SYSTEM ACCESS USER REGISTRATION FOR THE UNITED STATES EXPORT CONTROL SYSTEM (USXPORTS)

PRIVACY ACT STATEMENT

AUTHORITY:	Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE:	To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
ROUTINE USES:	None.
DISCLOSURE:	Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST (*Select one*)
[ ] NEW ACCOUNT [ ] INACTIVATE ACCOUNT [ ] MODIFIED ACCOUNT [ ] REACTIVATE ACCOUNT

DATE *(MMDDYYYY)*

PART I *(To be completed by Requestor)*

1. NAME (Last, First, Middle Initial)	2. ORGANIZATION
3. OFFICE SYMBOL/DEPARTMENT	4. JOB TITLE AND GRADE/RANK
5. OFFICIAL MAILING ADDRESS	6. PHONE NUMBER (*Commercial*)
7. DESIGNATION OF PERSON (*Select one*) [ ] MILITARY [ ] CIVILIAN [ ] CONTRACTOR (Attach Disclosure Agreement)	8. OFFICIAL NIPRNet E-MAIL ADDRESS (*Required*)
9. LICENSING ROLE(S): (Licensing Division Chief, Licensing Officer, etc.)	10. OFFICIAL SIPRNet E-MAIL ADDRESS (*Required*)

PART II – USXPORTS ORGANIZATION INFORMATION (*Must be completed*)

11. FULL ORGANIZATION NAME / ORGANIZATION CODE	12. DIVISION	13. PARENT GOVERNMENT AGENCY [ ] DoD [ ] DoC [ ] DoS [ ] DoE [ ] Other (*Specify*)_____

14. ADDITIONAL COMMENTS

PART III – USXPORTS PERMISSIONS (*Must be completed*)

15. PLEASE INDICATE SYSTEM USAGE (*Check all that apply*)

All	[ ]	AWS	Actions Without Being Staffed
	[ ]	DEFAULT	Default Set of Permissions
	[ ]	CC	Create Case
	[ ]	DCD	Delete Case Documents
	[ ]	DEC	De-assign Case
	[ ]	DRP	Directly Release Positions
	[ ]	ESC	Escalate Case
	[ ]	MC	Maintain Case
	[ ]	OA	Organization Administration
	[ ]	RDP	Releasing Designated Person
	[ ]	RUSS	Restrict User from Sending Staffing
	[ ]	ROC	Reopen Case
	[ ]	RP	Release Position
	[ ]	SR	Schedule Reports
DoD	[ ]	DUTT	Dual-Use Tiger Team
	[ ]	EC	Exemption Certificate
	[ ]	MIR	Maintain Policy Assessment Repository
	[ ]	MUNTT	Munitions Tiger Team
	[ ]	RNOR	Run Non-OPR Reports
	[ ]	ROR	Run OPR Reports
	[ ]	VIR	View Intel Repository
DoE	[ ]	DA	Document Add
	[ ]	MEUP	Maintain End-User Review Privacy

DDTC	[ ]	CH	Compliance Hold
	[ ]	CO	Compliance Override
	[ ]	HLD	Apply / Release Hold
	[ ]	LALP	License After Life Processing
	[ ]	RCLR	Run Case Load by User Report
	[ ]	RPNL	Release Position No List
	[ ]	RRR	Run RLA Reports
	[ ]	VATC	View All Org Team Comments

DoC

BIS/EA Roles

[ ] Licensing Officer [ ] Chief
[ ] EMCD [ ] Office Director
[ ] SEIS [ ] OTE
[ ] OESD/WRO Exporter (Counselor) [ ] OC

BIS/EE Roles

[ ] Agent [ ] Supervisor
[ ] Agent Analyst

BIS/MCD Role

[ ] Analyst

EE/OEA Roles

[ ] Analyst [ ] Division Director

ITU Roles

[ ] Analyst [ ] Division Director

OCIO Role

[ ] BIS IT Helpdesk

OTHER

[ ] (*Specify*)_____

PART IV – AUTHORIZATIONS - I hereby certify that the user information shown is correct and the user has a bonafide need to use the indicated USXPORTS permissions and is a U.S. citizen.

REQUESTOR'S SUPERVISOR AUTHORIZATION

16. SUPERVISOR'S NAME (Last, First)	17. SUPERVISOR'S PHONE NUMBER
18. SUPERVISOR'S ORGANIZATION/DEPARTMENT	19. SUPERVISOR'S E-MAIL ADDRESS
20. SUPERVISOR'S SIGNATURE	21. DATE (*MMDDYYYY*)

PARENT GOVERNMENT AGENCY AUTHORIZATION INFORMATION

22. NAME OF AUTHORIZED PARENT GOVERNMENT AGENCY OFFICIAL (Last, First)	23. AUTHORIZER'S PHONE NUMBER
24. AUTHORIZER'S ORGANIZATION/DEPARTMENT	25. AUTHORIZER'S E-MAIL ADDRESS
26. AUTHORIZER'S SIGNATURE	27. DATE (*MMDDYYYY*)

28. OPTIONAL INFORMATION (*Additional Information*)

E-mail: DTSASPANSupport@mail.mil ◆ **FAX: 571-372-2589** ◆ **DSN: 372-2589** ◆ **Phone: 571-372-7623** ◆ **DSN: 372-7623**

****DEFENSE TECHNOLOGY SECURITY ADMINISTRATION USE ONLY****

PART V – ACCOUNT INFORMATION *(To be completed by authorized staff preparing account information)*

ACCOUNT CODE	USER ID	DOMAIN	ORGANIZATION CODE

DATE PROCESSED *(MMDDYYYY)*	PROCESSED BY (*Print name*)	PROCESSED BY (*Signature*)

PERMISSIONS

CODE	NAME	DESCRIPTION
AWS	Actions without being Staffed	Allows a user to perform a set of actions on a case without the user's organization having to be staffed the case.
CC	Create Case	Allows activities such as creating cases; editing/deleting of case elements such as parties, commodities, and documents; deletion of cases prior to completion; and completion of cases.
CH	Compliance Hold	Allows the user to apply or release a compliance hold on a case. *(DoS Only)*
CO	Compliance Override	Allows the user to override a compliance hold on a case. *(DoS Only)*
DA	Document Add	Allows users within D-Level 3 organizations to add a document on Dual-Use, OSTI, NP cases.
DCD	Delete Case Documents	Allows the user to delete case-level documents.
DEC	De-assign Case	Allows de-assignment of a case.
DEFAULT	Default Set of Permissions	Gives users access to areas such as comments, search, sticky notes, etc. This permission is the set of actions not linked to any other permission.
DRP	Directly Release Positions	Allows direct-release of the organization's position without having to go through the normal SSO/RO process.
DUTT	Dual-Use Tiger Team	Allows access to the Tiger Team area; allows loading/viewing of Dual-Use cases assigned to Tiger Team.
ER	Emergency Requests	Allows the user to manage emergency requests on the case. *(DoC Only)*
ESC	Escalate Case	Allows the user to add, edit or delete escalations on Dual-Use and CJ cases.
FT	Follow-up Tasks	Allows the user to manage follow-up tasks on the case, access the Follow-up Workload report, and add comments and documents to "Closed" cases even if the user is not the assignee. *(DoC Only)*
HLD	Hold	Allows applying or releasing of holds on cases.
LALP	License After Life Processing	Allows revoking or suspending of licenses.
LD	License Determination	Allows the user to generate an unsigned letter, edit the certified letter commodity flag, turn the certified letter added flag on or off and add documents even if the user is not the assignee. *(DoC Only)*
MC	Maintain Case	Allows the user to modify information in the Case Handling Tool form.
MEUP	Maintain End-User Review Privacy	Allows the user to modify the access privilege (privacy level) of an end-user review. *(DoE Only)*
MIR	Maintain Policy Assessment Repository	Allows user maintenance rights in the Policy Assessment Repository (formerly known as the Intelligence Repository). *(DoD Only)*
MUNTT	Munitions Tiger Team	Allows access to the Tiger Team area; allows loading/viewing of Munitions cases assigned to Tiger Team.
OA	Organization Administrator **(Administrators Only)*	Allows Organization-level maintenance, such as maintaining Organization-level Standard Language, Geographical Groups, and Reference Library documents.
OADD	Override Auto De-assign Default	Allows the user to override the auto-deassign setting on staffings. *(DoC Only)*
OAVD	Override Auto Validate Default	Allows the user to override the auto-validate setting on AGR cases. *(DoC Only)*
RCLR	Run Case Load by User Report	Allows users with the permission to run the "Case Load by User" report. *(DoS Only)*
RDP	Releasing Designated Person	Allows the user to be designated as a Second Sign-Off/Releasing Official (SSO/RO).
RDR	Run DU Reports	Allows the generation of reports that are restricted to Dual Use users who possess the permission.
REOC	Reassign your organization's cases	Allows the user to reassign any cases where the individual's organization is staffed the case, regardless to whom the case is assigned.
RNOR	Run Non-OPR Reports	Allows the generation of reports that are restricted to non-OPR users.
ROC	Reopen Case	Allows the re-opening and re-closing of cases.
ROR	Run OPR Reports	Allows the generation of reports that are restricted to OPR users.
RP	Release Position	Allows release of the organization's position after going through the normal SSO/RO process.
RPNL	Release Position No List	Allows DTCL licensing officers to issue licenses even if they are not the designated Second Sign-Off (SSO/RO) on the case. *(DoS Only)*
RRR	Run RLA Reports	Allows the running of management reports reserved for the Responsible Licensing Agency (RLA).

