



January 16, 2015

Reply to Attn of: 210.I

TO: All Potential Offerors

SUBJECT: Instructions to Request Documents Containing Export Controlled ITAR
and SBU Information, Solicitation NNG14490137R, NASA Sounding
Rocket Operations Contract III (NSROC III)

Certain technical documents for the NSROC III procurement include International Traffic in Arms Regulations (ITAR) restricted information. These documents will not be posted on the NSROC III eLibrary public website. These documents will only be available on CD ROM disc that may be picked up from the Contracting Officer. To obtain a CD ROM disc containing these documents, a potential Offeror must:

1. Complete a "Request for Access to NSROC III Documents Containing Export Controlled ITAR and SBU Information" form for the Offeror's designated representative who will pick up the CD ROM disc.
2. Have its security department prepare a certification on company letterhead to the Contracting Officer that (i) the Offeror's designated representative is an employee of the company and is either a US citizen or lawful US permanent resident with a green card; and (ii) all individuals provided access to such information must comply with the relevant US export control laws and regulations.
3. Submit the completed and signed request form and the certification on company letterhead at the same time by e-mail to Randy J. Belew, Contracting Officer, at randy.j.belew@nasa.gov.
4. Contact me by telephone at 301-286-6204 to schedule pick up of the CD ROM disc by the designated representative. The address for pick up is: Goddard Space Flight Center, 8800 Greenbelt Road, Greenbelt, Maryland, Building 18, Room 136.

If you have any questions regarding these instructions, please contact me by telephone at 301-286-6204 or by email at randy.j.belew@nasa.gov.

A handwritten signature in black ink, appearing to read "Randy J. Belew".

Randy J. Belew
Contracting Officer