

# The DGR Role and Responsibilities Student Guide

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## The DGR Role and Responsibilities

### Introduction

Brightship Industries, a large cleared U.S. defense contractor, manufactures defense articles such as missiles and radar systems. Brightship also provides defense services, such as customer training on the operation of the systems they manufacture, as well as the repair, overhaul, and maintenance of those systems. Brightship is about to send a classified shipment of missiles and radar systems to the country of Atlantis. Bob has been designated by the Defense Counterintelligence and Security Agency (DCSA) to be the Designated Government Representative (DGR) for this classified shipment. As the DGR, Bob must fulfill certain responsibilities to ensure that Brightship sends this classified shipment in a secure manner and in accordance with export regulations. The objective for this Short is:

- Identify the role and responsibilities of the Designated Government Representative (DGR)

### What is the Role of the DGR?

Because all international transfers of classified material must take place through channels approved by both the sending and receiving governments, both the United States Government and the government of Atlantis must approve this shipment from Brightship to Atlantis. Control of classified material is officially transferred to the intended recipient government through its DGR. A DGR is a cleared person designated by a U.S. or foreign government agency to act on the government's behalf to transfer custody or accept custody for classified material and assume security responsibility.

The International Traffic in Arms Regulations (ITAR) which governs the export of both classified and unclassified defense articles and services for industry refers to the DGR as the Government Transmittal Authority. It is important to note that the DGR for a classified shipment may be a DCSA Industrial Security Representative (IS Rep), or a cleared contractor's Facility Security Officer (FSO), or another qualified contractor employee.

Anyone who is designated to be a DGR must have successfully completed the FSO Program Management for Possessing Facilities Curriculum offered by the Center for Development of Security Excellence (CDSE) or must have other suitable qualifications. The DGR has several tasks to complete to fulfill their role in sending and receiving classified materials. You may refer to [The DGR Role and Responsibilities Job Aid](#) as you go through this Short.

## Authorizing Classified Exports

To authorize classified exports, the DGR must ensure all applicable National Industrial Security Program Operating Manual (NISPOM) and ITAR provisions are met by properly completing the required paperwork, ensuring the proper packaging and receipting, and conducting a few follow-up tasks after the export has been sent. See [The DGR Role and Responsibilities Job Aid](#) for more details on how the DGR performs each activity.

### Pre-Exportation Paperwork

All classified exports require an export license or authorization.

Bob will need to review his copy of the DSP-85 (Application for Permanent/Temporary Export or Temporary Import of Classified Defense Articles and Related Classified Technical Data) export license that Brightship completed for the export of the missile and radar systems to Atlantis to verify facility information and endorse and decrement his copy of the license. If Bob is not the holder of the original license he must report the decrements to the original license holder. Bob will review the Technical Assistance Agreement (TAA) for the related technical assistance such as maintenance, repair, and training on the missile and radar systems. Attached to the TAA is the DSP-5 (License for Permanent Export of Unclassified Defense Articles, Related Technical Data, and Defense Services) approving the TAA. Bob will also re-familiarize himself with the DSP-83 (Non-Transfer and End Use Certificate) which Brightship submitted as part of the application for an export authorization. The DSP-83 contains Atlantis' promise not to re-export or re-sell defense articles or services nor use them for any other purpose without prior approval of the U.S. Department of State. In certain situations, a Manufacturing License Agreement (MLA) is the required export license and in other situations, the Empowered Official (EO) at the sending facility may claim an ITAR exemption. Refer to [The DGR Role and Responsibilities Job Aid](#) for more information about these types of export authorizations.

Because classified shipments require that all arrangements and procedures are coordinated and approved by both DCSA and the foreign government, Bob will review and verify the information in the Transportation Plan (TP) which describes the sale of the missile and radar systems and contains the general requirements for packaging and shipping procedures for these defense articles. If any small parts or documentation needed to be transported via hand carrier, then Brightship would also have a Hand Carriage Plan (HCP) that Bob would have to review. Similarly, a Secure Communications Plan (SCP) would be required for any classified information that must be transmitted electronically such as through secure telephone or fax.

Bob must obtain written certification from Brightship's EO, verifying the classified export is within the limitations of the approved export authorization or an authorized export exemption.

Finally, Bob must review the shipping documents to ensure they include the name and contact information for DCSA, which is the Cognizant Security Office and validates the license or letter authorization, and for the FSO, or the FSO's designee for the transfer.

