

**U.S. Department of State  
DIRECTORATE OF DEFENSE TRADE CONTROLS**

**Guidelines for Preparing Electronic Agreements, Addition (5-25-10)**

Concerning electronic agreements submitted as Re-Baselined agreements, applicants must immediately implement the following changes.

- 1) The value entered in Block 12 of the DSP-5 vehicle must be the total value of the proposed Re-Baselined agreement (i.e. the value that was previously approved plus any value that is currently being added).
- 2) For currently approved Electronic agreements that were Re-Baselines of previously approved paper agreements, where the value in Block 12 of the DSP-5 vehicle was only the delta value (i.e. amended value of the new Re-Baselined agreement), applicants must include the total agreement value of the original paper agreement in the next amendment to the electronic agreement.

For example, if the previous agreement was valued at \$10M, and the Electronic Re-Baselined agreement added \$1M and constitutes the value entered in Block 12 (i.e. \$1M), the next time the Re-Baselined agreement is amended, \$10M must be added to the value of the new amendment in Block 12.

As soon as this “correction” to the DSP-5 value is made, it does not need to be added again to subsequent amendments. This correction should not affect the §124.12(a)(6) table of the transmittal letter.

This change allows DDTC to track the total value of applicants’ agreements and provides a single point of reference for this information through the D-Trade 2 System.

Failure to adhere to these guidelines may result in a delay in review of an agreement application or a return without action (RWA). For additional guidance or clarification, please contact the DDTC Response Team at (202) 663-1282 or by email at [DDTCResponseTeam@state.gov](mailto:DDTCResponseTeam@state.gov).