**Instruction for completing the "Submit Your Product" Intake Form**

# Company Representative

Instructions (pages 1-6) for a Company as defined in Group A, Option B and Group B, Option B of the Certification Process

## 1 – Company/Product Info

| Step# | Field | Action |
|---|---|---|
| **Company** | | |
| Perform the following steps for each field | | |
| **Step#** | **Field** | **Action** |
| **1** | Identification* | Select **Company Representative** from the dropdown |
| **2** | Do you have a preferred Recognized Assessor? | Select the correct response from the dropdown |
| **3** | Company Name* | Enter the name of the company/manufacturer of the product being submitted for certification |
| **4** | Company CAGE Code/UEI* | Enter the CAGE Code/UEI |
| **5** | Company Country of Origin/Domicile* | Select the company country of origin/domicile from the dropdown |
| **6** | Company Point of Contact* | Enter the name of the company point of contact |
| **7** | Company Point of Contact Title* | Enter the title of company point of contact |
| **8** | Company Point of Contact Email Address* | Enter the email address of the point of contact |
| **9** | Do you have a DoW O-6+ Commander or equivalent interested in Nominating your Product? Nomination allows for prioritized review, assessment, and certification of the Product* | Select No or Yes radio button |
| **If answer to question #9 is YES complete question 9a – 9c** | | |
| **9a** | Nominator Search Tool | Select a nominator from the Nominator Search Tool. **Note:** If a nominator is selected from this search tool, steps 9b and 9c will be automatically populated |
| **9b** | DoW O-6+ Commander or equivalent (Nominator) Name | Enter the DoW O-6+ Commander or equivalent (Nominator) Name **Note:** This field will be automatically populated if a nominator is selected from the Nominator Search Tool |

*Indicates Required

# Instruction for completing the "Submit Your Product" Intake Form

| | | |
|---|---|---|
| 9c | DoW O-6+ Commander or equivalent (Nominator) Email Address * | Enter the DoW O-6+ Commander or equivalent (Nominator) Email Address<br>Note: This field will be automatically populated if a nominator was selected from the Nominator Search Tool |
| 10 | Is your company listed on the Department of Commerce Bureau of Industry and Security Entity List or sanctioned by OFAC? * | Select No or Yes radio button |
| 11 | Do any Covered Foreign Country-domiciled or linked entities hold an interest in the Company? * | Select No or Yes radio button |

# Instruction for completing the "Submit Your Product" Intake Form

| Step# | Field | Action |
|-------|-------|--------|
| **Product** | | |
| Perform the following steps for each field | | |
| **Step#** | **Field** | **Action** |
| **1** | Product Name* | Enter the name of the product being submitted for certification |
| **2** | Product Model/Part Number* | Enter the unique identifier of the product being submitted for certification |
| **3** | Product Weight (lbs)* | Enter the weight of the product using the measurement of pounds |
| **4** | Travel or Ship for Assessment? * | Select an available option from the dropdown |
| **5** | Product Description* | Describe the product as well as its application, purpose, or function. |
| **6** | Is the Product manufactured by a Contract Manufacturer? * | Select No or Yes radio button<br>**Note:** A Contract Manufacturer would be any company other than the listed Company that is manufacturing the Product |
| **If answer to the question #6 is YES complete question 6a – 6b** | | |
| **6a** | Contract Manufacturer Name | Enter the name of the Contract Manufacturer |
| **6b** | Contract Manufacturer Location | Select available option from the Contract Manufacturer Location dropdown |
| **7** | Which of the following Critical Components does the Product contain? * | Select available option(s) from the dropdown<br>**Note:** If multiple of each, ensure they are all documented in the Software/Hardware Bill of Materials |
| **8** | Are all of the identified Critical Components listed on the Blue Framework list? While not required, it can streamline the assessment. * | Select No or Yes radio button |
| **9** | Does your Product include a Battery? * | Select No or Yes radio button |

