# PROGRAM NAME TECHNOLOGY CONTROL PLAN DATE

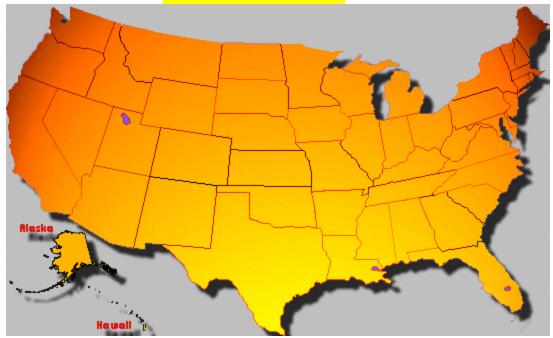
# PICTURES OF COUNTRY FLAGS TCP APPLIES TO







# **PROGRAM LOGO**



COMPANY NAME ADDRESS CITY & ZIP CODE

# **Release To Foreign Nationals Is Strictly Prohibited**

Any deviation or waiver from or exception to this plan requires the prior approval of the designated point of contact and Security Services.

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#### I. SCOPE

This Plan applies to all elements of COMPANY NAME associated with foreign government or commercial programs. Disclosure of information to Foreign Persons in the course of a non-escorted visitor or employee status is considered an export disclosure under the International Traffic and Arms Regulations (ITAR) and is subject to a Department of State license or agreement.

#### II. PURPOSE

To delineate the controls necessary to ensure that no transfer of technical information or technical data is effected to Foreign Person visitors beyond that which is approved for license by the Department of State, Office of Defense Trade Controls (ODTC). Compliance with Department of Defense Requirements for the "Technology Control Plan" Limiting Access By Foreign Nationals at Cleared DoD Facilities, and International Traffic In Arms Regulations (ITAR) which covers access to Defense Articles and information.

#### III. BACKGROUND

COMPANY NAME designs, manufactures, integrates and operates systems and products in leading edge technologies, including defense related information and material and in the course of its business activities may employ Foreign Persons and host Foreign National visitors.

#### IV. FOREIGN PERSONS

- A. A Foreign Person means any natural person who is not a lawful permanent resident defined by 8 U.S.C. 1101(a)(20) or who is a protected individual as defined by 8 U.S.C. 1324b(a)(3). It also means any foreign corporation, business association, partnership, trust, society or any other entity or group that is not incorporated or organized to do business in the United States, as well as international organizations, foreign governments and any agency or subdivision of foreign governments (e.g., diplomatic missions).
- B. No NATIONALITY OF FOREIGN VISITOR(S) visitor will be given access to classified material on any project which involves the disclosure of technical data as defined in the ITAR until that license authority has been approved by the Office of Defense Trade Controls and the appropriate security clearances and accesses have been verified by Security Services. Additionally all classified information on the PROGRAM NAME program must be handled through government-to-government channels.

C. Employees of COMPANY NAME who have management responsibility in regards to NATIONALITY OF FOREIGN VISITOR(S) visitors will be briefed in those areas of export controls and export provisos, as set forth in the guidelines provided by the license(s) for the PROGRAM NAME Program. In addition, applicable management personnel and employees will be apprised of the content of this plan procedure so they will be fully aware of their responsibilities regarding possible technology transfer.

#### V. TECHNICAL DATA

NATIONALITY OF FOREIGN VISITOR(S) visitors are not authorized access to any advanced technology materials under U.S. Government contracts, nor to any advanced technology material on the U.S. Munitions List not under U.S. Government contract unless approved under a specific export license.

#### A. What is Technical Data?

- 1. Information, other than software as defined below, which is required for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance or modification of defense articles. This includes information in the form of blueprints, drawings, photographs, plans, instructions and documentation.
- 2. Classified information relating to defense articles and defense services.
- 3. Software as defined below, directly related to defense articles.
- 4. This definition does not include information concerning general scientific mathematical or engineering principles commonly taught in schools, colleges and universities or information in the public domain. It also does not include basic marketing information on function or purpose or general system description of defense articles.

#### B. Software

Software includes but is not limited to the system functional design, logic flow, algorithms, application programs, operating systems and support software for design, implementation, test, operation, diagnosis and repair.

#### C. Classified Technical Data

- 1. Under the provisions of the National Industrial Security Program, Limited Access Authorization to classified information is not provided to NATIONALITY OF FOREIGN VISITOR(S) visitors except under extraordinary circumstances. NATIONALITY OF FOREIGN VISITOR(S) visitors therefore are normally prohibited access to facilities, documentation, records, design development and test areas where classified work is in process.
- 2. NATIONALITY OF FOREIGN VISITOR(S) visitors will be allowed access to classified information only when COMPANY NAME has a license or agreement for the release of the technology approved by the State Department and an assurance from the GOVERNMENT OF FOREIGN VISITOR GOVERNMENT OF FOREIGN VISITOR through the Department of the Air Force Foreign Disclosure Office advising that the NATIONALITY OF FOREIGN VISITOR(S) visitor has been approved for access to classified information.

#### D. Unclassified Technical Data

- 1. Unclassified data may be accessed to the extent necessary to fulfill designated duties in accordance with the job description submitted with the Department of State License Application Form DSP-5. Access to such data will be controlled by the Program Manager responsible for the PROGRAM NAME Program.
- 2. NATIONALITY OF FOREIGN VISITOR(S) visitors are not authorized access to any advanced technology materials under U.S. Government contracts; nor to any advanced technology material on the U.S. Munitions List not under U.S. Government contract unless approved under a specific export license.

#### E. Reviewing Requirements Of All Technical Data

All data will be reviewed by COMPANY NAME Security representatives and Export Import Control Office (EICO) Representatives and returned via government-to-government channels. Only materials in the English language will be transferred unless adequate translation services are available.

#### F. Sanitization Of Program Area

All COMPANY NAME employees are required to sanitize their work area and office area of any information that does not pertain to the PROGRAM NAME Program and any information that is not approved for release. If this cannot be accomplished, the material is required to be locked in your desk or locked in file cabinets. If you have material that cannot be locked in either your desk or file cabinets your office door is required to be locked in your absence. Remember that all Private Data and Proprietary data is also required to be locked in either a file cabinet or desk. Security will periodically review the Program work area to assure that you are in compliance.

# **G.** PROGRAM NAME Security Classification Grading Document (SCGD)

It is the responsibility of all cleared COMPANY NAME PROGRAM NAME employees to familiarize themselves with the PROGRAM NAME Security Classification Grading Document. The PROGRAM NAME Security Classification Grading Document details and outlines the security requirements for the PROGRAM NAME Program. You can either obtain a copy of this Grading Document from the Program Area or from Security Services. The classification of this guide is APPROPRIATE CLASSIFICATION LEVEL.

# H. PROGRAM NAME Licenses, Technical Assistance Agreements (TAA's) and Provisos

It is the responsibility of all COMPANY NAME PROGRAM NAME employees to familiarize themselves with the PROGRAM NAME Licenses and Technical Assistance Agreements (TAA's) and Provisos imposed by the Department of State. The Licenses and TAA's establish a baseline for technical data that can and/or cannot be released. The Provisos are restrictions associated with the licenses and TAA's. Copies of the Licenses, (TAA's) and Provisos are not to be made without approval from the Export/Import control Office and Program Management. Copies of the Licenses, and Provisos are not to be given to NATIONALITY OF FOREIGN VISITOR(S) visitors.

#### I. PROGRAM NAME Counterintelligence Briefing

Security will provide a classified SECRET Counterintelligence Briefing. The briefing will be given to COMPANY NAME U.S. Secret and Top Secret employees associated with the PROGRAM NAME Program.

