

Rockefeller Group FTZ ACADEMY

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.

PREREQUISITE:

- Client to answer detailed questionnaire and provide basic documents
- Client to participate in possible pre-training conference call(s)

Session 1: Import/Export/FTZ 101 (Up to 4 hours including 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 (Up to 3.5 hours including Q&A)

- Regulatory requirements
- ACE requirements
- FTZ software specifics

Session 3: FTZ Receipts/Admission (Up to 5 hours including 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
(Up to 5 hours including 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
(Up to 5 hours including 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
(Up to 4.5 hours including 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
(Up to 5 hours including 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
(Up to 4 hours including 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
(Up to 4 hours including 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: FTZ Considerations for 3PL Operators
(Up to 3 hours including Q&A)**

- General-Purpose Zone ("GPZ") Operator Role & Responsibilities
- Main FTZ Benefits - 3PL Marketing
- CBP Audits
- Onboarding New FTZ Users
 - Obtaining necessary authorizations
 - Communication & Training
 - FTZ Software & CBP Set-Up
- Periodic Internal Auditing

**Session 11: Client's Choice
(TBD hours)**

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