



ITAR Compliance Training for Employees (4 hr Overview Training)

Course Summary

MassMEP's "ITAR Overview Training" is designed for companies who are registered, or preparing to register as required in accordance with ITAR (the International Traffic in Arms Regulations). The course will provide a company's employees with a) an introduction to the ITAR legislation, its requirements and its implementation, b) a mapping between the ITAR requirements and the company's existing ITAR policies and procedures, and c) instructions on roles and responsibilities for following the company's ITAR procedures.

The International Traffic in Arms Regulations (ITAR) is a United States export control law that affects the manufacturing, sales and distribution of technology. The purpose of the legislation is to control access to specific types of technology and the associated data in order to prevent the disclosure or transfer of sensitive information to a foreign national.

Any person who engages in the United States in the business of either manufacturing or exporting defense articles or furnishing defense services is required to register with the Directorate of Defense Trade Controls. Manufacturers who do not engage in exporting must still register.

ITAR compliance can present certain challenges for companies because the data related to a restricted technology may need to be transferred over the Internet to make business processes flow smoothly. Failure to comply with ITAR can result in civil fines as high as \$500,000 per violation, while criminal penalties include fines of up to \$1,000,000 and 10 years imprisonment per violation. It is the company's responsibility to take the necessary steps to ensure that they comply with the regulations.

This half day training course is designed for new or incumbent employees at all levels of the organization.

The topics covered will include:

- ITAR Overview
- Company Commitment
- Program Responsibilities
- Document Control
- Human Resources
- Internal Audit
- Vendor Control
- Work Environment
- Record Control
- Submission Requirements