select the **Save Page** () icon.
- iv. The Save As window will display.
- v. Select the **Save as type as Text files**.
- vi. Click the **Save** button.

Using Safari:

- i. Go to **File** or right click within the browser page.
- ii. A drop-down menu will appear.
- iii. Select **Export as PDF**.
- iv. The Save As window will display.
- v. Click the **Save** button.

X. ASSISTANCE

Any technical questions or support related needs, please contact the DDTC Help Desk.

Hours: 9am-5pm Eastern U.S. time

Phone: 202-663-2838

E-mail: dtradehelpdesk@state.gov