*Indicates Required

# Instruction for completing the "Submit Your Product" Intake Form

| | If answer to the question #9 is YES complete questions 9a – 9e | |
|---|---|---|
| **9a** | Battery Search Tool | Select the Battery by searching **Note:** If a battery is selected from this search tool, steps 9b, 9c, 9d and 9e will be automatically populated |
| **9b** | Battery Type | Enter the Battery Type |
| **9c** | Battery Model/Part Number | Enter the Battery Model/Part Number |
| **9d** | Battery Brand | Enter the Battery Brand |
| **9e** | Battery Watt Hours (Wh) | Enter the Battery Watt Hours |
| **10** | Does your Product implement the following security measures: | Select available option(s) from the dropdown |
| **11** | NDAA Compliance * | Select an available option from the dropdown |
| **12** | Next button | Select the Next button to proceed to section 2 – Document Upload |

*Indicates Required

# 2 – Document Upload

| Documents |||
|---|---|---|
| Perform the following steps for each field |||
| Step# | Field | Action |
| 1 | Upload Document Package button | Click the Upload Document Package button to upload documents **NOTE:** DO NOT UPLOAD CLASSIFED DOCUMENTS |
| 2 | Document Type | Select the document type from the dropdown |
| 3 | Attach a file * | Select the Upload button and attach the Document Type indicated in step 2.  Repeat this process for each Document Type. See below for a description of Document Types. **Note:** Upload a maximum of 5 files |
| 4 | Submit | Select the Submit button to upload the attached documents |
| 5 | Please click Yes to acknowledge once all documents are uploaded. * | Select Yes on the radio button acknowledging all documents are uploaded |
| 6 | Next button | Select the Next button to proceed to section 3 – Submit |

**Bill of Materials (BOM):** To ensure compliance with the National Defense Authorization Act (NDAA) and approved sourcing policies, the company must provide a complete Bill of Materials (BOM) for DCMA scrutiny. The BOM must be in a human-readable format and adhere to the following requirements:

- **Content:** List all physical components with firmware or software (e.g., circuit boards, ICs, sensors), all sub-assemblies and assemblies must also be included even if no firmware or software is on the assembly i.e. dumb battery or dumb motors. Basic hardware without firmware (screws, resistors) can be excluded.
- **Structure:** Components must be tied to their respective sub-assemblies and final assemblies.
- **Data Points:**
  - **Component Level:** Specify the country of manufacture and specify the country of domicile, include **Software information** at this level as well.
  - **Assembly & Sub-Assembly Level:** note whether the assembly is available for purchase.

*Indicates Required

**Bill of Lading:** Document(s) issued by a carrier to a shipper that details the type, quantity, and destination of the goods being carried.  Bills of Lading serve as evidence of the supply chain's integrity and provide a verifiable record of where components have been sourced from and how they have been transported.

**Company Capitalization Table:** Often referred to as a "cap table," details the equity ownership of a company. Used to verify the ownership and control structure of the company, ensuring that it is not subject to foreign ownership, control, or influence (FOCI) that could pose a security risk.

**Product Image:** Multiple high-quality product images of the drone, controller, and packaging.

**Specification Sheet:** Technical document that outlines the performance characteristics, features, and capabilities of the platform or component. Will be used on the website after approval for end user information.

# 3 – Submit

This section provides a review of the information gathered during the intake process.  Once reviewed, proceed with the steps below.

| Submit | | |
|---|---|---|
| Perform the following steps for each field | | |
| **Step#** | **Field** | **Action** |
| **1** | Attestation | Select Yes on the radio button attesting that the submitted information is true and correct |
| **2** | Submit | Select the Submit button to submit the completed form |

# Empowered Agency

Instructions (pages 7-11) for an Empowered Agency as defined in Group B, Option A of the Certification Process

