

CHAPTER 510

UNITED STATES EUROPEAN COMMAND (USEUCOM)

A. GENERAL

1. Every country within the USEUCOM Area of Responsibility (AOR) has its own separate customs infrastructure. The USEUCOM AOR encompasses North Atlantic Treaty Organization (NATO) members and their military forces, countries of the European Economic Union (EEU), Partnership for Peace countries, numerous other Host Nations (HN), and the United States (U.S.) Forces (this includes family members and associated life support [e.g., schools, commissaries, Post Exchanges]). The EEU is one customs territory. The importation of Department of Defense (DoD) cargo into the EEU and the movement of DoD cargo within the EEU always require a customs declaration. DoD cargo is considered “Non-Community items” and therefore is not allowed “free circulation.” A customs declaration is required each time DoD cargo crosses EEU member state borders.
2. For shipments to be afforded duty-free entry on a Form 302, [Figure 510-1](#), the material in the shipment must be owned by the U.S. Forces at the time of entry and be in support of U.S. Forces. Material must be physically shipped to a U.S. Forces organization/agency/unit.
3. Within the USEUCOM distribution architecture there are basically two customs systems that cover the majority of shipments:
 - a. The movement of cargo from the USEUCOM AOR to/through the Continental United States (CONUS). This concerns itself with the movement of DoD cargo, privately owned vehicles (POV), household goods (HHG), or personnel and their personal articles carried by hand on Permanent Change of Station (PCS)/Temporary Duty/Deployment/Leave, from the USEUCOM AOR back to/through the CONUS. It is called the Military Customs and Border Clearance Agency Program (MCBCAP) (agricultural preclearance). The custodial agent for management of this customs system is the USEUCOM J4 Customs Executive Agency. The J4 has delegated and assigned the responsibilities for the management of the MCBCAP to the U.S. Army Europe (USAREUR) Provost Marshall as the lead agent. It is managed by European Command Manual (ECM) 4002.01, Customs Border Clearance Agency Program (CBCAP). The primary document is the DD Form 2855, U.S. Military Agriculture Inspection Form (see Chapter 506, Figure 506-1).
 - b. The movement of duty-free DoD cargo into, within, and out of the USEUCOM AOR. This cargo is to be used in an official capacity by U.S. Forces stationed in the USEUCOM AOR. The custodial agent for management of the duty-free customs program within USEUCOM is the European Deployment and Distribution Operations Center International Commercial Transportation Branch (ECJ4-EDDOC-ICTB [Intratheater Commercial Transportation Branch]). Its primary document is the Form 302, Import/Export Customs Declaration. There are also many other duty-free documents that countries within the USEUCOM AOR require in addition to the Form 302 or in lieu of Form 302. The use of Form 302 and other related duty-free HN customs documentation will be discussed later in this chapter.

B. MCBCAP – MOVEMENT OF CARGO TO AND THROUGH CONUS

1. Preclearance:
 - a. The movement of DoD cargo from the USEUCOM AOR to or through the CONUS [Figure 510-2](#) must meet the rigid agricultural standards of this regulation and ECM 4002.01.

Agriculture pre-clearance of all DoD cargo departing the USEUCOM AOR is mandatory and will be conducted in accordance with (IAW) the standards listed in ECM 4002.01.

- b. The shipper is responsible for meeting United States Department of Agriculture (USDA) preclearance standards and scheduling a pre-clearance inspection when sending DoD cargo back to or through the CONUS.
- c. When a unit has cargo to be shipped to or through the CONUS, the unit will contact its supporting Movement Control Team (MCT)/Transportation Officer (TO) to arrange movement.
- d. The servicing MCT/TO will advise the shipper that it must meet the standards of this regulation and ECM 4002.01. If required, the servicing MCT/TO will provide the shipper point of contact (POC) information of the MCBCAP field office for their AOR.

NOTE: The MCT/TO will maintain a list of authorized MCBCAP agents in their area of operation on file to help the shipper.

- e. The shipper will contact the MCBCAP field office to arrange for the cargo to be inspected by an MCBCAP agent before it is packed in boxes, built on 463L pallets, or loaded in containers. The MCBCAP agent will:
 - (1) Inspect the container and pallets or multi-pack boxes that the cargo is moving on or in.
 - (2) Ensure the cargo is free of debris, mud, and agricultural pests, and that the cargo and its conveyance meet USDA standards defined as soil and pest free.
- f. If the MCBCAP agent finds that the cargo or conveyance:
 - (1) Does not meet USDA standards, the shipper is responsible for taking actions to correct the deficiencies.
 - (2) Meets USDA standards, the MCBCAP agent will sign and stamp DD form 2855 and attach it with glue to each piece of cargo. If the cargo is stuffed into a container, the MCBCAP agent will attach DD Form 2855 to the outside of the container and annotate the seal number on the label. The same procedures are required for military vehicle and personal property shipments leaving theater. In the case of a personal property shipment (household goods, unaccompanied baggage, or POVs), the agriculture inspection will be arranged by the local transportation office in connection with (ICW) the PCS move.
- g. If cargo arrives at an airport or water port of departure (military or commercial), destined for the Customs Territory of the United States (CTUS), without a signed and stamped DD Form 2855 attached to the container or each piece of cargo, it will not be accepted for movement. The cargo will be returned to the shipper or held in-bond at the shipper's expense.

C. APPOINTING/TRAINING OF CUSTOMS BORDER CROSSING AGENTS

- 1. Each military community is required to implement an MCBCAP. The MCBCAP will have a minimum of two Senior Customs Border Clearance Agents (SCBCA), a Program Manager and alternate, and a Stamp Custodian and alternate. They will be in the grade of E5 or GS-5 or above in order to have and maintain a certified program. SCBCAs will be trained by the MCBCAP staff and USDA from Wiesbaden. Units will contact the Customs Executive Agency to arrange for training.
- 2. Training will include home-study material; a 2.5-day class in Wiesbaden, Germany; and a comprehensive written test. Trained agents will receive stamp numbers (not stamps) ICW initiating a certified program. The agent's assigned Command will procure and maintain stamps (by assigned stamp custodians) as controlled items according to ECM 4002.01.

D. CUSTOM CLEARANCE OFFICER DUTIES AND RESPONSIBILITIES

1. Maintain copies of, become thoroughly familiar, and comply with the following regulations:
 - a. United States European Command Manual 4504.01, Transportation Management within the USEUCOM Area of Responsibility
 - b. ECM 4002.01, Customs Border Clearance Agency Program (CBCAP)
 - c. USEUCOM Manual 4301.01, Common User Logistics (CUL) in the USEUCOM AOR
 - d. DTR 4500.9-R, Part V, Defense Transportation Regulation (DTR)
 - e. Allied Movement Plan 2: Procedures for Surface Movement Across National Frontier
 - f. All applicable HN customs regulations, Standard Operating Procedures, directives
2. Ensure the following:
 - a. Only authorized personnel have access to ECJ4-EDDOC-ICTB issued customs stamps and other HN duty-free customs stamps.
 - b. Only authorized personnel have access to blank Form 302 and other HN duty-free customs forms.
 - c. Only authorized personnel issue Form 302 and other HN duty-free customs forms.
 - d. Issued customs documents are properly stamped and signed by an appointed Customs Clearance Officer (CCO).
 - e. That cargo being certified as duty-free is in fact entitled to that designation. If there are any questions as to what constitutes duty-free cargo, contact the ECJ4-EDDOC-ICTB customs office POC for clarification.
 - f. Issued customs forms are supported by shipping documents, (e.g., contract orders, official requests, waybills). Copies 1 (white) and 4 (blue) of Form 302 and suspense copies of other HN duty-free customs forms are filed IAW the Service component's record keeping system.
 - g. Inform the ECJ4-EDDOC-ICTB customs office of all changes to the CCO's customs stamp information (e.g., phone/facsimile [fax] number and e-mail address).
3. Do not pre-stamp/sign blank copies of Form 302 and other HN duty-free customs forms.
4. Maintain strict accountability of assigned customs stamps and customs forms by storing them in a three-combination safe, a steel cabinet with a locking device, or a field safe with a three-combination lock or padlock.
5. Maintain accountability of all customs forms through the use of a Service component-approved accountable forms ledger.
6. Maintain a quarterly reconciliation report for each CCO. Reconciliation of Form 302 and other HN duty-free documents will be done within 30 days after shipment date.
7. On 31 December of each year, ensure all customs documentation has been reconciled and completed. Transfer these files to an inactive file area. All customs documentation must be kept in the inactive file for 6 years. Ensure copies of all discrepancies and the corrective action taken are filed with the customs forms.
8. Report any discrepancies, misconduct, or misuse of customs forms to the local MCT/TO, local customs Military Police (MP) office, Commander (CDR) of the activity involved, and Service component customs POC. The CCO will ensure a copy of the report is sent to ECJ4-EDDOC-

ICTB customs office POC by e-mail or regular mail to HQ, USEUCOM, ECJ4-EDDOC-ICTB, Unit 30400, APO AE 09131-0400.

E. ORDERING OF FORM 302 AND OTHER HN DUTY-FREE CUSTOMS DOCUMENTS

1. Form 302, an accountable form printed with concurrent serial numbers, will be ordered through regular publications channels. Only the publications clerk who is responsible for the activity's publications account can order the form. Contact the publications clerk with the requirement and he/she will submit the order through the Army in Europe Publishing System. As a rule, the order will arrive within 7 to 8 days.
2. Other HN duty-free customs forms, which are accountable forms, will be ordered through the respective customs agencies of a particular country. Since the duty-free customs requirements for particular countries can change on a moment's notice, contact the ECJ4-EDDOC-ICTB at Defense Switched Network (DSN) 430-5946, for specific guidance.

F. STORING THE DUTY-FREE CUSTOMS STAMP, FORM 302, AND OTHER HN DUTY-FREE DOCUMENTS

The duty-free customs stamp, Form 302, and other HN duty-free customs stamps and forms will be stored in a three-combination safe, a steel cabinet with a locking bar device, or a field safe with a three-combination lock or padlock. The stamp holder must maintain the customs stamp, Form 302, and other HN duty-free forms and stamps, in a secured manner, so misuse by unauthorized persons is prevented. Without exception, the only person who can use a duty-free customs stamp to stamp duty-free customs forms is the person the stamp is officially assigned to.

G. TRANSFER OF FORM 302 AND OTHER HN DUTY-FREE CUSTOMS DOCUMENTS

1. When CCOs change custody of a duty-free customs stamp, the departing CCO will give all customs documents in their possession to the incoming CCO. The departing CCO will prepare three copies of a receipt listing the type, quantity, and serial numbers of the transferred forms. The incoming CCO will verify receipt and sign all three copies. Copies will be distributed as follows:
 - a. The departing CCO will keep one copy.
 - b. The incoming CCO will keep one copy.
 - c. One copy will be kept on file in the CCO's office historical files.
2. When a CCO departs and a new CCO is not designated, the departing CCO will return all customs documents in their possession to the ECJ4-EDDOC-ICTB duty-free customs program manager on a letter of transmittal showing the type, quantity, and serial numbers. The ICTB customs program manager will send a receipt for the forms received to the departing CCO.
3. CCOs who have an excess supply of duty-free customs forms in usable condition will return them to the ECJ4-EDDOC-ICTB duty-free customs program manager on a letter of transmittal in the same manner as Paragraph 2 above.

H. DESTRUCTION OF FORM 302 AND OTHER HN DUTY-FREE CUSTOMS DOCUMENTS

1. Form 302 and other HN duty-free customs documents are accountable, serially numbered documents. As a result, when Form 302 and other HN duty-free customs forms are damaged,

become unusable, or not all copies are needed, all forms bearing a serial number will be destroyed IAW the following procedures:

- a. A certificate of destruction will be prepared by the stamp holder. The certificate will list the destroyed forms and indicate the date and serial numbers.
- b. A disinterested officer, who verifies the destruction, will sign the certificate. The certificate will be kept in the files of the CCO until the CCO is released from CCO duties.
- c. The stamp holder will annotate their accountable forms ledger with the serial numbers of the forms destroyed and write “destroyed, date” after it.

I. WHEN DUTY-FREE CUSTOMS STAMP IS MISSING

1. When a duty-free customs stamp is discovered to be missing, the stamp holder will take the following actions immediately:
 - a. Notify the duty-free customs stamp manager at ECJ4-EDDOC-ICTB by phone at DSN 430-5946/6625. Send an e-mail explaining the circumstances of the loss, followed by a memorandum signed by the first military officer pay grade O-5 CDR or Service equivalent in the chain of command.
 - b. Notify the appointing authority.
2. The ECJ4-EDDOC-ICTB duty-free customs stamp manager will notify the HN customs officials and the MP/security agency.
3. The stamp holder’s appointing authority will initiate an investigation to determine the facts/circumstances surrounding the disappearance of the stamp. Upon completion, a copy of the investigation will be forwarded to the ECJ4-EDDOC-ICTB stamp manager.
4. If the stamp is not found during the investigation, the ECJ4-EDDOC-ICTB stamp manager will remove the stamp number from the USEUCOM duty-free customs stamp list and notify the HN customs officials. If the investigation warrants further action, the ECJ4-EDDOC-ICTB stamp manager will forward the investigation report to the MP/security agency.
5. The MP/security agency may require the stamp holder of the missing stamp to remain in country until their investigation is complete.
6. When the investigation is satisfactorily completed, the CCO may request a new customs stamp. A sample letter for the request can be obtained by contacting ICTB, telephone DSN 430-5946/6625.

J. WHEN DUTY-FREE CUSTOMS STAMP BECOMES DAMAGED OR ILLEGIBLE

1. During the course of a customs stamp life, it may become damaged or illegible. When this happens, the CCO will send an e-mail or fax to the ECJ4-EDDOC-ICTB customs office, with a copy to the Service command POC, requesting replacement of the stamp. The CCO will also forward the damaged stamp to the ECJ4-EDDOC-ICTB customs office for destruction.
2. The ECJ4-EDDOC-ICTB customs office will select a new stamp, coordinate the transfer of the stamp with the CCO, and issue a letter verifying the exchange of the customs stamps. It will also annotate the duty-free customs stamp list with the new stamp number and forward the change to all stamp holders and HN customs officials.
3. After receipt of the customs stamp from the ECJ4-EDDOC-ICTB, the CCO must wait 14 days after the effective date of the new stamp before signing Form 302 and/or other HN duty-free customs forms. The 14 days allows the ECJ4-EDDOC-ICTB to update their stamp roster and

forward it to HN customs officials. The HN customs authorities in turn will update their rosters and forward it to their field representatives. CCOs in Italy and CCOs issuing Form 302 destined for Italy must wait 10 days after the effective date of the stamp appointment.

K. RELEASE FROM APPOINTMENT AND TRANSFER OF DUTY-FREE CUSTOMS STAMP

1. CCOs will carry out their duties until they are released or relieved by the command that appointed them. To officially release or relieve an individual from these duties, a packet with the following items must be sent to the ECJ4-EDDOC-ICTB:
 - a. A copy of the release or relief letter signed by the O-5 CDR or Service equivalent to the CCO. A sample letter for the request can be obtained by contacting ICTB, telephone DSN 430-5946/6625.
 - b. A memorandum from the O-5 CDR or Service equivalent to ECJ4-EDDOC-ICTB requesting that the individual be released or relieved from customs duties. The memorandum will include the status of open copies of Form 302 and associated HN duty-free customs forms and the measures being taken to close them. A sample memorandum of release/relief can be obtained by contacting ICTB at telephone DSN 430-5946/6625.
2. When a CCO is released and replaced by an appointed successor, the duty-free customs stamp will be transferred from the released CCO to the succeeding CCO. If the new CCO is waiting for appointment approval from the ECJ4-EDDOC-ICTB duty-free customs manager, the customs stamp will be kept by the command until the approval arrives.
3. A command may secure the unassigned customs stamp if a new appointment of a CCO is intended in the near future.
4. If a successor is not appointed, the customs stamp and a copy of the letter releasing the CCO will be sent to the ECJ4-EDDOC-ICTB duty-free customs manager.
5. The command will ensure all open copies of Form 302 and other HN duty-free customs forms are reconciled.

L. INSPECTION OF UNIT/ACTIVITY DUTY-FREE CUSTOMS PROGRAM

1. The duty-free customs program of units/activities holding duty-free customs stamps will be inspected annually. The inspection will be done as follows:
 - a. CDRs of organizations and heads of agencies authorized to appoint CCOs will appoint a disinterested person to conduct an annual inspection of their individual duty-free customs program.
 - b. In addition to this annual inspection requirement, the ECJ4-EDDOC-ICTB will perform random staff-assistance visits of appointed CCOs. Service-component customs POCs will be notified in advance of these staff-assistance visits.
 - c. As part of their official duties, MP, criminal investigation division agents, and HN authorities may make spot inspections and checks on CCOs.

2. The staff assistance visit or inspection report will include, but not be limited to, the following:
 - a. The name of the CCO, the number of the customs stamp, the date of inspection, the period covered, and the name of the person who performed the inspection.
 - b. Verification that:
 - (1) The duty-free customs stamp, Form 302, and other HN duty-free customs forms are stored in a three-combination safe, a steel cabinet with a locking bar device, or a field safe with a three-combination lock or padlock.
 - (2) The receipt, issuance, and disposition of all customs forms are accounted for through the use of a Service component approved accountable ledger.
 - (3) Customs forms issued are supported by proper authority (i.e., shipping documents, purchase orders or contracts, official written requests, waybills) and copies 1 (white) and 4 (blue) of Form 302 or respective copies of other HN duty-free customs forms pertaining to each customs transaction have been fastened together and filed according to each Service-component's record keeping system.
 - (4) Form 302 customs forms and/or HN duty-free customs forms have been prepared IAW with this regulation.
 - (5) Issued customs forms have been signed and stamped by an appointed CCO.
 - (6) Copies of customs discrepancies and corrective action taken are on file.
 - (7) File copies of Form 302 and/or HN duty-free customs forms showing completed transactions are closed annually on 31 December and filed. Copies will be kept on file according to each Service-component's record keeping system and for a minimum of 6 full calendar years.
- NOTE:** This does not include files on criminal actions, military disciplinary actions, or investigations. These files will remain open until the action is completed.
- (8) Copies of the monthly origin CCO reconciliation and quarterly reconciliation report to the HN customs office are on file.
3. When the report of inspection shows a discrepancy, a copy of the report will be sent to the CDR of the Service-component command concerned for corrective action. Copies will also be sent to the Service-component customs POC, USAREUR Customs Executive Agent, ATTN: Investigations, and to the ECJ4-EDDOC-ICTB. The ECJ4-EDDOC-ICTB will coordinate the discrepancy with the HN customs officials. Within 30 days after receipt, CCOs will reply through their appointing authority regarding any identified program deficiencies. If deficiencies are not corrected, the customs stamp may be taken from the CCO and the organization must apply for another stamp.
4. Reports of staff-assistance visits conducted by the ECJ4-EDDOC-ICTB will be routed through Service-component headquarters to the CCOs.

M. MISUSING CUSTOMS FORMS AND VIOLATING CUSTOMS LAWS

1. Anyone witnessing the misuse of customs forms or a violation of customs laws during the movement of DoD shipments will report the incident immediately to the nearest MCT/TO, MP customs activity, or the CDR of the activity involved. A copy of the report will be sent to the ECJ4-EDDOC-ICTB.
2. Appointed CCOs who willingly and knowingly violate customs rules are subject to fines, imprisonment, or both by U.S. and HN customs-enforcement officials.

N. INSPECTING SHIPMENTS

1. HN customs authorities have an unlimited right of inspection. HN customs officials may or may not advise the U.S. MCT/TO, U.S. MP, or other U.S. authorities of their intention to inspect. Inspections usually are limited to an examination of the customs documents and a comparison of seal numbers listed on the documents with the seal numbers on the shipment. In spite of agreements between the U.S. Forces and HN countries, border-crossing officials and customs officials at gateways and destinations may change the rules or request additional documentation and payments with little notice.
2. Inspection of Classified Shipments. Customs authorities generally will not inspect classified shipments if the Form 302 or HN duty-free customs forms are annotated “Classified Shipment” or “Material SECRET” and if the shipment is accompanied by military guards carrying orders in English and the language of the HN authorizing them to escort the classified material. Advance notification must be made to both the ECJ4-EDDOC-ICTB and the HN customs office for the movement of a classified shipment.

