

NORTHERN PLAINS AREA
Policy Memorandum

DATE:	March 14, 2008
SUBJECT:	Foreign Correspondence and Reprint Requests from Restricted Countries
NUMBER:	PM-05-001
EFFECTIVE DATE:	Immediately Until Replaced or Superseded (Replaces PM-05-001 dated January 24, 2005)

1. Purpose

To provide guidance and assistance to Northern Plains Area scientists and administrative support staff in responding to reprint requests from those countries listed as restricted, and to comply with the requirements and policies of ARS Homeland Security and the Department of The Treasury.

2. Restricted/Embargoed/Terrorist/Sanctioned Country List

Refer to the Department of The Treasury, Office of Foreign Assets Control list, which is updated frequently. Please note countries are sometimes removed from the list, but will reappear on the list at a later date.

<http://www.treas.gov/offices/enforcement/ofac/programs/index.shtml>

3. Scientist/Unit/Location Responsibilities

- A. Do not engage in any correspondence with the requesting party. Correspondence includes writing, exchanging, or responding to e-mails, letters, memos, faxes, sticky notes, and/or phone calls.
- B. Forward reprint requests from countries on the restricted/embargoed/terrorist/sanctioned country list to the attention of Marcie Currie-Gross (marcie.currie-gross@ars.usda.gov).
- C. Include the following items when submitting approval requests to the Area Office:
 - ARS-115 Log Number
 - Exact title of the manuscript/publication
 - Name of the Journal/Publisher in which the manuscript is published
 - Website address for the Journal/Publisher

4. **Area Office Responsibilities**

- A. Contact ARS Homeland Security to obtain approval for sending the reprint request.
- B. Advise the Scientist/Unit/Location, via e-mail notification, of the ARS Homeland Security decision.

5. **Restrictions Regarding Foreign Correspondence**

- ARS employees are not permitted to mail reprint requests to a restricted country until approval is granted by ARS Homeland Security, through the Area Office.
- Only those publications that have actually been printed, and have an Official/Approved ARS-115, can be mailed.
- Correspondence of any type (letters, memos, sticky notes, fax, phone, or e-mail), is not permitted between the requesting party and any ARS employee.
- Please note the U.S. Postal Service also has a list of restricted/prohibited countries. Clearance may be received from ARS Homeland Security, but it does not necessarily mean the U.S. Postal Service will accept the package/envelope under their regulations. FedEx does not deliver in all countries.

6. **Non-compliance**

Correspondence with restricted countries is in direct violation of Executive Orders and can result in disciplinary action.

7. **Point of Contact**

For further information, please contact the Area Technology Transfer Office.

/s/

W.H. BLACKBURN
Area Director
Northern Plains Area