## 1 – Company/Product Info

| Company | | |
|---|---|---|
| Perform the following steps for each field | | |
| Step# | Field | Action |
| 1 | Identification* | Select **Empowered Agency** from the dropdown |
| 2 | Your Name | Enter your name |
| 3 | Your Rank | Select your rank from the provided dropdown |
| 4 | Your Email address | Enter your email address |
| 5 | Company Name* | Enter the name of the company/manufacturer of the product being submitted for certification |
| 6 | Company CAGE Code/UEI* | Enter the CAGE Code/UEI |
| 7 | Company Country of Origin/Domicile* | Select the company country of origin/domicile from the dropdown |
| 8 | Company Point of Contact* | Enter the name of the company point of contact |
| 9 | Company Point of Contact Title* | Enter the title of company point of contact |
| 10 | Company Point of Contact Email Address* | Enter the email address of the point of contact |
| 11 | Is your company listed on the Department of Commerce Bureau of Industry and Security Entity List or sanctioned by OFAC? * | Select No or Yes radio button |
| 12 | Do any Covered Foreign Country-domiciled or linked entities hold an interest in the Company? * | Select No or Yes radio button |

*Indicates Required

# Instruction for completing the "Submit Your Product" Intake Form

| Step# | Field | Action |
|---|---|---|
| **Product** | | |
| Perform the following steps for each field | | |
| 1 | Product Name* | Enter the name of the product being submitted for certification |
| 2 | Product Model/Part Number* | Enter the unique identifier of the product being submitted for certification |
| 3 | Product Weight (lbs)* | Enter the weight of the product using the measurement of pounds |
| 4 | Travel or Ship for Assessment? * | Select an available option from the dropdown |
| 5 | Product Description* | Describe the product as well as its application, purpose, or function |
| 6 | Is the Product manufactured by a Contract Manufacturer? * | Select No or Yes radio button **Note:** A Contract Manufacturer would be any company other than the listed Company that is manufacturing the Product |
| **If answer to the question #6 is YES complete question 6a – 6b** | | |
| 6a | Contract Manufacturer Name | Enter the name of the Contract Manufacturer |
| 6b | Contract Manufacturer Location | Select available option from the Contract Manufacturer Location dropdown |
| 7 | Which of the following Critical Components does the Product contain? * | Select available option(s) from the dropdown **Note:** If multiple of each, ensure they are all documented in the Software/Hardware Bill of Materials |
| 8 | Are all of the identified Critical Components listed on the Blue Framework list? While not required, it can streamline the assessment. * | Select No or Yes radio button |
| 9 | Does your Product include a Battery? * | Select No or Yes radio button |

# Instruction for completing the "Submit Your Product" Intake Form

| | | |
|---|---|---|
| **If answer to the question #9is YES complete questions 9a – 9e** | | |
| **9a** | Battery Search Tool | Select the Battery by searching |
| | | **Note:** If a battery is selected from this search tool, steps 9b, 9c, 9d and 9e will be automatically populated |
| **9b** | Battery Type | Enter the Battery Type |
| **9c** | Battery Model/Part Number | Enter the Battery Model/Part Number |
| **9d** | Battery Brand | Enter the Battery Brand |
| **9e** | Battery Watt Hours (Wh) | Enter the Battery Watt Hours |
| **10** | Does your Product implement the following security measures: | Select available option(s) from the dropdown |
| **11** | NDAA Compliance * | Select an available option from the dropdown |
| **12** | Next button | Select the Next button to proceed to section 2 – Document Upload |

# 2 – Document Upload

| Documents | | |
|---|---|---|
| Perform the following steps for each field | | |
| Step# | Field | Action |
| 1 | Upload Document Package button | Click the Upload Document Package button to upload documents **NOTE:** DO NOT UPLOAD CLASSIFED DOCUMENTS |
| 2 | Document Type | Select the document type from the dropdown |
| 3 | Attach a file * | Select the Upload button and attach the Document Type indicated in step 2.  Repeat this process for each Document Type. See below for a description of Document Types. **Note:** Upload a maximum of 5 files |
| 4 | Submit | Select the Submit button to upload the attached documents |
| 5 | Please click Yes to acknowledge once all documents are uploaded. * | Select Yes on the radio button acknowledging all documents are uploaded |
| 6 | Next button | Select the Next button to proceed to section 3 – Submit |

