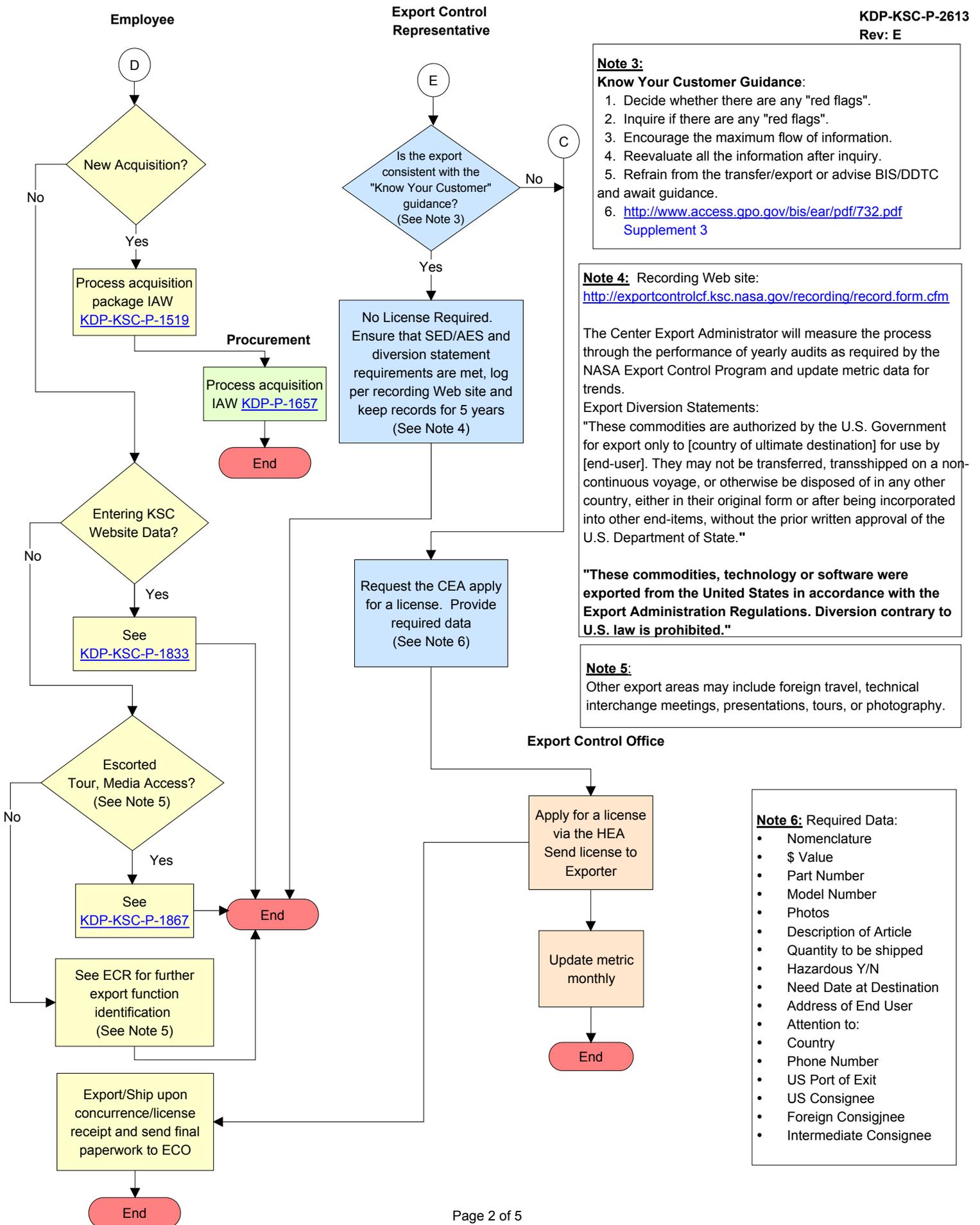


Approval _____
Deputy Director, Kennedy Space Center

- Objectives:
- to ensure compliance with U.S. export control laws and regulations per NPR 2190.1, NPR 2190.1A and NPR 2200,2B
 - to give employees guidance on the determination of export disposition.
 - to identify existing KSC processes to assist in processing export control related functions.
 - to identify organizational processes to aid employees in processing exports properly.

