



UNIVERSITY OF MARYLAND

UNIVERSITY HUMAN RESOURCES

PHR Service Center

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PHR Enhancement- Export Control

To All UMCP PHR Creators & Approvers,

Effective MONDAY AUGUST 15, 2011 the PHR Employee and Appointment system will be modified to incorporate a recent Federal requirement called "Export Control".

What is Export control?

Export Control is a Federal mandate for the university to ensure that foreign nationals participating in the research of certain technologies, conducting the research in cooperation with a foreign company or foreign colleagues, sending research equipment to foreign countries, or sharing research technology – verbally, in writing or visually – with persons who are not United States citizens or permanent resident aliens are properly screened prior to the foreign national gaining access to such information and/or technologies.

Who is subject to Export Control at the University?

Any paid or non-paid appointee (excluding student appointees) possessing any immigration status other than U.S. Citizen (CB) or permanent resident (PR) and appointed to a unit within the Division of Academic Affairs while participating in the research of certain sensitive information and technologies. However, ALL campus appointees (excluding student appointees) from Iran, Sudan, Syria, Cuba or North Korea are subject to export control screening.

How will Export Control Information be recorded in the PHR system?

Export Control Information should no longer be recorded in the Academic Resource system (ARS). Instead, all PHR employee records identified above will have a new PHR Export Control Indicator located on the Employee Visa Information Page in PHR. This indicator will be automatically set to "Y" for "Yes" when new employee information is created in PHR for those utilizing immigration statuses other than CB or PR and appointed to a unit within Academic Affairs or any citizen of Iran, Sudan, Syria, Cuba or North Korea. The PHR creator will then have to record the Export Control Screening Date on the Employee Visa Information Page in PHR once the university's Office of Research Administration and Advancement (ORAA) has completed the screening process and notifies the unit. PHR appointments cannot be released for approval if the Export Control Indicator is set to "Y" and the Export Control Date is not populated by the PHR creator. The PHR creator can also change the Export Control Indicator to "No" if the employee does not require screening based upon the Export Control Guidelines provided by ORAA. However, every appointee from Iran, Sudan, Syria, Cuba or North Korea must be screened and therefore the indicator cannot be changed to "N" for "No".

For those university employees that have already received Export Control clearance from ORAA, we will pre-populate screening dates with information provided by ORAA. However, some of that information is

unable to be batch loaded into PHR due to UID/name mismatch issues. So, we are in the process of creating an Export Control WOW report for each campus unit to utilize for identifying those PHR employee records containing an Export Control Screening Date. The report can then be compared against the unit's records to determine which employees will still require a previous screening date to be entered into PHR manually by the PHR creator.

Where is additional Export Control Information and guidelines?

The Office of research Administration and Advancement is responsible for Export Control screening and training. More detailed Export Control information and guidance including information regarding the referenced "research of certain sensitive information and technologies" can be obtained through their website at http://www.umresearch.umd.edu/ORAA/export_control_guidance/ecg.html

Assistance with this change and its effect on the PHR system should be directed to the PHR Service Center at 301-405-7575.