KANSAS CITY NSC National Security Campus

14520 Botts Road
Kansas City, MO 64147
816-488-2000
kcnsc.doe.gov

export@kcnsc.doe.gov

Dear Valued Supplier,

As a potential supplier for Kansas City National Security Campus, your company may have access to certain articles and/or technical data disclosed or otherwise provided to you in connection with the performance of services to KCNSC. The articles and/or technical data is export controlled under the Department of Energy.

As such, we are requesting our suppliers to complete the attached acknowledgment form and return back to us for review. The form must be signed by a duly authorized representative of your company who has signatory authority. A signed copy returned by email is acceptable.

Please also include with the return form a copy of your company's policy which describes how your company internally restricts access from foreign persons of export controlled information. Additional attachments are for your reference which describes the handling expectations of export controlled information.

If you have any questions regarding export controls or handling, please contact Export Control Team at: mailto:export@kcnsc.doe.gov

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Supplier Expectations in Handling Export Controlled Information

As a supplier for Honeywell Federal Manufacturing & Technologies, LLC (KCNSC) we are providing you with our expectations of your company's responsibilities as it relates to the handling and protecting of controlled unclassified information which may be provide to your company.

In accordance with the International Traffic in Arms Regulations (ITAR), the Export Administration Regulations (EAR) and the Atomic Energy Act (AEA), it is illegal to release articles, software or technical data found on the export control lists to foreign persons, wherever located, without authorization from the applicable U.S. government agency.

Articles or technical data KCNSC may provide to suppliers identified as export controlled are for use in the United States and by U.S. persons only. Supplier shall not release, sell, export, resell, divert, duplicate, dispose of or otherwise transfer any article or technology identified as export controlled to foreign persons, wherever located.

Technical data identified as Controlled Unclassified Information (CUI) Export Controlled Information (ECI) will be marked on the bottom of the first page of the technical data and/or the bottom of each page of the document containing CUI//EXPT information. Additionally, the purchase order will contain an export control statement advising you as the supplier, when an article, software, technology or service is export controlled.

Supplier shall have written procedures which describes how the company internally securely protects and handles export-controlled articles/information restricting access to foreign person. At minimum the procedures should include the following: Access, Storage, Electronic transmission, destruction policies.

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ACCESS Supplier shall only allow U.S. persons to have access to KCNSC export controlled articles and/or technical data, and only U.S. persons will be allowed to perform any work on behalf of KCNSC.

- Precautions shall be taken to prevent unauthorized individuals from overhearing the conversation, observing the material, or otherwise obtaining the information.
- Operating procedures and physical security measures should be designed to protect export controlled items from inadvertent release or disclosure to foreign persons or other unauthorized third parties. Foreign persons who are not permanent resident aliens (green card holders) are not allowed access to export controlled items.
- Although we understand your business need to advertise your technical capabilities, suppliers may not use items or information produced for or provided by KCNSC for this purpose. This including advertising posters, display cases and supplier websites. KCNSC products and information should not be on display during a visitor tour.
- In addition, suppliers are not allowed to reference KCNSC, the Kansas City National Security Campus, or the Nuclear or Nuclear Weapons Industry in their web-based or printed materials.

STORAGE of KCNSC CUI//EXPT information shall be maintained within a secure area.

- Such areas may include a locked receptacle such as a file cabinet, desk drawer, overhead furniture credenza system, or similar locked compartment. CUI//EXPT can also be stored in a room or area that has sufficient physical access control measures (guard, cipher lock, card reader, etc.) to afford adequate protection and prevent unauthorized access.
- Servers shall be hosted in the United States and maintained by U.S. persons. Supplier shall maintain adequate controls in its information technology system to protect against unauthorized access, disclosure and transfer of CUI//EXPT technical data and software.

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TRANSMISSION of CUI//EXPT information will be sent electronically through a secured method of transmission. (e.g. Email encryption or authorized users of Web Exchange)

- Supplier is also responsible to send CUI//EXPT information through secure method when transmitting electronically.

DESTRUCTION of CUI//EXPT information including gerber files and electronic storage media, when no longer needed, may be accomplished by shredding into strips, burning, pulping, or pulverizing beyond recognition or reconstruction. After destruction, material may be disposed of with normal waste.

- Export controlled articles scrapped, failed inspection or defective parts will require destruction by either demilitarization (DEMIL) or rendering unfit.
- Supplier who does not have the ability to DEMIL process for ITAR controlled material on site should contact KCNSC to obtain an export control approved recycling company or return to KCNSC.

SITE INSPECTION KCNSC shall conduct on-site security inspections of the supplier's facilities and ensure documented access control operating policies restricting foreign person access are in place. KCNSC and supplier agree to establish dates for those activities that are mutually satisfactory to each party.

Supplier is responsible to flow down foreign person restricted access control requirements to their subcontractors. It is the responsibility of the supplier to select a subcontractor who can securely protect and handling the CUI//EXPT information that may be shared.