

AGENCY RULE

15.02.99. F1 Export Controls

Approved January 23, 2014

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Revised August 1, 2018

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Next Scheduled Review March 2025

1. GENERAL

Texas A&M Forest Service must adhere to the requirements of System Policy [15.02](#) Export Controls Program Management.

2. EMPOWERED OFFICIAL

The Associate Director for Finance and Administration or designee is the Empowered Official for TFS.

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

3. RISK ASSESSMENT

The Policy and Review Coordinator will prepare an annual export controls risk assessment for review and approval by the Empowered Official. The approved risk assessment will be submitted to the System Research Security Office.

4. EMPLOYEE RESPONSIBILITY

TFS employees, including student workers, must comply with this rule and must report any suspected violation to the Empowered Official or through the [Risk, Fraud and Misconduct Hotline](#).

5. EXPORT CONTROL COMPLIANCE PROGRAM

All activities by TFS and its employees which might involve access to Controlled Information or Controlled Physical Items must be reviewed for proper implementation of export controls.

5.1 Employment of a Foreign Person

TFS will work in conjunction with Texas A&M University Immigration Services for Faculty and Scholars office to perform screening services of foreign persons prior to employment by TFS.

5.2 Foreign Travel

Business travel outside the United States, regardless of funding source, must be screened by the Policy and Review Coordinator and approved by the Empowered Official prior to the travel.

5.3 Foreign Visitors

An employee intending to invite or host foreign visitors should notify the Policy and Review Coordinator in advance of the proposed visit. All foreign visitors undergo applicable restricted party screening as a condition of their visit to TFS. The Policy and Review Coordinator will work in conjunction with the AgriLife Risk and Compliance Office to perform the screening.

5.4 Foreign Vendor

A contract with a foreign vendor must be approved by the Empowered Official.

5.5 Shipping to Foreign Destination

An employee should contact the Policy and Review Coordinator prior to shipping or hand-carrying any TFS item or information outside the United States.

5.6 Training

An employee who is responsible for the oversight, management or supervision of a Foreign Person or project involving Controlled Information or Controlled Physical Items is required to complete export control online training in TrainTraq at least once every two years. An employee may be required to complete supplemental export control training as deemed appropriate by the supervisor or the Empowered Official.

5.7 AgriLife Export Controls Compliance Program Manual

Procedures and additional instructions relating to export control compliance are contained in the [AgriLife Export Controls Compliance Program Manual](#). The manual details the following (but not limited to) procedures:

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

6. VIOLATIONS

Suspected violations must be reported to the Empowered Official or through the [Risk, Fraud and Misconduct Hotline](#). The Empowered Official is authorized to suspend or terminate an activity if the activity is not in compliance with export control laws or regulations.

7. RECORD KEEPING

Records required by export control laws and regulations are maintained by the Policy and Review Coordinator.

CONTACT: [Associate Director for Finance and Administration](#), 979/458-7301