

**AGENCY RULE**

**15.02.99. F1 Export Control Program Management**

*Approved January 23, 2014*

*Revised April 30, 2015*

*Revised August 1, 2018*

*Revised March 23, 2020*

*Revised February 17, 2023*

*Next Scheduled Review February 17, 2028*

1. GENERAL

Texas A&M Forest Service (agency) must adhere to the requirements of System Policy [*15.02, Export Control Program Management*](http://policies.tamus.edu/15-02.pdf).

2. EMPOWERED OFFICIAL

The Associate Director for Finance and Administration or designee is the Empowered Official (EO) for the agency.

The EO is responsible for license applications and approvals required for compliance with export control laws and regulations, and serves as the point of contact for agency export control matters.

3. RISK ASSESSMENT

 The Compliance Coordinator will prepare an annual export controls risk assessment for review and approval by the EO. The approved risk assessment will be attached to the annual ethics and compliance program plan.

4. EMPLOYEE RESPONSIBILITY

Agency employees, including student workers, must comply with this rule and must report any suspected violation to the EO or through the [Risk, Fraud and Misconduct Hotline](https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html).

5. EXPORT CONTROL COMPLIANCE PROGRAM

All activities by the agency and its employees which might involve access to export controlled items or information must be reviewed for proper implementation of export control compliance procedures.

5.1 Employment of a Foreign Person

Texas A&M AgriLife Human Resources will work in conjunction with Texas A&M University Immigration Services for Faculty and Scholars to perform screening services of foreign persons prior to employment by the agency.

5.2 Foreign Travel

Business travel outside the United States, regardless of funding source, must be screened by the Compliance Coordinator and approved by the EO prior to the travel.

5.3 Foreign Visitors

An employee intending to invite or host foreign visitors should notify the Compliance Coordinator in advance of the proposed visit. All foreign visitors undergo applicable restricted party screening as a condition of their visit to the agency.

5.4 Foreign Vendor

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

5.5 Shipping to Foreign Destination

An employee should contact the Compliance Coordinator prior to shipping or hand-carrying any agency 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 export controlled items or information 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 EO.

The Compliance Coordinator will work in conjunction with the Texas AgriLife Risk and Compliance Office to perform screenings.

6. VIOLATIONS

Suspected violations must be reported to the EO or through the [Risk, Fraud and Misconduct Hotline](https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html). The EO will report known or suspected violations to the System Research Security Office as soon as possible. The EO 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 Compliance Coordinator.

**Related Statutes, Policies, or Requirements**

[System Policy *15.02, Export Control Program Management*](https://policies.tamus.edu/15-02.pdf)

**CONTACT OFFICE**

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