

# EXPORT ADMINISTRATION

## GUIDELINES FOR HANDCARRY OF LAPTOP COMPUTERS

### INTRODUCTION:

In most instances the handcarry of laptops overseas is for NASA employee general business use (i.e., administration, communication, data reference). To support this type of export, a Letter of Introduction (LOI) on NASA letterhead is recommended (to be prepared by and accompany traveler) should U.S. or foreign Customs perform a random search or inquiry.

In other instances the laptop itself or the data contained therein may have certain export restrictions that require an export license subject to additional customs documentation (Shipper Request/Packing Sheet (P/S) and Shipper's Export Declaration (SED)).

### EA INTERVIEW TRAVELER TO DETERMINE IF:

	<u>(DOCUMENTATION NEEDED)</u>	
	<u>LOI</u>	<u>P/S &amp; SED</u>
1. Value	< \$5000 >	\$5000 ( <i>Contact Traffic</i> )
2. Use: General Business	X	
3. Contains <b>Encryption Software:</b>	X	
4. Contains <b>Technical Data:</b>		
Non-Defense Article Related	X	
Defense Article Related under Exemption:		
- For use by NASA contractor or U.S. Government Agency-	X	[Cite: Export Auth. 22CFR125.4(b)(9)]
- Approved for Public Release	X	[Cite: Export Auth. 22CFR125.4(b)(13)]
- Other	X	[Cite: Export Auth. (Applicable Exemption)]
Defense Article Related under DSP-5	X	(Contact Export Control Office)

### NOTES:

- (1) When LOI is used and export authority for Tech Data is required, cite applicable Exemption number in LOI. A copy of the LOI must be provided to the KSC Export Administrator, Attn.: Wayne Ranow TA-A2 for on-forwarding to HQ Export Control.
- (2) When special Customs documents are required, a Customs Form 4455 Certificate of Registration is available at 120 George King Blvd, Port Canaveral, south side. The laptop must be brought to the customs office when requesting this service.
- (3) The following memo outlines your responsibility for the laptop:  
[http://oim.hq.nasa.gov/oicms/docs/Safeguarding\\_Laptops\\_Memo.pdf](http://oim.hq.nasa.gov/oicms/docs/Safeguarding_Laptops_Memo.pdf)