

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ACCESS TO CRAMER HALL BUILDING DURING NON-BUSINESS HOURS

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| <u>Number</u> | 07.04.09 |
| <u>Division</u> | Research and Economic Development -Office of Research Security (ORS) |
| <u>Date</u> | April 29, 2014, Reviewed/Revised October 26, 2023; Revised February 28, 2025 |
| <u>Purpose</u> | To protect The University of Alabama in Huntsville's (UAH) faculty, students, and staff from non-intentional export control violations. |
| <u>Policy</u> | <p>Access to Cramer Hall during non-business hours is controlled due to the presence of export control technologies and activities.</p> <p>All individuals requiring access during non-business hours must complete the required Export Control Training. This training is required annually.</p> <p>All individuals requiring access during non-business hours will complete a Personal Data Sheet and provide proof of citizenship. These will remain on file with the Office of Research Security (ORS).</p> <p>Non-US citizens requesting access during non-business hours will require a vetting process (Name Check), which will be completed by NASA.</p> <p>For Non-US citizens requesting access during non-business hours, a Technology Control Plan (TCP) will be generated between the UAH Center Director/Department Chair of the non-US person and ORS. The TCP will be signed by the UAH Center Director/Department Chair, non-US person, and ORS representative.</p> |
| <u>Review</u> | The ORS Director will be responsible for the review of this policy every five years (or whenever circumstances require). |