

National Aeronautics and  
Space Administration  
**John F. Kennedy Space Center**  
Kennedy Space Center, FL 32899



Reply to Attn of: OP-ES

December 23, 2015

To: All Potential Offerors

Subject: Instructions to Request Documents Containing Export Controlled EAR/ITAR and SBU Information, Solicitation NNK16570600R, Install LH2 In-Line Liquid Separator

Technical documents (e.g. Specifications and Drawings) for the **Install LH2 In-Line Liquid Separator** procurement include Export Administration Regulations (EAR) / International Traffic in Arms Regulations (ITAR) restricted information. These documents will not be posted on the Federal Business Opportunities (FedBizOpps) website. These documents will only be available via the encrypted file share program AMRDEC Safe Access File Exchange (SAFE). To obtain the technical documents a potential Offeror must:

1. Be pre-screened by the Defense Logistics Agency (DLA) Joint Certification Program (JCP) as outlined in the pre-solicitation synopsis on FedBizOpps.
2. Complete a "Request for Access to NASA Documents Containing Export Controlled EAR/ITAR and/or SBU Information" form (Enclosure 1), for Solicitation NNK16570600R, Install LH2 In-Line Liquid Separator, for the Offeror's designated representative who will be downloading the documents.
3. Have your company prepare and submit 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; (ii) all individuals provided access to such information must comply with the relevant US export control laws and regulations. See example, Enclosure 2.
4. Have your company prepare and submit a non-disclosure agreement on company letterhead to the Contracting Officer that (i) identifies the company recipients; (ii) identifies the proper handling of all the controlled documents. See example, Enclosure 3.
5. Submit the completed and signed request form, certification letter and non-disclosure letter at the same time via e-mail to Randall A. Gumke, Contracting Officer, at [randall.a.gumke@nasa.gov](mailto:randall.a.gumke@nasa.gov).

If you have any questions regarding these instructions, please contact me by telephone at 321-867-3322 or by email at [randall.a.gumke@nasa.gov](mailto:randall.a.gumke@nasa.gov).

A handwritten signature in blue ink that reads "Randall A. Gumke".

Randall A. Gumke  
Contracting Officer

Enclosures: (1) Request for Access Form  
(2) Certification Letterhead Example  
(3) Non-Disclosure Letterhead Example