**Bill of Materials (BOM):** To ensure compliance with the National Defense Authorization Act (NDAA) and approved sourcing policies, the company must provide a complete Bill of Materials (BOM) for DCMA scrutiny. The BOM must be in a human-readable format and adhere to the following requirements:

- **Content:** List all physical components with firmware or software (e.g., circuit boards, ICs, sensors), all sub-assemblies and assemblies must also be included even if no firmware or software is on the assembly i.e. dumb battery or dumb motors. Basic hardware without firmware (screws, resistors) can be excluded.
- **Structure:** Components must be tied to their respective sub-assemblies and final assemblies.
- **Data Points:**
  - **Component Level:** Specify the country of manufacture and specify the country of domicile, include **Software information** at this level as well.
  - **Assembly & Sub-Assembly Level:** note whether the assembly is available for purchase.

**Instruction for completing the "Submit Your Product" Intake Form**

**Bill of Lading:** Document(s) issued by a carrier to a shipper that details the type, quantity, and destination of the goods being carried. Bills of Lading serve as evidence of the supply chain's integrity and provide a verifiable record of where components have been sourced from and how they have been transported.

**Company Capitalization Table:** Often referred to as a "cap table," details the equity ownership of a company. Used to verify the ownership and control structure of the company, ensuring that it is not subject to foreign ownership, control, or influence (FOCI) that could pose a security risk.

**Product Image:** Multiple high-quality product images of the drone, controller, and packaging.

**Specification Sheet:** Technical document that outlines the performance characteristics, features, and capabilities of the platform or component. Will be used on the website after approval for end user information.

# 3 – Submit

This section provides a review of the information gathered during the intake process. Once reviewed, proceed with the steps below.

| Submit | | |
|---|---|---|
| Perform the following steps for each field | | |
| Step# | Field | Action |
| 1 | Attestation | Select Yes on the radio button attesting that the submitted information is true and correct |
| 2 | Submit | Select the Submit button to submit the completed form |

# <u>DoW O-6+ Commander or Equivalent (Nominator)</u>

Instructions (pages 12-16) for a DoW O-6+ Commander or equivalent as defined in Group A, Option A of the Certification Process

## 1 – Company/Product Info

| Company | | |
|---|---|---|
| Perform the following steps for each field | | |
| Step# | Field | Action |
| 1 | Identification* | Select ***DoW O-6+ Commander or equivalent (Nominator)*** from the dropdown |
| 2 | Your Name | Enter your name |
| 3 | Your Rank | Select your rank from the provided dropdown |
| 4 | Your Email address | Enter your email address |
| 5 | Company Name* | Enter the name of the company/manufacturer of the product being submitted for certification |
| 6 | Company CAGE Code/UEI* | Enter the CAGE Code/UEI |
| 7 | Company Country of Origin/Domicile* | Select the company country of origin/domicile from the dropdown |
| 8 | Company Point of Contact* | Enter the name of the company point of contact |
| 9 | Company Point of Contact Title* | Enter the title of company point of contact |
| 10 | Company Point of Contact Email Address* | Enter the email address of the point of contact |
| 11 | Is your company listed on the Department of Commerce Bureau of Industry and Security Entity List or sanctioned by OFAC? * | Select No or Yes radio button |
| 12 | Do any Covered Foreign Country-domiciled or linked entities hold an interest in the Company? * | Select No or Yes radio button |