O. CUSTOMS PROCEDURES FOR DUTY-FREE DOD CARGO ENTERING, MOVING BETWEEN COUNTRIES OF, AND LEAVING THE USEUCOM AOR

1. Duty-Free Background:
 - a. General: The following sections provide basic customs business process information for specific countries within the USEUCOM AOR. Because of the size of the USEUCOM AOR, not all countries have specific paragraphs in this chapter. For those not listed, contact the embassies (see the DoD Foreign Clearance Guide at <https://apacs.milcloud.mil/fcg/fcg.cfm>).
 - (1) For all countries in the USEUCOM AOR, the shipper and/or freight forwarder is required to abide by customs guidance contained within the USEUCOM and USAREUR/United States Air Forces Europe (USAFE)/United States Naval Forces, Europe (NAVEUR) regulations and all Operation Plans/Operation Orders.
 - (2) The key for dealing with HN customs officials throughout the USEUCOM AOR is flexibility. Duty-free customs forms and procedures may change from day to day depending on the country, personalities, and the political environment. Some countries authorize their regional customs offices great autonomy. Customs procedures and forms may differ from region to region and between military installations in a country. For this reason, personnel involved with issuing customs documentation, as well as shippers and freight forwarders, must be familiar with all local customs procedures and read Service-component regulations for specific guidance pertaining to their area of operation.
2. Customs Documents:
 - a. CARNET: This is an international customs document (temporary fiscal bond) and will be opened by the Transportation Service Provider (TSP) when Form 302 or other HN duty-free customs form is not applicable, not readily available, or not authorized. For example, if DoD cargo is transiting a country that does not recognize the Form 302, and is not part of the European common shipping procedures, the TSP will open a Carnet. It can also be used in support of non-DoD activities such as morale, welfare, and recreation concerts for temporary importation of equipment. There are two types of Carnets:
 - (1) Transport Internationaux Routiers (TIR) Carnet: The TIR is built of five principles:
 - (a) Goods travel in approved vehicles or containers under customs seal.
 - (b) Duties and taxes are covered by international valid guarantees.

- (c) The TIR Carnet accompanies goods.
 - (d) Goods will not, as a general rule, be examined at customs offices in transit.
 - (e) HN customs officials govern use of the TIR system.
 - (2) Admission Temporaire/Temporary Admission (ATA) Carnet: The ATA Carnet is an international customs document which is used for the temporary admission of goods for specific purposes (e.g., for displays, exhibitions and fairs as professional equipment and as commercial samples).
- b. T-1 and T-2:
- (1) The T-1 is used to import cargo from a non-European Union (EU) country to an EU country. It is used by authorized TSP or customs brokers to process cargo through a border entry point without presenting it to the border entry point customs office for delivery to an authorized consignee.
 - (2) The T-2 is used to export cargo from an EU country to a non-EU country.
 - (3) The use of the T-1 and T-2 will be described later in this chapter.
- c. Other HN Duty-free Customs Forms: Many countries within the USEUCOM AOR do not authorize the use of Form 302 or they may require an additional duty-free form to accompany the Form 302. Many countries have their own duty-free customs forms and stamps. Some country specific duty-free customs forms requirements are listed below within the individual countries. Guidance for what duty-free customs form and stamp is appropriate for the movement of duty-free cargo through specific countries with the USEUCOM AOR can be obtained from the ECJ4-EDDOC-ICTB duty-free customs manager.
- d. Form 302:
- (1) NATO Status-of-Forces Agreement (SOFA) (Articles XI, XII, and XIII), authorizes the duty-free import, export, and in-transit movement of U.S. Forces shipments regardless of the transportation mode used.
 - (2) Allied Movement Publication 2 states that “A Force may import free of duty its equipment as well as appropriate quantities of provisions, supplies, and other goods intended for exclusive use by the Force concerned and, if authorized by the HN, also for use by the civilian component. That duty-free importation is dependent on the deposit of a customs declaration (Form 302) at the customs office of the HN, the reverse of the form showing the distribution list. The customs declaration must be signed by a person authorized by the Sending Nation”. However, not all NATO member countries accept a Form 302 as its duty-free customs document without a country specific customs form. For example, the United Kingdom accepts the Form 302 only ICW a form C-88, which is the British equivalent to the T-1. Their system and other NATO country specifics are outlined later in this chapter.
 - (3) The EU has determined that all cargo destined for the sole use of U.S. Forces, while being allowed to be imported duty-free, still maintain a foreign goods status and as such must always be customs bonded when being transported within the EU and when finally exported. The only exception to this rule is that this document may not be required when goods are moved by air transport from one military base to another or are imported/exported in/from the EU directly to/from the AB. The EU Customs Code, Articles 226, 227, and 228, provides guidance governing the use of Form 302 in the EU.

- (4) Individuals authorized to receive duty-free cargo and acknowledge that receipt by signing Form 302 and other HN duty-free customs forms to effect customs clearance closure of that cargo are:
 - (a) U.S. Forces, government employees (General Service, including Non-Appropriated Fund employees) and Local Nationals who work as TOs or Transportation Agents.
 - (b) Property Book Officers
 - (c) Designated individuals hired directly by the U.S. Forces, working at warehouses or other receiving offices and who are allowed by their supervisors to sign for received U.S. Forces cargo.
 - (5) Due to changes in EU law, commercial TSP contractor representatives cannot receive and clear U.S. Forces duty exempt cargo on Form 302. However, cargo destined for contractors providing a service for the U.S. Forces can have their cargo cleared by an authorized CCO and then have it delivered to them. For example, helicopter parts destined to a contractor at Coleman Barracks must be addressed to and delivered to a military consignee. After arrival, the CCO will clear the cargo on Form 302. After the CCO clears the cargo, the parts can then be delivered to the contractor so the contractor can perform the duties of their contract with DoD. The cargo must be addressed to a military consignee, not the contractor.
 - (6) Under the Excise Movement and Control System, the proponent for the U.S. Forces duty-free customs form is the USEUCOM J4. NATO member countries have been given authorization to create their own version of the Form 302. As a result, each country has its own duty-free form that may or may not state that it is a “Form 302”. It is the primary document used for duty-free movement of DoD cargo into, between, and out of countries within the USEUCOM AOR.
- e. [The Form 302](#):
- (1) Is a serial numbered, accountable form that constitutes an official certificate of import and export authorization and a customs declaration.
 - (2) Applies only to DoD shipments by and to the U.S. Forces, their agencies, and organizations supporting the U.S. Forces mission.
 - (3) Will be used to clear DoD cargo through HN customs agencies and release shipments that may arrive at destinations under customs bonds.
 - (4) Will not be issued for cargo not moving within the DTS and/or not yet property of the U.S. Government.
 - (5) Can only be signed and stamped by an authorized CCO. Stamps can only be obtained from the ECJ4-EDDOC-ICTB.
 - (6) Is a 10 ½” by 17” oversize multi-colored form. It consists of six pages; one original and five copies, numbered one through six (see [Figure 510-1](#)). It has consecutive serial numbers assigned by the USAREUR Publication and Printing Center.
- NOTE:** Some HN origin customs offices may keep copy five as their suspense copy. Copy six then becomes the consignee copy.
- (7) [Table 510-1](#) contains the countries within the USEUCOM AOR that acknowledge Form 302 by itself, or in combination with other HN customs forms.

f. Form 302A

- (1) Form 302A will be used to supplement Form 302 when shipments have to cross the borders of multiple countries. A copy of Form 302A may be kept at each customs control point traversed by the shipment. All copies of Form 302A must show the same information shown on the original Form 302. This includes the serial number.

P. DUTY-FREE CUSTOMS CLEARANCE PROCESS-SURFACE

1. The following are standard customs procedures common to all countries within the USEUCOM AOR for the use of Form 302 and/or HN duty-free customs forms. Specific country exceptions will be listed accordingly.
 - a. Origin. (**NOTE:** The procedures for shipping cargo by surface modes may differ according to HN customs rules and regulations.)
 - (1) When DoD cargo is ready for surface export shipment, the consignor or shipper will submit a request (e-mail, telephone, fax, mail) for import and export customs declaration to the supporting CCO. The request will include the information that the CCO needs to prepare Form 302 and associated HN duty-free customs forms or both IAW EU customs articles, U.S. Code and Harmonized Tariff codes, and this regulation. General and/or miscellaneous cargo descriptions are not authorized. Doing so will result in cargo being detained, and/or fines levied by HN officials. For example, terms such as “Aircraft parts, HMMWV parts, electronic parts,” will not suffice as a cargo description. To maintain an audit trail, all requests will be followed up in writing and accompanied by supporting documents (e.g., purchase orders, shipping documents, waybills).
 - (2) The CCO will prepare six copies of Form 302 and additional copies of Form 302A as required, the number of associated HN duty-free customs forms (pending availability), or both using information from the request. All entries will be made in black ink. Erasures are not allowed.

NOTE: Instead of using Form 302A, the CCO may prepare two memo copies for each additional country transited. On the side of the memo annotate the words, “This memo copy is for the appropriate border HN customs office”, (e.g., “This memo copy is for the Austrian border customs office.”)

- (a) If a customs form is tampered with in any manner (i.e., erasures, additions), the document will be voided. If Form 302 is damaged or becomes unusable, all copies except copy one (and copy two if pre-stamped by HN customs officials) will be destroyed. Copy one will be crossed out diagonally with a red line and the word “void” will be written across the page. The accountable form ledger will show this status. The serial number of Form 302 will be entered and logged into a ledger to maintain an audit trail. HN duty-free customs documents will be managed in the same manner as Form 302.
 - (b) Copy two of HN duty-free customs pre-stamped forms will be crossed out diagonally with a red line and the word “void” written across the page. Copy two will be presented to the HN Customs office so they can make required annotations to their records. This will complete the reconciliation process for that form.
 - (c) If a CCO is in possession of an older version of Form 302 that does not have a pre-printed serial number in the upper right hand, the CCO will ensure all copies are destroyed.

- (3) The Form 302, and HN duty-free customs forms, if required, is stamped with the U.S. customs stamp and signed with the payroll signature of the stamp holder.
- (4) The Form 302 and HN duty-free customs forms, if required, are taken to the local HN customs office to obtain a HN customs stamp. The HN customs office will keep copy six (pink), or copy five (yellow), of Form 302 and HN duty-free customs forms, if required, in a suspense file.
- (5) After obtaining the HN customs stamp, the CCO files copy four (blue) of the Form 302 and suspense copies of associated HN duty-free customs forms in a suspense file with supporting documentation. The CCO will give the remaining copies of Form 302 and/or HN duty-free customs forms to the shipper or to the mode operator. U.S. and HN customs clearance officials usually do not need to be physically on site for cargo loading and manifest verification. Local customs rules, however, may require on-site inspection, depending on the HN. Local procedures must be followed.

NOTE: To expedite the return of Form 302 and other HN duty-free customs forms to the origin issuing office, CCOs may attach to each customs form a business-size envelope with the military return address of the issuing office for movement through the military postal system.

- (6) For multi-stop shipments and reconsignments, a separate Form 302 and associated HN duty-free customs forms will be completed for each stop.
- (7) Foreign Military Sales (FMS) and Humanitarian Aid Program (HAP):
 - (a) **Surface:** Cargo can only be shipped by surface under a Form 302, if the destination is a U.S. Government location or a duty-free location, where a U.S. Forces representative signs for the cargo upon receipt. Transfer of ownership for FMS/HAP cargo is then executed in-country.
 - (b) **Port of Embarkation (POE):** FMS and HAP shipments are often shipped to a POE where normally the transfer of title takes place. A U.S. representative/designated individual at the POE will sign the Form 302 and return it to the issuing CCO for reconciliation. Under no circumstances is the Form 302 to be issued to the purchaser/purchaser's agent. The use of this form by the purchaser/purchaser's agent to obtain customs exemption is in direct violation of bilateral agreements. The purchaser's agent/freight forwarder has the responsibility to obtain the required export license and subsequent commercial customs documentation prior to the vessels departure. Under no circumstances will the U.S. Forces personnel obligate nor will they obtain customs clearances from Port Authorities at the POE for designated purchasing agents. Export customs declarations for vessel transport are the sole responsibility of the countries agent/freight forwarder.
- (8) Commercial vendor shipments (e.g., DVD) will not be cleared with a Form 302, or any other HN duty-free customs form, unless cargo title is held by the U.S. Government.
- (9) Servicing CCOs will ensure cargo going to or through the CONUS has been precleared and inspected by an agent of the MCBCAP. If an inspection is not made when the shipment is offered for movement, the MCT/TO will inform the shipper of the requirement and explain how to contact a U.S. MP customs official. Shipments transiting through and terminating in the CONUS will not be processed until this issue is resolved.

- (10) When shipping by rail, customs documents will be given to the stationmaster at the origin railhead. The TSP will be told to deliver the customs documents to traffic-management officials at the destination railhead.

2. Destination.

- a. The destination MCT/TO or consignee will:
 - (1) Sign for receipt on all copies of Form 302 and associated HN duty-free customs forms.
 - (2) Verify that the goods listed on Form 302 and associated HN duty-free customs forms were or were not received in the quantities indicated.
 - (3) Note discrepancies between Form 302, associated HN duty-free customs forms, and the actual shipment received on all copies of the customs forms. If discrepancies are discovered, initiate an investigation process with the origin CCO and the ICTB.
 - (4) Ensure that all customs documents are taken to the local HN customs office. The destination HN custom office will stamp and sign the back of all copies. The destination HN customs office will keep copy three (pink) of Form 302 and copies of any HN duty-free customs forms on file. If no HN customs office is available in the local area, the CCO, MCT/TO, or consignee will notify the shipper to advise the TSP that cargo has to be cleared at the inland border or another designated inland HN customs office prior to delivery.
 - (5) Keep copy five (yellow), or copy six (pink) when necessary, of Form 302 and required HN duty-free customs forms on file.
 - (6) Return, by mail, copy one (white) and copy two (green) of Form 302 and any HN duty-free customs forms to the origin CCO. Signed customs forms will be returned to origin in a timely manner. The use of the military postal system to return customs forms is strongly encouraged. Completed customs forms may be consolidated each month and sent back after processing.
- b. If a shipment arrives without a Form 302 and associated HN duty-free customs forms, the destination MCT/TO or consignee will send a statement to the origin CCO certifying the date of arrival, shipment description, shipment weight, and the serial number of the Form 302 and associated HN duty-free customs forms obtained from other movement documents. If the origin CCO holder is unknown, the MCT/TO or consignee will send a statement to the office that initiated the shipment. The origin office will send the statement to the origin CCO. The issuing CCO will compare this information for accuracy with his or her file copy. The consignee's statement will be accepted by origin HN customs in place of a lost original customs document. In case no customs document has been issued upon shipment, the responsible destination CCO will, in coordination with destination HN customs, clear cargo. Additionally, the destination CCO will send a memorandum for record to the origin MCT/TO or other designated shipping office with copies furnished to his/her next headquarters and to ECJ4-EDDOC-ICTB.
- c. If cargo is rejected at the destination, the MCT/TO or consignee will annotate on the Form 302 and associated HN duty-free customs forms that "Cargo received on (date) and rejected by consignee. Local HN officials have been notified." Customs documentation will be returned to the origin CCO.

3. Closing the Loop

- a. When the destination MCT/TO or consignee and the destination HN customs office properly complete and send copy one (white) and copy two (green) of Form 302 and copies of associated HN duty-free customs forms to the origin customs-clearance office, the CCO will:
 - (1) Reconcile copy one (white) of Form 302 with suspense copy one (blue) for changes.
 - (2) File the original Form 302 with other documents supporting the transaction if no changes were made.
 - (3) Find out from the destination MCT/TO or consignee the reasons for any changes made.
 - (4) Refer apparent fraud to the U.S. Forces police authorities, the chain of command, and the ECJ4-EDDOC-ICTB for investigation.
 - (5) Forward copy two (green) of Form 302 and copies of completed HN duty-free customs forms to the origin HN customs office or main customs-administration office. On receipt of copy two of Form 302 and associated HN duty-free customs forms, the HN customs office will reconcile the forms with its suspense copy six (pink) of Form 302 and suspense copies of HN duty-free customs forms, and close out the customs documentation. If necessary, HN customs officials will request that the ECJ4-EDDOC-ICTB initiate a tracer to resolve customs forms discrepancies.

4. Reconciliation of Open Form 302 and Associated HN Customs Forms.

- a. The origin CCO will reconcile and initiate tracer action on any open Form 302 and associated HN duty-free customs forms with the destination MCT/TO and customs-clearance offices or consignees no more than 30 calendar days after the shipment date. If customs forms have been lost, the origin CCO will annotate his or her suspense copy accordingly.
- b. If reconciliation has not been made after 30 days, the origin CCO will send a memorandum with a copy of the tracer action to his or her appointing authority and request that the appointing authority contact the CDR of the activity not responding. The appointing authority will send a memorandum to the CDR of the activity requesting that the CDR take immediate steps to reconcile open customs documents and ensure procedures are in place to prevent future problems.
- c. If after another 30 days there has been no reconciliation, the appointing authority will send a memorandum requesting command assistance with all previous correspondence to the Service-component customs POC.

5. Quarterly Reconciliation with HN Customs Authorities.

- a. At the end of each calendar quarter, the origin CCO will prepare and send a letter to the servicing HN customs office to clear any outstanding copies of Form 302 and associated HN duty-free customs forms for the past 90 days. The letter will include the following statement or words to the effect:

“Cargo was received by the military consignee. The original Form 302 and associated HN duty free customs forms were lost or accidentally destroyed (choose one). Please accept this letter as proof of delivery.”
- b. If possible, copies of the open Form 302 and associated HN duty-free customs forms in question will accompany the letter.
- c. Local HN customs officials may request that reconciliations include additional information or a different format.

6. Monthly Reports.

- a. On a monthly basis, all CCOs will send a report to their Service component customs office with the status of all open Form 302s and associated HN duty-free customs forms.
- b. The Service component customs office will review the report and maintain a copy on file. If problems are identified, they will be forwarded to the USEUCOM J4 ICTB customs office.

Q. DUTY-FREE CUSTOMS CLEARANCE PROCESS-AIR

NOTE: The procedures for shipping cargo by air may differ according to HN customs rules and regulations.

1. Military Air Export.

- a. Cargo entering the airlift system from within the same country: Shippers will prepare Form 302 and/or HN duty-free customs forms. The customs forms will accompany the shipment to the aerial port of embarkation (APOE). Air terminal personnel receiving for cargo will make two copies of the customs forms if additional copies are not provided by the shipper. Sign receipt on both copies. One copy will be filed with the copy of the aircraft manifest listing this cargo. If required, the other copy will be submitted to the local HN customs office together with a copy of the aircraft manifest. The rest of the copies will be securely affixed to the number one box of the consignment to accompany the shipment to final destination.
- b. Note for shipper: Additional copies need to be issued to allow for proper processing and clearing the cargo through the APOE. Shippers may use Form 302A or make copies.
- c. Cargo arriving at a military APOE without an accompanying Form 302 and associated HN duty-free customs forms will not be cleared for onward movement. Cargo will be returned to shipper at the shipper's expense.

2. Commercial Air Import.

- a. DoD cargo arriving at a commercial airport by commercial TSP may be moved in one of two ways: on Form 302 or on the commercial T-1. General information for both options is as follows:
 - (1) The air TSP sends a cargo manifest to the servicing CCO in the geographic area in which the consignee is located. The manifest and request can be mailed, e-mailed, or faxed.

