



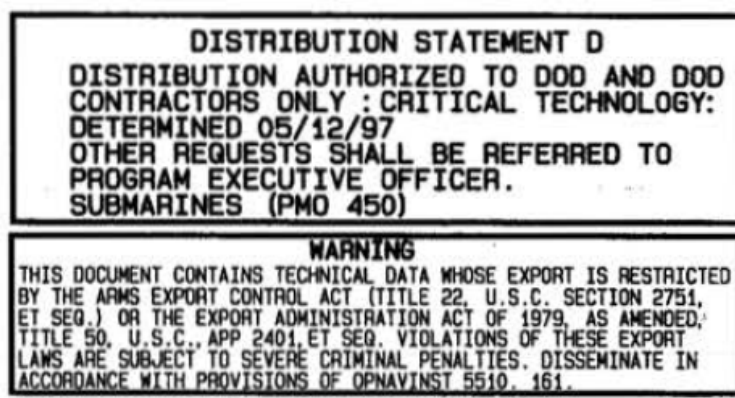
To: All Vendors
From: Jacob Brown, Purchasing Department, Collins Machine Works
Subj: ITAR and JCP Resources

All Concerned,

In order to aide both our current and prospective vendors in developing an International Trafficking in Arms Regulation (ITAR)-compliant information control program, as well as registering with the Directorate of Defense Trade Controls (DDTC) and Joint Certification Program (JCP). We have provided the following information to point you and your company in the right direction.

1. What is “Controlled Information”?

- a. *Some examples of “Controlled Information” that are most commonly provided are DoD drawings, sketches, and specifications. Controlled information is usually identified by a distribution statement on the drawing, such as this:*



More information on distribution statements can be found here:
<http://www.au.af.mil/au/awc/awcgate/dod-spc/523025ph.pdf>

2. What companies must get registered with the DDTC for ITAR-compliance?

- a. *According to the DDTC, the following companies must be registered:*

“Per ITAR §122.1, any person who engages in the United States in the business of either manufacturing or exporting or temporarily importing defense articles or furnishing defense services is required to register with DDTC. Manufacturers who do not engage in exporting must nevertheless register.”

3. Where can I find information on ITAR, where do I get started?

- a. Information regarding ITAR-compliance, program requirements, and DDTC registration can be found at the DDTC's website at <https://www.pmdotc.state.gov/index.html>

4. Where can I find information on the JCP, where do I get started?

- a. Information regarding the requirements of the JCP can be found at the DLA's website at <http://www.dlis.dla.mil/jcp/>. Please note that there is much overlap between the JCP requirements and ITAR requirements.

5. Do ITAR and JCP requirements "flow down" to third parties?

- a. Yes, any information-control requirements flow down to your subcontractors.

6. Where/from whom can I receive training on ITAR?

- a. We have used the law firm of Crowell & Moring LLP (<https://www.crowell.com/>)

Best Regards,
Jacob Brown
Purchasing Department
Collins Machine Works