

KSC Export Process (Export Control)

KDP-KSC-P-2613
Rev: D

Objectives:

- to ensure compliance with U.S. export control laws and regulations per [NPR 2190.1](#) and [NPD 2190.1A](#)
- 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:

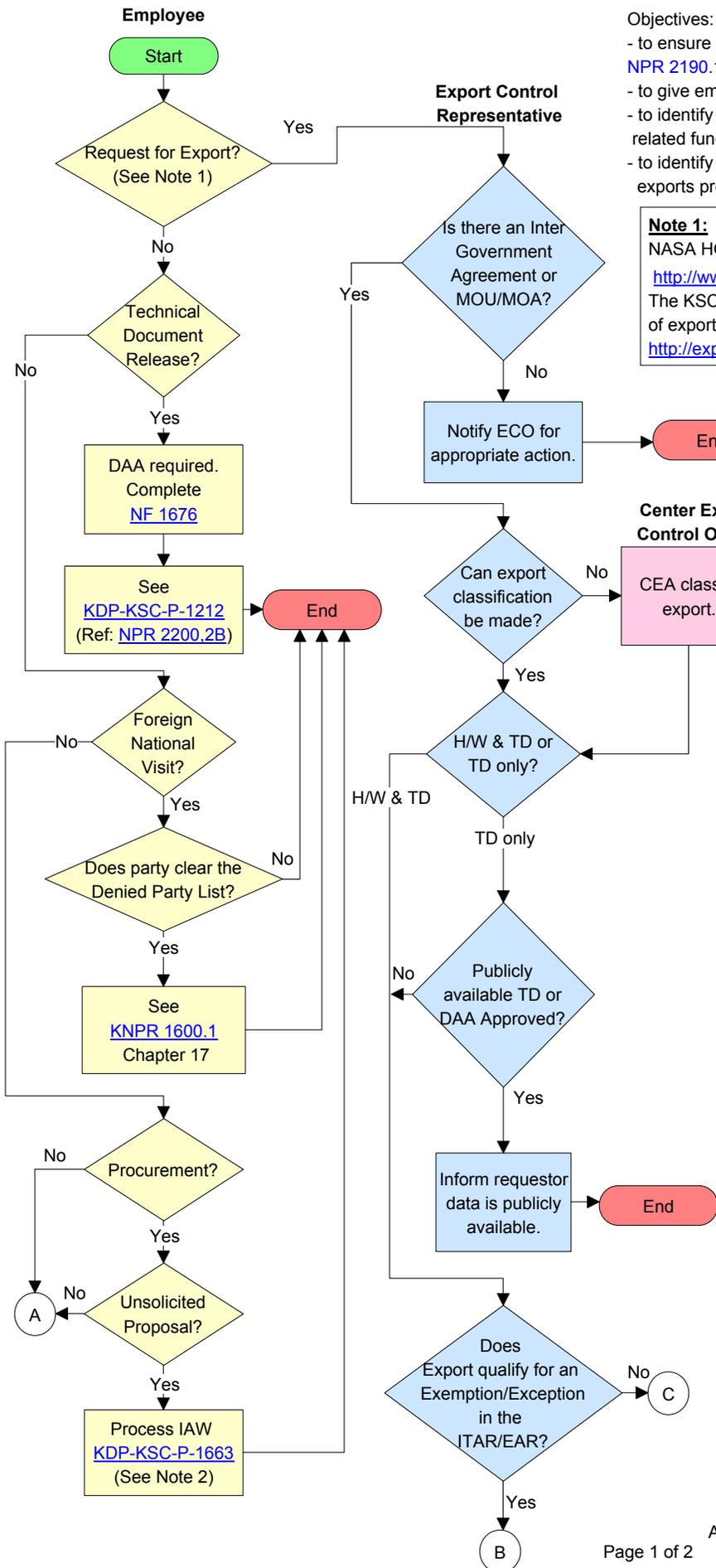
NASA HQ Export Control Processing Template Web site:
<http://www.hq.nasa.gov/office/oer/nasaecp/>
The KSC Export Control Program Web site provides an overview of export control and a list of current Points of Contact (POC).
<http://exportcontrol.ksc.nasa.gov/>

Export Definitions:

