CHAPTER 506

DOD PRECLEARANCE PROGRAM CUSTOMS AND AGRICULTURE INSPECTIONS

A. GENERAL

To effectively and efficiently conduct redeployment operations for exercises, contingencies, or other special airlift/sealift operations, Regional Combatant Commanders (CCDR) may request United States (U.S.) Customs and Border Protection (CBP) and/or United States Department of Agriculture (USDA) preclearance for redeployments of units, their equipment, and sustaining supplies. Timelines for preclearance of redeployments will be established during the planning phase of the exercise or concurrently with the deployment phase during crisis action planning for a contingency. The Regional CCDR and the Component Commands involved in the redeployment must ensure facilities are available for preclearance operations and work with the Services to identify military law enforcement personnel or other designated personnel in the pay grade of E-4/civilian equivalent and above to be trained as Customs and Border Clearance Agents (CBCA). Costs incurred by implementing provisions of this section (e.g., transportation, per diem, overtime charges), will normally be borne or furnished in kind by the requesting Service or Agency. If the supported command determines that preclearance of redeploying cargo and passengers will enhance mission effectiveness, the request procedure contained in Paragraph B must be followed.

B. PROCEDURES FOR REQUESTING COMBINED MILITARY CUSTOMS AND AGRICULTURE PRECLEARANCE PROGRAMS

1. CBP and USDA, in cooperation with the Department of Defense (DoD), will permit preclearance of cargo and passengers returning to the Customs Territory of the United States (CTUS). This preclearance program is available for redeployments from major exercises or contingencies. Precleared cargo/passengers will require little or no CBP or USDA Animal Plant Health Inspection Service (APHIS) inspection in the United States. Preclearance will be accomplished at the point of origin. Preclearance will lessen the contraband and pest risk and expedite the movement of personnel and equipment into the United States. If the supported command determines that preclearance of redeploying cargo and passengers will enhance mission effectiveness, the following request procedure must be followed:

   a. Requests for combined customs/agriculture military preclearance programs will be coordinated through the United States Transportation Command (USTRANSCOM) TCJ4-PT, transcom.scott.tcj4_pt-mbx_pt-customs@mail.mil. USTRANSCOM will coordinate these requests with CBP and USDA. Regional Combatant Command (CCMD) directives will prescribe procedures for processing such requests within the responsible CCMD.

   b. For agriculture only portion of the preclearance program, the USDA APHIS maintains an offshore mitigation program that meets the DoD requirements of Chapter 505 and is performed with USDA oversight Outside the Continental United States (OCONUS). CBP requirements will still need to be met upon arrival in the United States although the agriculture inspection piece will be minimal. Direct any questions or requests about such offshore mitigations directly to USDA APHIS PPQ Preclearance Staff at 4700 River Rd, Riverdale, MD 20737-5000, telephone 301-734-8295. See Paragraph H of this chapter for details on the USDA Offshore Mitigation Program/U.S. Military Agriculture Preclearance Program.
2. Requests must include, as a minimum:
   a. The dates, times, and places of departure from the foreign country.
   b. Date, time, and proposed place of CTUS arrival.
   c. The number and type of aircraft or ships.
   d. The number of passengers, and amount and type of cargo, to include vehicles and other unit equipment.
   e. Identification of all en route stops between the foreign departure point and the CTUS port of entry, and whether the border clearance integrity of the aircraft or ship will be maintained during those stops. If preclearance integrity cannot be maintained (i.e., if cargo or passengers are added or removed at any stop, any crew member is changed, aircraft remains overnight and crew and passengers are off loaded, or any breach occurs in security of the aircraft occurs), then preclearance authority is lost.
   f. Training requirements for personnel tasked to perform CBCA duties in support of the preclearance program will include the total number of CBCA requiring training, date(s) CBCA will be available for training, and training location.

3. Requests will be electronically transmitted to the Regional CCMD as part of the initial planning of the redeployment, but not later than 75 days prior to the execution. The Regional Customs, Agriculture, and Border Clearance Staff Coordinator will forward the approved request to USTRANSCOM/TCJ4-PT, Scott AFB, Illinois, not less than 60 days prior to the first movement. USTRANSCOM/TCJ4-PT will coordinate with the CBP and USDA APHIS for support.

