

Hiring Manager Export Regulations Checklist

(Export – the transfer of technology, by any means to a Non-US Person or Entity)

Position: _____

Group / Business Unit: _____

Market Segment: _____

Site: _____

Site Registered with DDTC?: _____

Will this position have access to technology? _____

(Technology is the specific information necessary for the development, production or use of an item)

Is the Technology controlled under the International Traffic in Arms Regulations (ITAR)? _____

Is the Technology controlled under the Export Administration Regulations (EAR)? _____

Is the Technology controlled by another Government Regulatory Agency? _____

What industry is this position focused on? _____

Will this position have access to collaborative software? _____

(Collaborative software examples, but not limited to, XXXXXXXXXXXX XXXXXXXX, shared drives)

Will this position interact with Non-US Entities or Persons? _____

What other countries will this position interact with? _____

Does this position require a license from State (ITAR) or Commerce (EAR) for Non-US Persons? _____

Does this position require a US Citizen only? _____

Hiring Manager: _____ Date: _____

HR Manager: _____ Date: _____

Please contact Corporate Export Compliance with any questions on regulations, site registration issues, and definitions. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX