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RULE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) must comply with United States (U.S.) export control laws and regulations as promulgated by the U.S. Department of State through its International Traffic in Arms Regulations (ITAR) and the U.S. Department of Commerce through its Export Administration Regulations (EAR), as well as those imposed by the U.S. Treasury Department through its Office of Foreign Assets Control (OFAC). This rule applies to all AgriLife Extension faculty, staff, and students.

REASON FOR RULE

This rule is required by The Texas A&M University System (A&M System) Policy 15.02, *Export Controls*, and is developed to ensure compliance with all related federal, state, and A&M System laws, policies, regulations, and rules, as well as to establish formal procedures and guidelines related to export controls.

PROCEDURES AND RESPONSIBILITIES

1.0 EMPOWERED OFFICIAL

The Director or designee is the Empowered Official for AgriLife Extension. The Empowered Official or designee is responsible for license applications and other approvals required for compliance with export control laws and regulations, and serves as the representative and point of contact for export control matters involving AgriLife Extension. The Empowered Official or designee is authorized to sign license applications and other authorizations binding AgriLife Extension in any proceedings before government agencies with export control responsibilities.

2.0 INDIVIDUAL RESPONSIBILITY

All AgriLife Extension faculty, staff, and students must act in accordance with all applicable U.S. export control laws, regulations, and rules, and report any suspected violation to the Empowered Official or designee. Additionally, all employees who are responsible for the oversight, management, or supervision of foreign persons or projects involving controlled information or controlled physical items should view export control compliances as an important part of their day-to-day responsibilities.

3.0 EXPORT CONTROL COMPLIANCE PROGRAM

Texas A&M AgriLife (AgriLife) Risk and Compliance is responsible for directing and monitoring the AgriLife export controls compliance program, and implementing procedures to comply with federal export control laws and regulations, including developing, implementing, and updating the *AgriLife Export Controls Compliance Program Manual*. The *AgriLife Export Controls Compliance Program Manual* details specific procedures regarding export controls compliance actions in the following (but not limited to) areas:

- research and educational activities;
- international visitors;
- financial transactions, procurement, and contracts;
- shipments;
- record keeping; and

- training.

AgriLife Risk and Compliance will publish information via its Web site and the *AgriLife Export Controls Compliance Program Manual* to help guide in the identification, administration, and resolution of export control issues.

4.0 VIOLATIONS

Suspected violations may be reported to the Empowered Official or designee in writing, or via the Ethics and Compliance hotline at [Ethics Point](#). The Empowered Official or designee is authorized to suspend or terminate an export activity if he or she determines the activity is not in compliance with export control laws or regulations.

5.0 RECORD KEEPING

Records required by export control laws and regulations shall be maintained by AgriLife Risk and Compliance or designated unit for the longer of requirements set by the applicable export control regulations or the A&M System.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[International Traffic in Arms Regulations \(ITAR\) 22 CFR 120-130](#)

[Export Administration Regulations \(EAR\) 15 CFR 730-774](#)

[Office of Foreign Assets Control \(OFAC\) 31 CFR 500-598](#)

[National Security Decision Directive 189](#)

[Atomic Energy Act of 1954 and Nuclear Regulatory Commission Regulations to 10 CFR Part 110](#)

[A&M System Policy 15.02, *Export Controls*](#)

[AgriLife Extension Procedure 15.02.99.X1.01, *Export Controls*](#)

[AgriLife Extension Procedure 61.99.01.X0.01, *Retention of State Records*](#)

[AgriLife Export Controls Compliance Program Manual](#)

CONTACT OFFICE

For additional questions, contact AgriLife Risk and Compliance at 979-845-7879.

REVISION HISTORY

Approved: February 8, 2013

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