4. The Regional CCMD Customs, Agriculture, and Border Clearance Coordinator will review the requests. The review will include an assessment of the capability of the Regional CCMD to accommodate the request for preclearance. In those instances where the Regional CCMD determines contingency or exercise preclearance cannot be accommodated or is not cost effective, the unit will be required to return to the CTUS through a predetermined CTUS port of entry where CBP clearance can be accomplished.

5. Approval of preclearance requests under the provisions of this section does not negate any requirements for the Transportation Service Provider (TSP) to ensure entry is accomplished at an established CTUS port of entry. This port of entry may be a Regular Airports of Entry (R-AOE) or Limited Airports of Entry (L-AOE), an international commercial airport or water port of entry, or any other airport or water port where a Federal Inspection Service (FIS) capability exists or can be arranged on an exception basis. (Refer to DoD Foreign Clearance Guide [https://www.fcg.pentagon.mil], North and South America, for United States of America aircraft entry requirements.)

6. If use of any CTUS port of entry other than those regularly staffed by FIS personnel is planned, the requesting organization or TSP operator is responsible for coordinating requirements with the Field Operations office or Port Directors of CBP.

7. Agreements must be in place to support CBP (if CBP elects to provide an advisor) and USDA APHIS advisors conducting preclearance duties in conjunction with returning personnel and equipment from contingencies and training exercises. The agreement will include provisions for overtime fees, car rental, transportation to/from site, per diem, and lodging entitlements.

C. TRAINING AND CERTIFICATION OF CBCA

1. The Regional CCMD and the Service Component will coordinate the request to the Service for sourcing of military law enforcement or other designated personnel to act as CBCA for the
duration of the redeployment. There is no grade requirement for military law enforcement personnel; however, all other personnel designated for CBCA duties will be E-4/civilian equivalent and above.

2. Training will be provided and approved by CBP and USDA.

3. Training may be accomplished in the Continental United States (CONUS) or at an overseas location.

4. Upon successful completion of the training, CBP and USDA will provide certification for trainees.

5. Trained personnel will be appointed on orders as CBCA by the sponsoring Service Component. Orders will include an effective termination date.

6. CBP and USDA will provide advisors, if necessary, to oversee actual preclearance operations.

7. In some cases, CBP may approve DoD personnel as certified trainers. When a “train the trainer” process is approved, CDRs will be required to:
   a. Use a CBP and USDA approved CBCA training curriculum.
   b. Provide program management as well as any Command specific training.

D. RESPONSIBILITIES OF CBCA

1. CBCA are responsible for:
   a. Performing their duties in accordance with (IAW) this regulation and U.S. and/or foreign country border clearance requirements.
   b. Inspecting and certifying that DoD-owned materiel, personal property, and passengers are acceptable for entry into the United States. If contraband is discovered during the inspection process, the CBCA will notify legal authorities.
   c. Representing the CDR in performance of inspections, and ensuring that the documentation accompanies all shipments or personnel.
   d. Ensuring that customs/border clearance violations are expeditiously reported to the legal authority or military agency for disposition.
   e. Conducting all inspections and examinations in a professional, expeditious, and courteous manner.
   f. CBCA will not, under any circumstances, collect or accept duty payments.

E. PRECLEARANCE REQUIREMENTS

1. CBCA will inspect all crews, troops, passengers, and their accompanied baggage, professional equipment, issued weapons, cargo and aircraft prior to departure from overseas installations (airfields/ports) when the planned destination is the CTUS. CBP/APHIS personnel may, at the discretion of CBP/APHIS, deploy as advisors during preclearance activities.

2. Ships, aircraft, personnel, cargo (including ordnance) packing material, Privately Owned Vehicles (POV), personal effects, and Air Force Post Office and Army Post Office (APO)/Fleet Post Office (FPO) mail must be free of prohibited and restricted plants, animals, and plant/animal products when returned to the United States. CBP officials must be notified prior to arrival if the mission has had the sterility compromised.
3. Agriculture inspections must be conducted in natural or well-lighted areas. Cleaning and disinfecting must be conducted in areas approved by USDA or designees. Commodities or equipment that has been approved for return to the United States must be stored in such a manner as to prevent re-infestation by pests or contaminants. USDA officers or designees must approve these areas.

