

CHAPTER 501

GENERAL DEPARTMENT OF DEFENSE (DOD) CUSTOMS AND BORDER CLEARANCE PROGRAM (CBCP)

A. PURPOSE

This regulation implements DoD policy, prescribes procedures, defines responsibilities, and identifies customs, agricultural, and other border clearance requirements for entry and exit of selected countries of the world in support of United States (U.S.) Forces. These requirements are intended to eliminate the introduction of agricultural pests, diseases, illegal narcotics, drugs, and other contraband into the United States or Host Nations (HN) through DoD channels. In addition, where these procedures have been incorporated in HN status-of-forces agreements (SOFA), they will allow U.S. Forces cargo to enter duty free.

B. DOD CBCP POLICY

1. This regulation applies to the Office of the Secretary of Defense (OSD), the Office of the Joint Chiefs of Staff, the military departments, the Unified and Specified Commands, and the Defense agencies and acquisition activities, hereafter referred to as the DoD components. This regulation also applies to non-DoD agencies, including commercial vendors and suppliers under contract to the DoD, and organizations who use DoD mail and transportation assets (organic or commercial) for the import/export of goods in support of programs of national interest. This regulation is intended to serve as the single authoritative source for Customs and Border Clearance processes and procedures for the countries listed in Chapters 510 to 515.
2. It is DoD policy to assist and cooperate with U.S. and foreign HN border clearance agencies in halting the flow of contraband both into the United States and foreign countries. The DoD will enforce this policy when entry is through military channels and will cooperate with other Federal Agencies when enforcing U.S. laws and regulations and complying with foreign requirements concerning customs, agriculture, immigration, and other border clearance requirements without unnecessarily delaying the movement of DoD personnel and material. This policy also applies to the export of goods to and through other countries. The DoD policy is to eliminate the flow of contraband and unacceptable products to other nations. The DoD acknowledges the primacy of the Department of Homeland Security (DHS), U.S. Customs and Border Protection (CBP), and the U.S. Citizenship and Immigration Services (USCIS) over cargo and personnel moving into the Customs Territory of the United States (CTUS) and that their officers or inspectors may delay, impound, or otherwise prohibit the entry or export of military cargo into or from the CTUS, without obstruction by the DoD, the Services, or the Defense Agencies.
3. Inspection Programs. The border clearance requirements in this regulation apply to all international movement of DoD cargo and personnel at the time they cross the border. Under certain circumstances (e.g., major unit rotations and redeployments in conjunction with exercises and contingency operations) cargo and personnel returning to the United States can be inspected/documented at origin as having been prepared to meet U.S. entry requirements for U.S. Customs and/or Agriculture. The focus of the DoD Customs and Border Clearance Senior Agriculture Agent (SAA) program is to enhance military readiness by preventing entry of contraband and agricultural pests into the Defense Transportation System (DTS), United States, and host nations. DoD Customs and Clearance SAA programs may be established. The Combatant Command and the Service Component will coordinate for SAA Outreach Awareness training. These programs will be initiated only when the Theater Command and United States Transportation Command (USTRANSCOM) explicitly agree to their establishment. Procedures for requesting the establishment of a SAA program are detailed in Chapter 506.

4. Duties and Taxes. U.S. Government (USG) military shipments (including personal property of USG-sponsored personnel) will not be subject to duties and taxes. Complete and accurate information on customs and shipping documentation must be provided to allow HN customs authorities, TSP, and brokers to determine that the cargo is, in fact, eligible for duty-free entry based on agreements with the country being entered. Specific customs documentation requirements are outlined in subsequent chapters.

C. DEFENSE TRANSPORTATION REGULATION (DTR) PROGRAM ADMINISTRATION

1. To streamline the process for making changes to this regulation, the coordination and publication of changes to DTR 4500.9-R, The Defense Transportation Regulation, are accomplished in accordance with (IAW) Department of Defense Directive 4500.09, Transportation and Traffic Management.
2. DTR Action Officer (AO) Working Group members will submit proposed changes via e-mail after coordination through their Service channels, as applicable, to the USTRANSCOM DTR administrator using a Comment Resolution Matrix (CRM). The body of the e-mail will contain:
 - a. Subject: Include DTR part number.
 - b. Issue: Explain the issue in detail.
 - c. Systems Impact/Resource Implications: Identify the known impacts on automated systems and interfaces, whether additional funding will be required to support systems changes, and the estimated timeline for implementation of systems changes. Identify any other known resource costs associated with the proposed change.
 - d. As described in the instructions included in the CRM, the proposed wording for the regulation will appear in the “comment” block and the “rationale” will include known advantages and disadvantages of the proposed change.
3. The DoD DTR administrator is responsible for staffing proposed changes via e-mail. Proposed changes will be submitted to the USTRANSCOM DTR point of contact via e-mail, utilizing the format identified in Paragraph C.2, above.
 - a. Unless the proposed change is of a critical, time-sensitive nature, the proposed change will be held until the next anticipated update for that specific part of the DTR.
 - b. Upon approval, formal changes will be released in one of three different formats: a completely revised/reissued publication, an interim update, or an “expedited change.” The coordination process is the same for revised/reissued publications and interim updates and is addressed in Paragraph C.3.c, below. Expedited changes are addressed in Paragraph C.3.d.
 - c. AO group members will be notified by e-mail of a proposed change package. E-mail will provide a link to the coordination website established exclusively for staffing the proposed change. The AO group members will be able to access all files required for reviewing the proposed changes to include comment matrices. AO group members will have 45 calendar days to respond to the proposed change package. If an individual Service/Agency AO group member feels the proposed change package requires internal coordination within his or her Service/Agency or with a field activity, the individual may perform the coordination, provided the additional input is consolidated into a single Service/Agency response. The 45-calendar day window should be adhered to in order to expedite the change process. When AO coordination has been obtained, this process will be essentially repeated with the Oversight Working Group utilizing a 30-calendar day window. Upon approval, USTRANSCOM will publish the change.