#### VI. INDOCTRINATION OF FOREIGN PERSONS

Sufficient control and supervision must be exercised with regard to technology transfer or release of technical experience. It is **COMPANY NAME**'s intent to retain technology and/or experience sensitive to its business operations. Procedures regarding the protection of sensitive data serve as additional safeguard, ensuring against inadvertent or intentional transmission of such information. All supervisors will ensure that employees within their respective areas of responsibility are properly instructed in the handling of sensitive data, and will further ensure that such information is disclosed only to persons for whom a strict "need to know" has been established.

#### A. Safeguarding Private Data, Proprietary Data, Classified Data

Any COMPANY NAME Private Data or Proprietary Data that is authorized for release to NATIONALITY OF FOREIGN VISITOR(S) visitors will require the following safeguards.

- 1. Protection Of Private Data COMPANY DIRECTIVE/POLICY #
- 2. Protection Of Proprietary Information COMPANY DIRECTIVE/POLICY #
- 3. Transmittal Of Classified Material COMPANY DIRECTIVE/POLICY #
- 4. Reproduction Of Classified Material COMPANY
  DIRECTIVE/POLICY #
- 5. Storing Classified Material COMPANY DIRECTIVE/POLICY #
- 6. Destruction Of U.S. Government Classified Waste And COMPANY NAME And Proprietary Data COMPANY DIRECTIVE/POLICY #
- 7. Classified Processing On Automated Information Systems
  COMPANY DIRECTIVE/POLICY #

#### **B.** Facility Services

The services provided by the facility (i.e., International Mailing, International Freight and Courier Shipments, Facsimile, Automated Information Systems, Reproduction, Classified Storage Containers), as appropriate.

#### 1. International Mailing COMPANY DIRECTIVE/POLICY #

All international mail shipments require a International Traffic COMPANY FORM Release Form **DIRECTORATE/POLICY** # (Attachment D). For administrative data requiring shipment the International Traffic Release Form must be signed by a cognizant Director or a person designated by the Director. Once the form has been signed it should be attached to the sealed envelope and sent to the mail room for shipment. However, if the international mail shipment contains any technical data, the International Traffic Release form is not applicable, the letter or package shall be sent unsealed to the Export/Import Control Office-Division (EICO-D) for review before sending to the Mail Room. The EICO-D will review and, if a license or exemption applies, will coordinate the license information to be annotated with the Traffic Office, execute appropriate export documentation, and apply package markings. Non-releasable letters or packages will be returned to the sender.

# 2. International Freight and Courier Shipments COMPANY DIRECTIVE/POLICY #

International shipments, other than Government Bills of Lading or administrative material with proper release approval, will be submitted through the EICO-D, to the Traffic Office. originator will prepare the International Shipping Document COMPANY FORM # AND DIRECTORATE/POLICY # (Attachment E), which is to be completed according to instructions on the form, and forward it to the EICO-D. The EICO-D will review the International Shipping Document, indicate the type of export license required for the shipment, affix authorization signature, and forward to the Traffic Office. The originator of administrative material to be shipped via Courier shall prepare an International Shipping Document, obtain cognizant Director signature, and submit to the Traffic Office. Traffic Office personnel will then prepare the appropriate export documentation, process the export licenses in accordance with the applicable U.S. Government Regulations, and coordinate with shipping and forwarder/carrier. The Traffic office will maintain records of shipments exported.

#### 3. Facsimile

Any information requiring facsimile transmission by an NATIONALITY OF FOREIGN VISITOR(S) visitor must be

reviewed by Program Management. All material transmitted is required to be program specific.

#### 4. Automated Information System

Access to the Company LAN is not authorized. If a computer is provided, it will be a standalone system only. Classified processing is not authorized without prior approval.

#### 5. Reproduction

Any material that needs to be reproduced is required to be program specific. Reproduction of classified information is not authorized without prior approval and must be conducted by document control.