4. To expedite clearance upon redeployment to the CTUS:
   a. All accompanied baggage and professional equipment excess to immediate personal needs must be inspected in the presence of the member by a CBCA and/or CBP team. To optimize unit redeployment processing, inspections may be conducted several days prior to the actual redeployment provided the baggage can be secured and held in a sterile area from the time of the inspection until arrival at the U.S. port of entry. Primary and secondary screening of passenger baggage can be electronically enhanced by the use of the Transportation Security Administration-approved Non-Invasive Inspection technology, such as the Backscatter x-ray scanners.
   b. The CBCA and/or CBP team will inspect hand-carried baggage at the time passengers are processed into a sterile area for isolation until actual departure. If a sterile area is not available, the CBCA and/or CBP team will inspect the personnel and hand-carried baggage at the water or air terminal immediately prior to embarkation. If someone who has been inspected and is waiting in the sterile area finds it necessary to depart the area, that person must undergo a new inspection when they return to the sterile area.
   c. The CBCA and/or CBP team will inspect unit equipment prior to its being loaded on the ship or aircraft to ensure the equipment meets CBP and USDA border clearance requirements. The redeploying unit will ensure personal property, such as footlockers, is readily identified and retains its individual integrity distinct from military cargo during shipment.
   d. Each passenger inspected/examined for preclearance must complete and sign a CBP Form 6059B, Figure 506-3, prior to boarding. The form must be presented to the CBCA at the time of inspection. A CBCA must stamp and sign the reverse copy of the CBP 6059B to certify the passenger is complying with U.S. entry laws.
   e. The CENTCOM CBCA Field Guide, Table 506-1, provides an example of procedures for conducting inspections and can be adapted to other CCMD CBPA operations.

5. Immediately upon completion of the inspection/examination of DoD cargo, DD Form 2855, U.S. Military Preclearance Program, Figure 506-1, will be properly executed, authenticated by official stamp and signature, and securely affixed to the outside of each container/vehicle/equipment inspected/examined. The CBCA or CBP/USDA inspector will accomplish the execution and attachment of the label. This form is to be used only for cargo that has been pre-inspected and certified by CBCA and/or CBP/USDA personnel at OCONUS locations as part of an exercise or contingency operation IAW Chapter 505 and this Chapter of this regulation and meets CBP and USDA CONUS preclearance entry requirements.

6. Security Seals for Freight Containers. To ensure sterility of precleared freight container shipments, use of tamper-proof container seals (i.e., ball lock protection) that cannot be resealed once broken is required. Record the security seal number in the Remarks Section of the DD Form 2855.

7. Packing Material. All wood packaging material (WPM), dunnage, pallets, and crating must be soil- and bark-free, and free of infestation and must have the approved stamp IAW Chapter 505, Paragraph D.1.d.
F. PRECLEARANCE COORDINATION AND COMMUNICATION

1. Coordination with and notification of affected organizations of actual precleared passengers, baggage and cargo shipments is critical to the successful implementation of the preclearance program for exercises, contingencies, or other special airlift/sealift operations. At a minimum, the following communications must occur after preclearance operations have been approved.
   a. Upon approval and agreement of the CBP and USDA to support preclearance operations, the theater command Customs, Agriculture, and Border Clearance Staff Coordinator will notify affected organizations using the message format shown in Figure 506-2.
   b. Airlift and sealift schedulers will keep the CBP notified of redeployment routing and schedules as soon as they are developed. USTRANSCOM information systems will be used to provide CBP access to Air Mobility Command (AMC) organic and chartered aircraft arrival schedules for CONUS bound international missions. CBP will provide preclearance instructions and procedures to field operations and port directors indicating precleared status of DoD passengers, baggage, cargo, and/or conveyance to expedite port of debarkation (POD) procedures.

G. PRECLEARANCE REPORTING PROCEDURES

1. Regional CCMDs that have requested and received approval to operate a combined Customs/Agriculture preclearance program will report CBCA activity on incidents of contraband interception, detection and trends for passenger and cargo movements. Reports are submitted to the DoD Executive Agent (USTRANSCOM) for consolidation and forwarding to CBP, APHIS, and the Service HQ. As a minimum, monthly reports are submitted unless CBP/APHIS requires more frequent as needed.

2. Reports of incidents of contraband interception and detection will include:
   a. Number of passengers processed
   b. Number of checked bags examined
   c. Major types of military equipment processed
   d. Major military units processed for redeployment
   e. Destination(s) in CTUS
   f. Identify type of contraband seized
   g. Contents found in amnesty box
   h. Significant agriculture pests encountered
   i. Description of dirty cargo presented for clearance
   j. Trends/problem areas.

H. USDA OFFSHORE MITIGATION/MILITARY AGRICULTURE PRECLEARANCE PROGRAMS

1. Some exercises and contingency operations may be precleared for APHIS and not for CBP. In these circumstances, CBP clearance will be required upon arrival in the United States. Agriculture inspection and integrity checks are still in effect in the United States.

2. Agreements must be in place to support APHIS advisors conducting offshore mitigation preclearance duties in conjunction with returning equipment from training exercises and
contingencies. The agreement will also include provisions for overtime fees, car rental, transportation to/from site, per diem, and lodging entitlements.

3. Similar offshore procedures are in effect in the United States European Command (USEUCOM). USEUCOM, with the cooperation of in-theater USDA representatives has established a preclearance program to enforce USDA requirements and have made agricultural preclearances mandatory. If exercise redeployments are originating in the USEUCOM Area of Responsibility (AOR), the supporting unit will contact the USEUCOM Customs/Agriculture Executive Agent (HQ USAREUR/ECJ1-CEA) directly to coordinate for preclearance assistance. Their website URL is http://www.eur.army.mil/opm/customs/custommail.htm. It is recommended that requests for preclearance assistance be coordinated at least 45 days in advance of the needed assistance.

4. DD Form 2855, Figure 506-1, is authorized to be used for cargo that has been pre-inspected and certified by USDA trained CBCA personnel only at OCONUS locations as part of an exercise or contingency operation IAW Chapters 505 and 506 of this regulation and meets the USDA CONUS preclearance entry requirements. When the DD Form 2855 is used by an individual trained only by the USDA, the box on the form stating that the property meets USDA requirements will be marked.


I. AIRBORNE TROOPS

Procedures described above are applicable to airborne troop movements with an airdrop upon return to the CTUS so long as the airdrops have been coordinated with the CBP director in the district involved. The annotated customs declaration of these personnel must be provided to a member of the aircrew, preferably the aircraft CDR, prior to the airdrop. The CBCA/CBP team will advise the aircrew member that the declarations must be turned over to CBP inspectors at the port of entry for the aircraft.
<table>
<thead>
<tr>
<th>U.S. MILITARY AGRICULTURE AND CUSTOMS PRECLEARANCE PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized use only in accordance with DoD 4500.9-R, Part V Chapters 505 and 506.</td>
</tr>
</tbody>
</table>

- The U.S. Government property to which this label has been affixed meets the entry requirements of the Bureau of Customs and Border Protection.
- The U.S. Government property to which this label has been affixed meets the entry requirements of the U.S. Department of Agriculture.

<table>
<thead>
<tr>
<th>1. INSPECTOR'S RANK AND NAME</th>
<th>2. DATE (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. ORIGIN</td>
<td>4. DESTINATION</td>
</tr>
<tr>
<td>5. INSPECTOR'S STAMP</td>
<td>6. REMARKS</td>
</tr>
</tbody>
</table>

Figure 506-1. DD Form 2855, U.S. Military Agriculture and Customs Preclearance Program
FROM: (Theater Customs, Agriculture, and Border Clearance Coordinator)

TO: (Theater aerial ports)
(Theater sea ports)
(Theater component customs and agriculture clearance offices and/or activities)