Note 1:
NASA HQ Export Control Processing Template Web site:
<http://www.hq.nasa.gov/office/oer/nasaecp/>
The KSC Export Control Program Web site provides an overview of export control and a list of current ECRs:
<http://exportcontrol.ksc.nasa.gov/>

Note 2:
Coordinate with Legal Counsel as appropriate. The CEC is responsible for providing legal guidance to the CEA in NASA export control matters under, inter alia, the EAR <http://www.access.gpo.gov/bis/index.html> and the ITAR http://www.pmdtc.state.gov/regulations_laws/itar_official.html. Assist the CEA in reviewing specific exports and transfers under NASA programs. Keep abreast of statutory and regulatory developments in the U.S. export control systems. Guide the CEA in appropriate interpretation and implementation of export control laws and regulations. Consult with the HEC to ensure agencywide consistency of interpretation.



Note 3:
Know Your Customer Guidance:

1. Decide whether there are any "red flags".
2. Inquire if there are any "red flags".
3. Encourage the maximum flow of information.
4. Reevaluate all the information after inquiry.
5. Refrain from the transfer/export or advise BIS/DDTC and await guidance.
6. <http://www.access.gpo.gov/bis/ear/pdf/732.pdf> Supplement 3

Note 4: Recording Web site:
<http://exportcontrolcf.ksc.nasa.gov/recording/record.form.cfm>

The Center Export Administrator will measure the process through the performance of yearly audits as required by the NASA Export Control Program and update metric data for trends.

Export Diversion Statements:
"These commodities are authorized by the U.S. Government for export only to [country of ultimate destination] for use by [end-user]. They may not be transferred, transshipped on a non-continuous voyage, or otherwise be disposed of in any other country, either in their original form or after being incorporated into other end-items, without the prior written approval of the U.S. Department of State."

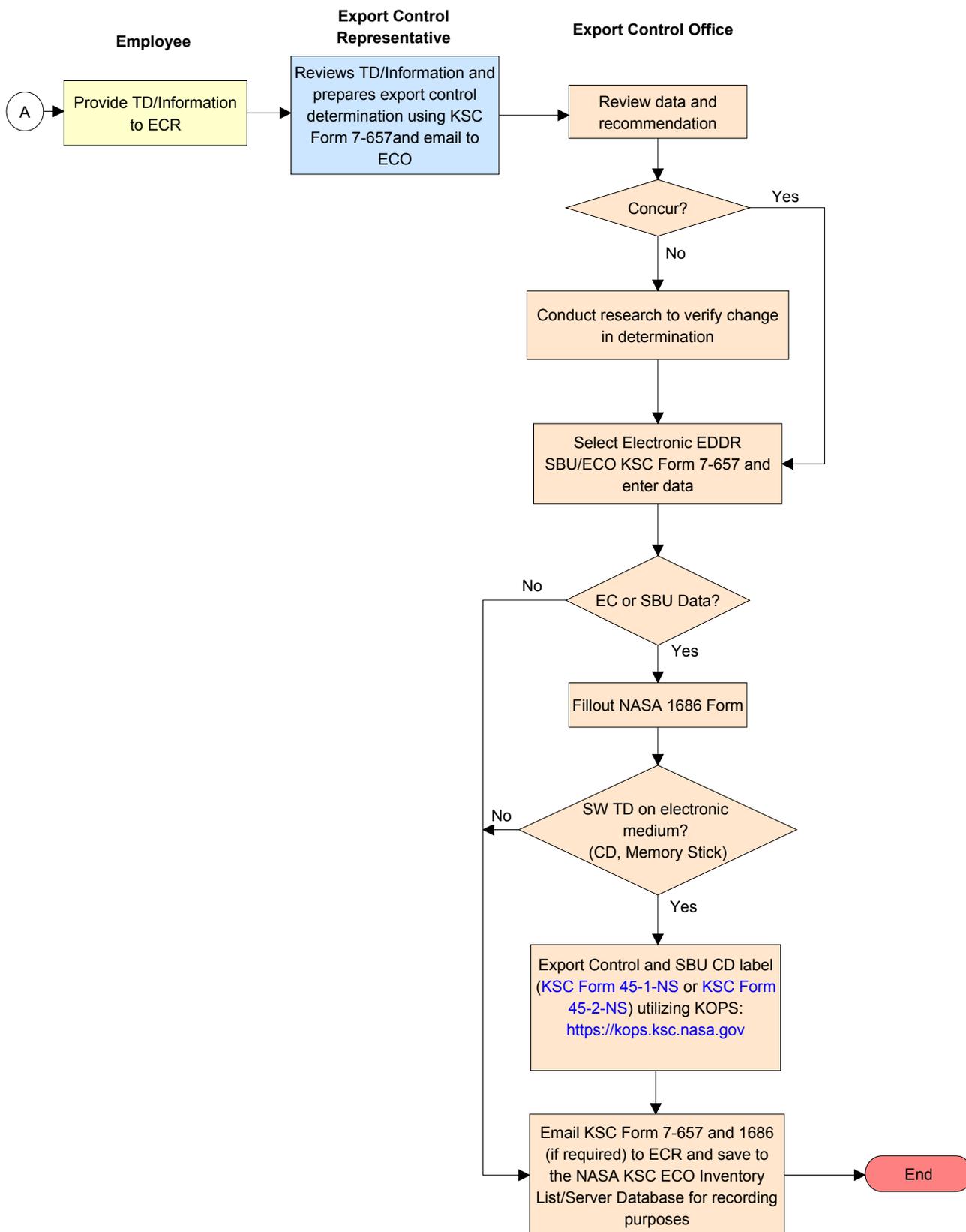
"These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited."