#### 6. Classified Storage Containers

Classified storage containers will be provided only on a case by case basis. The combination will be placed in an envelope, sealed and stored in Security Services in a General Supply Agency (GSA) approved container.

#### C. Security Violations

There will be sanctions imposed by **COMPANY NAME** for deliberate violations of security procedures, up to and including termination of employment.

#### VII. FACILITY ACCESS

While on the facility NATIONALITY OF FOREIGN VISITOR(S) visitors are required to adhere to facility security rules, policies and procedures relating to inplant regulations for personnel. Access is limited to strict accordance with Export License Provisos. Access within this Facility is limited in accordance with the visit objectives. Attachment C is furnished as an aid to NATIONALITY OF FOREIGN VISITOR(S) visitors and to establish access boundaries.

#### A. Badge Requirements

Foreign visitor badges will be uniquely marked. At all times while on the facility, NATIONALITY OF FOREIGN VISITOR(S) visitors will be required to display and show upon request the uniquely marked badge. NATIONALITY OF FOREIGN VISITOR(S) visitors will not be permitted access to restricted areas without security approval and visual verification that the badge belongs to the holder. All employees will be

informed of the limitations and restrictions imposed for each different type of badge.

#### **B.** Hours Of Access:

The hours of access that have been established for the NATIONALITY OF FOREIGN VISITOR(S) visitors on the PROGRAM NAME Program will be identified by Program Management on the Foreign National Visitor Request Form.

#### 1. On-Site Long Term Visitors:

The hours of access that have been established for the PROGRAM NAME for On-Site Long Term Visits are from 0630 to 1800 hrs. Monday through Friday. The badge provided to the Foreign Persons on PROGRAM NAME will allow access through the entrance of BUILDING # during the designated hours only. Any deviation from this schedule must be coordinated through the Program Management area and Security must be notified in writing of the change prior to any deviation. Upon approval of extended hours COMPANY NAME PROGRAM NAME Office personnel will be required to provide an escort during the extended hours.

#### 2. For Short Term Visits:

The hours that have been established for the **PROGRAM NAME** on Short Term Visits are from 0800 to 1630 hrs. Monday through Friday. The Foreign Person will be met each morning by a COMPANY NAME program employee who will escort the foreign visitor to the PROGRAM NAME Area. While in the PROGRAM NAME Area located in BUILDING # or while walking to and from the **PROGRAM NAME** Area to the restroom or the CAFETERIA NAME OR BUILDING # OF THE CAFETERIA, the foreign visitor will not require an escort (See Attachment C). However, at the end of the day a COMPANY NAME program employee is required to escort the foreign visitor out of the facility. At that time the foreign visitor will be required to surrender the badge to the officer located in the control center. This badge will be kept at the control center and will be made available each morning of their visit. Any deviation from this schedule must be coordinated through the Program Management area and Security must be notified in writing of the change prior to any deviation. Upon approval of extended hours, **COMPANY NAME**, PROGRAM NAME Office personnel will be required to provide an escort.

#### C. Area Of Access:

Building 153, 1<sup>st</sup> Floor PROGRAM NAME Area, Building 208, 2<sup>nd</sup> Floor PROGRAM NAME areas (Program office and Aero), all Cafeterias and normal transportation paths between 153 and 208 (vehicle and pedestrian) are the areas to which NATIONALITY OF FOREIGN VISITOR(S) visitors on PROGRAM NAME will have access (see Attachment C). Access to any additional areas must be coordinated through Program Management. Security must be notified in writing for approval of any request for access to additional areas. If access to additional areas is granted the NATIONALITY OF FOREIGN VISITOR(S) visitor must be accompanied by a cleared COMPANY NAME Employee.

#### D. Dress Policy:

Foreign Military Personnel are required to wear uniforms at all times while at the COMPANY NAME Facility. Access to the facility will be denied for the following reasons: Foreign Military Personnel not wearing uniforms, visitors or employees wearing shorts unless it is part of a military uniform.