- d. If a proposed change is critical or time-sensitive, it may be coordinated as an “expedited” change at the AO and then the Oversight Working Group levels, as outlined above. Unlike a formal change, an expedited change will typically address only one specific issue (e.g., an issue involving safety) and may be coordinated under an accelerated time frame, provided all parties agree.
4. DTR Oversight Working Group and AO Working Group members are established for each of the individual parts of the DTR.
 - a. The Working Groups are composed of members from the Office of the Deputy Assistant Secretary of Defense – Transportation Policy (DASD-TP), United States Army (USA) G4, United States Air Force (USAF) A4, United States Navy (USN) N4, and the United States Marine Corps (USMC) (LPD).
 - b. As necessary, members may also include the Joint Staff (JS) Logistics Directorate (J4), Combatant Commands, United States Coast Guard (USCG), Defense Logistics Agency (DLA), Defense Contract Management Agency (DCMA), Defense Travel Management Office (DTMO), General Services Administration (GSA), Department of Homeland Security’s Customs and Border Protection (CBP) and Transportation Security Administration (TSA), USDA Animal and Plant Health Inspection Service (APHIS), and other Defense/Federal agencies as needed.

D. INDIVIDUAL MISSIONS, ROLES, AND RESPONSIBILITIES

For individual missions, roles, and responsibilities refer to
https://www.ustranscom.mil/dtr/individual_missions_roles_and_responsibilities.pdf.

E. CBCP ADMINISTRATION

1. Preparation and approvals: This regulation has been prepared with the assistance and concurrence of the CBP; the USDA; the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF); and other Federal Agencies.
2. DoD CBCP:
 - a. This program includes the following elements:
 - (1) Exit/entry clearance procedures and documentation requirements.
 - (2) Establishment of treatment centers (wash-down and disinfectant application), inspection facilities for equipment.
 - (3) Criteria for sterile areas.
 - (4) Certification/training of DoD personnel and inspection activities by the Theater Executive Agent for Customs and Border Clearance.
 - (5) Information dissemination to inform all DoD personnel of entry/exit requirements for the United States and foreign nations.
 - b. Sources of Information. Recommended sources of information for the DoD Customs and Border Clearance Program are this regulation and the following references:
 - (1) Customs and Border Clearance Program at <http://www.cbp.gov/>.
 - (2) Department of Defense, The DoD Foreign Clearance Guide at <https://apacs.milcloud.mil/fcg/fcg.cfm>.

- (3) The Personal Property Consignment Instruction Guide (PPCIG) at <https://www.ustranscom.mil/dp3/pdfs.cfm>.

F. IMPLEMENTATION

1. The provisions of this regulation will be implemented by all DoD components as specified in subsequent chapters. For individual missions, roles, and responsibilities, see [Paragraph D](#) above.
2. This regulation will not be supplemented except in the interest of improved management or instances where the procedures herein need enhancement to meet a requirement unique or special to a DoD component's area of responsibility (AOR). Supplementing instructions published by overseas commands or other Federal Agencies will be IAW international agreements valid in the respective country. Copies of supplementing guidance will be provided to USTRANSCOM, Transportation Policy Branch (TCJ4-PC), Scott Air Force Base (AFB), IL 62225-5357.
3. SDDC is designated by USTRANSCOM to publish worldwide Customer Advisories on behalf of requesting organizations to communicate guidance and direction associated with movement of DoD cargo in response to operational situations, updates, or changes to published transportation services or guidance.
 - a. As required, SDDC will publish worldwide Customer Advisories through its advisory network. Requesting organizations and shippers should be aware, SDDC sends advisory notifications only to registered addressees. SDDC also publishes advisories on the public home page at www.sddc.army.mil.
 - b. SDDC will not accept any request to publish DTR related Customer Advisories without appropriately staffing the requesting organization recommendation with USTRANSCOM/J4-P, via e-mail at transcom.scott.tcj5j4.mbx.pc-customs@mail.mil and transcom.scott.tcj5j4.mbx.pt1@mail.mil.
 - c. TCJ4-P will work with the requesting organization to determine if a DTR update is required, appropriately staff the DTR update IAW [Paragraph C](#), above, and coordinate with SDDC on publishing DTR related Customer Advisories as required.
 - d. Send recommended DTR Customer Advisories to SDDC's G3 organizational e-mail at usarmy.scott.sddc.mbx.g33-advisory-team@army.mil or to TCJ4-P organizational email addresses at transcom.scott.tcj5j4.mbx.pc-customs@mail.mil and transcom.scott.tcj5j4.mbx.pt1@mail.mil.
4. In case of conflict between this regulation and the Code of Federal Regulations (CFR), the governing regulation will be the CFR.
5. Printed changes will be published to add, delete, or modify DoD Customs policies and procedures and will be made available electronically through the USTRANSCOM World Wide Web pages. Interim and emergency changes will be readily available for application through electronic access to the website with hyperlink to e-mail.
6. Forms required by this regulation, and pamphlets pertinent to the technical and legal aspects of the requirements described within, will be obtained through normal publications supply channels IAW Service publications.