

**Summary of Changes**  
**Guidelines for Preparing Agreements – Revision 1 (Interim Update 1a)**

**This notice serves as an interim update to the DTC – Licensing “Guidelines for Preparing Agreements – Revision 1” dated January 30, 2009.**

**Purpose:** This update is being published to correct substantive and administrative errors identified in the “Guidelines for Preparing Agreements – Revision 1.” This update is not the result of changes or modifications to DTC policies or procedures.

**Summary of Changes:**

- **Page 1: (Cover): Change** - "As of: " reference at the bottom of the page to “April 3, 2009.”

- **Section 1.0, Page 5: Change** - “For additional details on In-person License Delivery and Pick-up procedures, go to [http://pmddtc.state.gov/about/new\\_dropoff.html](http://pmddtc.state.gov/about/new_dropoff.html)” to “For additional details on In-person License Delivery and Pick-up procedures, go to [http://pmddtc.state.gov/licensing/inperson\\_license\\_procedures.html](http://pmddtc.state.gov/licensing/inperson_license_procedures.html)”

- **Section 3.7.b: Change** - “These agencies have agreed to mitigate the requirement for specific identification of nationals of a third country (to include dual nationals)...” to “These agencies have agreed, when an agreement includes the Australian Department of Defense as a foreign licensee or when the Australian Department of Defense is identified as an end-user, to mitigate the requirement for specific identification of nationals of a third country (to include dual nationals)...”

- **Section 3.9.a (Sub-bullet 1 and 2): Change** - “If the foreign staffing agency or contract employee provider...” to “If the US staffing agency or contract employee provider...”

- **Section 3.9.c (Contract Employee Paragraph): Change** - "Transfers to the parent company of any contract employees are not authorized." to "Transfers to the parent company by any contract employees are not authorized."

- **Section 6.1.d (1) (Sub-bullet 2): Change** - “Sub-licensing was previously authorized under this agreement by (Proviso 2 to TA/MA xxxx-xx) and is described in (Article or Section x.x).” to “Sub-licensing was previously authorized under this agreement as described in (Article or Section x.x).”

- **Section 6.1.d (3) (Sub-bullet 3): Change** - “Dual/Third Country Nationals were previously authorized under this agreement by (Proviso x to TA/MA xxxx-xx) as described in (Article or Section x.x of the agreement).” to “Dual/Third Country Nationals were previously authorized under this agreement as described in (Article or Section x.x of the agreement).”

- **Section 9.1.b (2): Change** - “For the purpose of re-baselining agreements, amendments include all requests submitted pursuant to §124.1(c) (to include those amendments approved, returned without action, and denied). Proviso reconsiderations (to which DTC assigns an agreement number) and those amendments submitted pursuant to §124.1(d)...” **to** “For the purpose of re-baselining agreements, amendments include all requests submitted and approved (or approved with provisos) pursuant to §124.1(c). Proviso reconsiderations (to which DTC assigns an agreement number), proposals returned without action, denied proposals and those amendments submitted pursuant to §124.1(d)...”
- **Section 9.2.b (Sample Proviso): Change** - “This proviso does not limit the use of separate licenses and §123.4 for repair and replacement purposes.” **to** “This proviso does not limit the use of separate authorizations for repair and replacement purposes.”
- **Section 15.1.b (4) (Sub-bullet 3): Change** - “See Tab 11 to Appendix 1 for a Sample Letter of Explanation” **to** “See Tab 12 to Appendix 1 for a Sample Letter of Explanation”
- **Section 17.3.a (1): Change** - “(see Section 13.0)” **to** “(see Section 14.0)”
- **Section 17.4.b, (Sub-bullet 5): Change** - “... (See Section 10.4 of these guidelines)” **to** “... (See Section 16.1d. of these guidelines)”
- **Tab 6 to Appendix A (Prior Approval Summary): Change** - “Sub-licensing was previously authorized under this agreement by (Proviso 2 to TA xxxx-xx) and is described in (Article or Section x.x)” **to** “Sub-licensing was previously authorized under this agreement as described in (Article or Section x.x)”
- **Tab 6 to Appendix A (Prior Approval Summary): Change** - “Dual/Third Country Nationals were previously authorized under this agreement by (Proviso x to TA xxxx-xx) as described in (Article or Section x.x)” **to** “Dual/Third Country Nationals were previously authorized under this agreement as described in (Article or Section x.x)”
- **Tab 11 to Appendix A, (For Sub-licensees with Contract Employees...):** Replace the entire contract employee statement to make it consistent with the contract employee language required within agreements as stated under Section 3.9.(c).

In addition to the summary of changes identified above, an updated version of the Guidelines for Preparing Agreements [**Guidelines for Preparing Agreements – Revision 1 (Interim Update 1a)**] **dated April 3, 2009**] has been posted to the DDTC Web site at <http://www.pmdtcc.state.gov/licensing/agreement.html>. Each change has been highlighted in **yellow** within the updated guidelines to assist readers in identifying changes.

Readers are encouraged to submit any comments and/or recommended changes regarding the Guidelines for Preparing Agreements to LTC Tom Donovan, Agreements Analyst, Directorate of Defense Trade Control – Licensing at E-mail: [DonovanTP@state.gov](mailto:DonovanTP@state.gov) or Phone: 202-663-2733.