Complete Export Control Review

Request Export Control Review (ECR) is an activity used by the ORSP Project Representatives to request a review by the Export Control Officer. The Export Control Officer will then determine whether an Export Control Unfunded Agreement is needed to track the export control terms independently of the PAF. PAFs identified by the ORSP Project Representative (PR) as needing ECR will display on the PAF Inbox tab in the Export Control Officer’s home workspace. Once ECR has been completed, the applicable PAF moves to the Export Control Officer’s Reviewed PAFs tab.

Home Workspace

1. Click the Name of the PAF requiring ECR from the PAF Inbox tab.

PAF Workspace

2. Click Complete Export Control Review.
Complete Export Control Review Activity Window

3. Click the applicable radio button to select the outcome of the review.
4. Enter comments, if desired.
5. Click Add to attach any supporting documents, if desired.
6. Click the applicable checkbox(es) to select email recipients.
7. Click Add to include other Interested Parties on the email notification, if desired.
8. Click OK.

The Export Control Review is recorded in the Recent Activity list on the PAF workspace and includes any attached documents. Email notifications are also sent if recipients were selected.

PAF Workspace > Manage Factors

You can also click Manage Factors in the applicable PAF workspace to view completed ECRs listed in the ORSP-Related Factors section.