	ITOPS 3.2.4.1	Page: 1 of 3
	FTP / Extranet Access Request Form	
Last Reviewed Date: 09/01/14	Effective: 09/01/14	Revision No.:

**FTP AND EXTRANET / Extranet Access Request Form**

**Directions – Ducommun Employees Initiating This Form**

- Complete the “Your Ducommun Contact’s Information” section below
- Email the form to your external contact who will be submitting the request

**Directions – Non Ducommun Requestors**


- Complete all the fields in this form including the “Your Ducommun Contact’s Information”
- Affix your signature, either electronically or by printing, signing or scanning.
- Attach the completed form to an email and send to [ftpreq@ducommun.com](mailto:ftpreq@ducommun.com) with “FTP Access Request” or “Extranet Access Request”, depending on the request type selected below, as the Subject.
- You will be contacted by your Ducommun point of contact or by Ducommun Information Technology.

**Your Contact Information**

<b>First Name:</b>		<b>Last Name:</b>	
<b>Title:</b>		<b>Company:</b>	
<b>Address:</b>		<b>City:</b>	
<b>State/Province:</b>		<b>Zip:</b>	
<b>Country:</b>		<b>Email:</b>	
<b>Phone:</b>		<b>Fax:</b>	
<b>Relationship to Ducommun Incorporated</b>		<input checked="" type="radio"/> <b>Customer</b> <input type="radio"/> <b>Supplier</b>	
<b>Are you a US Citizen?</b>		<input type="radio"/> <b>Yes</b> <input checked="" type="radio"/> <b>No</b>	
<b>What type of access is required?</b>		<input type="radio"/> <b>FTP</b> <input type="radio"/> <b>Extranet</b>	
<b>When is the access required?</b>		<b>From: DD/MM/YY</b>	
		<b>To: DD/MM/YY</b>	
<b>What program(s) and / or product(s) is the data related to?</b>			
<b>Are these programs for the design or production of defense articles?</b>		<input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>	
<b>Please describe the end use of the program(s) and/or product(s) that the data is associated with. Please be as specific as possible to ensure timely review of your request.</b>			

**Your Ducommun Contact’s Information**

<b>First Name:</b>	<b>Last Name:</b>	<b>Title:</b>
<b>Phone:</b>	<b>Ducommun Facility Location:</b>	

	ITOPS 3.2.4.1	Page: 2 of 3
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**Ducommun Incorporated FTP and Extranet Sites are to be used only under the following conditions:**

1. The purpose of Ducommun’s FTP and Extranet sites is to support our customers, suppliers and employees data transmission needs. Transmission of any material in violation of any U.S. or state regulation, treaty, code or law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or unauthorized material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities not related to Ducommun Incorporated is prohibited.
2. Ducommun Incorporated and its subsidiaries make no warranties of any kind, whether expressed or implied, for the service they are providing. Ducommun Incorporated will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by negligence, errors or omissions.
3. Security on any computer system is a high priority, especially when the system involves multiple users. Sharing of your Ducommun FTP and Extranet credentials with anyone is prohibited.
4. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user or any agencies or other networks that have access to Ducommun Incorporated’s FTP and Extranet sites. This includes, but is not limited to, the uploading of computer viruses and / or malware.
5. Exception of Terms and Conditions – All terms and conditions as stated in this document are applicable to Ducommun Incorporated and its subsidiaries. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of California and the United States of America.
6. Disclosure of classified and / or unclassified technical data or hardware to foreign persons is considered an export under the International Traffic in Arms (ITAR) or the Export Administration Regulations (EAR), and requires a Department of State Export License, Technical Assistance Agreement or other authorization, or Department of Commerce License before the export can be authorized.
7. Technical data is defined in the ITAR as “(1) Information, other than software as defined in § 120.10(a)(4), which is required for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance or modification of defense articles. This includes information in the form of blueprints, drawings, photographs, plans, instructions and documentation. (2) Classified information relating to defense articles and defense services on the U.S. Munitions List and 600-series items controlled by the Commerce Control List; (3) Information covered by an invention secrecy order; or (4) Software as defined in § 121.8(f) of this subchapter directly related to defense articles.” Under the EAR, technical data “[M]ay take forms such as blueprints, plans, diagrams, models, formulae, tables, engineering designs and specifications, manuals and instructions written or recorded on other media or devices such as disk, tape or read-only memories.”

I affirm that the statement regarding my citizenship is accurate and understand I may be subject to civil or criminal penalties if it is found to be false.

\_\_\_\_\_

Print Name

Signature

Date



Last Reviewed Date: 09/01/14

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Revision No.:

**This section for internal Ducommun Use Only**

Date Reviewed:

Approved  Rejected

Comments:

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Print Name

Director, Export Compliance  
Ducommun Incorporated

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Signature