

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ACCESS TO CRAMER HALL BUILDING

<u>Number</u>	07.04.09
<u>Division</u>	Office of Research Security (ORS)
<u>Date</u>	April 29, 2014
<u>Purpose</u>	To protect The University of Alabama in Huntsville faculty, students, and staff from non-intentional export control violations.
<u>Policy</u>	Access to Cramer Hall during non-business hours is controlled due to the presence of export control technologies and activities.
<u>Procedures</u>	<p>All individual's requiring access must complete the on line Export Control Training; this training is required annually.</p> <p>All individual's requiring access will complete a Personal Data Sheet; this will remain on file with the Office of Research Security.</p> <p>All individual's requiring access will provide a copy of proof of citizenship to the Office of Research Security.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<u>Review</u>	The Director of Office of Research Security will be responsible for the review of this policy every four years (or whenever circumstances require).

Approval

Kurt W. Rich

Chief University Counsel

Dennis Sills

Security Administrator Office of Research Security

Paul Seung

Vice President for Research and Economic Development

APPROVED:

Robert A. Altenkirch

President