

## WHO SHOULD ATTEND?

Senior staff, Empowered Officials, licensing and compliance personnel will gain valuable insights into establishing and managing the company's compliance plans and requirements, by attending this two-day course focusing on the requirements of the ITAR from a compliance perspective. The program will be particularly valuable to individuals from small companies new to the ITAR, needing to understand the fundamentals of the ITAR from a compliance perspective.

Learn from seasoned professionals with *nearly 40 year's collective experience* in ITAR licensing and compliance requirements including training programs and audits.

## ABOUT THE PRESENTER

**Fae Daniels, President** - Fae has over 20 years experience in U.S. export licensing and compliance matters including training and audits of company procedures. Prior to establishing FD Associates (formerly FD Logistics) in 1990, Fae served with the Australian Embassy, where she managed the procurement and export of a variety of military systems and support spares for both FMS and direct commercial sales.

**Jenny Hahn, Vice President** - Since joining FD Associates in 1992, Jenny has assisted exporters with a variety of licensing and compliance requirements. Jenny has expertise and experience in licensing, export documentation, shipping, and U.S. Customs requirements including detentions and seizures. She has assisted companies in establishing compliance programs including audits, training, and procedures.

# Registration

**Fee: \$965.00 FOR BOTH DAYS**

*(Fee includes course materials, ITAR, breakfast, refreshments and lunch)*

Name \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip, Country \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

### Mail Registration Form and Check to:

**FD Associates, Inc.**

**1950 Old Gallows , Suite 350**

**Vienna, VA 22182**

**Phone: 703-847-5801**

**Fax: 703-847-1523**

Registration can only be accepted on receipt of your payment. Please make checks payable to FD Associates, Inc. Payment must be made in U.S. dollars. Please contact us for wire transfer details. We apologize but no credit cards can be accepted. **Registrations must be received by March 30, 2012 to ensure enrollment.** Cancellations cannot be refunded after March 30, 2012. A \$100 administrative fee will apply to all cancellations.

**For more information, please contact Tracy at 703-847-5801 or email us at [info@fdassociates.net](mailto:info@fdassociates.net)**



**FD ASSOCIATES, INC.**

***ITAR for Empowered Officials  
and Compliance Personnel***

**Advisors in Export Compliance and  
Licensing**

## April 4 & 5, 2012

Enroll now for this two-day workshop focusing on requirements of the International Traffic in Arms Regulations (ITAR) for Empowered Officials and those personnel responsible for establishing and administering company export compliance plans and procedures.

Day One will be a top-down look at the ITAR from a compliance perspective, including what is subject to the ITAR, and compliance requirements for exporting defense articles, technical data and defense services.

Day Two will take an in-depth look at the role and responsibilities of Empowered Officials/compliance persons, as well as company obligations, including eligibility, brokering, record keeping and reporting. We will finish the day with a review of audit plans, training programs and voluntary disclosures.

### LOCATION

**Marriott Hotels & Resorts  
8028 Leesburg Pike  
Vienna, Virginia 22182**

**For accommodations, please contact:  
Marriott Hotels & Resorts, Tysons Corner:  
703-734-3200**

**A Limited Block of Rooms has Been Reserved for  
\$239 per night. Cutoff date is 3/6/12**

### Other Nearby Hotels

Court Yard by Marriot, Tysons Corner: 703-790-0207  
Crowne Plaza, Tysons Corner: 703-893-2100  
Residence Inn, Tysons Corner: 703-917-0800  
Westin, Tysons Corner: 703-893-1340

# DRAFT WORKSHOP AGENDA

**April 4, 2012**

## ***ITAR OVERVIEW & COMPLIANCE REQUIREMENTS***

*07:15 - 08:00 - REGISTRATION/CONTINENTAL BREAKFAST*

*08:00 - 08:15 - INTRODUCTIONS*

*08:15 - 08:45 - GENERAL COMPLIANCE OVERVIEW*

*08:45 - 09:15 - JURISDICTIONAL DETERMINATIONS*

- What is subject to the ITAR and why?

*09:15 - 10:00 - ITAR OVERVIEW & KEY CONCEPTS*

- Types of Licenses and Agreements
- Definitions: Defense Articles & Services, Technical Data, Foreign Persons, Export and Brokering

*10:00 - 10:15 - BREAK*

*10:15 - 10:45 - COMPLIANCE REQUIREMENTS*

- Registration

*10:45 - 11:45 - COMPLIANCE REQUIREMENTS*

- Hardware Exports

*11:45 - 1:00 - LUNCH*

*1:00 - 1:30 - CASE STUDY/DISCUSSION*

*1:30 - 2:15 - COMPLIANCE REQUIREMENTS*

- Technical Data Exports

*2:15 - 3:00 - COMPLIANCE REQUIREMENTS*

- Defense Services Exports

*3:00 - 3:15 - BREAK*

*3:15 - 4:00 - COMPLIANCE REQUIREMENTS*

- Foreign Persons (Employees and Visitors)
- Technology Control Plans

*4:00 - ??? DISCUSSION AND ADJOURN*

**April 5, 2012**

## ***EMPOWERED OFFICIALS & COMPLIANCE PERSONS RESPONSIBILITIES, TRAINING PLANS, AUDITS, & VOLUNTARY DISCLOSURES***

*07:15 - 08:00 - CONTINENTAL BREAKFAST*

*08:00 - 08:30 - GENERAL DISCUSSION-REVIEW YESTERDAY'S PROGRAM*

*08:30 - 10:00 - ELIGIBILITY AND RESPONSIBILITIES*

- Empowered Officials/Compliance Officer Roles
- Part 126.13 Certifications-Roles of Parties and Eligibility
- Part 130 Certifications and Brokering requirements
- End-Use/End-User Restrictions

*10:00 - 10:15 - BREAK*

*10:15 - 12:00 NOON - COMPLIANCE REQUIREMENTS*

- Training Programs
- Audits
- Voluntary Disclosure

*12:00 NOON - 1:00 - LUNCH*

*1:00 - 2:00 - EXPORT REFORM INITIATIVE*

*2:00 - 3:00 - OPEN DISCUSSION*

*3:00 - PROGRAM ADJOURN*

## ***ABOUT FD ASSOCIATES***

FD Associates was established in 1990 for the purpose of providing assistance and guidance to small and medium size companies in licensing and compliance with the International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR).

We offer assistance with:

- Commodity Jurisdiction requests and product classifications
- State Department Registration
- Preparation of license applications and technical assistance agreements
- Training
- Establishment of Procedures
- Internal audits and review
- Voluntary Disclosures

FD Associates' staff are highly knowledgeable in the requirements of both the ITAR and the EAR. We have extensive hands-on experience in the licensing of a variety of equipment to a broad range of destinations under these regulations and can offer practical guidance and advice.

We are available to provide company specific training on the requirements of the ITAR and the EAR. We can assist with audits and procedures to help companies ensure compliance with the regulations.

*Contact us at 703-847-5801 or email [info@fdassociates.net](mailto:info@fdassociates.net) for more information.*

***This workshop will provide invaluable guidance to all persons involved in international trade involving defense articles or defense services, particularly those persons charged with licensing and company compliance programs for compliance with the International Traffic in Arms Regulations.***