



## How to Implement and Administer a Successful ITAR Compliance Program (3 day or 24hr training)

**Description:**

MassMEP’s ITAR Program Implementation training is designed for companies who are required to register in accordance with ITAR (the International Traffic in Arms Regulations). The course will provide a company’s employees with information on the following topics:

- Overview of ITAR requirements
- Training on how to perform a GAP analysis to identify activities that will need to be addressed for ITAR compliance under the company's current business activities,
- Training to identify possible actions that will be needed as a result of the gap assessment, and
- Training and guidance in the creation of a manual/procedure to address ITAR specific activities.

This 3-day training course is designed for any employee that will be involved with any aspect of the company’s business impacted by ITAR. The topics covered will include:

<ul style="list-style-type: none"> <li>• ITAR Overview</li> <li>• Company Commitment</li> <li>• Program Responsibilities</li> <li>• Gap Assessment</li> <li>• ITAR Manual/Procedure(s)</li> <li>• Document Control</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Internal Audit</li> <li>• Vendor Control</li> <li>• Work Environment</li> <li>• Record Control</li> <li>• Submission/Registration Requirements</li> </ul>
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**Course Objective:**

Prepare participants to understand ITAR requirements, identify company activities impacted by ITAR, and create documents / procedures to maintain ITAR compliance.

This 3-day training course is designed to train employees in various areas of the organization to enable them to create the necessary controls and procedures that will allow them to comply to ITAR requirements.

**Skills Attained:**

- Understanding of ITAR requirements and how it impacts everyone
- How to perform an ITAR GAP assessment
- How to identify activities subject to ITAR
- How to develop procedures for ITAR compliance
- How to create an ITAR manual
- How to make the required submissions