#### E. Unauthorized Personal Items

All Foreign Persons will be notified that the following are unauthorized personal items which may not be brought into COMPANY NAME's facilities:

- 1. Voice Recording Equipment
- 2. Video Recording Equipment
- 3. Cameras
- 4. Computer Equipment \*
- 5. "Walkman" Type Radio Equipment
- 6. Citizens Band Radio
- 7. Antennas
- 8. Firearms
- 9. Explosives
- 10. Alcohol
- 11. Illegal Drugs
- \* Computer Equipment may be approved on a case-by-case basis. Written authorization or E-Mail from PROGRAM NAME Management to Security Services SECURITY POINT OF CONTACT NAMES AND AIS POINT OF CONTACT NAME(S) is required to be submitted with the following information: Name, Citizenship, and Company of the person

requesting the computer, a justification, nomenclatures, model numbers, serial numbers, and the duration of use on the facility.

#### F. Container Searches

Upon entry and departure Foreign Persons briefcases and any packages will be subject to search by the security officer located at the visitor control center.

#### VIII. NONDISCLOSURE STATEMENT AND ACKNOWLEDGMENT

All NATIONALITY OF FOREIGN VISITOR(S) visitors to whom technical data will be disclosed under license by Office of Defense Trade Controls, will be required to sign a Nondisclosure Statement (see Attachment A). A signed and dated copy of the Nondisclosure Statement will be maintained by COMPANY NAME Security or forwarded to the Office of Defense Trade Controls, if required. The briefing form, provided at Attachment B, will be signed by each COMPANY NAME employee on the PROGRAM NAME Program, NATIONALITY OF FOREIGN VISITOR(S) visitors on the PROGRAM NAME Program and the briefer. Violation of the Technology Control Plan may subject the visitor(s) to the loss of their "No-Escort" privilege.

#### IX. EXPORT/IMPORT

#### A. Export License Requirements

- 1. NATIONALITY OF FOREIGN VISITOR(S) visitors will be informed that an export license will be required from the U.S. Government before they will be allowed access to hardware or technical data concerning items on the U.S. Munitions List. Foreign Persons have a responsibility to treat all technical information obtained during their visit in accordance with COMPANY NAME procedures for the protection of sensitive data.
- 2. All NATIONALITY OF FOREIGN VISITOR(S) visitors will be briefed in those areas of export control and export licensing, as set forth in the guidelines provided by the Office of Defense Trade Controls and other U.S. agencies, which are pertinent to COMPANY NAME's activities.
- 3. No employee or other person acting on behalf of COMPANY NAME will, without prior approval, ship, mail, handcarry or transmit technical data out of the U.S. or within the U.S. with the knowledge or intent that the data will be shipped or transmitted from the U.S. to a foreign destination.

#### **B.** What is an Export?

- 1. Sending or taking a defense article out of the U.S. in any manner, except by mere travel outside the U.S. by a person whose personal knowledge includes technical data; or
- 2. Transferring registration or control to a foreign person of any aircraft, vessel, or satellite covered by the U.S. Munitions List, whether in the U.S. or abroad; or
- 3. Disclosing (including oral or visual disclosure) or transferring in the U.S. any defense article to an embassy, any agency or subdivision of a foreign government (e.g., diplomatic mission); or
- 4. Disclosing (including oral or visual disclosure) or transferring technical data to a foreign person, whether in the U.S. or abroad; or
- 5. Performing a defense service on behalf of, or for the benefit of, a foreign person, whether in the U.S. or abroad.
- 6. A launch vehicle or payload shall not, by reason of the launching of such vehicle, be considered an export.

#### **C.** Examples Of Export Violations

- 1. Export or Import without a License
- 2. Failure to file a shipper's export declaration
- 3. Export to an unauthorized consignee
- 4. Handcarrying technical data or hardware overseas without appropriate documentation.