INFO: CDR SDDC SCOTT AFB IL //
HQ AMC TACC SCOTT AFB IL//XOC/XOO/XOP//
COMSC WASHINGTON DC//PM-5//
USTRANSCOM SCOTT AFB IL//DDOC/TCJ4-PT//
DA WASHINGTON DC//DALO-TSP//
HQ USAF WASHINGTON DC//ILGD//
CMC WASHINGTON DC//LIFT/LPO//
CNO WASHINGTON DC//N41//

SUBJ: CBP/AGRICULTURE PRECLEARANCE FOR (NAME OF EXERCISE OR OPERATION)

1. CBP/AGRICULTURE PRECLEARANCE OPERATIONS HAVE BEEN COORDINATED AND APPROVED FOR
   (NAME OF EXERCISE OR OPERATION) IAW DTR 4500.9-R, DEFENSE TRANSPORTATION
   REGULATION, PART V.

2. POLICY AND PROCEDURES OUTLINED IN DTR 4500.9-R, PART V, CHAPTERS 505 AND 506
   APPLY.

3. BUREAU OF CUSTOMS AND BORDER PROTECTION (CBP) AND ANIMAL AND PLANT HEALTH
   INSPECTION SERVICE (APHIS) ADVISORS WILL BE DEPLOYED TO (LOCATION) FROM (DATE) TO
   (DATE) TO SUPERVISE PRECLEARANCE ACTIVITIES.

4. AERIAL AND WATER PORTS WILL SET UP STERILE AREAS TO STORE PRECleared BAGGAGE
   AND CARGO PRIOR TO REDEPLOYMENT.

5. REQUEST AIRLIFT AND SEALIFT SCHEDULERS NOTIFY CBP AND USDA OF FLOW SCHEDULES
   AND ROUTINGS TO AVOID UNNECESSARY RE-INSPECTIONS IN CONUS.

6. ADDITIONAL INSTRUCTIONS.

7. POC IS (NAME, ORGANIZATION, TELEPHONE NUMBER, DSN & COMMERCIAL).

Figure 506-2. Sample CBP and Agriculture Preclearance Announcement Message
**Customs Declaration**

Each arriving traveler or responsible family member must provide the following information (only ONE written declaration per family is required). The term “family” is defined as “members of a family residing in the same household who are related by blood, marriage, domestic relationship, or adoption.”

<table>
<thead>
<tr>
<th>1</th>
<th>Family Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First (Given)</td>
</tr>
<tr>
<td>2</td>
<td>Birth date</td>
</tr>
<tr>
<td>3</td>
<td>Number of Family members traveling with you</td>
</tr>
<tr>
<td>4</td>
<td>(a) U.S. Street Address (hotel name/destination)</td>
</tr>
<tr>
<td></td>
<td>(b) City</td>
</tr>
<tr>
<td>5</td>
<td>Passport issued by (country)</td>
</tr>
<tr>
<td>6</td>
<td>Passport number</td>
</tr>
<tr>
<td>7</td>
<td>Country of Residence</td>
</tr>
<tr>
<td>8</td>
<td>Countries visited on this trip prior to U.S. arrival</td>
</tr>
<tr>
<td>9</td>
<td>Airline/Flight No. or Vessel Name</td>
</tr>
<tr>
<td>10</td>
<td>The primary purpose of this trip is business:</td>
</tr>
<tr>
<td>11</td>
<td>I am (We are) bringing</td>
</tr>
<tr>
<td></td>
<td>(a) fruits, vegetables, plants, seeds, food, insects:</td>
</tr>
<tr>
<td></td>
<td>(b) meat, animals, animal/wildlife products:</td>
</tr>
<tr>
<td></td>
<td>(c) disease agents, cell cultures, snails:</td>
</tr>
<tr>
<td></td>
<td>(d) soil or have been on a farm/ranch/pasture:</td>
</tr>
<tr>
<td>12</td>
<td>I have (We have) been in close proximity of livestock:</td>
</tr>
<tr>
<td></td>
<td>(such as touching or handling)</td>
</tr>
<tr>
<td>13</td>
<td>I am (We are) carrying currency or monetary instruments over $10,000 U.S. or foreign equivalent:</td>
</tr>
<tr>
<td></td>
<td>(see definition of monetary instruments on reverse)</td>
</tr>
<tr>
<td>14</td>
<td>I have (We have) commercial merchandise:</td>
</tr>
<tr>
<td></td>
<td>(articles for sale, samples used for soliciting orders, or goods that are not considered personal effects)</td>
</tr>
<tr>
<td>15</td>
<td>RESIDENTS—the total value of all goods, including commercial merchandise I/we have purchased or acquired abroad, (including gifts for someone else, but not items mailed to the U.S.) and am/are bringing to the U.S. is: $</td>
</tr>
<tr>
<td></td>
<td>VISITORS—the total value of all articles that will remain in the U.S., including commercial merchandise is: $</td>
</tr>
</tbody>
</table>

