

# Job Aid: The DGR Role and Responsibilities

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## Using This Job Aid



This job aid is a tool to help you, a Defense Security Service Industrial Security Representative (DSS IS Rep) or cleared contractor Facility Security Officer (FSO) or designee, oversee the secure transfer (import/export) of classified materials when you are serving in the role of Designated Government Representative (DGR).

## Authorizing Classified Imports

To authorize classified imports, the DGR must ensure all applicable National Industrial Security Program Operating Manual (NISPOM) and International Traffic in Arms Regulations (ITAR) provisions are met by doing the following tasks:

- When receiving classified material ensure you have received an approved plan for the shipment before accepting it  
*If you did not receive an approved plan, protect the classified material and report an improper transfer to DSS International*
- Ensure all classified imports are opened in your presence
- Immediately notify the DSS Field Office of any discrepancies related to receipt of classified material
- Sign the receipt for all imports and return to the originating DGR

## Authorizing Classified Exports

To authorize classified exports, the DGR must ensure all applicable NISPOM and ITAR provisions are met by doing the tasks in this list.

- Review the DSP-85, Application for Permanent/ Temporary Export or Temporary Import of Classified Defense Articles and Related Classified Technical Data (for direct commercial sales)

*DDTC sends the approved DSP-85 to the DSS Field Office indicated on the license.*

- Review copies of the following documents from the sending facility:
  - DSP-83, Non-Transfer and End Use Certificate – recipient certifies transfer is for government purposes and that classified material will be protected in compliance with government-approved security agreement; original is held at the sending facility
  - Technical Assistance Agreement (TAA) – for the sale of technical services (e.g., maintenance, repair, and training); original is held at the sending facility and copy is sent to the DSS Field Office
  - DSP-5, License for Permanent Export – approves TAA
  - Manufacturing License Agreement (MLA) – grants foreign person an authorization to manufacture defense articles abroad which involves or contemplates the export of technical data or defense articles or the performance of a defense service or the use by the foreign person of technical data or defense articles previously exported by the U.S. person; original is held at the sending facility
  - ITAR exemption – may replace need for export license; Empowered Official (EO) at sending facility makes decision to claim the exemption

*Empowered Official: a person at a U.S. company who is empowered to sign export authorizations or other international-related documents. The Empowered Official has authority to inquire into any aspect of an export or import, verify the legality of the transaction, and refuse to sign any application or other request without prejudice or other adverse recourse.*

*Examples of these types of ITAR exemptions include:*

    - ✓ Export of classified technical data at the official request or direction of designated DoD officials (ITAR 125.4(b)(1))

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- ✓ Export of classified technical data in furtherance of an approved Technical Assistance Agreement (TAA) or Manufacturing License Agreement (MLA) (ITAR 124.3(b) and 125.4(b)(2))
  - ✓ Export of classified technical data pursuant to the terms of a contract between the exporter and a USG agency (ITAR 125.4(b)(3))
  - ✓ Export of classified technical data to a company employee for own use (ITAR 125.4(b)(5))
  - ✓ Export of classified technical data pursuant to a USG approved visit authorization (ITAR 125.5)
  - ✓ Export of classified defense articles and technical data by or for USG agencies (ITAR 126.4)
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- Ensure all arrangements and procedures are coordinated and approved by both DSS and the foreign government
    - Transportation Plan (TPs) –describes the sale and contains general requirements for packaging and shipping the defense articles so they may be transported securely
    - Hand Carriage Plan (HCP) – written instructions for securely hand carrying classified materials
    - Secure Communications Plan (SCP) – outlines plan for securely transmitting classified information electronically between the U.S. and a foreign government or entity; written instructions on how classified voice, fax, and digital communications will be protected
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- Obtain written certification from the dispatching contractor’s Empowered Official verifying the classified export is within the limitations of the approved export authorization or an authorized export exemption
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- Review and verify the export authorization
    - Is the identity and address of the facility correct?
    - Are the applicant’s Commercial and Government Entity (CAGE) code, facility clearance (FCL) level and date listed (in item #6 of the DSP-85)?
    - Is the country of ultimate destination the same as indicated in the TP or HCP (item #4 in the DSP-85)?
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- View contents and labeling of package(s)

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- Perform cursory review of material and check quantity
  - Visually inspect serial numbers within documentation to ensure they match hardware, when applicable
  - Ensure package is prepared IAW NISPOM Chapters 5 and 10
    - Inner wrapping marked with material's classification
    - The address reflected on the outer wrapping
    - Contact your International Action Officer for addresses. Note:
      - ✓ Israeli and Canadian embassies will not accept classified mail or packages
      - ✓ For Israel, contact Israeli mission prior to mailing (or they will refuse to accept it) at Director of Security, Government of Israel, Mission to the USA, 800 Second Avenue, NY, NY 10017, Phone: 212-551-0456/7 Fax: 212-551-0459
      - ✓ For Canada, send all classified by US registered mail to PWGSC/CIISD ATTN: Document Control, 2745 Iris St., 5th floor, Ottawa, Ontario KIA 0S5, Canada Phone: 613-948-1664 Fax: 613-948-1710
  - Enclose a transmittal letter on the outside of the inner envelope to instruct the receiver on the purpose and intended recipient of the package; a sample letter can be provided by the IS Rep
  - Ensure the final destination address and POC are reflected on the inner envelope
- Ensure shipping documents include name and contact information for:
- Cognizant Security Office (CSO) that validates the license or letter authorization; DSS is the CSO
  - FSO or designee for the transfer
- Endorse and decrement your DSP-85 on file
- On last page of your DSP-85, within the endorsement section, indicate which item on the face of the license is being exported and maintain a continuing balance of the remaining value
- Maintain a continuous chain of receipts for international transfers of all classified material from the sending entity to the U.S. DGR to the recipient DGR to the

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ultimate recipient

- Receipt the material to the foreign government DGR
- Ensure contractor receipt (or AF Form 310 Document Receipt Certificate) is included in the shipment
- Suspend a return receipt 30 days from the date of dispatch (follow-up action by DSS if signed receipt is not returned within 45 days)

If you are a cleared contractor DGR, ensure a file for each export and import including the required Empowered Official certification is maintained at the facility for future review by DSS

If you are a cleared contractor DGR, notify the DSS IS Rep after each export or at a predetermined interval

## Questions?



For more information about the DGR, visit [www.cdse.edu](http://www.cdse.edu) or [www.dss.mil](http://www.dss.mil).