RUSS	Restrict User from Sending Staffing	Allows the user to restrict the organization's assignee on a case from sending out staffing (assignments).
SR	Schedule Reports **(Administrators Only)*	Allows scheduling of reports.
VATC	View All Org Team Comments	Allows viewing of all comments in a user's current organization, (including team-level comments) regardless of the privacy applied. *(DoS Only)*
VIR	View Intel Repository	Allows viewing of the Policy Assessment Repository (formerly known as the Intelligence Repository) information on cases.

INSTRUCTIONS

PART I: The following information is provided by the user when establishing or modifying a USER ID for USXPORTS.

(1) Name. The last name, first name and middle initial of the user.

(2) Organization. The user's current organization (i.e. DoD, DTSA and government agency or commercial firm).

(3) Office Symbol/Department. The office symbol within the current organization.

(4) Job Title/Grade/Rank. The civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5) / military rank (COL, United States Army, CMSgt, USAF) or "CONT" if the user is a contractor.

(5) Official Mailing Address. The user's official mailing address.

(6) Telephone Number/DSN. The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.

(7) Designation of Person. (Military, Civilian or Contractor).

(8) Official NIPRNet E-mail Address. The user's official unclassified e-mail address.

(9) Licensing Role. The user's role in USXPORTS.

(10) Official SIPRNet E-mail Address. The user's official classified e-mail address.

PART II: The following information is provided by the user specific to the Organization to which they are assigned.

(11) Full Organization Name/Organization Code. The user's USXPORTS Organization.

(12) Division. The user's Organization's Division.

(13) Parent Government Agency. The USXPORTS Organization's Parent Government Agency.

(14) Additional Comments. This item is intended to allow for additional information.

PART III: The information below requires the selection of USXPORTS permissions.

(15) System Usage. The user's required permissions.

PART IV: The information below requires the authorization from the user's Supervisor and the Parent Organization.

(16) Supervisor's Name. The last name, first name of the Supervisor.

(17) Supervisor's Phone Number. Supervisor's telephone number.

(18) Supervisor's Organization/Department. Supervisor's organization and department.

(19) Supervisor's E-mail Address. Supervisor's official e-mail address.

(20) Supervisor's Signature. Supervisor's signature is required to indicate the information in Part I has been verified and that access is required.

(21) Date. Date the Supervisor signs the form.

(22) Name of Authorized Parent Government Agency Official. The last name, first name of the Authorized Parent Organization Official.

(23) Authorizer's Phone Number. Authorizer's telephone number.

(24) Authorizer's Organization/Department. Authorizer's organization and department.

(25) Authorizer's E-mail Address. Authorizer's official e-mail address.

(26) Authorizer's Signature. Signature of the Authorizer.

(27) Date. Date the Authorizer signs the form.

(28) Optional Information. This item is intended to add additional information, as needed.

PART V: This information is specific to the creation of the user's account.

DISPOSITION OF FORM

TRANSMISSION: Form may be electronically transmitted, faxed or mailed. Adding a password to this form makes it a minimum of "FOR OFFICIAL USE ONLY" and must be protected as such.

FILING: Original System Access User Registration (USXPORTS), with original signatures in Part IV, must be maintained on file for one year after termination of user's account.

CONTRACTOR DISCLOSURE STATEMENT

UNITED STATES EXPORT CONTROL SYSTEM (USXPORTS)

Date:_____

MEMORANDUM FOR: DEFENSE TECHNOLOGY SECURITY ADMINISTRATION (DTSA)

SUBJECT: Statement of Disclosure

This memorandum notifies DTSA that, as a Contractor, I require access to a USXPORTS workstation to perform duties as assigned.

I attest to having completed the Annual Information Awareness Training in accordance with DoD Directive (DoDD) 8570.01 which states that all contractors with privileged access to DoD information systems (IS) or performing information assurance (security) functions must complete yearly DoD Information Assurance Awareness Training.

I understand the requirement to safeguard and protect information and property and will use the network and automated information systems for official purposes only.

I will not search, retrieve, or read proprietary information or classified information for the purposes of information gathering for self interests. I understand that any violation of this integrity statement as well as all security violations or deviations will be reported to DTSA Security Officer (DTSASecurity@mail.mil).

I have no unanswered questions about my responsibilities.

I request system access to USXPORTS and the issuance of a user ID and password.

_____
Signature

_____
Printed Name

_____
Company Name

_____
Company Street Address

_____
Company City, State, Zip Code

_____
Company Phone Number