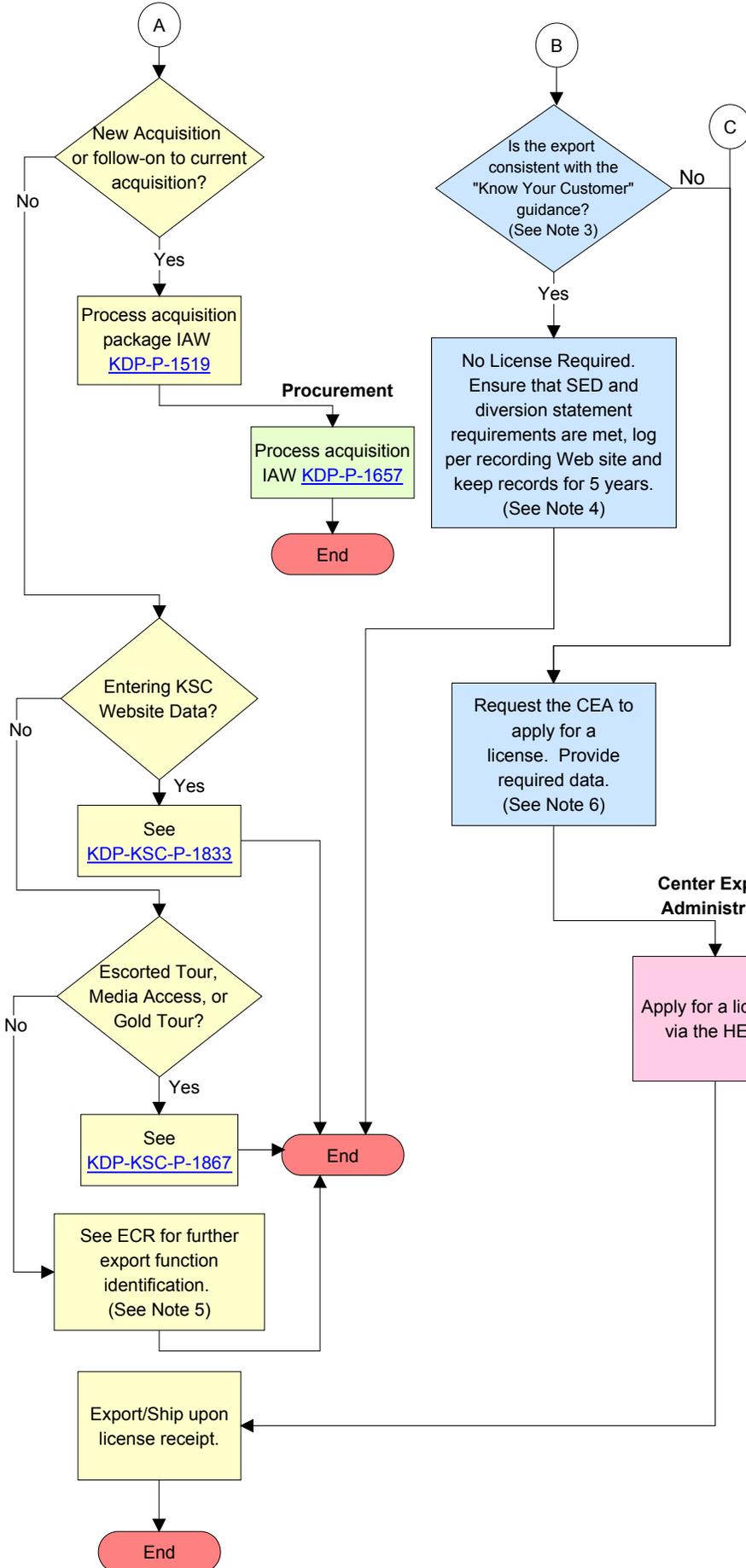
- Traditional shipments (hardware/software/technical data) of items through Center transportation offices to destinations outside the United States (U.S.).
- Mailing, faxing, and e-mailing items outside the U.S. or to foreign persons within the U.S.
- Hand-carry items outside the U.S.
- Verbal discussions with foreign nationals or presentations to groups that include foreign persons.
- Placing information on the Public Domain.
- Placing information on the World Wide Web (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:

- BIS: Bureau of Industry and Security (Commerce Dept.)
- CBW: Chemical Biological Warfare
- CEA: Center Export Administrator
- CONUS: Continental United States
- DAA: Document Availability Authorization
- DDTC: Director of Defense Trade Controls (State Dept.)
- EAR: Export Administration Regulations
- ECO: Export Control Office
- ECP: Export Control Program
- ECR: Export Control Representative
- EPT: Export Processing Template
- H/W: Hardware
- HEA: Headquarters Export Administrator
- IAW: In Accordance With
- ITAR: International Traffic in Arms Regulations
- KNPR: Kennedy NASA Program Requirement
- 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
- NPR: NASA Program Requirement
- SED: Shipper's Export Declaration
- S/W: Software
- TD: Technical Data



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Deputy Director, Kennedy Space Center



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://exportcontrol.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.

Export Diversion Statement:
"These items are licensed by the United States for ultimate destination (_____). Diversion, retransfer, disclosure, or use contrary to applications specified in NASA agreement without prior written U.S. authorization are prohibited."

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

Note 6: Required Data:
 Nomenclature
 Part Number
 Quantity
 Hazardous
 Need Date
 Address
 Attention:
 Country Code
 Phone Number

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 and the ITAR. 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.