

**CHECKLIST FOR EXPORT CONTROL ISSUES
WHEN HIRING FOREIGN NATIONALS**

College/Department: _____

Name of Foreign National: _____

Title: _____

Country (or Countries) of Citizenship: _____

This form must be completed and submitted to Employee Services with any request to hire a foreign national worker. Your answers to these questions will help determine whether any aspect of your proposed hire will be subject to export control regulations. For questions or assistance in completing the form, please contact the Office of Compliance & Strategic Initiatives at (254) 968-9415 or via email at exportcontrol@tarleton.edu.

In accordance with System Policy 15.02 Export Controls Program Management and Tarleton Rule 15.02.99T1 Export Controls Program Management, university employees with managerial or supervisory authority of foreign persons or projects involving controlled information or controlled physical items are required to take complete the TrainTraq Export Controls & Embargo Training Basic Course – 2111212 prior to completing this form and/or within the last two year.

Date the Manager/Supervisor of the foreign person completed the Export Controls & Embargo’s Basic Course: _____

	Unknown	Yes	No
1. Do the job duties involve working with items/articles, software or technology listed on the EAR/Commerce Control List or the ITAR/U.S. Munitions List (see Attachment 1 at the end of this form for general categories on each list)?			
2. Do the job duties involve work with any embargoed or sanctioned country? Follow these links for listings: https://www.bis.doc.gov/index.php/policy-guidance/country-guidance/ https://home.treasury.gov/policy-issues/financial-sanctions-programs-and-country-information			
3. Will the job duties include working on a contract with any of the following (check each one that applies):			
a) Restrictions on publication (including reporting of the research results) or presentations at conferences;			
b) Restrictions on the participation of foreign nationals; or			
c) Export control clauses or references to ITAR/EAR?			
4. Do the job duties involve the “use” or access to encryption software?			
5. Do the job duties involved activities that could be related to the spread or increase of nuclear, chemical, or biological weapons or missile technology?			

I have knowledge of the nature of the proposed employment. The answers I have provided are true and correct to the best of my knowledge and belief.

Name of Supervisor of ForeignNational: _____

Signature: _____ **Date:** _____

Restricted Party Screening

	Result
Date screening was performed _____	
If secondary screening required Date screening was performed _____	

Name and Title of Screener: _____

Signature: _____ **Date:** _____

Name and Title of Secondary Screener (If Applicable): _____

Signature: _____ **Date:** _____

Please return completed form to the Office of Compliance & Strategic Initiatives. If “unknown” or “yes” marked above or if secondary screening required, an export control review of the proposed hire by the Office of Compliance & Strategic Initiatives is required.

Review by the Office of University Compliance and Strategic Initiatives

Date:

Result:

Reviewed by:

Authorized signature: