

Option B: Tailored FTZ Administration Training Modules

Each session is tailored based on your company's specific import/export logistics, IT systems, service provider integration, number of FTZ sites, location of FTZ sites, CBP ports, and FTZ approvals.

<p>PREREQUISITE:</p> <ul style="list-style-type: none"> • Client to answer detailed questionnaire and provide basic documents • Client to participate in possible pre-training conference call(s)
<p>Session 1: Import/Export/FTZ 101 (Approximately 3 hours + 1 hour Q&A)</p> <ul style="list-style-type: none"> • High-level overview of general import and export requirements as they relate to FTZ operations <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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
<p>Session 2: Inventory Control & Recordkeeping System (Approximately 2.5 hours + 1 hour Q&A)</p> <ul style="list-style-type: none"> • Regulatory requirements • ACE requirements • FTZ software specifics
<p>Session 3: FTZ Receipts/Admission (Approximately 3-4 hours + 1 hour Q&A)</p> <ul style="list-style-type: none"> • Admission: <ul style="list-style-type: none"> ○ Background ○ Types (Standard, Blanket Standard, Direct Delivery, Cumulative Direct Delivery) • Process Flowchart • Inbound In-bond: <ul style="list-style-type: none"> ○ 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
(Approximately 3-4 hours + 1 hour 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
(Approximately 3-4 hours + 1 hour 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
(Approximately 3-4 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
(Approximately 3-4 hours + 1 hour 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
(Approximately 3 hours + 1 hour 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
(Approximately 3 hours + 1 hour 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

**Session 10: Client's Choice
(TBD hours)**

- FTZ Operator selects specific training topics of its choice
- RGFTZS tailors presentation to selected topics