Read the instructions on the back of this form. Space is provided to list all the items you must declare. I have read the important information on the reverse side of this form and have made a truthful declaration.

Signature Date (month/day/year) CBP Form 6059B (04/14)

**Figure 506-3. CBP Form 6059B, U.S. Customs and Border Protection Customs Declaration**
U.S. Customs and Border Protection Welcomes You to the United States

U.S. Customs and Border Protection is responsible for protecting the United States against the illegal importation of prohibited items. CBP officers have the authority to question you and to examine you and your personal property. If you are one of the travelers selected for an examination, you will be treated in a courteous, professional, and dignified manner. CBP Supervisors and Passenger Service Representatives are available to answer your questions. Comment cards are available to compliment or provide feedback.

Important Information

U.S. Residents—Declare all articles that you have acquired abroad and are bringing into the United States.

Visitors (Non-Residents)—Declare the value of all articles that will remain in the United States.

Declare all articles on this declaration form and show the value in U.S. dollars. For gifts, please indicate the retail value.

Duty—CBP officers will determine duty. U.S. residents are normally entitled to a duty-free exemption of $800 on items accompanying them. Visitors (non-residents) are normally entitled to an exemption of $100. Duty will be assessed at the current rate on the first $1,000 above the exemption.

Agricultural and Wildlife Products—To prevent the entry of dangerous agricultural pests and prohibited wildlife, the following are restricted: Fruits, vegetables, plants, plant products, soil, meat, meat products, birds, snails, and other live animals or animal products. Failure to declare such items to a Customs and Border Protection Officer/Customs and Border Protection Agriculture Specialist/Fish and Wildlife Inspector can result in penalties and the items may be subject to seizure.

Controlled substances, obscene articles, and toxic substances are generally prohibited entry.

The transportation of currency or monetary instruments, regardless of the amount, is illegal. However, if you bring in to or take out of the United States more than $10,000 (U.S. or foreign, equivalent, or a combination of both), you are required by law to file a report on FinCEN 105 (formerly Customs Form 4790) with U.S. Customs and Border Protection. Monetary instruments include coin, currency, travelers checks and bearer instruments such as personal or cashier’s checks and stocks and bonds. If you have someone else carry the currency or monetary instrument for you, you must also file a report on FinCEN 105. Failure to file the required report or failure to report the total amount that you are carrying may lead to the seizure of all the currency or monetary instruments, and may subject you to civil penalties and/or criminal prosecution. SIGN ON THE OPPOSITE SIDE OF THIS FORM AFTER YOU HAVE READ THE IMPORTANT INFORMATION ABOVE AND MADE A TRUTHFUL DECLARATION.

<table>
<thead>
<tr>
<th>Description of Articles (List may continue on another CBP Form 6059B)</th>
<th>CBP Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value</td>
<td></td>
</tr>
</tbody>
</table>

Total

PAPERWORK REDUCTION ACT STATEMENT: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number. The control number for this collection is 1655-0029. The estimated average time to complete this application is 4 minutes. Your response is voluntary. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection Office of Regulations and Rulings, 50 K Street, NE, 10th Floor, Washington, DC 20229.

Figure 506-3. CBP Form 6059B, U.S. Customs and Border Protection Customs Declaration (Cont’d)
### Table 506-1. CENTCOM CBCA Field Guide

<table>
<thead>
<tr>
<th>PRIOR COORDINATION</th>
<th>CUSTOMS BRIEF OUTLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 24-48 hours out from inspection:</td>
<td>1. Introduce CBCA and purpose of examination</td>
</tr>
<tr>
<td>a. Verify inspection location</td>
<td>2. Describe examination purpose:</td>
</tr>
<tr>
<td>b. Obtain number of personal bags and container/equipment</td>
<td>a. Amnesty period and location</td>
</tr>
<tr>
<td>c. Notify unit that all personnel with bags must be present</td>
<td>b. Examination area (amnesty ends once examination starts)</td>
</tr>
<tr>
<td>d. Notify unit that all containers will be unloaded and swept</td>
<td>c. Sterile area (where cleared items and personnel are moved following</td>
</tr>
<tr>
<td>e. Remind POC that locked/taped boxes must be accessible for inspection</td>
<td>examination)</td>
</tr>
<tr>
<td>f. Inquire whether any containers are still under original seal. Direct POC</td>
<td>d. Prohibited/Restricted items</td>
</tr>
<tr>
<td>to leave the seals intact. Ensure that the seal number is annotated on the</td>
<td>3. Answer any questions</td>
</tr>
<tr>
<td>attached DD 2855.</td>
<td></td>
</tr>
<tr>
<td>g. Verify that personnel have been briefed by the unit Commander on prohibited</td>
<td></td>
</tr>
<tr>
<td>and restricted items.</td>
<td></td>
</tr>
<tr>
<td>h. Verify that the chain of command has conducted a pre-inspection of all</td>
<td></td>
</tr>
<tr>
<td>personnel baggage</td>
<td></td>
</tr>
<tr>
<td>2. Assemble supplies needed:</td>
<td></td>
</tr>
<tr>
<td>a. Gather stamps, seals, envelopes, labels, and forms</td>
<td></td>
</tr>
<tr>
<td>b. Water, ice, MREs, rubber gloves, amnesty box</td>
<td></td>
</tr>
<tr>
<td>c. Transportation and communication</td>
<td></td>
</tr>
</tbody>
</table>

### THE DAY OF INSPECTION

1. Conduct Customs Briefing prior to starting examinations/inspections            |
2. Inspect any containers not opened in theater, are sealed and have a DD 2855  |
   a. Open a random sample (minimum 10 percent) to check for agricultural        |
       condition (i.e., windblown soil/dust)                                     |
   b. After verifying integrity and cleanliness, reseal (as needed) and affix    |
       a new DD 2855. Destroy the old DD 2855.                                   |
3. Inspect all empty containers for cleanliness                                    |
4. Examine 100 percent of all cargo in open containers prior to loading.         |
5. Only cargo passing examination will be loaded into containers.                |
6. Inspect all bracing material while unit loads cargo.                          |
7. Lock, seal and affix DD Form 2855 to each container inside and out on the     |
   upper right hand side.                                                       |
8. Annotate container and seal numbers on the DD Form 2855                      |
9. Record container and seal numbers in logbook                                 |
11. Notify your unit that mission is complete.                                    |

### ACTIONS FOR VIOLATIONS

Petty/Unintentional: Explain violation and inquire whether individual inadvertently did not forfeit items during amnesty. Instruct individual to forfeit. If individual refuses, treat as intentional.

Serious/Intentional: Order individual to remain in place and notify unit’s chain of command. If violation warrants, contact needed authorities, such as MP patrol, CID, or NCIS. CBCA have no authority to apprehend the subject unless the CBCA is an MP.

### CONTRABAND PROCEDURES

**Amnesty Items (willfully forfeited):**
1. Collected by designate individual at a minimum of every 24 hours
2. Record items on DA Form 3161
3. Properly handle, store and document transfer of custody to appropriate authority

**Seized items (under CBCA authority):**
1. Always wear rubber gloves and seize with a witness being present.
2. Record items on DA Form 4137
3. Document transfer of custody of items to proper authority with completed DA 4137.

### IMPORTANT TELEPHONE NO.

| Program Manager: | ______________________ |
| Local MP Office: | ______________________ |
| CID:             | ______________________ |
| EOD:             | ______________________ |
| FIRE:            | ______________________ |
| MEDICAL:         | ______________________ |