

ITAR Compliance Kit – Quick Start

Norman Quality Tools · Veteran-Owned & Operated

Templates, not legal advice. Export decisions belong to your Empowered Official and qualified export counsel. The kit organizes records; it does not classify parts or approve exports.

ITAR is amended often. Before relying on any section number or rule, check the current text at ecfr.gov and the DDTC website.

Plan on about 6–10 weeks, plus counsel review. Do these steps in order:

1. **Open the guide first.** Open **00_Start_Here_README.pdf**. It lists every file, the eight steps, who owns what and a 90-day plan. Keep the **Examples** folder open beside your blank forms.
2. **Name your Empowered Official.** Use **01_ITAR_Compliance_Program_Manual**. Have your top person sign the commitment and write down who does what (22 CFR 120.67).
3. **Check registration.** Work through **03_DDTC_Registration_Checklist**. Manufacturing defense articles can require registration even if you never export (22 CFR 122.1). Calendar the renewal.
4. **Log every part's jurisdiction.** In **04_Export_Decision_Log.xlsx**, Jurisdiction Log sheet, give every part, drawing set and service a row: ITAR, EAR or not controlled, the basis, who decided and the date. Undecided means HOLD.
5. **Protect technical data.** Fill in **02_Technology_Control_Plan_TCP**: what is controlled, where it is stored, who may see it, visitors and IT rules. Check the access list against real IT permissions every quarter.
6. **Screen, decide, then ship.** Screen every party on the Screening Log. Log each shipment, data release or foreign-person access on Export Decisions. Nothing ships or is shared until it says RELEASED. Track licenses on the License Tracker.
7. **Train your people.** Present **05_ITAR_Awareness_Training_Slides** and record attendance on **06_Training_Outline_and_Attendance_Record**. Keep records for the required period (22 CFR 122.5).
8. **Self-audit every year.** Use the 12 questions in file 01, section 13. If something goes wrong: stop, don't delete, tell your Empowered Official (22 CFR 127.12).

Stuck? See normanqualitytools.com for support options. For real export decisions, use qualified export counsel.