

**EMPOWERED OFFICIAL (EO)
APPOINTMENT LETTER TEMPLATE**

(On organization letterhead)

[As of 1/1/2014]

DATE: Today

FROM: General Manager/President (most senior individual)

TO: Individual(s) Appointee(s) [copies to each EO]

SUBJECT: Empowered Official(s) Appointment

In accordance with the International Traffic in Arms Regulations (ITAR), Part 120.25; the following individual(s) is/are designated as Empowered Officials (EOs) for (Name of organization).

[Individual(s) Full Name], (Complete Title) (list the most senior person first)

You must maintain currency and understanding of the various US Government (USG) provisions and requirements of the export and import control statutes and regulations, the criminal and civil liabilities, and administrative penalties for violating the Arms Export Control Act, ITAR, Export Administration Act and Export Administration Regulations and other USG guidance and requirements regarding international trade. As part of our comprehensive International Trade Compliance Program, you must attend regular education and training as specified by (Name of organization). You are to act on my behalf in stopping any trade transaction or refusing to approve any action that you believe is not in total accordance with the applicable regulations, laws and our (Name of your organization's Corporate Code of Conduct). I will support you in these matters and your decision will not be subject to any inappropriate influence or recriminations.

You will act with full and independent authority in all matters concerning global trade, export/import administration, compliance and related issues. As an EO, you have a direct line of authority from me in these matters. You will bring any concerns in this area to me without hesitation. You will inquire into any aspect of a proposed export, temporary import or other trade related request to verify the legality of that transaction and accuracy of all information submitted.

If any changes are made in our EOs, we are required to prepare a revised EO Appointment Letter within five working days of any such change.

(Signed)

Cc: All Salaried Employees
Applicable Organization Internet(s) and Intranet(s)

**EMPOWERED OFFICIAL (EO)
DESIGNATION LETTER TEMPLATE**

(On organization letterhead)

[As of 1/1/2014]

DATE: Today

FROM: Chief Executive Officer (or most senior individual), Name of Organization

TO: U.S. Department of State
Directorate of Defense Trade Controls
Compliance and Registration Division
2401 E Street, NW, SA-1, Room H1 200
Washington, DC 20522-0112

SUBJECT: Empowered Official(s) Designation
(Reference Applicant Code: XXX-XXXXX)

The following individual(s) is/are the designated Empowered Official(s) (EOs) for (Name of organization).

[Individual(s) Full Name], (Complete Title) (list the most senior person first)

The person(s) named above complies/comply with all of the restrictions outlined in the International Traffic in Arms Regulations (ITAR), Part 120.25. They will maintain these qualifications with special emphasis on knowledge of all the applicable US Government (USG) regulations, liabilities and penalties for violations of the law concerning global trade, exports, imports and related matters that fall under the jurisdiction of the USG. We will also ensure that the end-use and end-user in every sale are accurately represented.

I certify that this/these individual(s) has/have the independent authority described in the ITAR, Part 120.25, Item (4). Specifically, they are empowered to look into any trade transaction, export, import or related matter to guarantee its legality and that all the information provided to the USG is correct. Further, they will refuse to sign any document without any adverse effect whatsoever. As part of our comprehensive International Trade Compliance Program every EO must attend required annual education and training to meet the above criteria.

If any changes are made in our EOs, we will provide a revised EO Designation Letter in this format to the same addressees within five working days of any such change.

(Signed)

Cc: Organization EO(s)
Organization Legal/General Counsel(s)