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**MEMORANDUM**

**To:** Faculty and Staff  
**From:** Karen Royal, Director of Compliance  
**Date:** January 27, 2017  
**Subject:** Export Controls Compliance Program—Phase Implementation

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In accordance with The Texas A&M University System Policy [15.02, \*Export Controls\*](#), Texas A&M University-Kingsville (TAMUK) developed a university rule governing university export control processes. This rule is complemented by the Texas A&M University--Kingsville [Export Control Compliance Program Manual](#) and relevant departmental internal operating procedures.

The implementation of the TAMUK Export Controls Compliance Program and its associated effects on business processes will be phased in. These implementation phases will reduce complications from business process interruptions. The intended implementation outline is as follows:

- Phase 1 – International Travel
- Phase 2 – Procurement
- Phase 3 – Research and Sponsored Programs
- Phase 4 – Business Functions
- Phase 5 – International Visitors and Visiting Scholars
- Phase 6 – Employment
- Phase 7 – International Students
- Phase 8 – Distance Learning

All faculty, staff and students must act in accordance with all applicable U.S. export control laws, regulations, and rules, and report any suspected violation to the Empowered Official (Director of Compliance). Because it is the responsibility of every employee to have at least a basic awareness of export control requirements, all TAMUK employees are required to complete Export Controls and Embargo training (course number 2111212) online via TrainTraq at least once every two years. Additionally, face-to-face training opportunities will be made available to faculty and staff to raise awareness about this important topic.

Through the efforts of all employees, TAMUK has built a reputation of ethical conduct and commitment to compliance. To build on this strong culture, your continued assistance and cooperation is important. For further assistance, please direct questions to the Office of Compliance at [ExportControls@tamuk.edu](mailto:ExportControls@tamuk.edu).

Thank you,

**Karen B. Royal, J.D., CCEP**  
*Director of Compliance*  
Texas A&M University-Kingsville  
<http://www.tamuk.edu/compliance/export-controls.html>