THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ACCESS TO CRAMER HALL BUILDING

Number 07.04.09
Division Office of Research Security (ORS)
Date April 29, 2014

Purpose To protect The University of Alabama in Huntsville faculty, students, and staff from non-intentional export control violations.

Policy Access to Cramer Hall during non-business hours is controlled due to the presence of export control technologies and activities.

Procedures All individual's requiring access must complete the online Export Control Training; this training is required annually.

All individual's requiring access will complete a Personal Data Sheet; this will remain on file with the Office of Research Security.

All individual's requiring access will provide a copy of proof of citizenship to the Office of Research Security.

All individual's requiring access will complete a NASA NSSTC Access Card Form. This form will be turned into NASA Representative, located at NSSTC/Cramer Hall, Room 4071.

All Foreign National and Permanent Resident's will be required to a Quick Background Check by NASA Counterintelligence Office. This check will be submitted to NASA CI via the Office of Research Security.

A Confirmation Email will be sent from the Office of Research Security to NASA Representative stating all required items have been completed to gain 24-7 access to the NSSTC/Cramer Hall Building.

Review The Director of Office of Research Security will be responsible for the review of this policy every four years (or whenever circumstances require).
Approval

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Chief University Counsel

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Security Administrator Office of Research Security

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Vice President for Research and Economic Development

APPROVED:

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President