

International Traffic in Arms Regulation (ITAR) Overview

Does your company export commodities, technical data or software programs that are controlled under ITAR?

Is your company required to be registered with The U.S. Department of State? These and many more questions will be answered in this eight hour overview course, co-sponsored by the North Alabama International Trade Association (NAITA). Industries involved in firearms, military explosives, aircraft, aircraft parts, protective clothing, etc. are usually aware of the regulations. However many companies who manufacture or distribute specifically designed or modified parts and components for military end use are not.



The course will provide participants with knowledge of the regulations and a company's responsibilities for ITAR regulated exports. Non-compliance with these export regulations can cost time and money and can result in significant penalties including Customs detentions and seizures, fines and suspension from conducting international business, delays in shipping, and loss of customers.

As a participant, you learn about commodity jurisdiction, registration, licensing, shipping, record-keeping, and reporting requirements. Gain detailed information on exercises on determining what falls under ITAR, license applications, use of D-Trade, information required for AES filing, and how to register with the U.S. Department of State. You obtain the skills and information necessary to become fully knowledgeable of ITAR requirements.

Course topics include:

- Bureau of Industry and Security (BIS), Office of Foreign Assets Control (OFAC) and other agencies
- The objectives and concepts of the International Traffic in Arms Regulations (ITAR)
- Roles U.S. State Department's Directorate of Defense Trade Controls (DDTC), and Immigration and Customs Enforcement (ICE)
- Which companies and what products are subject to ITAR
- Violations, Penalties and Administrative Procedures
- Manufacturing License Agreements (MLAs)
- The United States Munitions List (USML)
- The License Application and Attachments
- Technical Assistance Agreements (TAAs)
- Exemptions to Licensing Requirements
- Computer Software under ITAR
- Defense Articles and Services
- Registration Requirements
- Advisory Opinions
- Definitions

Who Should Attend

- Personnel involved in:
 - International Sales and Marketing
 - International Customer Service
 - Transportation and Logistics
 - Compliance
- Legal/Contract Administrators
- Freight Forwarders
- Product Engineers and Designers
- Chemists
- Purchasers



All attendees will receive a current copy of the ITAR regulations.

Session: 23080277
Dates: Oct 24 & 25
Time: 8am-Noon
Location: UAH Campus, Wilson Hall Room 202
Fee: \$345
\$295 for NAITA members



Register online at www.coned.uah.edu or 256-824-6010

Division of Continuing Education

The University of Alabama in Huntsville

Policies

Cancellation Policy - Failure to attend a non-credit course does not constitute withdrawal. The UAH Continuing Education (CE) Registration Office must be notified directly. If withdrawal is made by the student at least one work day prior to the course beginning, a complete refund will be obtained. Participants who fail to attend a course without notifying the Registration Office will be responsible for the entire course fee.

Non-Credit Registration and Payment Policies - Payment is due at the time of registration. Fees for company-sponsored individuals will be considered paid when an authorization to bill the sponsoring company has been received by the UAH CE Registration Office. All discounts must be redeemed at the time of registration. You will receive a confirmation notice after receipt of your registration. Please read it carefully for any updated information.

Continuing Education Units (CEUs) - UAH awards Continuing Education Units based on one CEU for each 10 instructional hours. You must attend 80% of the scheduled class meetings to successfully complete the course and receive CEUs. A certificate will be presented to each person who successfully completes the course. Transcripts are available from the UAH CE Registration Office upon written request for a \$4 fee per transcript.

Tax Deduction - Treasury regulations may permit an income tax deduction for educational and training expenses (registration fees, travel, meals, and lodging) undertaken to maintain and improve professional skills.

Course Cancellations - Non-credit courses are self-supporting; therefore, classes are subject to cancellation if there is insufficient enrollment. In the event a course is cancelled, a student has the option of applying fees paid to another course or receiving a complete refund of the course fee.

Services for Students with Disabilities - UAH Counseling Center provides special accommodations for students with disabilities. Individuals may contact the center (Room 113, University Center, voice/TDD 256.824.6203) at least one month prior to the start date of class so that preparation can be made in advance to provide assistance needed. Official documentation of stated disability is required.

Misprints - UAH CE shall not be held responsible for misprints (typos) with regard to course fees, dates, etc., in printed or electronic media. We apologize for any inconvenience this may cause you.



5 Easy Ways to Register

- 1. Mail** a completed registration form with your payment or purchase order number to The University of Alabama in Huntsville, Division of Continuing Education, Wilson Hall Room 124, Huntsville, AL 35899-0650. Make all checks payable to UAH Continuing Education
- 2. Phone** 256.824.6010, or 800.448.4031 outside Huntsville, between 8:15 am-5 pm (CST), M-F. Please have payment information available.
- 3. In Person** come by the Registration Office located in Wilson Hall Room 124 on the UAH campus during the above-stated hours.
- 4. Fax** a completed registration form to 256.824.6760. FAX forms must include credit card or purchase order information.
- 5. On-line** registration is available at www.coned.uah.edu

UAH will be closed on: Sep 3, 2007 • November 22 - 23, 2007 • Dec 24 - 31 • Jan 1, 2008

Circle one: **Dr.** **Mr.** **Ms.**

Registration Form

Name _____ Social Security # _____
First Middle Last Assists in record verification - Disclosure is voluntary

Address _____
 Home Business

City _____ State _____ Zip Code _____

Company _____

Phone: Home (____) _____ Cell (____) _____ Business (____) _____

Fax (____) _____ E-mail _____

Method of Payment:

- Check enclosed. Make checks payable to: UAH Continuing Education
- Bill my organization. Purchase Order # _____ Attn: _____

Billing Address (Include company name above) _____

City _____ State _____ Zip Code _____

VISA MasterCard Discover American Express (No other cards accepted.)

Card No. _____ Exp. Date ____/____/____

Cardholder's Name _____ Signature _____

SESSION NUMBER	COURSE TITLE	FEE
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Protocols for Conducting Military Business

Practices developed among nations in the course of their contacts with one another define the essence of protocol. It is not static, rather an evolving science; and errors in protocol may be mistaken as a signal of a change in international climate or as an insult - first impressions are important and recovery is a long road.

If you are in business with, or preparing to be in business with, today's military organizations, it is critical for you to be aware of the protocol and etiquette involved in carrying out that business. Attend this seminar, presented by protocol experts, and learn the fine points of:

- Protocol & etiquette definitions
- The Army and the soldier
- The Marine Corps and the Marine
- Visits and introductions
- Invitations
- Official entertaining
- Official meetings
- Ceremonies
- Order of precedence
- Forms of address
- Visits for dignitaries
- Proper dress

Nov 13-14 • T&W • 8:30am-4:30pm • \$545 • 25080189

Professional Development



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