

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 one-day course focusing on the requirements of the ITAR from a compliance perspective. The program will be particularly valuable to individuals from small companies needing to understand the fundamentals of the ITAR from a compliance perspective.

Learn from our seasoned professionals with *20+ year's experience* in ITAR licensing and compliance requirements including training programs and audits.

## WHO SHOULD ATTEND

**Jenny Hahn, 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 various technologies including aircraft, parts and components, night vision equipment, satellite parts and components, ballistic/armored equipment, firearms/ammunition, propulsion systems for missiles and Intelligence Surveillance and Reconnaissance equipment and various weapon systems. Jenny is the lead trainer at FD Associates. She has conducted numerous workshops on Export Control Reform since its implementation, October 15, 2013. In addition, she assists companies in establishing compliance programs and is the company lead on audits and provides on-site training in the requirements of the ITAR and EAR.

# Registration

**Fee: \$695.00**

*(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.**

**7918 Jones Branch Drive, Suite 540**

**McLean, VA 22102**

**Phone: 703-847-5801**

**Fax: 703-847-1523**

Registration can only be accepted on receipt of payment. Payments may be made via check or credit card. Please make checks payable to FD Associates, Inc. Payment via credit cards can be accepted on our website via PayPal. **Registrations must be received one week before the scheduled date of attendance to ensure enrollment.** A \$50 administrative fee will apply to any cancellation made anytime up to a week prior to the workshop. Any cancellations the week of the workshop will be subject to a 50% administrative fee.

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



**FD ASSOCIATES, INC.**

*ITAR for Empowered Officials  
and Compliance Personnel*

**Advisors in Export Compliance and  
Licensing**

**July 24, 2019**

**August 21, 2019**

**December 11, 2019**

Enroll now for this one-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.

This 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. We will also 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.

This a small group workshop for export compliance specialists and licensing personnel. **ITAR Fundamentals or similar highly recommended as a prerequisite!** The program will be held in the Tyson's Corner, Virginia, at our offices.

### For Accommodations:

Hilton, McLean Tysons Corner: 703-847-5000  
Courtyard Tysons Corner Fairfax: 703-790-0207  
Embassy Suites Tysons Corner: 703-883-0707  
Tysons Corner Marriott Hotel : 703-734-3200  
Westin, Tysons Corner: 703-893-1340

# DRAFT WORKSHOP AGENDA

## ITAR FOR THE EMPOWERED OFFICIAL & COMPLIANCE PERSONNEL

### *Empowered Officials and Compliance Program Workshop*

07:30 - 08:00 - REGISTRATION/CONTINENTAL BREAKFAST

8:00- 8:30—INTRODUCTIONS

8:30-- 10:15 - ELIGIBILITY AND RESPONSIBILITIES

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

10:15—10:30 BREAK

10:30- 12:15 - COMPLIANCE REQUIREMENTS

- Registration
- Compliance Programs
- Compliance Procedures

12:15 - 1:00 LUNCH

1:00 - 3:00 COMPLIANCE REQUIREMENTS

- Foreign Persons (Employees and Visitors)
- Technology Control Plans
- Training Programs
- Audits
- Voluntary Disclosure

3:00 - 3:15 - BREAK

3:15 - 4:45 - COMPLIANCE REQUIREMENTS

- Hardware Exports
- Technical Data Exports
- Defense Services Exports

4:45 - 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.

**2017 attendee comments “The information and the way its presented is “awesome” and easy to understand. I enjoyed the classroom type setting and the engagement and interaction of the group.”**