#### **D.** Possible Penalties

- 1. General violation Fine of not more than five times the value of the export involved or \$50,000, whichever is the greater;
- 2. Willful violation Fine of not more than five times the value of the export involved or \$1,000,000, whichever is the greater;
- 3. Individual shall be fined not more than \$500,000 for each violation;
- 4. Seizure or Forfeiture of Goods;
- 5. Imprisonment;
- 6. Loss of Export privileges;
- 7. Employment Termination;
- 8. Loss of patent rights.

#### X. TERMINATION

NATIONALITY OF FOREIGN VISITOR(S) visitors will be out-processed by Security Services to ensure all material has been collected and proper disposition has been made.

#### XI. SECURITY POINT OF CONTACTS

- A. SECURITY CONTACT AND PHONE #, Security Administrator is designated as the point of contact for this technology control plan. This information should be prominently displayed throughout the PROGRAM NAME Program area.
- B. ISSR CONTACT AND PHONE #, Information System Security Representative (ISSR), is designated point of contact for Automated Information Systems (AIS).
- C. EICO OFFICER CONTACT AND PHONE #, Export License Administrator, is designated point of contact for Export/Import Control Office (EICO).

NAME OF PERSON AUTHORIZING TCP TITLE OF PERSON AUTHORIZING TCP

# ATTACHMENT A (NONDISCLOSURE STATEMENT (NDS))

## NONDISCLOSURE STATEMENT

I,	, acknowledge and understand that any
technical data or materials related to defense	articles on the U.S. Munitions List, to which
I have access or which is disclosed to n	ne in the course of my association with
COMPANY NAME, is subject to export c	ontrol under International Traffic in Arms
Regulations (Title 22, Code of Federal Regul	ations, Parts 120-130). I hereby certify that
such data will not be further disclosed, exp	orted, or transferred in any manner to any
other foreign national or any foreign country	without approval of the Office of Munitions
Control, U.S. Department of State.	
Signature	Date

# ATTACHMENT B (TECHNOLOGY CONTROL PLAN (TCP))

# TECHNOLOGY CONTROL PLAN (TCP) BRIEFING

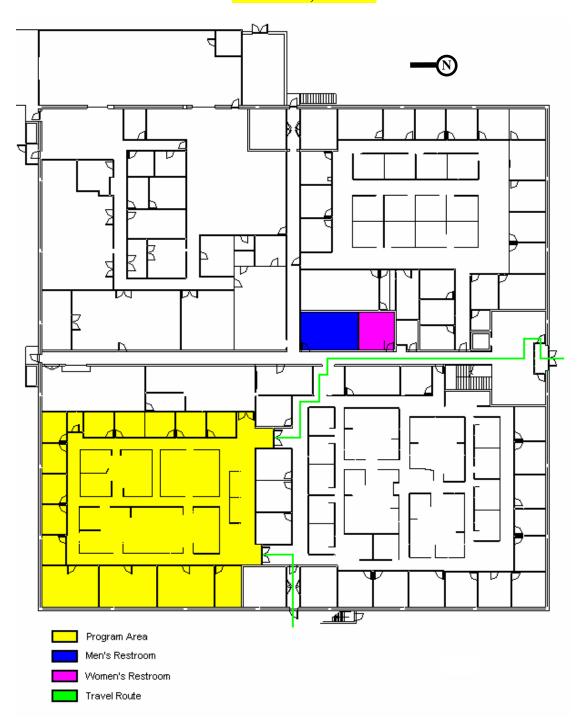
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that I underst	and the p	olan and agree	e to compl	y with its	requ	irements.			
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	Signatu	ıre				Represe	ntativ	/e	
	Date					Da	ate		

# ATTACHMENT C (AREAS OF ACCESS)



# ATTACHMENT C (AREAS OF ACCESS) (CON'T)

# Building #, Floor #



## ATTACHMENT D (INTERNATIONAL TRAFFIC RELEASE FORM)

COMPANY LOGO COMPANY ADDRESS CITY & ZIP CODE

## INTERNATIONAL TRAFFIC RELEASE FORM

(Must Be Completed Before Message Can Be Transmitted)

	<mark>PANY NAME</mark> ANY PHONE #			Priority				DISPOSITION OF ORIGINAL
	ANY NAME TI	ELEX	$\boxtimes$	Routine				Mail Back To Sender
	ANY TELEX #			of	I	Pages		Call Sender For Pick Up
	IRMATION PHONE #		Date					Destroy
DESTI	NATION:			Domestic			$\boxtimes$	International
TO:					FROM:			
COM	PANY:			СОМІ	PANY:			
LOC	ATION:			NAME	E <b>:</b>			
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	Personal/Personnel Data Only				Telex		Mail	
	Public Domain	Data Only				Facsimile		Computer Transfer/Modem
EICO (	OFFICER'S NAM	<mark>⁄IE</mark>						
Export	License Adminis	Name					Sig	nature
Title				Telephone Number				

# ATTACHMENT E (INTERNATIONAL SHIPPING DOCUMENT FORM)

COMP	ANY	LOGO									
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SHIPPED TO	):						□ INSURANCE		CUSTON	MER'S P.O. NI	JMBER
							□ LEGALIZED [				
							☐ CERT. OF ORIGIN				
							EXT.		ORIGINA	TOR	
SOLD TO:							SIGNATURE				DATE
VIA:							□ PREPAID		Ιπ	COLLECT	
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		Y ORIGINATOR		ETED BY EICO				COMPLETED E	Y TRAFFIO		
CONTRACTUALLY REQUIRED EQUIPMENT  OF YES  NO  ADMINISTRATIVE ONLY EICO NOT REQUIRED  SECURITY RELEASE FORM NO. REQUIRED  YES  NO  NO  EXPORTIMPORT CONTROL OFFICE ITEMS APPROVED FOR EXPORT EXPORT LICENSE REQUIREMENTS  OF YES  EXPORTIMPORT CONTROL OFFICE ITEMS APPROVED FOR EXPORT  EXPORTIMPORT CONTROL OFFICE ITEMS APPROVED FOR EXPORT  EXPORTIMPORT CONTROL OFFICE ITEMS APPROVED FOR EXPORT  EXPORTIMPORT CONTROL OFFICE ITEMS APPROVED FOR EXPORT  EXPORTIMPORT CONTROL OFFICE ITEMS APPROVED FOR EXPORT  EXPORTIMPORT CONTROL OFFICE ITEMS APPROVED FOR EXPORT  EXPORT LICENSE REQUIREMENTS  OF YELLOW FOR EXPORT  EXPORTIMPORT CONTROL OFFICE ITEMS APPROVED FOR EXPORT  EXPORT LICENSE REQUIREMENTS  OF YELLOW FOR EXPORT  EXPORT				Shippers Export Declaration These commodities Licensed By U.S. For Ultimate Destination Diversion Contrary To U.S. Law Prohibited. These Commodities Are Authorized By The U.S. Government For Export Only To They May Not Be Resold, Diverted, Transferred, Transhipped, or Other Wise Be Disposed Of In Any Other Country. Either in their Original Form or After Being Incorporated Through An Intermediate Process Into Other End-Items Without The Prior Written Approval Of The U.S. Department of State.							
AUTHO	ORIZED S	IGNATURE	EICO SIGNAT	URE DATE	Of The Ir	nternational T	raffic In Arms Regulation				
CERTIFICAT	E OF CON	COMPANY INSE IFORMANCE	REQUIRED	YES 🗆 NO	IRA	AFFIC SIGN		OMPANY SHIF	PING	DATE	
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	vation, Pack	aging, And Marking Req			1			Тур	e Cont.		Total Weight
			SIGNATURE/TI	TLE	1			Pad	cked By and D	Date	
REMARKS:					SHIPPING S	SIGNATURE		•			

# ATTACHMENT F (NOTES)

# NOTES (UNCLASSIFIED ONLY)