*Indicates Required

# Instruction for completing the "Submit Your Product" Intake Form

| | **Product** | |
|---|---|---|
| | Perform the following steps for each field | |
| **Step#** | **Field** | **Action** |
| 1 | Product Name* | Enter the name of the product being submitted for certification |
| 2 | Product Model/Part Number* | Enter the unique identifier of the product being submitted for certification |
| 3 | Product Weight (lbs)* | Enter the weight of the product using the measurement of pounds |
| 4 | Travel or Ship for Assessment? * | Select an available option from the dropdown |
| 5 | Product Description* | Describe the product as well as its application, purpose, or function. |
| 6 | Is the Product manufactured by a Contract Manufacturer? * | Select No or Yes radio button<br>**Note:** A Contract Manufacturer would be any company other than the listed Company that is manufacturing the Product |
| **If answer to the question #6 is YES complete question 6a – 6b** | | |
| 6a | Contract Manufacturer Name | Enter the name of the Contract Manufacturer |
| 6b | Contract Manufacturer Location | Select available option from the Contract Manufacturer Location dropdown |
| 7 | Which of the following Critical Components does the Product contain? * | Select available option(s) from the dropdown<br>**Note:** If multiple of each, ensure they are all documented in the Software/Hardware Bill of Materials |
| 8 | Are all of the identified Critical Components listed on the Blue Framework list? While not required, it can streamline the assessment. * | Select No or Yes radio button |
| 9 | Does your Product include a Battery? * | Select No or Yes radio button |

*Indicates Required

# Instruction for completing the "Submit Your Product" Intake Form

| If answer to the question #9 is YES complete question 9a – 9e | | |
|---|---|---|
| **9a** | Battery Search Tool | Select the Battery by searching<br>**Note:** If a battery is selected from this search tool, steps 9b, 9c, 9d and 9e will be automatically populated |
| **9b** | Battery Type | Enter the Battery Type |
| **9c** | Battery Model/Part Number | Enter the Battery Model/Part Number |
| **9d** | Battery Brand | Enter the Battery Brand |
| **9e** | Battery Watt Hours (Wh) | Enter the Battery Watt Hours |
| **10** | Does your Product implement the following security measures: | Select available option(s) from the dropdown |
| **11** | NDAA Compliance * | Select an available option from the dropdown |
| **12** | Next button | Select the Next button to proceed to section 2 – Document Upload |

*Indicates Required

# Instruction for completing the "Submit Your Product" Intake Form

## 2 – Document Upload

| Documents | | |
|---|---|---|
| Perform the following steps for each field | | |
| **Step#** | **Field** | **Action** |
| **1** | Upload Document Package button | Click the Upload Document Package button to upload documents **NOTE:** DO NOT UPLOAD CLASSIFED DOCUMENTS |
| **2** | Document Type | Select the document type from the dropdown |
| **3** | Attach a file * | Select the Upload button and attach the Document Type indicated in step 2.  Repeat this process for each Document Type. See below for a description of Document Types. **Note:** Upload a maximum of 5 files |
| **4** | Submit | Select the Submit button to upload the attached documents |
| **5** | Please click Yes to acknowledge once all documents are uploaded. * | Select Yes on the radio button acknowledging all documents are uploaded |
| **6** | Next button | Select the Next button to proceed to section 3 – Submit |

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- **Data Points:**
    - **Component Level:** Specify the country of manufacture and specify the country of domicile, include **Software information** at this level as well.
    - **Assembly & Sub-Assembly Level:** note whether the assembly is available for purchase.

*Indicates Required

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**Product Image:** Multiple high-quality product images of the drone, controller, and packaging.

**Specification Sheet:** Technical document that outlines the performance characteristics, features, and capabilities of the platform or component. Will be used on the website after approval for end user information.

# 3 – Submit

This section provides a review of the information gathered during the intake process. Once reviewed, proceed with the steps below.

| Submit | | |
|---|---|---|
| Perform the following steps for each field | | |
| **Step#** | **Field** | **Action** |
| **1** | Attestation | Select Yes on the radio button attesting that the submitted information is true and correct |
| **2** | Submit | Select the Submit button to submit the completed form |