

# Attachment A Completion Instructions

**In order to accurately complete an Attachment A, follow these instructions. Attachment A forms that are not completed correctly will not be accepted.**

- In the first Section, provide your Full Name, the date you are completing the form, your Virginia Tech PID, and the last 4 Digits of your Virginia Tech ID Number (Found on your Hokie Passport). The TCP Number is prefilled by OESRC, do not change. You will also check the appropriate box for your University Affiliation.

<b>Full Name</b>	<b>Date</b>	<b>TCP Number</b>	<b>Virginia Tech PID (e.g. pid@vt.edu)</b>	<b>LAST 4 DIGITS VT ID NUMBER</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>University Affiliation:</b> <input type="checkbox"/> Faculty / Staff <input type="checkbox"/> Graduate Student <input type="checkbox"/> Undergraduate Student				

- The next question is pre-selected for you by OESRC, do not change this answer.

**Is the 252.204-7012 Safeguarding of Unclassified Controlled Technical Information (NOV 2013) Clause an applicable contract clause for this Technology Control Plan?**

Yes                       No

- For the Physical Security Plan. List the Building Name and Room Number for each location you will use to work on your project and describe the security procedures. Choose whether the location is dedicated or shared. Dedicated Space is either a) space that only you have access to, i.e. your office or b) space dedicated to the entire project, i.e. a lab only you and other approved project personnel have access to. Shared space is any other space that does not meet the definition of dedicated space described previously. You can use the Add/Remove buttons to add or remove additional locations. The security procedures should completely describe how the area is physically secured so the research is protected, for example "The Room is always locked and only approved project personnel have access to the Key".

<b>Add or Remove Locations</b>	<b>Add</b>	<b>Remove</b>	
<b>Building Name</b>	<b>Room Number</b>	<b>Room Type</b>	<b>Describe Security Procedures</b>
<input type="text"/>	<input type="text"/>	<input type="radio"/> Dedicated Space <input type="radio"/> Shared Space	<input type="text"/>

- The Next Section relates to Information Security. Provide details on how you are transmitting the project information between project members and project sponsors. You can indicate whether you are using email, a secure server, a sponsor provided server, mailing CDs, or any other transmission method.

**How is technical data being transmitted (e.g. email, mail CD, secure server, etc.)?**

- If you plan to use OESRC's COMPASS server for secure storage and transmission of project related data, you would indicate that here. The PI for your project will let you know if they desire to use this service or not.

**Will you be using the OESRC-managed file server, called COMPASS, for storage or transmission of controlled information?**

Further information can be found here: <http://oesrc.researchcompliance.vt.edu/export-server>

Yes                       No

- List all the devices used to transmit, store, or process project related data. You can use the Add/Remove buttons to add or remove additional devices. For each device select a device type, enter the physical location of the device (must match one of the locations listed in the physical security section), and provide the Virginia Tech Asset/Inventory Number or the serial number. If the device is connected to the internet, provide the static IP address, if you do not know your static IP address or need to obtain one, contact your department's IT representative. In describing the security procedures, list all security measures for the device. For example, "The computer is password protected, has Symantec Antivirus Software, uses whole-disk encryption, and has a firewall that prevents inbound connections."

<b>Add or Remove Devices</b>	<b>Add</b>	<b>Remove</b>		
<b>Device Type</b>	<b>Physical Location</b>	<b>VT Asset # or Serial #</b>	<b>Internet Connected</b>	<b>Describe Security Procedures</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No Static IP Address <input type="text"/>	<input type="text"/>

- Do not change the NDA Type Field, This is preselected.

**NDA Type - This field is pre-selected by OESRC, do not change**

No NDA     ITAR/ DD254     EAR

- After completing the form and reading the Nondisclosure Agreement, print the document and sign the final page. The project Principal Investigator must also sign the final page, which indicates you are approved to work on the project. **The form will not be accepted without the PI's signature.** If you are the Principal Investigator and are completing the form for yourself, you'll only need to sign the form once, in the Project Personnel Field.

<b>Project Personnel Name</b> <input style="width: 100%;" type="text"/>  <b>Project Personnel Signature</b> <input style="width: 100%; height: 20px;" type="text"/>  <b>Date</b> <input style="width: 100%; height: 20px;" type="text"/>	<b>Attachment A Approved by:</b> <b>Principal Investigator Name</b> <input style="width: 100%;" type="text"/>  <b>Principal Investigator Signature</b> <input style="width: 100%; height: 20px;" type="text"/>  <b>Date</b> <input style="width: 100%; height: 20px;" type="text"/>
--	--