Please note that not all documents discussed here are required for every export.

### **Export Packaging and Receipts**

Bob must inspect the items being shipped by verifying the quantity and serial number of each item against the documentation. Bob must also ensure the packages are prepared in accordance with the NISPOM.

A continuous chain of receipts must be maintained for international transfers of all classified material. Brightship will receipt the material to Bob. He will sign the receipt and ensure it is included in the shipment. Bob will then receipt the material to Atlantis' DGR. He must request a receipt be returned to him within 30 days from the date of dispatch. If Bob does not receive the signed receipt within 45 days, DCSA will conduct follow-up action.

### **Post-Exportation Tasks**

If the DGR is a cleared contractor employee, instead of an IS Rep, then he or she must ensure a file for each export including the required empowered official certification is maintained at the facility for future review by DCSA. The DGR must also notify the DCSA IS Rep after each export or at a predetermined interval. The DCSA IS Rep will decrement the original license.

### **Authorizing Classified Imports**

To authorize classified imports, the DGR must ensure all applicable NISPOM and ITAR provisions are met just as with classified exports. When receiving classified material the DGR must receive an approved plan about the shipment before accepting it. If an approved plan was not received, the DGR must protect the classified material and report an improper transfer to the DCSA International Office and the assigned IS Rep. The DGR must also ensure all classified imports are opened in his or her presence. If there are any discrepancies related to receipt of classified material, the DGR must immediately notify the DCSA field office.

## Review Activity

*For each question, select the best response. Check your answers in the Answer Key at the end of this Student Guide.*

**Question 1.** On which document does the DGR review facility information and endorse and decrement the quantity of defense articles being shipped to a foreign country?

- DSP-5, Export License
- Technical Assistance Agreement
- DSP-85, Export License
- DSP-83, Non-Transfer and End Use Certificate

**Question 2.** From whom does the DGR obtain written certification verifying a classified export is within the limitations of the approved export authorization or an authorized export exemption?

- Facility Security Officer (FSO) designee
- Empowered Official (EO)
- Facility Security Officer (FSO)
- Industrial Security Representative (IS Rep)

**Question 3.** Which of the following tasks is the DGR required to perform when receiving a classified import?

- Ensure package is opened in his/her presence
- Endorse and decrement the license
- Obtain written certification from the Empowered Official
- Create a Transportation Plan

## **Summary**

The DGR fulfills an important role in the sending and receiving of classified material—protecting our nation’s security. The DGR must be diligent in verifying that all export licenses or authorizations and other export and import documentation is accurate and reflects the actual shipment of classified materials.

You may access additional training, job aids, and resources on the DGR at [www.cdse.edu](http://www.cdse.edu) or [www.dcsa.mil](http://www.dcsa.mil).

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## Appendix A: Answer Key

**Question 1.** On which document does the DGR review facility information and endorse and decrement the quantity of defense articles being shipped to a foreign country?

- DSP-5, Export License
- Technical Assistance Agreement
- **DSP-85, Export License (correct answer)**
- DSP-83, Non-Transfer and End Use Certificate

*Feedback: The DSP-85 is the export license required for classified defense articles being shipped to a foreign country. The DGR verifies facility information and decrements the quantity being shipped on the DSP-85. When the contractor is the DGR, DCSA will decrement the original license maintained at the field office.*

**Question 2.** From whom does the DGR obtain written certification verifying a classified export is within the limitations of the approved export authorization or an authorized export exemption?

- Facility Security Officer (FSO) designee
- **Empowered Official (EO) (correct answer)**
- Facility Security Officer (FSO)
- Industrial Security Representative (IS Rep)

*Feedback: The DGR must obtain written certification verifying a classified export is within the limitations of the approved export authorization or an authorized export exemption from the Empowered Official at the sending facility.*

**Question 3.** Which of the following tasks is the DGR required to perform when receiving a classified import?

- **Ensure package is opened in his/her presence (correct answer)**
- Endorse and decrement the license
- Obtain written certification from the Empowered Official
- Create a Transportation Plan

*Feedback: When receiving a classified import, the DGR is required to have received an approved plan before accepting it; ensure the package is opened in his/her presence; notify the DCSA field office of any discrepancies; sign the receipt and return it to the originating DGR; and retain a copy of the receipt and forward a copy to the DCSA field office.*