

**Option A: Basic FTZ Administration Training Modules**

**Session 1: Import/Export/FTZ 101  
(2 hours + 30 minute Q&A)**

- High-level overview of general import and export requirements as they relate to FTZ operations
  - Classification
  - Valuation
  - Origin Determination
  - Marking
  - Licensing Determination
  - Denied Party Screening
  - Partner Government Agencies (PGAs)
  - Electronic Export Information (EEI)
- High-level overview of the FTZ program
  - How it works
  - Grantee/Operator Agreement
  - Designation vs. Activation
  - FTZ Operator's Bond
  - Zone Status
  - Valuation Options
  - Key Employees
  - Security/Signage
  - AD/CVD & Trade Remedies
  - More

**Session 2: Inventory Control & Recordkeeping System (1.5 hours + 30 minute Q&A)**

- Regulatory requirements
- ACE requirements

**Session 3: FTZ Receipts/Admission  
(2.5 hours + 30 minute Q&A)**

- Admission:
  - Background
  - Types (Standard, Blanket Standard, Direct Delivery, Cumulative Direct Delivery)
- Process Flowchart
- Inbound In-bond:
  - PTT vs In-bond/QPWP
  - Managing time clocks
  - Responsible parties and timing for actions
- Receiving
  - Process, checklists, documentation
- Processing the Admission
  - Major steps
  - BOL and General Order (GO) Monitoring
  - ABI and ACE messaging (review of data against documents, manifest assignment, submitting the e214 including all steps)
- Integration of Service Providers
- Recordkeeping
- Auditing
- Managing Challenges
  - Split shipments

**Session 4: Handling Merchandise in the FTZ & Additional Processes/Exceptions  
(2.5 hours + 30 minute Q&A)**

- FTZ Board Production Authority & Scope
  - Monitoring approvals
  - Requesting expanded production authority
  - Grant restrictions
- CBP Activities Permit
  - Manipulation
  - Manufacturing/Production
  - Exhibition
  - Scrap/Waste
  - Destruction
  - Damage
  - Marking
  - Testing/Samples/QC
  - Temporary Removal
  - Other
- Shortages/Overages, Inventory Reconciliation, Identifying Discrepancies, Reporting, Timing
- Returns, Samples, etc.
- Other

**Session 5: FTZ Withdrawals for U.S. Consumption  
(2.5 hours + 30 minute Q&A)**

- Individual vs. Weekly Entry
- Self-file vs. Brokerage
- Process flowchart
- 3461 monitoring and preparation
- 7501 creation and review
- PGA Requirements & Impact
- Regulatory Requirements
- Recordkeeping
- Auditing
- Managing Challenges

**Session 6: FTZ Withdrawals for Export  
(2.5 hours + 30 minute Q&A)**

- Direct vs. routed export
- Export in-bond to CA or MX or CL
- Export in-bond to other countries
- Process Flowchart
- International Returns
- Electronic In-bond Authorization (QP/WP) & Documentation Review
- Electronic Export Information (EEI) & U.S. Census Bureau Requirements
- PGA Requirements & Impact
- Integration of Service Providers
- Recordkeeping
- Auditing
- Managing Challenges

**Session 7: Zone-to-Zone Transfers****(2.5 hours + 30 minute Q&A)**

- Preparation of the In-bond Application
  - Data elements
  - Timing
- Transfer Records & Regulatory Requirements
- PGA Requirements & Impact
- Process Flowchart
- Recordkeeping
- Auditing
- Managing Challenges

**Session 8: Periodic Reporting****(2.5 hours + 30 minute Q&A)**

- CBP Form 216 Activities Permit
  - Blanket vs. Individual
- HMF Quarterly Reporting
  - Form, payment, supporting documentation
- CBP Annual Reconciliation Process & Report
  - Timing and requirements
  - How to reconcile and produce report
  - Best practices
  - Letter to CBP
- CBP Annual Systems Review/Certification
  - Timing
  - What to review & best practices
  - Letter to CBP
- FTZ Board Annual Report
  - Timing and requirements
  - How to produce and submit report
  - Best practices

**Session 9: FTZ Internal Auditing, CBP Compliance Reviews & Compliant Recordkeeping****(2 hours + 30 minute Q&A)**

- CBP Compliance Review
  - What to expect and how to prepare
  - Fines, penalties, liquidated damages, suspension, revocation
- Compliant recordkeeping
  - Permanent FTZ records
  - Admission
  - Withdrawals
  - Other
- Periodic Internal FTZ Auditing Program
  - Establishing or incorporating into existing audit programs
  - Forms and data to audit, checklist