

Tracker Best Practices Seminar



WARSAW • POLAND • 2009

High-Level License Application Review Process



Receive license application

- Does it have a classification number?
- Does it have a valid end-user (ship to/bill to)?
- Is it signed?
- Is it received in soft copy (electronic/automatic), hard or combination of both?

Conduct initial analysis

- Determine whether the exporter has registered
- Determine if the application is complete
- Check **restricted parties lists**
- Determine **commodities jurisdiction**
- Determine **commodity classification**

Conduct technical and policy analysis

- Consider factors related to the **item**
- Consider factors related to the **end-user**
- Consider factors related to the **country of destination**

Conduct interagency review

- Ensures that different perspectives are obtained on a transaction
- LO promptly refers case to appropriate agencies
- Intelligence community presents facts and analysis about end-users
- Appropriate agencies review case and provide recommendations regarding approval

Conduct the escalation or dispute resolution procedure, if necessary

- Dispute resolution process: Interagency Committee, Advisory Committee, Final Arbiter

Make final decision on application

- Final decision: **Approve; Approve with Conditions; Denied; Returned Without Action**
- Quality control
- Notification

Internal Control Program (ICP)

- <http://icpweb.ctp-inc.com>

Classification Search Tool (CST)

- <http://dev.ctp-inc.com/cst.flex/bin/cst.php#>

Restricted Parties Screening Tool (RPST)

- <http://rpst.ctp-inc.com>

Product Identification Tool (PIT)

- <http://pit.ctp-inc.com/eng/public>

Licensing Officer Independent Study and Instructional Simulation (LOIS)

- [LOIS](#)

Wisconsin Project

- <http://www.wisconsinproject.org/risk.html>