Note 5:
Other export areas may include foreign travel, technical interchange meetings, presentations, tours, or photography.

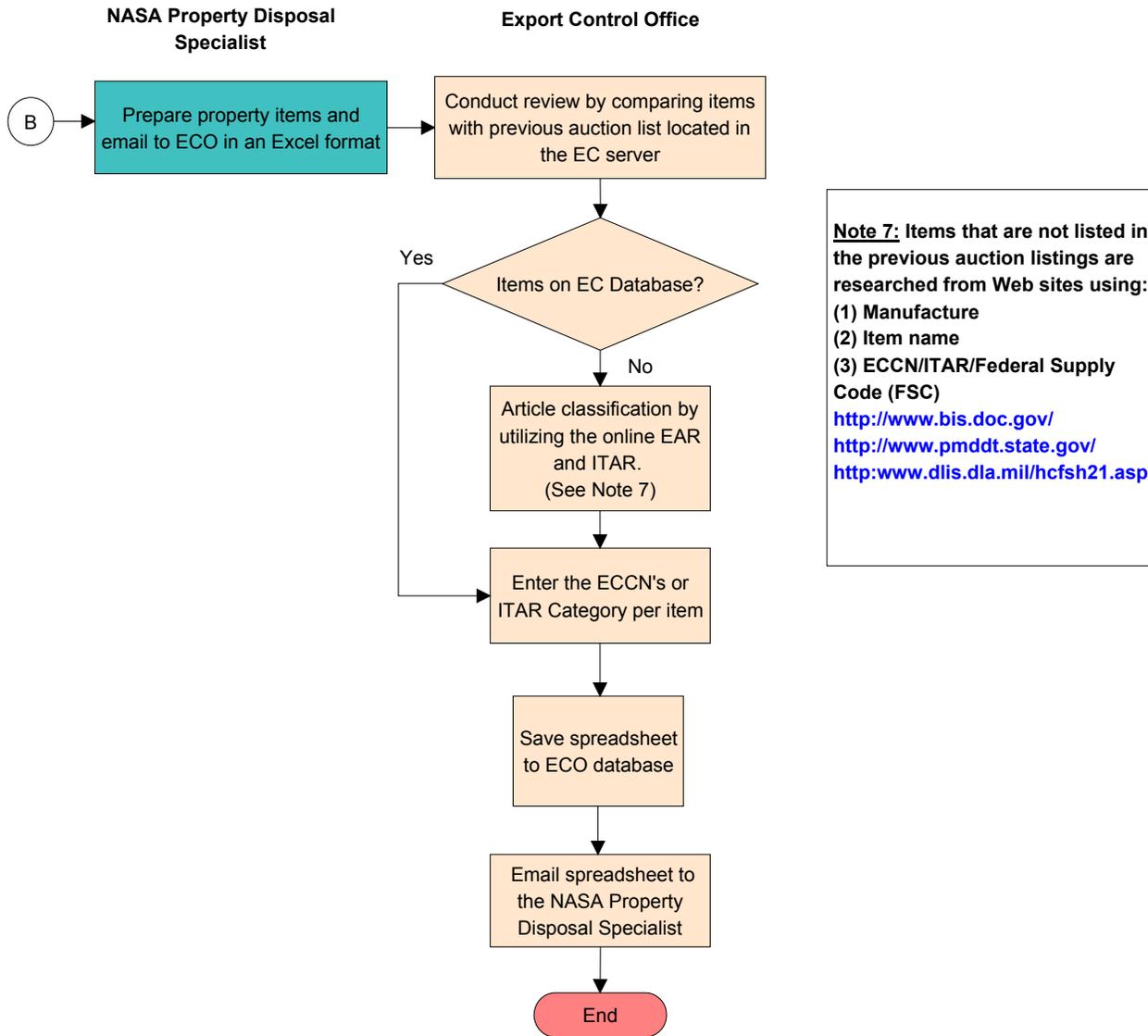
Note 6: Required Data:

- Nomenclature
- \$ Value
- Part Number
- Model Number
- Photos
- Description of Article
- Quantity to be shipped
- Hazardous Y/N
- Need Date at Destination
- Address of End User
- Attention to:
- Country
- Phone Number
- US Port of Exit
- US Consignee
- Foreign Consignee
- Intermediate Consignee

Export Document Determination



NASA Auction Article Classification



Definition of an Export:

- Traditional shipments (hardware/software/technical data) of items through Center transportation offices to destinations outside the U.S.
- Mailing, faxing, and e-mailing items outside the U.S. or to foreign persons within the U.S.
- Hand-carry items outside the U.S.
- Verbal discussions with foreign nationals or presentations to groups that include foreign persons
- Placing information in the Public Domain
- Placing information on the WWW, posting data to ftp: sites, Internet chat rooms, and electronic bulletin boards
- Visits by foreign nationals (visitor/tour, international partner liaison office, summer student, etc.)
- Presentation and/or publication of technical paper
- Procurements through a non-CONUS source

Acronyms:

- AES: Automated Export System
- BIS: Bureau of Industry and Security (Commerce Dept.)
- CBW: Chemical Biological Warfare
- CEA: Center Export Administrator
- CEC: Center Export Council
- CONUS: Continental United States
- DAA: Document Availability Authorization
- DDTC: Directorate of Defense Trade Controls (State Dept.)
- EAR: Export Administration Regulations
- EC: Export Control
- ECCN: Export Control Classification Number
- ECO: Export Control Office
- ECP: Export Control Program
- ECR: Export Control Representative
- EDDR: Export Document Determination Record
- EPT: Export Processing Template
- FTP: File Transfer Protocol
- H/W: Hardware
- HEA: Headquarters Export Administrator
- HEC: Headquarters Export Council
- IAW: In Accordance With
- ITAR: International Traffic in Arms Regulations
- KNPR: Kennedy NASA Program Requirement
- KOPS: KSC On-Line Print Request System
- KSC: Kennedy Space Center
- MOU: Memorandum of Understanding
- MOA: Memorandum of Agreement
- NASA: National Aeronautics and Space Administration
- NF: NASA Form
- NLR: No License Required
- NPD: NASA Policy Directive
- NPR: NASA Program Requirement
- SBU: Sensitive But Unclassified
- SED: Shipper's Export Declaration
- S/W: Software
- TD: Technical Data
- U.S.: United States
- WWW: World Wide Web