NOTE: HN's may allow the free flow of duty-free cargo on T-1 provided certain criteria have been met. If commercial air TSP cannot meet the criteria, they may send pre alerts to the destination CCO requesting clarification.
 - (2) The servicing CCO will review, verify, and reply to the air TSP indicating which cargo is in fact accepted as U.S. Forces-owned and correctly consigned cargo. The CCO will inform the air TSP whether a Form 302 will be issued immediately to the air TSP or whether the air TSP is required to open a T-1 for in-bond transport and later closure with a Form 302 or associated HN duty-free customs form.
 - (3) Rejected cargo: When cargo is rejected by the CCO, the air TSP is responsible for working with the shipper and the commercial or private receiver for resolution. Cargo may be rejected for many reasons, (e.g., determination could not be made as to its status; the cargo is personal property; wrong addressing).

- b. Using Form 302 and associated HN duty-free customs forms. The procedures for moving cargo using this method are as follows:
- (1) The servicing CCO will prepare Form 302 and associated HN duty-free customs forms for a particular consignee, keep copy four (blue) of Form 302 and copies of associated HN duty-free customs forms in a suspense file, and send the documents to the air TSP. There are many different ways to get the duty-free customs documents to the air TSP. CCOs and air TSPs will develop their own arrangements.
 - (2) The air TSP will present the Form 302 and associated HN duty-free customs forms to the airport HN customs office for stamping and signature. The HN airport customs office will keep copy six (pink) of Form 302 and copies of associated HN duty-free customs forms for its files, and return the remaining copies to the air TSP.
 - (3) The air TSP will deliver the cargo to its destination. The air TSP is responsible for obtaining the consignee's signature on the Form 302 and associated HN duty-free customs forms. The consignee will keep copy five (yellow) of Form 302 and copies of associated HN duty-free customs forms. It is the consignee's responsibility to forward all customs documents to his/her servicing CCO for further processing.
 - (4) The servicing CCO will present the customs forms to the destination HN customs office to obtain their stamp. The destination HN customs office will keep copy three (pink) for their files.
 - (5) The CCO will reconcile copy one (white) with suspense copy four (blue) of Form 302 and suspense copies of other HN duty-free customs forms and take action if there are discrepancies. Copies one and four of Form 302 and suspense copies of other HN duty-free customs forms will be filed with the requesting documentation. Copy two (green) will be forwarded to the airport HN customs office. Any remaining copies will be destroyed.
- c. Using EU Form T-1. The EU Form T-1 will be used only if the Form 302 and associated HN duty-free customs documents cannot be obtained for securing the timely release of air cargo. The procedures for moving cargo using this method are as follows:
- (1) The air TSPs customs representative at the airport will prepare the EU Form T-1 and enter it into the EU's New Computerized Transit System (NCTS). The air TSP also has to deposit a mandatory monetary security with HN customs. The air TSP will make every effort to consolidate cargo on a T-1 instead of opening a T-1 for every piece of cargo.
 - (2) The air TSP will take the cargo to the HN customs office servicing the area where the consignee is located (e.g., delivering cargo to Ramstein, the HN customs office is located in Einsiedlerhof). The HN customs office will terminate the T-1 in the NCTS. At this time, the air TSP is relieved of customs fee liability and the required monetary deposit is annulled by HN customs.
 - (3) The HN customs office will issue a "Permission Slip" authorizing the air TSP to deliver the cargo to the consignee. This document changes the bond responsibility from the air TSP to the U.S. Forces, who are now responsible to guard the cargo until customs clearance documentation is submitted to the destination HN customs office.
 - (4) The consignee will sign the permission slip after delivery. The air TSP will take the signed permission slip to the CCO responsible for customs clearance for that consignee. The CCO will collect permission slips from all the air TSPs. On a regular basis the CCO will prepare one Form 302 or associated HN duty-free customs documents listing

all the permission slips. The CCO will keep a copy of the permission slip, copy four (blue) of Form 302, and suspense copies of associated HN duty-free customs forms in a suspense file.

- (5) The CCO will present the delivery permission slips, Form 302, and associated HN duty-free customs forms to the local HN customs office that issued authorization for delivery for stamping and signature.

NOTE: Local timelines/SOPs will be developed between the CCO and the servicing HN customs offices for the submission of customs documents. The local HN customs office will keep copy two (green) of Form 302 and copies of associated HN duty-free customs forms for its files and return the remaining copies to the CCO.

- (6) The CCO will reconcile copy one (white) with suspense copy four (blue) of Form 302 and with suspense copies of associated HN duty-free customs forms and take action if discrepancies are found. Copies one and four of Form 302 and suspense copies of associated HN duty-free customs forms will be filed with requesting documentation. The CCO will provide copies of the customs forms to the air TSP for their files.

NOTE: In Italy, some HN custom offices may authorize and accept a U.S. Forces CCO stamping, signing, and certifying the back of the EU Form T-1 to show that the cargo is a U.S. Forces, duty-free shipment. In these cases, issuance of a Form 302 is not required.

- (7) Close out of T-1s: There may be instances when the Form 302 or other associated HN customs duty-free customs forms are not returned to the local HN customs office that authorized delivery to the consignee for closeout of the T-1. When this happens, the TSP carrier will contact the customs manager at the ICTB. The ICTB customs manager will take action to ensure the T-1 is closed out.

3. Commercial Air Export.

a. Servicing CCOs will:

- (1) Initiate Form 302 and associated HN duty-free customs forms for DoD cargo departing the USEUCOM AOR through commercial airports.

NOTE: There may be instances when the CCO will not be able to obtain the origin HN customs stamp on the duty-free customs documents before the shipment departs from the customer's origin location. If this happens, the CCO will still provide duty-free customs documents to the air TSP, and the airport HN customs office will stamp the documents. The air TSP is then responsible for ensuring the customs documents are returned to the origin CCO.

- (2) Ensure that cargo requiring onward movement to or through CONUS has been precleared and inspected by an MCBCA.

- b. Cargo arriving at a commercial airport without an accompanying Form 302, and/or associated HN duty-free customs forms and MCBCA preclearance for cargo requiring onward movement to or through the CONUS will not be cleared by HN airport customs officials. This cargo may be put in bondage or returned to the shipper at the shipper's expense.

c. Processing of Form 302 and/or associated HN duty-free customs forms:

- (1) Cargo Departing EU/NATO Countries: The TSP will process duty-free customs forms through the commercial airport customs office. After processing, the TSP will return copy one (white) and copy two (green) of Form 302, and copies of associated HN duty-free customs forms, to the issuing CCO.

- (2) **Cargo Destined to EU/NATO Countries:** The TSP must ensure Form 302, and/or associated HN duty-free customs forms, accompanies the shipment to final destination. Memo copies may be pulled and processed with HN customs offices at the airport of exportation and airport of importation. The TSP must ensure that copy one (white) and copy two (green) of Form 302 and/or copies of associated HN duty-free customs forms are provided to the destination CCO upon delivery of the cargo. Shipper and TSP must ensure sufficient amount of memo copies of Form 302, and/or associated HN duty-free customs forms, are produced and processed together with the initial amount to ensure memo copies are available for each airport HN customs office. This is important when considering that air cargo may be transported from the airport by truck or train across international borders. For example, a hub in Brussels, Belgium, may receive cargo by air and final delivery to Germany may be done by truck.

R. DUTY-FREE CUSTOMS CLEARANCE PROCESS-SEA

NOTE: The procedures for shipping cargo by sea may differ according to HN customs rules and regulations.

1. Commercial and Military Sea Import.

- a. DoD cargo arriving at commercial seaports by commercial or military TSP may be moved in one of two ways: on Form 302 or on the commercial T-1.
- b. Using Form 302 and associated HN duty-free customs forms. The duty-free customs process at seaports basically mirrors the duty-free customs process at commercial airports, with the following exceptions:
 - (1) The TSP is responsible for the clearance of the cargo through customs. The TSP will forward the bill of lading (BL) and cargo manifest to the U.S. Forces customs-clearance office at the seaport of debarkation (SPOD) for issuance of Form 302 and associated HN duty-free customs forms.
 - (2) The customs clearance office will prepare Form 302 and associated HN duty-free customs forms, keep copy four (blue) of Form 302 and suspense copies of associated HN duty-free customs forms in a suspense file, and return remaining copies to the TSP.
 - (3) The TSP will present the Form 302 and associated HN duty-free customs forms to the HN seaport customs office for stamping and signature. The HN seaport customs office will keep copy two (green) of Form 302 and suspense copies of associated HN duty-free customs forms for its files and return the remaining copies to the TSP. Port of debarkation (POD) authorities may inspect and reseal the shipment or may just verify that the seals are still intact. POD authorities will seal the shipment if it has not been sealed.
 - (4) If the shipment is broken down for in-country transit to different consignee destinations, each unique shipment requires a Form 302 and associated HN duty-free customs form.
 - (5) The TSP will deliver the cargo to its destination. Destination customs officials may break the seals and verify the authenticity of the shipment. The TSP is responsible for obtaining the consignee's signature on Form 302 and associated HN duty-free customs forms and for returning all copies to the origin customs-clearance office at the SPOD. Consignees will keep copy five (yellow) of Form 302 and copies of associated HN duty-free customs forms.
 - (6) The origin CCO will reconcile copy one (white) with suspense copy four (blue) of Form 302 and suspense copies of associated HN duty-free customs forms and take necessary

action if discrepancies are found. Copies one and four of Form 302 and suspense copies of associated HN duty-free customs forms will be filed with the requesting documentation. Any remaining copies will be destroyed.

2. [Use of EU Form T-1](#). The EU Form T-1 will be used only if the Form 302 and associated HN duty-free customs documents cannot be obtained for securing the timely release of sea cargo. The procedures for moving cargo using this method are the same as the commercial air import (see above).
3. [Commercial and Military Sea Export](#).

NOTE: The customs procedures for moving cargo through commercial and military seaports are the same as the commercial air export (see above).

S. FMS CARGO MOVED IN AIR MOBILITY COMMAND (AMC) CHANNEL SYSTEM FROM CONUS THROUGH GERMANY

1. Any FMS cargo moved within the AMC channel system to, or through Germany are subject to the procedures in this paragraph.
2. All categories of FMS Cargo are authorized by the German Government to enter Germany via AMC channel system; however, because of the complexity of the clearance process and associated administrative burden, only the following Controlled Inventory Item Codes (CIIC), which must be shipped using the military-controlled DTS, will be offered for air clearance into the Financial and Air Clearance Transportation System (FACTS).
 - a. CLASSIFIED (Secret, Confidential and Cryptographic Materials) with CIIC of A, B, C, D, E, G, H, and S
 - b. SENSITIVE Material and Arms, Ammunition & Explosives (AA&E) with CIICs of 1, 2, 3, 4, 5, 6, 8, Q, and R
 - c. CIIC 7, N, and P.
3. General FMS cargo will not be sent via AMC channel through Germany, unless circumstances preclude the use of commercial air transportation (Next Generation Delivery Service [NGDS] or tender), Special Assignment Airlift Mission (SAAM), or ocean cargo transportation.

NOTE: General FMS cargo includes all commodities not described in [Paragraph S.2](#) above.

4. These restrictions do not apply to the movement of DoD-appropriated Building Partner Capacity cases because the U.S. Government retains title and custody of items until final destination. FMS and Building Partner Capacity shipments are identified by the first three positions of the TCN (see DTR Part II, Appendix E). FMS country identifiers are available via the Security Assistance Management Manual (SAMM), Table C4.T2A, at <http://www.samm.dsca.mil/table/table-c4t2a>.
5. FMS shipments to the following countries are authorized by the German Government to enter Germany via AMC channel, if they are capable and willing to customs clear their own cargo in Germany:

Albania	Bosnia and	Estonia
Armenia	Herzegovina	Finland
Austria	Bulgaria	France
Azerbaijan	Croatia	Georgia
Belgium	Czech Republic	Greece
	Denmark	Hungary

Iceland	Netherlands	Slovakia
Ireland	Norway	Slovenia
Italy	Poland	Spain
Latvia	Portugal	Sweden
Lithuania	Republic of North Macedonia	Switzerland
Luxembourg	Romania	Turkey
Malta	Russia	Ukraine
Moldova	Kosovo	
Montenegro	Serbia	

6. These are the authorized airlift scenarios for movement of FMS to/via Germany.
 - a. FMS cargo entering Germany on an aircraft manifest and/or mission that terminates in Germany (cargo is offloaded to be moved via surface) and being customs cleared in Germany.
 - b. FMS cargo transiting Germany, remaining on the same mission/aircraft, and not being customs cleared.
7. FMS Cargo Customs Cleared in Germany:
 - a. After a shipping requirement is identified, but before the material is shipped, pre-coordination with all applicable players in the process must be accomplished.
 - b. The Army and Navy's Central Case Manager (CCM) will issue exception data A05 requisitions with a supplementary address of "XW" in record positions 46–47, with the following comments in the remarks section: "SEE MAPAC (enter MAPAC) TAC 2 Para B and C, Notice of Availability (NOA) required." The Air Force's CCM will not use A05 requisitions, but will use normal requisitions with the routine "XX" in record positions 46–47.
 - (1) CONUS DoD shipping activities will be required to send a Notice of Availability (NOA) to the recipient nation representative (e-mail address to be provided by recipient nation) and to the designated USAREUR representative (usarmy.rheinland-pfalz.21-tsc.list.21st-tsc-spo-tib-fms@mail.mil) who will arrange for onward movement by surface. Because onward movement under this process is not covered by AMC channel rates, the designated USAREUR representative will ask for the required funds to be sent by Military Interdepartmental Purchase Request. FMS cases may need to be amended to cover this cost. An information-only copy of the NOA will also be sent to the Implementing Agency (IA) CCM and the recipient nation Security Cooperation Officer (SCO). These addresses will be listed in the Military Assistance Program Address Directory (MAPAD) under special instructions. Shipping activities will not offer the shipment for an "air" clearance movement in FACTS until they receive a "positive response" to the NOA from the recipient nation representative and the designated USAREUR representative all customs clearance, movement and security requirements are in place for receipt and onward movement in Germany.
 - c. The Service IA in coordination with the origin shipper prepares the NOA containing the following information:
 - (1) FMS Requisition Number
 - (2) Document Number/Military Standard Requisitioning and Issue Procedures (MILSTRIP)
 - (3) TCN

- (4) National Stock Number
 - (5) Nomenclature
 - (6) CIIC
 - (7) DTC
 - (8) Military Assistance Program Address Code
 - (9) Supplementary Address
 - (10) FMS Case Number
 - (11) Transportation Account Code (TAC) and long line of accounting fund cite
 - (12) United Nations ID
 - (13) Net Explosive Weight
 - (14) DoD Identification Code
 - (15) CONUS Shipping Activity (POC Data)
 - (16) Pieces, weight, and cube
 - (17) Type pack and dimensions
 - (18) Estimated dollar value
 - (19) Contract Number and Contract Line Item Number
- d. The origin shipper initiates the NOAs for this process and forwards the NOAs along with copies of the Transportation Control and Movement Document (TCMD) (DD Form 1348), hazardous material (HAZMAT) documentation, and/or DD Form 250, Material Inspection and Receiving Report/Wide Area Work Flow and/or DD Form 1149 according to the MAPAD special instructions.
 - e. The origin shipper will not offer shipment for air clearance until they receive a “ready to receive” response from each NOA action recipient.
 - f. Upon receipt of the NOA responses indicating customs clearance, onward movement and security for shipment has been arranged, shipper will offer the shipment into FACTS.
 - g. The Service Air Clearance Authority (ACA) will confirm their receipt of the NOA response and perform the required coordination with the shipper/APOE.
 - h. The ACA will notify the shipper to release the shipment once all the coordination is complete.
 - i. The shipper will issue all shipping documentation and release shipments for movement to APOE.
 - j. Recipient nations are required to process their own customs clearance documentation with the applicable local German customs office. The U.S. Government is not allowed to clear customs for any other foreign nation. The following customs documentation requirements have been identified by the German Government and are based on the recipient nation’s status as identified below:
 - (1) NATO Only Members: Country Form 302
 - (2) NATO and EU Members: Country Form 302
 - (3) EU Only Members: EU T-1

- (4) Non-NATO, Non-EU Members: TIR CARNET
- k. Recipient nations also have the responsibility for coordination with USAREUR. The FMS recipient nation representative and USAREUR must coordinate to ensure a smooth onward shipping process out of APOD in Germany and for sending a “positive response” to the NOA back to the shipping activities indicating that customs clearance and coordination with the FMS recipient nation and USAREUR is complete.
- l. Upon receipt of the NOA, the designated USAREUR representative begins the process of coordinating with the APOD in Germany, the FMS recipient nation, and planning shipment for onward movement to the final destination.
- m. After theater reception, onward movement coordination and planning has been completed for the shipment, the designated USAREUR representative will send a positive NOA response via e-mail to the following organizations indicating the theater is prepared to receive the material and the coordinated arrival target date at the APOD in Germany.
 - (1) The origin shipper who initiated the NOA
 - (2) The CONUS APOE
 - (3) The APOD in Germany
 - (4) The Service ACA:
 - (a) Army: usarmy.redstone.logsa.mbx.aaca-customer-support-team@mail.mil
 - (b) Air Force: afglsc.sc3aca@us.af.mil
 - (c) Navy: NAVSUP_LOC_Air_clear@navy.mil.
- n. Air Clearance and Port to Port Coordination Process
 - (1) After the USAREUR has confirmed the theater is ready to receive the material and has acknowledged this by responding to the NOA as outlined in the previous paragraph, the shipper initiates the air clearance process.
 - (2) Only after receiving positive NOA response from USAREUR verifying the theater is prepared to receive the material and similar approval from the APOE that the airlift system is prepared to receive the cargo, will the ACA clear the shipment.
 - (3) After the ACA has cleared the shipment, the shipper will ship the cargo to the APOE IAW normal cargo movement procedures to include issuing a Report of Shipment (REPSHIP) IAW DTR Part II, Chapter 205, Paragraph L.
- 8. FMS shipments from CONUS through Germany (cargo remains on same aircraft/mission).
 - a. Shippers may ship FMS from CONUS to the following APODs per the Channel Sequence Listing (CSL) on channels which may transit Germany, using normal ACA clearance procedures in addition to any other clearance requirements as outlined in country specific sections of DTR Part V, Chapters 510-515: Al Udeid AB (IUD), Cairo (CAI), Mildenhall (MHZ), Lajes (LGS), Bagram (OA1), Bastion (AZ1), Kandahar (KDH), Mazar-I Sharif (MZR) and Kuwait (KWI).
 - b. This includes FMS shipments to the following countries: Egypt, Iraq, Jordan, Kuwait, Kyrgyzstan, Lebanon, Oman, Portugal, Qatar, Saudi Arabia, United Arab Emirates, United Kingdom, Afghanistan, and Yemen, which have APODs associated with the AMC aerial ports listed previously.

- c. Prior coordination with the German Government is not required on these shipments. Onward movement to CENTCOM-approved Associated APOD Plan destinations from AMC hubs in CENTCOM is conducted according to CENTCOM direction and CENTCOM business rules, as directed by the CENTCOM Deployment Distribution Operations Center.
- d. CONUS aerial ports must ensure FMS cargo associated with the channels listed in this paragraph are not manifested to terminate in Germany. This will ensure FMS cargo remains on the aircraft. CONUS aerial ports must coordinate with the 618th Air Operations Center (AOC) on channel missions carrying FMS cargo manifested to APODs other than those in Germany to be scheduled for quick turn in Germany vice remain over night to preclude signature service cargo from being downloaded and stored overnight in Germany.
- e. Locations listed in this paragraph are subject to change IAW 618th AOC's CSL. For current information regarding FMS cargo associated with CONUS channels, see 618th AOC CSL located at URL <https://tacc.us.af.mil/?action=xog&XOGpage=tools>. To review theater APODs associated with the CENTCOM channels, see attachment 1 (APOD Association Plan) of the Channel Sequence Listing.

T. SPECIFIC COUNTRY DETAIL

This section provides the most up-to-date overseas customs process information, and/or exceptions obtained for the following countries:

1. **Passenger:** See the DoD Foreign Clearance Guide at <https://apacs.milcloud.mil/fcg/fcg.cfm>.
2. **Personal Property:** See the Personal Property Consignment Instruction Guide (PPCIG) at <https://www.ustranscom.mil/dp3/pdfs.cfm>.
3. **Military Cargo, Equipment, and Gear:** United States Forces have the potential to spread agricultural diseases of economic or public health concern via contaminated vehicles, rolling stock, materiel and equipment. Transboundary diseases include transboundary animal diseases with potential to affect human and animal health, as well as transboundary plant pathogens with potential to affect crops. Introduction of a Disease into a partner nation may have serious implications to both mobility within theater and the U.S. Government's relationships with international partners as transboundary diseases may lead to politically and economically destabilizing events.

Military cargo, equipment and gear will be Free from: waste, dirt, soil, mud, sand, organic, plant, animal or fecal matter (incl. insects, snails, spiders, cocoons, eggs, larvae etc) or any other matter foreign to the equipment. Agriculture cleaning IAW Armed Forces Pest Management Board (AFPMB) Technical Guide 31, Agricultural Washdown and Inspection Preparation for Military Conveyance and Equipment, is the minimum standard to meet this requirement. Under certain conditions equipment may not require sanitization but still requires certification that it meets entry requires (i.e., new equipment shipped directly from the manufacturer). Units will adhere to the USEUCOM GENADMIN to Prevent Transfer of African Swine Fever and supplemental guidance for all movements into or within the AOR.

When a country specific agriculture cleaning or disinfection certificate is not listed, default to the standard certificate to document agriculture cleaning. Country specific requirements can change without notice due to animal disease outbreaks. Units should submit Request for Support through proper channels in order to engage Army Veterinary Services early in the process to advise Commanders on the current Agriculture Cleaning, Disinfection, and Documentation requirements. Planning should include consideration of Port of Entry into the EU, transited nations, and the destination of the Military equipment.

For additional information regarding agriculture cleaning and disinfection requirements in the USEUCOM AOR, please consult your supporting US Army Veterinary Service office or contact the USEUCOM Veterinary Consultant at usarmy.wiesbaden.usareur.mbx.ocsurg-fhp@mail.mil or DSN: 314-537-0056. Please include "AGRICULTURE RFI" in the subject line of email.

4. Cargo requirements and other exceptions are documented by country below.

Albania	Finland	Norway
Armenia	France	Poland
Austria	Georgia	Portugal
Azerbaijan	Germany	Republic of North Macedonia
Azores (Lajes Field) in Portugal	Greece	Romania
Belarus	Greenland	Russia
Belgium	Hungary	Serbia
Bosnia-Herzegovina	Iceland	Slovakia
Bulgaria	Ireland	Slovenia
Croatia	Italy	Spain
Cyprus	Lithuania	Sweden
Czech Republic	Luxembourg	Switzerland
Denmark	Malta	Turkey
Estonia	Moldova	Ukraine
	Netherlands	United Kingdom

U. ALBANIA

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

V. ARMENIA

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

W. AUSTRIA

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

X. AZERBAIJAN

1. Cargo: No country-specific details.

2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

Y. AZORES (LAJES FIELD) IN PORTUGAL

1. Cargo:
 - a. Surface: No country-specific details.
 - b. Air: The following sections describe the different processes for air shipments arriving/departing Lajes Field, Azores:
 - (1) All cargo going through Lajes Field via military or commercial air, imports and exports, must be cleared through the Portuguese Customs House using a Form 302. The only personnel authorized to prepare the Lajes Form AE302 are the TO Customs Technician and the TO Alternate Customs Technician who are delegated in writing by the CDR, U.S. Forces Azores. Based on political sensitivities in the Azores, the Customs Technicians will be assigned to the TO with staff oversight by the USFORAZ/J-4.
 - (2) Custom emolument fees are charged for each Form 302. These fees are paid by the 65th Logistics Readiness Squadron (LRS) to Portuguese Customs House using local Operational and Maintenance funds.
 - (3) All cargo received from another military installation in the European theater on a commercial aircraft or vessel is required to have a Form 302 or T1. If cargo is received without one of these two forms, the cargo will be seized by Portuguese Customs and a daily storage charge will apply.
 - (4) On cargo received from other than the European theater, cargo must be listed on a manifest. The local TO will prepare the Form 302 and forward to the Portuguese Customs House.
 - (5) In the event cargo is received via air shipment without proper documentation, the 729th Contingency Response Group will immediately contact the TSP and Customs Technician to resolve the situation.
 - c. Sea: The following sections describe the different processes for ocean vessel shipments arriving/departing the Azores.
 - (1) In the event ocean vessel shipments are held up due to lack of proper documentation at the port of origin (Lisbon, for example), the local Military Surface Deployment and Distribution Command (SDDC) Port Authority will immediately initiate action with TSP, their higher headquarters, and TO Customs Technician to resolve the issues.

Z. BELARUS

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

AA. BELGIUM

1. Cargo: No country-specific details.

2. Cleanliness and Sanitation Requirements for Entry and Exit of Military Equipment and Personnel to and from Belgium: US Military Forces will comply with the Biosecurity control measures to prevent the introduction and/or spreading of biological hazards before entry into Belgium and submit documentation in accordance with the Belgian Ministry of Defence Cleaning Certificate (Figure 510-9). Sanitization of all equipment, vehicles, and containers is required and will be disinfected with Virkon S. Disinfection of materials and use of Virkon S are covered in Figure 510-10. Veterinarian signature is required on Hygiene Certificate Cleaning and Sanitization Form.

BB. BOSNIA-HERZEGOVINA

1. Cargo:
 - a. Surface:
 - (1) “B” and “C” Forms are the sole customs documents used for the customs bonded transportation and final duty-free importation in Bosnia-Herzegovina of cargo destined for or in support of the Bosnian Peace Agreement Stabilization Force (SFOR). The “B” Form will be used for all rail movements while the “C” Form will be used for all military and commercial highway movements. Procedures for preparing “B” and “C” Forms are contained in SFOR Customs Guide and SOPs 8014, Theater Financial Controller Standard Operating Procedure for the Control and Sale of Duty-Free Goods and 8015, Theater Financial Controller Standard Operating Procedure for Freedom of Movement of Duty-Free Goods.
 - (2) The “C” Form must accompany cargo shipments arriving at a Bosnian border crossing. The “C” Form will be issued at origin by the cognizant SFOR-appointed Customs Clearance Officer. For cargo arriving by rail, the “B” Form will be provided at origin by the cognizant SFOR-appointed Customs Clearance Officer to the origin rail officials together with other rail transportation documents.
 - (3) The normal procedure for importing SFOR cargo into Bosnia, when entering/exiting at highway or rail border crossing points is for the SFOR Customs Office in Sarajevo to fax a copy of page one (of the “B” or “C” Form) directly to the SFOR Customs Office no later than 1600 hours the day prior to the arrival of the shipment at the border crossing point. SFOR Customs will use this copy to inform the HN of impending shipments and to verify all shipments entering theater. The driver/rail personnel will present page two of the “C” or “B” Form to Bosnian Customs at the enter/exit crossing point.
 - b. Air: No country-specific details.
 - c. Sea: No country-specific details.

CC. BULGARIA

1. Cargo:
 - a. Surface: For cargo transiting Bulgaria via surface transportation, (rail and highway) the mode operator must present a copy of the Form 302 prepared at origin. The Bulgarian border officials will stamp the form at entry and exit but do not keep a copy.
 - b. Air: No country-specific details.
 - c. Sea: No country-specific details.

2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of all equipment, vehicles, and containers is required and will be disinfected with Virkon S. Disinfection of materials and use of Virkon S are covered in Figure 510-10. Veterinarian or veterinarian trained signature is required on Hygiene Certificate Cleaning and Sanitization Form.

DD. CROATIA

1. Cargo
 - a. Surface:
 - (1) “B” and “C” Forms are the sole customs documents used for the customs bonded transportation and final duty-free importation in Croatia of cargo destined for or in support of the Bosnian Peace Agreement Stabilization Force (SFOR). The “B” Form will be used for all rail movements while the “C” Form will be used for all military and commercial highway movements. Procedures for preparing “B” and “C” Forms are contained in SFOR Customs Guide and SOPs 8014, Theater Financial Controller Standard Operating Procedure for the Control and Sale of Duty-Free Goods and 8015, Theater Financial Controller Standard Operating Procedure for Freedom of Movement of Duty-Free Goods.
 - (2) The “C” Form must accompany cargo shipments arriving at a Croatian border crossing. The “C” Form will be issued at origin by the cognizant SFOR appointed Customs Clearance Officer. For cargo arriving by rail, the “B” Form will be provided at origin by the cognizant SFOR-appointed Customs Clearance Officer to the origin rail officials together with other rail transportation documents.
 - (3) The normal procedure for importing SFOR cargo into Croatia, when entering/exiting at highway or rail border crossing points is for the SFOR Customs Office in Sarajevo to fax a copy of page one (of the “B” or “C” Form) directly to the SFOR Customs Office no later than 1600 hours the day prior to the arrival of the shipment at the border crossing point. SFOR Customs will use this copy to inform the HN of impending shipments and to verify all shipments entering theater. The driver/rail personnel will present page two of the “C” or “B” Form to Croatian Customs at the enter/exit crossing point.
 - b. Air: No country-specific details.
 - c. Sea: No country-specific details.

EE. CYPRUS

Cargo: The Government of the United States of America, its military and civilian personnel, and its contractors may import into, export out of, and use in the Republic of Cyprus any personal property, equipment, supplies, materials, technology, training, or services required. Such importation, exportation, and use shall be exempt from any inspection, license, other restrictions, customs duties, taxes, or any other changes assessed within the territory of the Republic of Cyprus.

FF. CZECH REPUBLIC

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of all equipment, vehicles, and containers is required and will be disinfected with Virkon S. Disinfection of materials and use of Virkon S are covered in Figure 510-10. Veterinarian or Veterinarian trained signature is required on Hygiene Certificate Cleaning and Sanitization Form.

GG. DENMARK

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of all equipment, vehicles, and containers is required and will be disinfected with Virkon S. Disinfection of materials and use of Virkon S are covered in Figure 510-10. Veterinarian or veterinarian trained signature is required on Hygiene Certificate Cleaning and Sanitization Form.

HH. ESTONIA

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

II. FINLAND

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of all equipment, vehicles, and containers is required and will be disinfected with Virkon S. Disinfection of materials and use of Virkon S are covered in Figure 510-10. Veterinarian or veterinarian trained signature is required on Hygiene Certificate Cleaning and Sanitization Form.

JJ. FRANCE

1. Cargo:
 - a. Surface: For cargo transiting France via surface transportation, (rail and highway) the mode operator must present a copy of the Form 302 prepared at origin.
 - b. Air: In accordance with French agreements, shipments by commercial air TSP will be cleared on the Form T-1 with each TSP. The cargo consignee will clear cargo and the T-1 using the Form 302, issued by an appointed CCO. The cargo consignee or appointed CCO who issues the Form 302 will ensure proper coordination and closure of the Form 302 with French customs. For military air shipments to France, the air manifest will act as the source document for import clearance with issuance of the Form 302 through an appointed CCO.
 - c. Sea: No country-specific details.
2. France Cleanliness and Sanitation Requirements for Cargo Shipped via All Modes:
 - a. General: All cargo movements to or transiting France must comply with strict business rules, imposed by the French Ministry of Defense, for full compliance by all distribution agencies

IAW the International Sanitary Regulation concerning potential risks with sanitarian diseases such as the African Swine Fever (ASF). For all countries concerned by risk of diseases or a military component that runs through a country which presents sanitary risks, the following apply:

- (1) All commercial and organic (military) vehicles coming to France MUST be cleaned and disinfected, if necessary.
- (2) For commercial and military air and sealift, customers are required to work requirements through the designated TSP.
- b. The Veterinary Certificate must be certified by one of the following personnel, trained and certified to perform the inspections and certifications to meet HN standards:
 - (1) U.S. Military Veterinarian/inspector prior to departure from origin or cargo entry into France
 - (2) As an alternate action, USDA EUCOM-qualified SCBCAs or CBCA-qualified persons who routinely inspects cargo or personal property for CONUS return may perform the inspector/certifier duties for cargo to Norway (France). An SCBCA or CBCA is one who has attended the EUCOM USDA Course at Mannheim and appointed by their respective Installation CBCP Customs Program.
 - (3) A designated person appointed by their commander that meets the certification requirements to perform the inspection and certification IAW France Cleanliness and Sanitation standards.
- c. Industry TSPs' prime movers and organic transportation (truck/cabin and trailer) must undergo a thorough vehicle inspection to ensure cleanliness and sanitation requirements.
- d. At time of movement, the completed Veterinary Certificate must accompany each cargo increment and prime mover transporting the asset(s). A copy must be affixed to each piece of equipment concerned so that it is visible to an outside observer (e.g., inside the windscreen of vehicles, outside the door of containers, etc.). For attached equipment (e.g., trailers), provide two copies: one to be affixed to the prime vehicle and the other to be affixed to the coupling (trailer). The documents must accompany the materials to their final destination. Therefore, it is advisable to provide protective devices (e.g., packing lists) or even anti-tear devices. A copy of each document must be on hand by the driver to provide to French agencies in charge at the final destination.
- e. Shippers must submit the completed Veterinary Certificate and cargo movement request to the Defense Attaché Office (DAO) – Paris, e-mails jmdesireepl@state.gov and PARISDAO@state.gov, prior to movement.
- f. Immediately after shipment departs from the consignor location, the deploying unit or shipping activity must notify the DAO – Paris, e-mails jmdesireepl@state.gov and PARISDAO@state.gov, to advise of import cargo to France. It is imperative that the deploying unit or shipping activity refer to the Foreign Clearance Guide at <https://apacs.milcloud.mil/fcg/fcg.cfm> to acquire specific cargo import information and diplomatic clearance timelines.
- g. Deploying units and shipping activities must notify the DAO – Paris of all relevant information concerning the planned movement of cargo and passengers to France: the number and types of equipment, number of staff to support official business tasking(s), mode of transportation, and estimated time and place for disembarkment in France as part of the transportation movement request. This notification must be made as soon as possible in order for French authorities to arrange control measures at points of entry.

KK. GEORGIA

Cargo: No country-specific details.

LL. GERMANY

1. General: The Supplementary Agreement (SA) to the NATO SOFA (Article 65) is only applicable in Germany. Instructions outlined in Army in Europe (AER) Regulation 550-175, USNAVEUR Instruction 5840.1E, USAFE Instruction 51-702, U.S. Forces Customs Controls in Germany, must be complied with as written.
2. Cargo:
 - a. Agricultural Cleaning: Use German Cleaning and Sanitizing Certificate ([Figure 510-11](#)) to document country specific cleaning requirements. Sanitization of all equipment, vehicles, and containers is required for movements from African Swine Fever affected nations and as directed based on current animal disease status at origin and will be disinfected with Venno Vet 1 or Virkon S. Disinfection of materials and use of Virkon S are covered in [Figure 510-10](#). Veterinarian or veterinarian trained signature is required on German Cleaning and Sanitizing Certificate.
 - b. Surface: No country-specific details.
 - c. Air:
 - (1) All DoD-sponsored commercial air shipments other than Air Force (AF) customer shipments going to U.S. Forces in Germany are cleared through Central Customs Clearance Cells (C4) located at Frankfurt and Köln airports. Commercial air TSPs will submit all DoD-sponsored NGDS and air shipments moving under existing USTRANSCOM contracts/tenders other than AF electronically to the Customs Process Automation (CPA)-NATO system. AF-sponsored commercial air shipments are cleared using the NCTS system. Commercial air TSPs will submit all AF-sponsored NGDS and air shipments moving under existing USTRANSCOM contracts/tenders electronically to the NCTS System. EUCOM-J4-EDDOC-ICTB, Customs section, is responsible to provide separate current and updated lists to all TSPs of postal codes segregated by those that are AF-sponsored and all other cargo.
 - (2) Procedures for C4 offices:
 - (a) The C4 cells located at Frankfurt and Köln airports are DoD-operated and -controlled for the purpose of verifying eligibility for Army-sponsored duty-free entry of commercial air cargo and issuing customs clearance declarations for legitimate DoD shipments. The designated U.S. Forces customs document for cargo declaration accepted by the German authorities is the Form 302. In a letter dated 19 April 2006, the German Ministry of Finance (MoF) approved the DIN A4 paper version of the Form 302 produced by the CPA-NATO system to be used in lieu of the traditional large multi-copy/multi-colored Form 302.
 - (b) The C4 offices will review the data using the criteria in subparagraph (4) below and the designated CCO will issue the corresponding Form 302.
 - (c) The origin/shipper/consignor can be a military or commercial entity. Any origin/shipper/consignor is required to provide detailed information IAW international laws (reflected in guidance contained within this regulation, as well as USEUCOM and USAREUR/USAFE/NAVEUR regulations).
 - (d) Criteria to determine eligibility for duty-free entry on a Form 302:

- V-510-31

- V-510-32

address for Ramstein is <mailto:861lrs.customs@ramstein.af.mil>, for Spangdahlem <mailto:521lrs.lgrdci.shipment@spangdahlem.af.mil>.

- (c) For shipments rejected by the CCO, the air TSPs are responsible for working with the shipper and receiver for resolution.
- (d) The TSPs' customer representative at the airport will prepare the EU transit document T1 and enter it into the EU's NCTS. The LRS will only accept consolidated T1s.
- (e) After entering the T1 into NCTS, the TSP will transport the cargo to the authorized receivers at Ramstein AB or Spangdahlem AB, accompanied by all associated documents (i.e., T1, commercial invoice as Certificate of Identification of the individual positions of the consolidated T1, AWB, or BL). Documentation will be provided to the LRS. The TSP must arrive between 0700 to 1200 hours.
- (f) After the authorization is received, the TSP will offload LRS cargo at the TO. The TSP will deliver all other cargo to the respective final consignees at authorized storage locations.
- (g) The TSP will provide proof of delivery to the LRS Customs Team, the next business day, but NLT 48 hours from date/time of delivery.

(2) LRS Customs Clearance Team Procedures

- (a) Upon receipt of documentation, the servicing CCO will review, verify, and reply to the air TSP indicating which cargo is in fact accepted as U.S. Forces cargo.
- (b) When the TSP arrives at the LRS Customs Clearance Team location with documentation, the LRS Customs Clearance Team will enter the T1 information into NCTS.
- (c) After authorization to offload has been received from NCTS, the LRS Customs Clearance Team will perform a physical check of all shipments and seals.
- (d) The LRS Customs Clearance Team will close out the Movement Reference Number, (unique identification number of the T1) by providing off load comments in NCTS, noting discrepancies, if any, and retrieve the AT/B Number (Atlas Registration Number, an EU customs-controlled reference number which closes out a T1 transit procedure). It is automatically provided by NCTS when the LRS Customs Clearance Team provides a positive offload comment. If the HN Customs Authorities decide to inspect the shipments, the AT/B is generated manually after customs inspection has been accomplished. The AT/B is also generated manually by customs authorities in case the offload comment notes at least one abnormality (i.e., a missing shipment, mismatch of piece count, broken seal). If requested, the LRS Customs Clearance Team will sign a Customs Transfer Document (Zoll-Übergabebescheinigung) for the TSP.
- (e) After the T1 transit procedure is successfully closed, the Customs Clearance Declaration Form 302 is prepared by the LRS Customs Clearance Team. The form is authenticated by an appointed CCO and submitted to the HN Customs Authorities as the final customs declaration for U.S. Forces cargo.
- (f) For contingency issues, the LRS Customs Clearance Team can be reached 24 hours/7 days a week at commercial +49 160-5845795 (Ramstein) or +49 151-12164480 (Spangdahlem).

e. Sea: No country-specific details.

MM. GREECE

1. Mainland:

a. General:

- (1) All cargo shipped into Greece utilizing the U.S. Postal Service is exempt from the customs process.
- (2) All cargo destined for U.S. Forces in Greece must follow Greek customs regulations when importing material free of duties and taxes.
- (3) To meet the "Duty-free" criteria, shippers must include specific documentation with inbound DoD-owned shipments. The designated DoD customs representative (CCO) assigned to Navy Supply System Command (NAVSUP) Fleet Logistics Center (FLC) Sigonella (FLCSI) Souda Bay Site Athens clears material into country in coordination with Greek customs.
- (4) For assistance, the DoD customs representative is available by phone at (+30) 210-353-8029, Monday through Friday between 0730 and 1530 Greece local time (GMT+2), or by email at athens.customs.gr@eu.navy.mil.

b. Air:

- (1) For items originating outside the European community, Greek customs must clear imported items at their port of entry into the country before release and delivery to their destination. The port of entry for all commercial air shipments is the Athens International Airport. Upon arrival, the commercial TSP will hold cargo identified as DoD-owned and notify the CCO assigned to FLCSI Souda Bay. For customs processing, each shipment must have the air waybill, packing list, and commercial invoice.
- (2) Delivery Duties Prepaid (DDP) service is NOT recommended for air shipments into Greece. All inbound shipments require DoD CCO clearance, including those prepaid with DDP. DDP service increases clearance an additional 3 days, with no cost benefit. Local processing without DDP service is usually same day.

c. Sea:

- (1) For all cargo shipped to Greece, Greek customs must clear imported items at their first SPOD in country before release and delivery to destination. Greek customs will issue the Greek Import Declaration to clear DoD-owned shipments. Cargo may be cleared using U.S. Forces Form 302, in conjunction with a source customs document issued at the seaport of embarkation (SPOE). Required documentation to process import customs clearance for each shipment includes the sea waybill, packing list, and commercial invoice or the sea waybill, packing list, and DD Form 1385 – Cargo Manifest.
- (2) Coordination must be made through the Office of Defense Cooperation (ODC) Athens, Defense Attaché Office (DAO) Athens, and SDDC 839th Transportation Battalion (TBn) Greek Detachment for all deploying units shipping cargo to, or transiting, Greece entering the USEUCOM Theater via the Alexandroupolis, Piraeus, Thessaloniki, or Volos seaports. Please refer to [Paragraph G](#) for additional guidance.
- (3) The responsible activity for DoD-owned shipments into Greece is SDDC, 839th TBn, Greece Detachment, DSN 314-656-7001/7007; email usarmy.usag-italy.598-trans-bde.list.839tb-greece-all@mail.mil.

- d. Surface: For cargo transiting Greece via surface transportation from an EU member nation, the vehicle operator must present a copy of the U.S. Forces Form 302 prepared at origin. If coming from a non-EU member nation, the DoD representative to Greece, listed above in [Paragraph MM.1.c.\(3\)](#), must coordinate with Greek customs to assist with the importation process. To obtain clearance, the shipper must enter the final delivery point and seal number on the European Transit Declaration (T1) at the Customs Point of Declaration. The serial number will be noted at the border crossing and verified at the point of inspection as designated by the shipper. This will prevent the need to conduct customs clearance at the initial border crossing, deferring the clearance process until arrival at the delivery destination customs house.

NOTE: The T1 is a commercial customs form and cannot be opened by the U.S. Forces. The closure of the T1 requires a U.S. Forces Form 302 to complete the customs process and to prove cargo is destined for U.S. Forces.

- e. Foreign Military Sales (FMS) Shipments: The following requirements apply to all FMS shipments imported to Greece via sea. For FMS shipments imported to Greece via Military Airlift (MILAIR), see [Paragraph 2.b.\(4\)](#).
 - (1) A Hellenic Air Force Customs Officer will import all shipments consigned to the Hellenic Air Force. For shipments consigned to Hellenic Army units, the responsible TSP will render all final import customs requirements at the consignee location.
 - (2) Documents required for import customs clearances include the sea waybill, commercial invoice, and military cargo manifest. The declared value, FMS case number and cargo Level IV details must be annotated on the cargo manifest for Greek Customs clearance.
 - (3) FMS shipments consigned to the Hellenic Army Forces (DODAAC: BGRA00) and Hellenic Air Force (DODAAC: DGRQ00) should include “Customs Clearance” in the Export Traffic Release Request (ETRR) and booking Export Traffic Release (ETR).
 - (4) For more information pertaining to FMS shipments imported to Greece via sea, please contact SDDC, 839th TBN, Greece Detachment at e-mail: usarmy.usag-italy.598-trans-bde.list.839tb-greece-opsdoc@mail.mil.
 - (5) Refer to DTR Part II, Appendix E, for information pertaining to FMS requirements.
2. Naval Support Activity Souda Bay:
 - a. General:
 - (1) The FLCSI Souda Bay customs office provides customs clearance support for all DoD-owned cargo shipped by air, sea, and surface to/from Naval Support Activity (NSA) Souda Bay and transiting U.S. Forces vessels. Advance notification and appropriate documentation are required to properly coordinate with Greek Customs. The FLCSI Souda Bay customs representative will process customs clearance documentation with Greek customs and be present during the clearance of each shipment.
 - (2) NSA Souda Bay and the adjacent Marathi Pier are located on the island of Crete. Cargo destined to these locations entering Greece at the Port of Piraeus or Athens International Airport are transshipped to the island via commercial aircraft or local ferry. All sustainment cargo via sealift will be shipped through the Port of Piraeus (first point of entry into Greece). Cargo shipped via NGDS/GHS will be routed through Venizelos Airport (Athens) for initial country customs clearance before proceeding onward to Chania or Iraklion (Crete).

NOTE: Shippers should consider winter weather and peak tourist season (summer) when determining the delivery dates of cargo to the Island of Crete.

- (3) For questions, contact FLCSI Souda Bay customs via e-mail at customs-souda@eu.navy.mil.

b. Air:

- (1) Cargo flying directly into NSA Souda Bay via MILAIR or military-contracted aircraft is exempt from the customs process. The customs exemption also applies to FMS shipments.
- (2) Cargo shipped by commercial TSP arrives at the Athens International Airport. Customs procedures for these shipments are in [Paragraph MM.1.b](#). Once Greek customs has cleared the cargo, the TSP will transship the cargo to their agent in Crete for delivery.
- (3) High-priority cargo may be shipped commercially, directly to the airport of Chania or Iraklion, and Greek customs will hold the cargo at the airport. The shipper must send the air waybill to the FLCSI Souda Bay customs representative, who will complete the necessary documents for customs clearance. The carrier must pay the required customs transaction fees and pick up cargo from the airport for final delivery to NSA Souda Bay.
- (4) For information pertaining to FMS shipments consigned to the Hellenic Army Forces (DODAAC: BGRA00) and Hellenic Air Force (DODAAC: DGRQ00), imported to Greece via MILAIR, contact cargo-souda@eu.navy.mil. All questions concerning Greece Air Force FMS shipments should be sent to the Greece Country team workflow box aflcmc.wfiac.greece.program@us.af.mil.
- (5) For more information pertaining to FMS shipments imported to Greece via sea, please contact SDDC, 839th TBn, Greece Detachment at e-mail: usarmy.usag-italy.598-trans-bde.list.839tb-greece-opsdoc@mail.mil.
- (6) Refer to DTR Part II, Appendix E, for information pertaining to FMS requirements.

c. Sea:

- (1) Cargo arriving Marathi Pier aboard a U.S. Forces vessel is exempt from the customs process.
- (2) Cargo shipped aboard a commercial vessel arriving at the port of Piraeus must have an accompanying shipment manifest. SDDC, 839th TBn, Greece Detachment clears customs and notifies FLCSI Souda Bay customs representative of the arrival.
 - (a) Reefer containers must be cleared by a veterinary licensed broker. Veterinary original paperwork needs to be forwarded in advance to SDDC, 839th TBn, Greece Detachment, e-mail: usarmy.usag-italy.598-trans-bde.list.839tb-greece-opsdoc@mail.mil, or to the responsible carrier, if agreed to perform the import clearance prior to vessel arrival at the Port of Piraeus.
 - (b) HHG shipments require a T1 issued in Piraeus and closed out at Chania. A commercial customs broker must perform the import clearance.

NOTE: SDDC, 839th TBn, Greece Detachment cannot issue a T1, because it's a commercial customs form and has a bond requirement.

- (c) HHG shipments **must never be shipped** in the same container with other mixed cargo.

- (3) A T1 or U.S. Forces Form 302 is used to transship cargo to NSA Souda Bay or Marathi Pier. If a T1 is used, the shipper must pay brokerage and customs transaction fees. If a U.S. Forces Form 302 is used, the FLCSI Souda Bay customs representative clears customs and no applicable duties/taxes and fees are required. Greek customs inspects every shipment prior to delivery. If cargo is destined for the U.S. Forces, then a T1 must be closed with a U.S. Forces Form 302.
 - (4) Cargo shipped by commercial vessel arriving at the port of Iraklion must be accompanied by a manifest, T2L, or U.S. Forces Form 302. The shipper will notify the FLCSI Souda Bay customs representative of the arrival to complete the customs clearance documents. The shipper transports the shipment to Souda Bay and pays all applicable brokerage and customs transaction fees. If a U.S. Forces Form 302 is used, there are no applicable duties/taxes and fees. Greek customs inspects every shipment prior to delivery.
 - d. Surface: Cargo arriving in Greece via surface, destined to NSA Souda Bay or Marathi Pier, is moved via a TSP vehicle with a U.S. Forces Form 302 or a T1. The TSP notifies the FLCSI Souda Bay customs representative of the arrival date in order to complete the customs clearance documents. If a U.S. Forces Form 302 is used, there are no applicable duties/taxes and fees. If a T1 is used, brokerage and customs transaction fees are applicable. Greek customs inspect every shipment prior to delivery.
- 3. Cleanliness and Sanitation Requirements for Cargo:
 - a. All cargo movements to or transiting Greece must comply with strict business rules imposed by ODC-Athens. All distribution agencies must be fully compliant IAW the International Sanitary Regulation concerning potential risks with sanitarian diseases (e.g., ASF). This applies to cargo shipped via all modes to Greece. To avoid risks, the following apply:
 - (1) All commercial and organic (military) vehicles arriving Greece MUST be cleaned and disinfected, if necessary,
 - (2) For commercial and military air and sealift, customers are required to work requirements through the designated TSP.
 - b. The Veterinary Certificate must be completed by an authorized and certified inspector (i.e., U.S. Forces Military Veterinarian, EUCOM U.S. Senior Customs Border Clearance Agent, or other designated person who has received the sanitation program training) to confirm that inspections were completed prior to cargo arriving to Greece. Commercial and organic vehicles (truck, cabin, and trailer) must undergo a thorough vehicle inspection to ensure cleanliness and sanitation requirements. If the vehicle(s) fail the inspection, they must be cleaned and disinfected.
 - c. At the time of movement, the completed Veterinary Certificate must accompany each cargo increment and TSP transporting the asset(s). A copy must be affixed to each piece of equipment so that it is visible to an outside observer (inside the windscreen of vehicles, outside the door of containers, etc.). For attached equipment (e.g., trailers), provide two copies: one to be affixed to the prime vehicle and the other to be affixed to the coupling (trailer). The documents must accompany the materials to their final destination; therefore, it is advisable to provide protective devices (e.g., packing lists) or even anti-tear devices. A copy of each document must be on hand by the driver to provide to Greek agencies in charge at the final destination.

- d. It is imperative that deploying units or shipping activities refer to the Foreign Clearance Guide at <https://apacs.milcloud.mil/fcg/fcg.cfm> to acquire specific cargo import information and diplomatic clearance timelines for Greece.

NN. GREENLAND

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

OO. HUNGARY

1. Cargo:
 - a. Surface: For cargo transiting Hungary via surface transportation, the mode operator must present a copy of the Form 302 prepared at origin. The Hungarian border officials will stamp the form at entry and exit but do not keep a copy.

For cargo terminating in Hungary, the origin Form 302 stamp holder must also complete a Hungarian NATO/PfP tagallam Fegyverese Eroi (Defences Forces of NATO/PfP Member) form. The Form 302 stamp number and the signature on the NATO/PfP form must be the same as the Form 302. This requirement is primarily for Field Training Exercises, but has, on occasion, been applied for other terminating cargo as well.
 - b. Air: No country-specific details.
 - c. Sea: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

PP. ICELAND

Cargo: No country-specific details.

QQ. IRELAND

Cargo: No country-specific details.

RR. ITALY

1. Cargo:
 - a. General:
 - (1) The Italian MoF has given broad guidance to local customs offices in each region. Each office has autonomy and exercises it. Thus, there are different procedures for each base, post, camp, and station in Italy. The Army has the responsibility for Vicenza in Northern Italy and Camp Darby near Pisa. At Aviano Air Base (AB), the Air Force provides CCO functions for AF cargo and the Army provides CCO functions for Army cargo. The Naples Navy office is the coordinator for Southern Italy. Both Naples and Camp Darby offices have customs brokers as part of a transportation contract to process customs documents, resolve discrepancies, and handle unique situations.

- (2) Emergency procedures exist to export and import material with a declaration of the emergency. Required customs clearance paperwork will be processed the next business day. Customs clearance material for Navy ships (in non-Naval Support Activity ports) should be delivered in a free-on-board status. This means the TSP must pay for all transit bonds and export fees. If transported, under the Navy transportation contract, customs clearance is part of the contract. Custom brokerage services can also be arranged through the Navy husbanding agent contract.

b. Surface:

- (1) Currently, the Italian authorities have approved a process that is called “simplified procedures.” These simplified procedures have been implemented only in various locations and allow for customs processing of import/export cargo directly by an appointed U.S. Government representative at the user activity after a 1- or 2-hour (depending on the location) waiting time. It is the responsibilities of the authorized simplified procedure user activity to ensure at all times that the customs declarations are truthful at origin and at destination.
- (2) At origin, Form 302s are logged by the cognizant local Customs Office and when utilized by the user, must be registered in the above-mentioned log no later than the next working day.
- (3) At destination, the appointed U.S. Government representative is authorized to customs clear cargo and must register the destination customs process at the cognizant local Customs Office by no later than the next working day. At all times the cognizant local customs office must be advised by the user activity that import/export cargo will be processed after the 1- or 2-hour waiting time, which is the time afforded to them to come and inspect paperwork and the cargo, if deemed necessary.
- (4) Some commercial TSPs have operations at certain civilian ports, and the local Customs Officials there will clear the shipments with the commercial carriers using these pre-signed and pre-stamped Forms 302.
- (5) Under simplified procedures, central delivery points are designated to receive material. The receiving point notifies the military customs office that a shipment has arrived and certifies that all material is government official. The military customs office logs all receipts in a customs ledger and notifies the Italian MoF customs office that it has 2 hours (may be longer in other areas) to decide whether material will be inspected.
 - (a) If no inspection is to be performed, the receiving point can distribute the material. Form 302 is prepared for each T-1 and all Forms 302 and T-1s are taken to customs the next workday for closure.
 - (b) If an inspection is requested, the Italian customs office will be brought to view the shipment, seal it (or inspect the seal that is already on it), and stamp and sign the customs form. This is done at every customs office checkpoint, at the origin (if originating in the EU) at the POD, and at the destination. The POD authorities may inspect and re-seal the shipment, or may just verify that the seals are still intact. They will seal the shipment if it has not been previously sealed (as in the case of shipments coming from non-EU countries, such as from the United States).

c. Air:

(1) Aviano:

- (a) For all military air shipments arrive on military or contracted aircraft that fly in directly into Aviano AB, no customs clearing is necessary and no forms are used.

- (b) For all military air shipments that come into a civilian airport, customs clearance is necessary. Depending on the situation, either a Form 302 or T-1 is used.
- (2) A Form 302 is used if it is a TSP and airport where simplified procedures are authorized to be used. The Form 302 is also used if simplified procedures are not authorized and the TSP does not want to issue a T-1 for one reason or another. In these cases, the destination U.S. Forces customs officials must issue Form 302 and hand-carry it to the airport customs officials, as well as go through the more time consuming and labor intensive “normal” customs processes.
- (3) A T-1 is used for those shipments coming into a civilian airport where the simplified procedures are not authorized or have yet to be implemented with that TSP at that location. The shipment is later certified by the destination U.S. Forces Customs office by issuing a Form 302.
- (4) Navy:
 - (a) Commercial flights that fly directly into Naples utilize the Form 302 for onward movement.
 - (b) For commercial flights that bring United States Postal Service mail into Italy for DoD Forces, DoD civilian employees, and their dependents, with a final destination of Naval Air Station (NAS) Sigonella or NAS Naples, the Italian MoF requires the use of Form 302 and Substitute Delivery Bill Form CN46 supplemented by the relative AWB for customs clearance and onward movement within Italy. U.S. Navy CCOs in Rome*, Naples, and Sigonella will prepare and execute Form 302 as required after arrival of mail in Italy.
***NOTE:** The Mail Control Activity Rome is the point of entry and will issue the origin Form 302.
 - (c) Most TSPs do not fly directly into Naples. The Navy has instructed TSPs to issue a T-1 for transit by truck. Form 302 clears the T-1 under the simplified procedures and the military customs office returns the stub from the T-1 so that the TSP can get their bond back from the originating customs house quickly.
- d. Sea:
 - (1) Simplified procedures are an option by sea in Naples.
 - (2) Commercial Sea Receipts: The military customs office prepares the Form 302 based on the ship manifest in advance of ship arrival and delivers the Form 302 to the sea POD so that all cargo can be cleared upon cargo discharge. Personal property, such as HHG, is imported with a declaration certificate while automobiles are imported with a Form 302.
- 2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

SS. LITHUANIA

- 1. Cargo: No country-specific details.
- 2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

TT. LUXEMBOURG

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

UU. MALTA

Cargo: No country-specific details.

VV. MOLDOVA

Cargo: No country-specific details.

WW. NETHERLANDS

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of all equipment, vehicles, and containers is required and will be disinfected with Venno Vet 1 or equivalent. Disinfection of materials and use of Virkon S are covered in Figure 510-10. Veterinarian or veterinarian trained signature is required on Hygiene Certificate Cleaning and Disinfection form.

XX. NORWAY

1. Cargo:
 - a. General:
 - (1) The USAF 426th Air Base Squadron (426 ABS), Stavanger, Norway, is appointed under USEUCOM Manual 4301.01 as the unit responsible for CUL for all DoD cargo into, out of, and within Norway. The following contact information will be used for all correspondence required by this chapter: 426 ABS Cargo – cargo.norway@us.af.mil, 426 ABS Personal Property – 426abs.paxproperty@us.af.mil, DSN 314-224-0572/0574, commercial +47 5195 0572/0574; Norwegian Defence Logistics Organization (NDLO), Gardermoen Airport, Oslo, Norway – trans.dta@u.forsvaret.no (for commercial tax-free export clearance).
 - (2) Units/agencies requiring CUL support for the movement of cargo in and out of Norway must submit all shipping documents within the required USEUCOM timelines to 426 ABS for booking via the ICTB EUCOM/SDDC Ocean Cargo Clearance Authority (OCCA), for surface shipments and diplomatic clearance support. Container export booking can be booked through 426 ABS. The 426 ABS, if required, can provide limited Temporary Duty support for cargo movements under the appointed USEUCOM CUL mission, including U.S. Forces Form 302 officer and stamp; USDA pre-clearance inspections; HAZMAT certifying for road, rail, sea, or air; and AE Form 55-355F within Norway for all EU outbound shipments.
 - (3) The Norwegian Customs Authority formally recognizes U.S. Forces Form 302 as a transit form for shipments within EU NATO countries. The U.S. Forces Form 302 also serves the function of a receipt confirmation for the shipper. Only a USEUCOM-appointed CCO can sign for the cargo imported on the U.S. Forces Form 302. Full customs declaration for all cargo via any mode imported on a U.S. Forces Form 302 must be effected with Host Nation via commercial carrier and 426 ABS. If it is a

commercial shipment, the commercial TSP or local agent will issue an arrival notification (Ankomstmelding) with goods number. This document will be submitted through 426 ABS, with detailed shipping documents for Host Nation tax-free customs clearance. All shipping documents MUST include a detailed description of cargo, inventory, and contents with a correctly declared item value. “General cargo,” “Multi NSN,” or “Military Cargo” is NOT an acceptable content description on any of the shipping documents or U.S. Forces Form 302 and might delay the Host Nation customs clearance process. Incorrectly completed U.S. Forces Form 302s may result in cargo movement frustrated at the border.

- (4) Shippers sending teams to prepare cargo to be exported from Norway should plan on bringing U.S. Forces Form 302 and a customs stamp holder if the cargo has a final destination in the EU. If cargo has a final destination within CONUS, then USDA pre-clearance inspections are required. All export declarations other than EU-destined cargo will be cleared via 426 ABS or NDLO.
- b. Cleanliness and Sanitation Requirements for Entry and Exit of Military Equipment and Personnel to and from Norway:
- (1) All equipment, vehicles, and containers deploying to Norway are to be disinfected using a 2% aqueous solution of Virkon S unless otherwise directed by the Norwegian Joint Headquarters (NJHQ).
 - (a) The disinfectant can be rinsed off the equipment no earlier than 30 minutes after application. If the responsible unit cannot locate this particular solution and product, contact must be made with the HN to find “a like for like” exact product/details and solution concentration and acquire an HN waiver. A waiver certificate from the HN (Norway) must be approved for an alternate product wash. ALL shipments must meet HN (Norwegian) cleanliness and sanitation standards prior to arrival/entry into Norway and must be certified by one of the following personnel, trained and certified to perform the inspections and certifications to meet HN standards:
 1. U.S. Military veterinarian/inspector prior to departure from origin or cargo entry into Norway.
 2. As an alternate action, U.S. Department of Agriculture (USDA) EUCOM-qualified SCBCAs or Customs and Border Clearance Agent (CBCA)-qualified persons who routinely inspect cargo or personal property for CONUS return may perform the inspector/certifier duties for cargo to Norway. An SCBCA or CBCA is one who has attended the EUCOM USDA Course at Mannheim and been appointed by their respective Installation CBCP Customs Program.
 3. After exhausting options 1 & 2, a designated person appointed by their commander who meets the certification requirements to perform the inspection and certification IAW Norwegian Cleanliness and Sanitation standards. For approval to use this option, submit an Exception to Policy (waiver) letter through NJHQ to Norwegian Animal Health Authority (NAHA) for final approval authority and courtesy copy EUCOM/ECJ4 EDDOC ICTB.
 - (2) Inspection of equipment arriving in or leaving Norway. A military veterinary official is to be in charge of and conduct the inspection of equipment and personnel. Any cleaning and/or disinfection will be carried out as required, on orders from the military veterinary official.

- (3) Measures to be initiated prior to transport to Norway. Prior to deployment/redeployment to Norway, all equipment is to be cleaned as follows:
 - (a) A thorough internal and external mechanical cleaning of all equipment (including engine rooms) will be carried out. Any earth, sand, vegetable matter, refuse, etc. will be removed. All vehicles, containers and other equipment will be mopped or vacuum-cleaned internally and pressure-cleaned externally using water and detergent. The unit commander in charge will provide proof that the equipment has been cleaned in accordance with these guidelines.
 - (b) In the event of an outbreak of contagious plant or animal diseases in the area of operation/country of departure (seaport of embarkation [SPOE]/APOE), an authorization to import to Norway has to be applied for. The application will be forwarded by NJHQ to the NAHA through the designated cargo inspector. The competent authority NAHA will determine the terms and conditions and the measures to be taken in the event of imports.
 - (c) If there is a specific risk of spreading alien species from third countries to Norway, all necessary measures to prevent such spreading are to be taken.
 - (d) In connection with the disinfection of vehicles, loose rubber mats are to be removed and sprayed with disinfectant or cleaned.
 - (e) The military certifying official is to approve all cleaning or disinfection prior to further transport.
 - (f) External cleaning is to be carried out at a washing site provided with a hard surface, and the equipment must subsequently be placed on a clean surface (hard surface or gravel) to prevent contamination by earth.
 - (g) All equipment is to be checked by a military veterinary official at airfields, storage places for railway transport, or ports of embarkation. If the cleaning or disinfection fails to obtain approval, the equipment has to be cleaned or disinfected again prior to further transport.
 - (h) Any other equipment in contact with earth (e.g., tents, etc.) is to be cleaned, possibly disinfected, and dried prior to packing.
 - (i) Naval vessels are to comply with the guidelines given in reference K (MARPOL 73/78).
- (4) The following procedures are to be implemented prior to transport to Norway:
 - (a) All personal equipment, military and civilian (e.g., footwear, uniforms, and civilian clothes), is to be cleaned prior to redeployment or immediately upon arrival in Norway.
 - (b) All imports to Norway of animal foodstuffs (dairy and meat products) and live or dead animals are to be carried out in accordance with the current Norwegian Customs, veterinary regulations, and sites.
- (5) Procedure for cleaning and disinfection of military equipment upon arrival to Norway. If the cleaning of equipment and vehicles turns out to be inadequate upon arrival to Norway, the following has to be done immediately upon arrival:
 - (a) A thorough internal and external mechanical cleaning of all equipment (including engine rooms) will be carried out. Any earth, sand, vegetable matter, refuse, etc.

will be removed. All vehicles will be mopped or vacuum-cleaned internally. They will be pressure-cleaned externally using water and detergent.

- (b) Equipment is to be disinfected unless otherwise stated by NJHQ.
 - (c) If there is a specific risk of spreading alien species from third countries to Norway, all necessary measures to prevent such spreading must be taken.
 - (d) A veterinary official, SCBCA or CBCA, or designated person that meets the certification requirements can approve all cleaning and disinfection prior to any further transport.
 - (e) External cleaning is to be undertaken at a washing site provided with a hard surface and an oil separator.
- (6) Veterinary Certificate. A cleaning certificate is to accompany all equipment entering/exiting Norway (see [Figure 510-7](#)). Units deployed to operations or exercises abroad are responsible for implementing the measures provided for this directive and in any orders and plans. NDLO will, on behalf of NJHQ, check that any equipment returned to NDLO from abroad is handled in accordance with this directive. Where the equipment fails to be cleaned or disinfected in accordance with the current guidelines in regulation, NDLO will undertake this on behalf of the NJHQ at the expense of the unit that has used the equipment.
- (7) A waiver for cargo to enter Norway without adhering to cleanliness and sanitation guidance will not be granted unless otherwise approved through the Norwegian MOD.
- (8) Immediately after shipment departs from the consignor location, the deploying unit or shipping activity must notify the Norway National Movement Coordination Center (NOR NMCC) at nmcc.njhq@u.mil.no to advise of import cargo to Norway. It is imperative the deploying unit or shipping activity provide the mode of transportation, estimated time, and place for disembarkment in Norway in order to coordinate with the NOR Biological Border Control.
- c. Surface:
- (1) The 426 ABS will provide commercial customs clearance support for all DoD cargo based on the commercial carrier's arrival notification (Ankomstmelding) with goods number, commercial invoice, container packing list, and TCMD/DD Form 1149 or equivalent information from shippers. Advanced copies of all shipment documents inbound to Norway MUST be sent to 426 ABS to facilitate Host Nation tax-free clearance once consigned from origin. DoD Contractors will perform their own customs clearance directly to the Host.
 - (2) Overland export shipments to EU are declared to Host Nation customs on AE 302 with accompanying documents at the point of exit. All carriers must obtain a customs export stamp on the AE 302 at the border crossing. For all CONUS-bound shipments, USDA import regulations apply.
- d. Air:
- (1) All DoD cargo via commercial air must be declared with copies of the commercial carrier's arrival notification (Ankomstmelding) with goods number, commercial invoice, container packing list, and TCMD/DD Form 1149 or equivalent information from the shippers sent to 426 ABS. Advanced copies of all shipment documents inbound to Norway MUST be sent to 426 ABS to facilitate Host Nation tax-free clearance once consigned from origin. AMC channel cargo/ passenger flights via military airbases can

be cleared through the Air Clearance Authority (ACA), or NDLO. Cargo shipments via Mil air still require AE 302 within the EU.

- (2) The 426 ABS will provide import/export commercial tax-free customs clearance for all DoD cargo based on the commercial carrier's arrival notification (Ankomstmelding) with goods number, commercial invoice, container packing list, and TCMD/DD Form 1149 or equivalent information from the shippers. For all CONUS-bound shipments, USDA import regulations apply. DoD or cargo shipped on AWB via a commercial carrier is subject to normal Norwegian customs procedures. Advanced copies of all shipment documents inbound to Norway MUST be sent to 426 ABS to facilitate Host Nation tax-free clearance once consigned from origin. Contractor receivers will perform their own customs clearance directly with Host Nation.
- (3) Import cargo for the 426 ABS, Stavanger, Norway, is cleared on a NATO Form 1, which is issued locally in Stavanger. Once the DoD import shipment is cleared via Host Nation customs, the carrier can deliver the cargo to the consignee tax and duty-free.

e. Sea:

- (1) All DoD import cargo via sea vessel must be declared with copies of commercial carrier's arrival notification (Ankomstmelding) with goods number, commercial invoice, container packing list, and TCMD/DD Form 1149 or equivalent information from the shippers sent to 426 ABS. Advanced copies of all shipment documents inbound to Norway MUST be sent to 426 ABS to facilitate Host Nation tax-free clearance once consigned from origin.
- (2) All DoD export cargo must be declared to 426 ABS or NDLO. Support for DoD export booking of sea cargo shipments from Norway can be applied for through 426 ABS. For all CONUS-bound shipments, USDA import regulations apply.
- (3) Full shiploads of DoD cargo loaded or off-loaded at military ports in Norway are customs cleared by the commercial ship's agent through 426 ABS via NDLO. Load lists, full inventories, and copies of Diplomatic clearance or Exercise Norwegian MOD clearance acceptance must be submitted to 426 ABS to support vessel clearance.

f. Personal Property:

All DoD Personal Property HHG, Unaccompanied Baggage/POV shipments will be cleared via 426 ABS, unless duty location is the U.S. Embassy Oslo. The commercial carrier will provide the CBL, arrival notification (Ankomstmelding) with goods number, and supporting shipment documentation to effect Host Nation tax-free clearance. 426 ABS will clear all DoD Personal Property import shipments via local Host Nation customs office on local officially recognized forms, including NATO Form II/III. For all CONUS-bound shipments, USDA import regulations apply. Refer to the PPCIG country instructions for Norway and International PPSO Norway, 426 ABS Stavanger city guide for further information regarding Personal Property shipments.

YY. POLAND

1. Cargo:

a. General:

- (1) Shipments for the exclusive use of U.S. Forces are eligible for concessions enabling duty-free movement into and out of Poland.

- (2) Per the U.S. Treaty implementing agreement with Poland, “Goods accompanied by a completed Form 302 and any additional customs documents as mutually agreed, shall be immediately released by the Polish Customs Official at the local customs office. If the agreed upon documents have not been presented, United States forces shall provide these documents within one working day of receiving the request for the missing documents, to the extent possible. Detained goods shall be released within one working day of presentation of the agreed upon documents. If requested by or on behalf of United States forces, the designated official in the appropriate Customs Chamber shall assist United States forces with the release of the goods. A list of designated officials shall be provided through the appropriate subcommittee of the Joint Commission.”
 - (3) Classified cargo primary method/mode is military air from Naval Air Station, Norfolk, to Naval Air Station Sigonella, Italy, for onward movement by 6th Fleet assets.
 - b. Surface:
Navy
 - (1) The Customs Office in Słupsk, Poland, is the only customs office authorized to clear Navy cargo into Naval Support Facility Redzikowo, Poland.
 - (2) The NAVSUP Transportation Officer is the only authorized agent to clear cargo through the Customs Office in Słupsk, Poland, into Naval Support Facility Redzikowo, Poland.
 - (3) Exceptions to the U.S. Forces Form 302 process will be resolved by the NAVSUP Transportation Officer, Naval Support Facility Redzikowo, Poland, and the Customs Office Słupsk, Poland. Recognized exceptions include Germany’s and Italy’s retention of U.S. Forces Form 302 copy No 3, that cannot be submitted for clearance.
 - c. Air:
Navy
 - (1) Military Air: The primary method/mode of military air is to Ramstein, Germany, where the cargo is turned over to the Defense Logistics Agency (DLA) Defense Distribution Depot Europe (DDDE) in Germersheim distribution facility’s Theater Consolidation and Shipping Point-Europe (TCSP-E) for onward transportation by surface to Naval Support Facility Redzikowo, Poland.
 - (2) Commercial Air: Customs processing of shipments are the same as surface.
 - d. Sea: Shipments consigned to Naval Support Facility Redzikowo, Poland, must be routed through Rotterdam; Rotterdam Waterport Clearance Authority (WCA) serves as the port of entry for U.S. Naval shipments to Naval Support Facility Redzikowo, Poland.
 - e. Personal Property: All DoD Personal Property HHG, Unaccompanied Baggage/POV shipments will be cleared via U.S. Forces Form 302. The commercial carrier will provide the CBL, arrival notification with goods number, and supporting shipment documentation to effect Host Nation tax-free clearance. For all CONUS-bound shipments, USDA import regulations apply. Refer to the PPCIG country instructions for Poland for further information regarding unaccompanied shipments.
2. Agricultural Cleaning: Follow Guidelines of the Chief of the Veterinary Service – Veterinary Inspector of the Polish Armed Forces, dated 12 January 2022 (<https://www.milsuite.mil/book/docs/DOC-932972>). Use Military Veterinary Certificate, Poland (Figure 510-12) to document country specific agricultural cleaning requirements. Sanitization of all equipment, vehicles, and containers is required from countries listed on the OIE World Organization for Animal Health and designated as Category 2 or 3 and will be disinfected with

Virkon S or equivalent. Countries free from contagious animal disease listed on the OiE list and dangerous plant diseases require Agriculture cleaning and washing. Disinfection of materials and use of Virkon S are covered in [Figure 510-10](#). Veterinarian or veterinarian trained signature is required on Military Veterinary Certificate, Poland.

ZZ. PORTUGAL

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form ([Figure 510-8](#)) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

AAA. REPUBLIC OF NORTH MACEDONIA

1. Cargo:
 - a. Surface:
 - (1) For cargo transiting Republic of North Macedonia via surface transportation (rail and highway), the origin Form 302 stamp holder must fax a copy of the transportation documentation (freight warrant; Form 302; packing list; rail manifest; or DD Form 1384, TCMD) to the MCT in Kosovo Forces (KFOR) 24 hours prior to the cargo arrival at the border crossing point. All relevant movement data must be faxed or submitted by e-mail to the Camp Bondsteel, Kosovo MCT. The e-mail for Camp Bondsteel is DLKFORCustoms@eur.army.mil, and the fax number is DSN 314 781-3305, +381-3851-33-3305, or +49-621-730-781-3305.
 - (2) The MCT will transfer the details onto the controlled NATO/KFOR Customs Import/Export/Transit Certificate (KFOR Customs Certificate), a document made up of six self-carbonated pages, written in English, Macedonian, and Albanian. This document grants KFOR's duty-free rights in Republic of North Macedonia and Kosovo. Once completed, the certificate will be delivered to the freight forwarder at the relevant border crossing point or rail customs terminal.
 - (3) When trucks arrive at the border, the driver must go to the freight forwarder, pick up the customs documentation and then proceed through Republic of North Macedonia customs. At the rail yard, the MCT official will work with the Republic of North Macedonia customs official to clear the train. It is critical that this documentation arrive as outlined above or the cargo will remain frustrated at the border until the MCT in Camp Bondsteel, Kosovo prepares the proper paperwork and delivers it to the border location.
 - (4) For details on KFOR customs in Republic of North Macedonia MCT Camp Bondsteel see KFOR Standard Operating Procedure (SOP) 4110, Movement and Transport in the Balkans JOA and KFOR SOP 4111, Theatre Customs Policies and Procedures available from the Camp Bondsteel MCT.

NOTE: The procedures outlined above are also applicable to movements transiting Kosovo, IAW United Nations Resolution 1244.

- b. Air: PETROVEC (Skopje, Republic of North Macedonia) and PRISTINA (Kosovo)
 - (1) Military Air: Local customs formalities are not applicable.

- (2) Commercial Air: Inbound and outbound shipments are cleared utilizing both AWB and KFOR Customs Certificates. The MCT is contacted by the relevant Air Cargo Center, or by the TSP, upon the arrival of U.S. shipments.

BBB. ROMANIA

1. Cargo:

a. General:

- (1) Shipments for the exclusive use of U.S. Forces are eligible for concessions enabling duty-free movement into and out of Romania.
- (2) Per the U.S. Treaty implementing agreement with Romania, “United States forces’ importation/exportation free of any duties shall be subject to a notification process. Advance notification for cargo arriving in country shall be accomplished in accordance with the Movement of Vessels, Vehicles, and Aircraft Implementing Arrangement. United States forces’ importation/exportation free of any duties shall be documented by using US Forces Form 302. The designation of the customs clearance officer authorized to sign US Forces Form 302 shall be sent by the designated European Command representative to the Customs Administration of Romania.”
- (3) Classified cargo primary method/mode is military air from Naval Air Station, Norfolk, to Naval Air Station Sigonella, Italy, for onward movement by 6th Fleet assets.

b. Surface:

Navy:

- (1) For cargo transiting Romania via surface transportation (rail and highway), the mode operator must present a copy of the U.S. Forces Form 302 prepared at origin.
- (2) The NAVSUP Transportation Officer is the only authorized agent to clear cargo through the Customs Offices in Craiova and Corabia, Romania, into Naval Support Facility Deveselu, Romania.
- (3) Exceptions to the U.S. Forces Form 302 process will be resolved by the NAVSUP Transportation Officer, Naval Support Facility Deveselu, Romania, and the Customs Offices in Craiova and Corabia, Romania. Recognized exceptions include Germany’s and Italy’s retention of U.S. Forces Form 302 copy No 3, that cannot be submitted for clearance.

c. Air:

Navy:

- (1) Military Air: The primary method/mode of military air is to Ramstein, Germany, where the cargo is turned over to the DLA DDDE in Germersheim distribution facility’s TCSP-E for onward transportation by surface to Naval Support Facility Deveselu, Romania.
- (2) All cargo received from another military installation in the European theater on a commercial aircraft is required to have a U.S. Forces Form 302 or T1. If cargo is received without one of these two forms, the cargo will be seized by Romanian Customs and a daily storage charge will apply.
- (3) Cargo received from other than the European theater must be clearly listed on a manifest. The local Transportation Officer will prepare the U.S. Forces Form 302 and forward it to the Romanian Customs House. Shipments generated outside the European

theater must be cleared with the T1, which will allow the carrier to transit the shipment to Naval Support Facility Deveselu, Romania.

- d. Sea: The following sections describe the different processes for ocean vessel shipments arriving/departing Romania.
 - (1) Customs processing of shipments are the same as surface. All cargo received from another military installation in the European theater on a commercial vessel is required to have a U.S. Forces Form 302 or T1. If cargo is received without one of these two forms, the cargo will be seized by Romanian Customs and a daily storage charge will apply.
 - (2) Shipments consigned to Naval Support Facility Deveselu must be routed through Rotterdam; Rotterdam Waterport Clearance Authority (WCA) serves as the port of entry for U.S. Naval shipments to Naval Support Facility Deveselu, Romania.
 - (3) Ocean vessel shipments held due to lack of proper documentation: the local Military Surface Deployment and Distribution Command (SDDC) Port Authority will immediately initiate action with the TSP, their higher headquarters, and Naval Support Facility Deveselu, Romania Customs Clearance Officer (CCO) for resolution.
 - e. Personal Property: All DoD Personal Property HHG, Unaccompanied Baggage/POV shipments will be cleared via U.S. Forces Form 302 (unless personnel are assigned to duty locations Mihail Kogalniceanu and U.S. Embassy Bucharest). The commercial carrier will provide the CBL, arrival notification with goods number, and supporting shipment documentation to effect Host Nation tax-free clearance. For all CONUS-bound shipments, USDA import regulations apply. Refer to the PPCIG country instructions for Romania for further information regarding unaccompanied shipments.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

CCC. RUSSIA

Cargo: No country-specific details.

DDD. SERBIA

Cargo: No country-specific details.

EEE. SLOVAKIA

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment is required.

FFF. SLOVENIA

1. Cargo:
 - a. Surface: For cargo transiting Slovenia via surface transportation, (rail and highway) the mode operator must present a copy of the Form 302 prepared at origin. The Bulgarian border officials will stamp the form at entry and exit but do not keep a copy.
 - b. Air: No country-specific details.
 - c. Sea: All goods arriving at a Slovenian POD on a DTS commercial vessel destined to SFOR will be declared and processed for onward movement with a Form 302. SDDC is the cognizant activity that will provide the TSP with the Form 302 for clearing the port and together will make every effort to exchange cargo details to be able to issue transportation documents prior to vessel arrival.

GGG. SPAIN

1. Cargo:
 - a. General:
 - (1) All cargo shipped utilizing AMC aircraft or the U.S. Postal Service, and material (other than vehicles) arriving to the Naval Station (NAVSTA) Rota pier aboard a USS/USNS ship, MSC or other U.S. Forces vessel is exempt from the customs process.
 - (2) Cargo destined for U.S. Forces that enters Spain by any other mode of transportation and/or other port of entry must clear Spanish customs.
 - (3) Inbound DoD material, to meet the “Duty-free” criteria, must be accompanied by some form of military documentation, which will vary depending on the point of origin, then be cleared using either a Spanish Customs Form A-7 document for General Cargo or Spanish Customs Form A-8 for HHG. The A-7 and A-8 are Spanish Customs documents available only to NAVSTA Rota Customs Representatives or their designated agents.
 - (4) If no BL is assigned, the Customs broker sends a fax to a representative in the city of Rota to verify the shipment. The Customs representative in Rota will collect the brokerage fee before authorizing the shipment to be released. The broker on each shipment completes an A-7 Spanish Customs Form. There are no other requirements other than normal shipping documentation.
 - (5) The customs clearance documentation for the cargo is a hand carried operation. The communications concerning undocumented shipments are carried out by fax or telephone. While there is no duty on DoD material, there are brokerage fees that must be paid by the consignee, depending on the mode of shipment. Address cargo to a specific command vice an individual.
 - b. Surface: DoD cargo entering Spain from another European country, whether on a military vehicle or commercial TSP’s vehicle, will be cleared with an A-7 or A-8 customs document

utilizing the Form 302 (with TO signature) or T-1 as authorization. The TO will fill out the required customs forms. There are no customs fees for DoD cargo but if a Form 302 is used, there will be a customs broker. If a T-1 is used, there is no fee paid. The T-1 may accompany the Form 302 that will exempt the shipment from customs fees.

c. Air:

- (1) Commercial Small Parcel Air (SPA). For small parcel shipments (normally 150 lbs. or less) not sent via one of the modes above, the most efficient way to clear customs is to ship via one of the authorized NGDS TSPs into Spain. Since these TSPs are under contract with the DoD, there are no brokerage fees for the consignee to pay and, if the TCN is associated with the shipment and clearly visible or if shipment is accompanied by a BL, Military Freight Warrant or similar document, the shipment is quickly cleared through customs without delay. All other commercial SPA shipments will normally require extra coordination and take several days longer to clear customs and will probably also require the consignee to pay a brokerage fee.
- (2) Commercial Air Freight. For larger commercial air shipments (greater than 150 lbs.), cargo is held at the Spanish airport by customs authorities, and the local designated U.S. Government customs broker is notified who, in turn, notifies NAVSTA Rota Customs officials. Necessary documentation as indicated above is prepared by the customs broker and brokerage fees are collected from the consignee by a NAVSTA Rota customs representative before the shipment is authorized for release.

d. Sea: Customs clearance of DoD material arriving at a Spanish port aboard a commercial vessel is normally based on the cargo manifest accompanying the shipment. Either NAVSTA Rota customs personnel or a designated customs agent utilizing the A-7 or A-8 customs document, as appropriate, clears the shipment through the nearest Spanish Customs office. If a CBL is used, it is the shipper's responsibility to provide advance notification to the NAVSTA Rota Customs Office or TO. NAVSTA Rota Customs officials clear shipments arriving at the ports of Cadiz or Rota and no brokerage fees are applicable. Shipments arriving at all other Spanish ports will require a brokerage fee per individual shipment - not per vessel or per piece.

2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of all equipment, vehicles, and containers is required and will be disinfected with Virkon S. Disinfection of materials and use of Virkon S are covered in Figure 510-10. Veterinarian or veterinarian trained signature is required on Hygiene Certificate Cleaning and Sanitization Form.

HHH. SWEDEN

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of all equipment, vehicles, and containers is required and will be disinfected with Virkon S or equivalent. Disinfection of materials and use of Virkon S are covered in Figure 510-10. Veterinarian or veterinarian trained signature is required on Hygiene Certificate Cleaning and Sanitization Form.

III. SWITZERLAND

1. Cargo: No country-specific details.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

JJJ. TURKEY

1. Cargo:
 - a. General:
 - (1) In general, all Major Items of Equipment (MIE) and munitions items require HN Approval (HNA) before import clearance can be applied for. It can take 1 to 3 months to obtain HNA from the Turkish General Staff (TGS) for inclusion on the Memo 60-1/2 or Master Authorization List (MAL). The Office of Defense Cooperation-Turkey (ODC-Turkey) keeps a list of items that have received HNA and that can have a Turkish Defense Approval (TDA)/Beyanname applied for prior import of the item. A Beyanname is a Turkish term and provides clearance/permission for cargo to be imported into Turkey. USDRT Memorandum 60-1 lists MIE items and USDRT Memorandum 60-2 list munitions/weapon items.
 - (2) Once HNA is obtained, a Beyanname must be applied for from TGS prior to import of the item. The Turkish Directorate of Customs maintains authority to differentiate between cargo requiring prior authorization/notice (requiring a Beyanname) and cargo requiring only submission of a manifest. A Beyanname is applied for by means of a TDA through ODC-Turkey, which takes approximately 30 days. Cargo requiring prior authorization/notice includes the following material: weapons, ammunition, and MIE. MIE includes vehicles (all types), computers and communications systems, generators, and classified cargo. Items requiring only submission of a manifest will be cleared by customs officials at the port of entry.
 - (3) Turkish General Staff (TGS) prior approval is required to import the following material consigned to U.S. Forces in Turkey: vehicles (all types); computers and communications systems; generators; classified cargo; major items of equipment (MIE), which are listed in the Defense and Economic Cooperation Agreement; and arms, ammunition, and new equipment that have been identified by the TGS as requiring customs clearance. Separate project approval is required prior to requesting cargo clearance for new equipment, generators, and MIE that will result in a mission or capability change, or a revision to the MIE listing. Cargo for FMS is exempt from this requirement. The shipper must obtain TGS approval and a Turkish Defense Affairs number prior to shipment as detailed in the Foreign Clearance Guide (FCG). Clearance information for all countries is available at the FCG Web site: <https://apacs.milcloud.mil/fcg/fcg.cfm>.
 - b. Surface: The customs procedure for overland TSP shipments is basically the same as aircraft shipments with the exception of the following: The customs process of overland shipments has to be finalized within 45 days after the arrival into Turkey. If the truck will make multiple stops within Turkey, then trucks (unless Turkish-owned) can only move cargo under transit status from one point to another due to the Turkish Cabotage Law. This requires multiple customs clearances at each destination.
 - c. Figure 510-3. shows the current Customs clearance process for U.S. Government cargo shipped using an overland TSP (truck).

- d. Air: The subsections below describe the different processes for air shipments arriving in Turkey.
- (1) Military Cargo Shipped Using MILAIR.
 - (a) Shipments for U.S. Forces Stationed in Turkey IAW NATO- SOFA: General cargo passes through Turkish Customs with no problem. Currently the Turkish Customs Offices authorized to clear U.S. Forces shipments are located in Esenboga (Ankara), Ataturk (Istanbul), Cigli (Izmir), Incirlik (Adana), Antalya (for U.S. Navy support aircraft) and Aksaz/Dalaman (Mugla) (for U.S. Navy only). The shippers have been requested to add an additional information/remarks line on the original TCMD that provides the item nomenclature to customs personnel. When military vehicles, computers, munitions, weapons, etc., and MIE are shipped in and out of Turkey, TDAs must be made in advance of each shipment of these categories. There is an MIE listing identifying those items maintained at ODC-Turkey. This list is by stock number. It can have (and has had) items added to it with no notice from Turkish Authorities. The lead-time for TDA is 30 days from the time the owning organization on the U.S. Forces installation in Turkey sends a request. The organization at the 39th Air Base Wing is responsible for making the initial TDA request for the U.S. customer. TDA has to be granted prior to the entry. Classified military shipments may be exempt from Turkish Customs inspection when TDA is annotated as secret cargo. The customs clearance of classified documents and parcels will be performed as prescribed in NATO-SOFA and NATO directives. No TDA is required for international transit shipments (both the origin and final destination of cargo is out of Turkey).
 - (b) As shown in [Figure 510-4](#), the process for clearing military cargo into Turkey is time consuming and complex. All cargo and paperwork, whether military or contractor, shipped into Turkey is severely scrutinized by Turkish Customs officials.
 - (2) Contractor Cargo Shipped Using a Military TSP. Contractor cargo shipped using a military TSP into Turkey is treated as military cargo; therefore, the Customs process for contractor cargo shipped using a military TSP is the same as for military cargo shipped using a military TSP.
 - (3) Military Cargo Shipped Using a Commercial TSP.
 - (a) Shipments for the U.S. Forces Stationed in Turkey IAW NATO-SOFA. When these shipments arrive at a commercial airport, the transport/freight companies have to provide a Transit Declaration to the Turkish Customs office at the point of entry to move cargo to the final destination. This transit document is also required to be submitted to the Turkish Customs office at the destination. Currently the Turkish Customs offices authorized to clear the U.S. Forces shipments are Esenboga (Ankara), Ataturk (Istanbul), Cigli (Izmir), Incirlik (Adana), Antalya (for U.S. Navy support aircraft) and Aksaz/Dalaman (Mugla) (for U.S. Navy only). Advance notification is the key to this process. TOs complete appropriate blocks of USAFE Form 554 (NATO Beyanname) and deliver it to the relevant agencies/companies. Assistance is to be sought from TO Freight sections for all consignments in support of U.S. Forces (SOFA) shipments. It is the responsibility of the TSP to clear Turkish Customs, as shown in [Figure 510-5](#).

e. Sea:

- (1) The customs procedure for ocean vessel shipments is basically the same as for aircraft shipments with the exception of the following: The customs process of ocean shipments has to be finalized within 45 days after the arrival into Turkey. Shippers and Booking offices should be aware that DoD surface cargo for locations in/out of the Republic of Turkey must be booked through the seaport of Izmir (LR1). Customs clearance for DoD cargo will be completed by the 839th Turkey Detachment, usarmy.usag-italy.598-trans-bde.list.839tb-turkey-all@mail.mil, located in Izmir, Turkey. The Turkish Defense Approval (TDA)/Beyanname will only be granted for cargo off-loaded at POD Izmir, (LR1). Booking to LR1 does not apply to DoD cargo **transiting through** the Republic of Turkey to destinations outside of Turkey. Shipments may be shipped back to origin to prevent long frustration times and international incidents with Turkish Customs authorities. Consult the 840th Transportation Battalion prior to shipping any MIE to Turkey via ocean. Also contact the 598th Transportation Terminal Group in Rotterdam to identify the POD in Turkey since some ports in Turkey have import/export restrictions imposed by the Government of Turkey for the U.S. Forces shipments.
 - (2) [Figure 510-6](#). depicts the Customs clearance process for military cargo shipped to Turkey by ocean vessel.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form ([Figure 510-8](#)) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

KKK. UKRAINE

1. Cargo:

- a. FMS cases, including Foreign Military Financing (FMF) and Building Partners Capacity (BPC) like Ukraine Security Assistance Initiative (USAI), and S.333, etc., should arrive to seaports and airports in Ukraine. Delivery of FMS cases by air or sea is the preferred method. Unless no other alternatives are available, delivery using ground transportation and crossing land borders should be avoided. The primary contact for all FMS cases arriving to Ukraine is the Office of Defense Cooperation, U.S. Embassy Kyiv (ODC-Kyiv). All coordination and communication specific to FMS cases and deliveries must go through ODC-Kyiv. Communication with ODC-Kyiv must start as early on in the FMS delivery process as possible. The primary points of contact in ODC-Kyiv are:
 - (1) Security Assistance Officer: MAJ Maxim Olivine, +38 044 494 19 46, maxim.olivine.mil@mail.mil
 - (2) FMF Program Manager: Mr. Oleksandr V. Golitsyn, +38 044 494 19 44, oleksandr.golitsyn.ln@mail.mil
 - (3) FMF Administrative Management Assistant: Mr. Serhii Kozlov, +38 044 494 19 42, serhii.kozlov.ln@mail.mil
- b. The Ukraine customs clearance process for FMS cargo differs from the U.S./NATO process. The Ukrainian Customs Inspectors do not accept the EU T1 and the NATO AE 302 forms for FMS cargo. The following documents are accepted and required for Ukrainian custom clearing of FMS cargo:
 - (1) Invoice: Must contain correct consignee address (military unit for FMS cases), detailed nomenclature/name of each item, National Stock Number (NSN) or part # for each item, manufacturer information, individual item price, total quantity of each item, total price

of each item, reference to an FMS case, and the line number the items in the shipment belong to. Format is not as important as the content. ODC-Kyiv could provide an example upon request.

- (2) Packing List: Must contain correct consignee address (military unit for FMS cases), detailed nomenclature/name of each item, NSN or part # for each item, quantity, dimension, weight, and reference to the corresponding FMS case and line number.
 - (3) The invoice and the packing list can be combined into a single document, such as a Commercial Invoice and Packing List. It is critical that the single document contains all the information mentioned in bullets 1 and 2.
 - (4) Bill of Lading: Must contain correct consignee address (military unit for FMS cases). The consignee information must match the consignee information listed in the invoice and the packing list.
- c. A Ukrainian customs broker performs customs clearance in Ukraine. According to the provisions of the FMS case, the responsibility for hiring a customs broker may be delegated by U.S. Government to the freight forwarder or the Host Nation can hire the broker. Based on the information in the invoice, packing list, and bill of lading, the customs broker creates a Cargo-Customs Declaration form and submits it to the Customs Inspector. The Cargo-Customs Declaration form is in Ukrainian. The Customs Broker also submits copies of the invoice and the packing list. These are submitted in their original form and in Ukrainian. The Customs Inspector or the Customs Broker (on behalf of recipient) can request inspecting the cargo. If discrepancies in the paperwork or the cargo are discovered, the customs clearing process is delayed. The cargo is stored in a controlled area and accrues storage fees until the discrepancies are corrected and the customs clearance process is complete.
 - d. Each FMS case and corresponding FMS-funded items with military and dual-use purpose require a Ukrainian State Export Control license and other official authorizations. It takes 15 to 30 days to receive the required license and other authorizations. To conduct proper review and correction of documents, and to receive the required authorizations, ODC-Kyiv requires copies of the shipping documents, especially invoices, be provided to them at least 30 days prior to cargo arrival to Ukraine.
2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form (Figure 510-8) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.

LLL. UNITED KINGDOM

1. Cargo:
 - a. General: Shipments for the exclusive use of U.S. Forces in the UK are eligible for concessions enabling duty-free movement into and out of the UK. While in the UK items remain in bonded status, and require a Customs entry for each movement outside of the United Kingdom. U.S. Forces personnel in the UK will obtain UK specific instructions from United States Air Forces in Europe Instruction (USAFEI) 24-401, Customs Clearance Procedures for US Forces in the United Kingdom (UK), which defines procedures for the use of Her Majesty's Revenue and Customs forms for importation and exportation of official goods. To ensure customs support for DoD personnel/units have been coordinated, notify USAFEUK.A4.CUSTOMS@us.af.mil when visiting the UK, to include for joint exercises or vessel visits. Any remaining queries should be directed to USAFEUK.A4.CUSTOMS@us.af.mil. U.S. Forces units assigned to the UK are not permitted to complete customs actions for items that do not meet Visiting Forces criteria.

Items not meeting Visiting Forces criteria include movements to UK contractors supporting Department of Defense (DoD) contracts for repair/calibration and return to locations outside of the UK; exports of production items, or imports of government-furnished material for processing into an end item to be exported from the UK; foreign military sales/items loaned/items transferred between U.S. Forces and MOD (including between U.S. and British Forces within the UK); and movements to/from museums including military museums. Items destined to British Forces or contractors should be shipped via commercial modes direct to the UK to the maximum extent possible; such items must be addressed to final consignee who will be required to provide freight forwarder with customs clearance instructions. The following additional information is for exports/imports from/to UK Contractors and British Forces to include modal options:

- (1) Exports from UK Contractors: Contracts, or other purchase arrangements/ agreements must reflect the UK Contractor is responsible for arranging the Export Declaration for all modes of transport; this includes new items, repaired items and Government Furnished Equipment (GFE) previously imported for incorporation into a product. Consideration should be given to including Defense Contract Management Agency (DCMA) as Transportation Administrator. Care must be taken when selecting terms to ensure Exporter of Record role falls to the UK Contractor. All shipping documents must reflect UK Contractor name as origin of the goods.
- (2) Exports from British Forces: As with UK Contractors, the British Force is responsible for arranging the Customs Export Declaration for any material originating from them. This includes FMS discrepant returns and any US GFE on loan. All shipping documents must reflect the British Forces as origin of goods.
 - (a) Commercial sealift or airlift arranged by UK Contractor with pick-up from UK Contractor's facility. Where DCMA are included and book this mode, they cannot act as Exporter of Record for customs purposes.
 - (b) For movements by road/ferry or road/Eurotunnel, the UK Contractor or British Forces are responsible for submitting (raising) the Customs Export Declaration. Receiving Unit will be responsible for closing out resulting T-1 by means permitted by their host nation Customs personnel.
 - (c) Military aircraft direct from RAF Mildenhall (MHZ) with all pre-coordination via USAFE-UK Host Nation Coordination Cell (HNCC)/Transportation and Customs who will issue call forwarding following receipt of all required documentation, to include Customs Export Declaration. RAF Mildenhall is the designated third party runway with movements managed between 727 Air Mobility Squadron (AMS) and USAFE-UK HNCC/Transportation and Customs; USAFE-UK HNCC Transportation and Customs provide support for the closing out of the Export Declaration with "arrival" or "departure" actions by lodging notification with Her Majesty's Revenue and Customs.
- (3) Imports to UK Contractors and British Forces. All shipments destined to UK Contractors and British Forces must be clearly consigned to them; do not use any U.S. Forces DoDAAC in lieu of Contractor/British Forces DoDAAC/MAPAC or clear text address. The U.S. Forces in the UK are not permitted to import and transfer cargo for any purposes, to include loaner equipment, GFE, FMS related goods or DoD property for repair and return. Modal options available are:
 - (a) Commercial sealift or airlift with goods addressed to the UK contractor or British Force recipient. Commercial port arrivals enable recipient to provide customs

clearance instructions to the carrier for automated Customs processing and prompt delivery to consignee. For any arrivals via sealift involving SDDC, the shipment must not be co-mingled with US Force destined goods, and SDDC will instruct the carrier to liaise direct with consignee for Customs Import purposes.

- (b) Military airlift to designated U.S. Force third party runway, RAF Mildenhall (MHZ) with goods addressed to UK contractor or British Force recipient. Arrivals will be managed between 727 AMS and USAFE-UK HNCC/Transportation and Customs; USAFE-UK HNCC/Transportation and Customs will notify consignee of details to enable consignee to arrange a Customs Import Declaration. The US Force cannot release goods to consignee unless and until Customs Import Declaration has been raised and presented to USAFE-UK HNCC/Transportation and Customs.
- (4) Within United Kingdom Transfer of Goods Previously Imported in Serviceable Condition for the use of the US Force in the UK: Where the US Force Units assigned to the United Kingdom have goods used by them in the United Kingdom needing repair, if destined to a repair facility within the United Kingdom items must not be released until the receiving UK Contractor has completed customs actions (usually a process called Inward Processing Relief). Similarly, serviceable and unserviceable goods cannot be released to British Forces unless eligible for Customs actions by them, and customs actions have been completed. USAFE-UK HNCC/Transportation and Customs must be contacted for all such events to ensure copy documentation is held on file to meet the agreement between the US Force and Her Majesty's Revenue and Customs prior to release. This is not an alternative process for any goods falling into the above Imports category.
- b. Surface, Air, Sea, and Personal Property; Refer to USAFEI 24-401, Customs Clearance Procedures for US Forces in the United Kingdom (UK).
- 2. Agricultural Cleaning: Use Hygiene Certificate Cleaning and Sanitization Form ([Figure 510-8](#)) to document country specific agricultural cleaning requirements. Sanitization of equipment not required.



Figure 510-1. Form 302

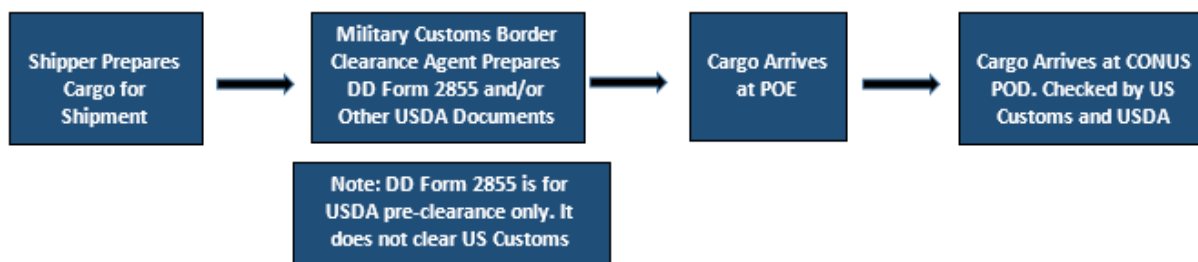


Figure 510-2. DoD Cargo Moving From USEUCOM AOR To/Through CONUS

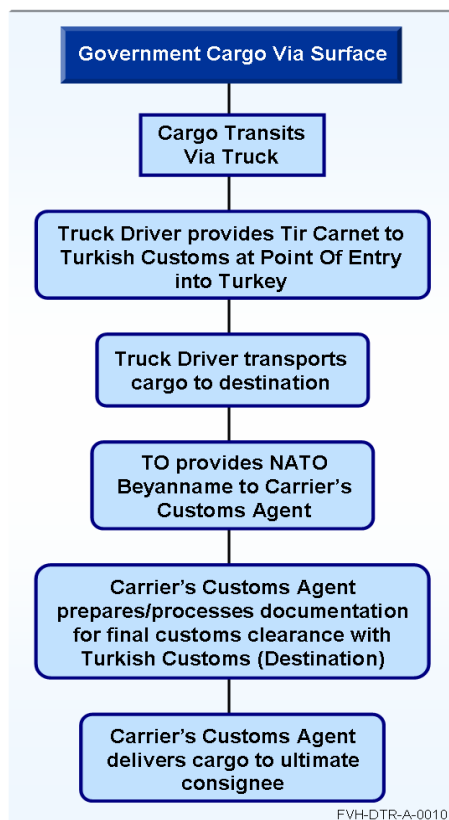


Figure 510-3. Military Cargo Shipped Using an Overland TSP (Turkey)

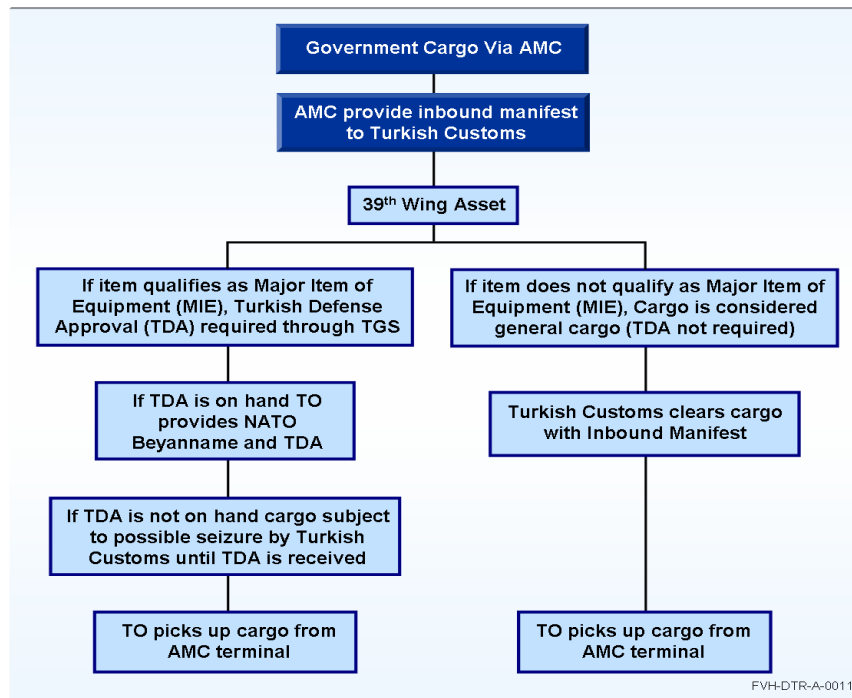


Figure 510-4. Customs Process for Military Cargo Shipped Using a Military TSP (Turkey)

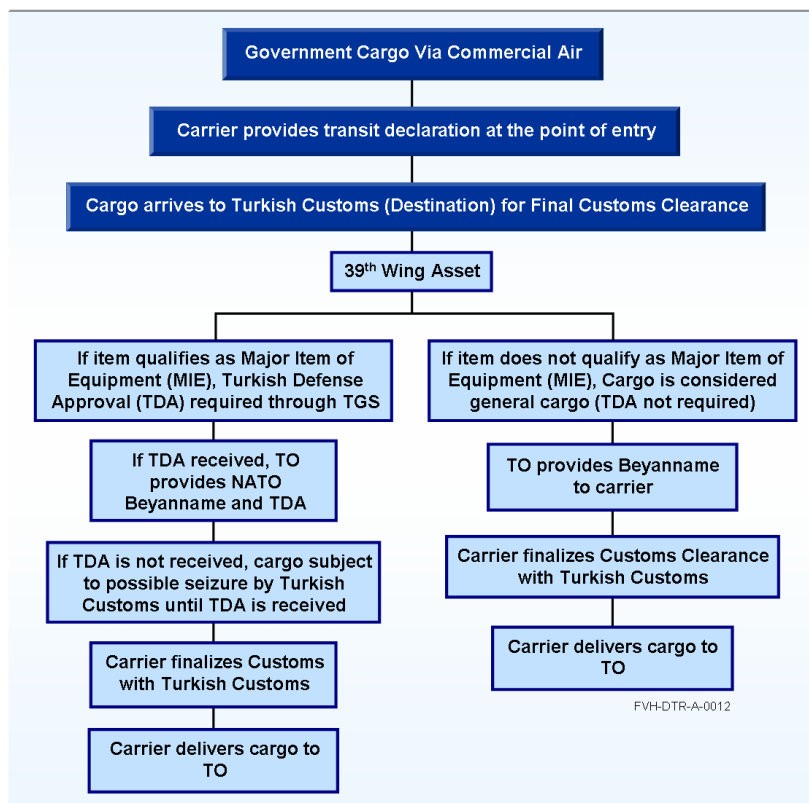


Figure 510-5. Military Cargo Shipped Using a Commercial TSP (Turkey)

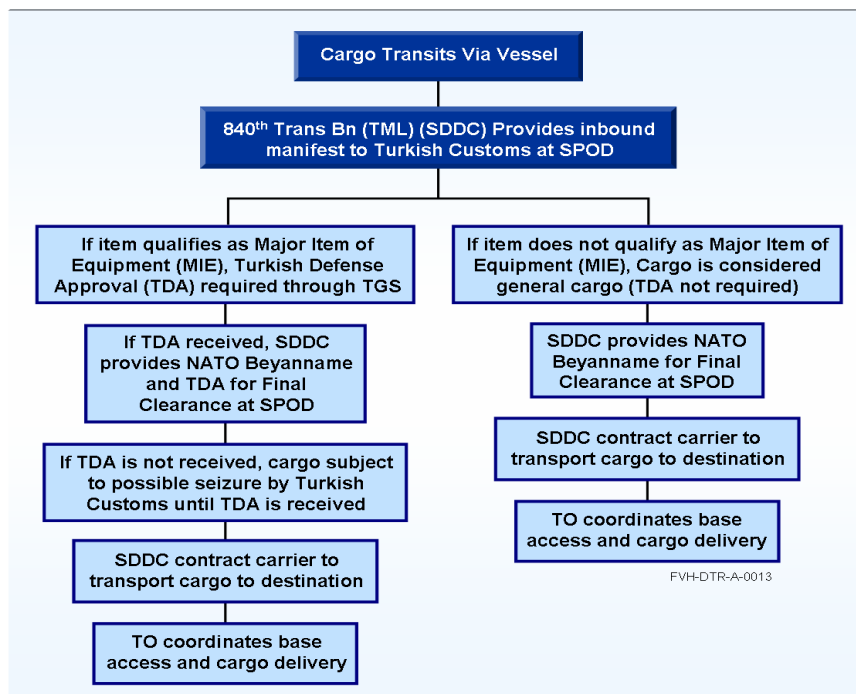


Figure 510-6. Military Cargo Shipped Using an Ocean Vessel (Turkey)



Norwegian Joint Headquarters

TAB 1 to
Appendix A to
Annex WW to
OPLAN JG
JUN13 2019

CERTIFICATE

Documentation of cleaning and disinfection of equipment prior to movement of military equipment to or from Norway.

References:

- A. Act relating to food production and food safety etc of 2003.12.19 no 124
- B. AMedP-26 Veterinary guidelines on major transmissible animal diseases and preventing their transfer.
- C. COM NJHQ Regulation on biological border protection dated 13. June 2019
- D. Directive on Allied Military Training in Norway.

This certificate, issued by the sending nation, is to accompany all equipment moved to or from Norway. The certificate provides documentation that the equipment has been cleaned and disinfected prior to deployment.

When filled in, the certificate is to be sent to NOR NMCC via e-mail nmcc@mil.no

UNIT EQUIPMENT CHECK LIST				
Unit:		Equipment type:		
Date:		ID no of equipment:		
Equipment type	Requirements	Approved	Not Approved	Comments
Vehicles	Dirt, soil, vegetable matter etc not visible on any external surfaces.			
	Dirt, soil, vegetable matter etc not visible anywhere in engine compartment.			
	Dirt, soil, vegetable matter etc not visible anywhere in driver's cab or other internal compartments.			
	Dirt, soil, vegetable matter etc not visible under loose rubber mats, in cavities in vehicle body or similar.			
	Any waste removed from vehicle, both internally and on body, in drawers, internal and external compartments etc.			
	Disinfected internally and externally using 2% VIRKON S or other disinfectant by permission of NJHQ.			

Figure 510-7. Norway Veterinary Certificate Template

Equipment type	Requirements	Approved	Not Approved	Comments
Military equipment, i.e. tents, camouflage nets, tools, ladders, pallets, boxes.	Dirt, soil, vegetable matter etc not visible on any internal or external surfaces.			
Uniforms, footwear, other military or civilian clothing and equipment	Dirt, soil, vegetable matter etc not visible on any internal or external surfaces.			
Containers	Dirt, soil, vegetable matter etc not visible on any internal or external surfaces.			NB! Check lifting channels.
	On order, disinfected internally and/or externally.			
	No insects, animals, live organisms etc visible on any internal or external surfaces.			
Diving equipment	Disinfected using 2% VIRKON S or other disinfectant by permission of NJHQ.			To be fully submerged in disinfectant
Submersible equipment, boats and similar intended for use in rivers, creeks, lakes and other freshwater systems.	Disinfected using 2% VIRKON S or other disinfectant by permission of NJHQ.			
Inspector's name, rank, position and signature:				
Name, rank, position, signature and stamp of officer responsible for deployed equipment:				

Figure 510-7. Norway Veterinary Certificate Template (Cont'd)

HYGIENE CERTIFICATE CLEANING & SANITIZATION

Formulier "Hygiene certificaat reiniging & desinfectie"

"ENTRY AND EXIT OF MILITARY EQUIPMENT AND PERSONNEL TO
FROM The United States of America."

In en uitgaand militair materieel en personeel van/ naar

UNIT EQUIPMENT CHECK LIST					
UNIT:		REG NO/ID (if applicable number of annex):			
DATE:		Pages total:	Page number:		
n.a.: not applicable					
	Requirements / points of inspection	approved	not approved	n.a.	Paraph certifier and Comments
Free from waste, dirt, soil, mud, sand, organic, vegetal, animal or fecal matter (incl. insects, snails, spiders, cocoons, eggs, larvae etc) or any other matter foreign to the equipment <i>Vrij van vuilnis, modder, aarde, zand, organisch / dierlijk materiaal, plantenresten, dierlijke ontlasting (incl. insecten, slakken, spinnen, coconnen, eitjes, larven etc.) of ander materiaal wat niet thuis hoort bij of op de uitrusting</i>					
All rolling stock, large machines, etc. <i>Rollend materieel, groot materieel, containers, e.d.</i>	Engine compartment <i>motorcompartment</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Air filters & filter box engine, cab, AC unit <i>Luchtfilters & houder, motor, cabine, airco</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Driver's cab and other internal compartments <i>Cabine en overige interne werkruimtes</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Under floor mats or removable screens <i>Onder vloermatten of verwijderbare schermen</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Internal and external (storage) compartments, drawers, lockers ,etc. <i>Interne en externe (opslag)compartimenten, lades, kasten, e.d..</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Suspension, shock absorbers & springs <i>Ophanging, schokbrekers en veren</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Chassis, frame, box girders <i>Chassis, frame, kokerbalken</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Wheels, tires, rims, rollers, tracks <i>Wielen, banden, velgen, rollers, rupsbanden</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Wheel arches, mud flaps <i>Wielkasten, spatlappen</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Sanitized internally and externally, as required <i>Desinfectie intern en extern materieel uitgevoerd zoals voorgeschreven uitgevoerd</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Military accessories like tents, camouflage nets, tools, boxes etc. <i>Militaire uitrusting zoals tenten, camouflage netten, gereedschap, kisten, e.d.</i>	Treated as required <i>Behandeld volgens de geldende regels</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Uniforms, footwear and civilian clothes and personal effects <i>Uniformen, schoeisel, burgerkleding en PGU</i>	Treated as required <i>Behandeld volgens de geldende regels</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Sanitized internally and externally, as required <i>Desinfectie intern en extern materieel uitgevoerd zoals voorgeschreven uitgevoerd</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 510-8 Hygiene Certificate Cleaning and Sanitization

HYGIENE CERTIFICATE CLEANING & SANITIZATION

Formulier "Hygiene certificaat reiniging & desinfectie"

"ENTRY AND EXIT OF MILITARY EQUIPMENT AND PERSONNEL TO
FROM The United States of America. *In en uitgaand militair materieel en personeel van/ naar*

UNIT EQUIPMENT CHECK LIST		
UNIT:	REG NO/ID:	
DATE:	Pages total:	Page number:

n.a. not applicable / niet van toepassing					
Requirements / points of inspection	approved	not approved	n.a.	Paraph certifier and Comments	
Free from waste, dirt, soil, mud, sand, organic, vegetal, animal or fecal matter (incl. insects, snails, spiders, cocoons, eggs, larvae etc) or any other matter foreign to the equipment <i>Vrij van vuilnis, modder, aarde, zand, organisch / dierlijk materiaal, plantenresten, dierlijke ontlasting (incl. insecten, slakken, spinnen, coconnen, eitjes, larven etc.) of ander materiaal wat niet thuis hoort bij of op de uitrusting</i>					
Containers, including containers equipped with fixed installations, e.g. comms, reefers, workshops and other special containers <i>Containers, tanktainers, flatracks, koelvries-containers, communicatie-middelen, e.d.</i>	NB: Check forklift or reach truck mounts <i>NB: controleer de hijspunten of heftruck hefkanalen</i>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Scuba diving and all submersible Equipment <i>Duikmaterieel en overig onderwatersmaterieel</i>	Cleaned as required <i>Schoongemaakt zoals voorgeschreven</i>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

CLEANING CERTIFIER SIGNATURE: <i>(Handtekening certificeerder schoonmaak)</i> Rank and name : <i>(rang en naam)</i> Position : <i>(functie)</i> Signature : <i>(handtekening)</i>	SANITIZATION CERTIFIER SIGNATURE: <i>(Handtekening certificeerder desinfectie)</i> Rank and name : <i>(rang en naam)</i> Position : <i>(functie)</i> Signature : <i>(handtekening)</i>
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Figure 510-8 Hygiene Certificate Cleaning and Sanitization (Cont'd)

Belgian Ministry of
Defence



CLEANING CERTIFICATE

Please sent to COMOPSMED-M2-MEDINT@mil.be

Date:

Unit name:

Mission:

Location of mission:

UNIT EQUIPMENT CHECK LIST					
Type of equipment	Requirements / points of inspection	Approved	Not approved	Not applicable	Initials inspector and comments
All rolling stock machines, etc	Free from waste, dirt, soil, mud, sand, organic, vegetal, animal or fecal matter (incl. insects, snails, spiders, cocoons, eggs, larvae, etc) or any other matter foreign to the equipment				
	Engine compartment				
	Air filters & filter box engine, cab, AC unit				
	Driver's cabine and other internal compartments				
	Under floor mats or removable screens				
	Internal and external (storage) compartments, drawers, lockers, etc				
	Suspension, shock absorbers & springs				
	Chassis, frame, box girders				
	Wheels, tires, rims, rollers, tracks				
	Wheel arches, mud flaps				
	Disinfected internally and externally, as required	If required, see disinfection certificate Veterinary Service or equivalent			
	See annex A for list of all assets (rolling stock) cleaned and inspected				

Figure 510-9 Belgian Ministry of Defence Cleaning Certificate

UNIT EQUIPMENT CHECK LIST					
Type of equipment	Requirements / points of inspection	Approved	Not approved	Not applicable	Initials inspector and comments
Military accessories like tents, camouflage nets, tools, boxes, etc	Cleaned as required				
Uniforms, footwear and civilian clothes (60°C) and personal effects	Cleaned as required				
Containers, incl containers equipped with fixed installations, e.g. comms, reefers, workshops and other special containers	NB: check forklift or reach truck mounts				
	Containers pressure cleaned internally and externally, as required				
	Knock down insecticides and rodent monitor boxes applied, as required				
	Free from waste, dirt, soil, mud, sand, organic, vegetal, animal or fecal matter (incl. insects, snails, spiders, cocoons, eggs, larvae, etc) or any other matter foreign to the equipment				
Scuba diving and all submersible equipment	Cleaned as required				
See annex B for list of all assets (non-rolling stock) cleaned and inspected					

The following person declares hereby that the cleaning process was executed as required:

Rank and name:

Position:

Signature:

Telephone:

Email:

For questions or additional information please contact COMOPSMED-M2-MEDINT@mil.be.

Figure 510-9 Belgium Ministry of Defence Cleaning Certificate (Cont'd)

<p style="text-align: center;">Appendix No.3 Disinfection of materials by means of the Virkon® S speciality</p>

1- General information

Unless otherwise indicated, Virkon®S is used in 1% concentrated solution.
Disinfection operations are carried out on clean surfaces after careful cleaning.
Effort should be placed on surfaces that tend to accumulate biological contamination from the external environment (soil, dust, plant debris, etc.).

2- Preparation of the 1% Virkon®S solution

Dilute the product in a graduated container at a rate of (depending on the presentation, powder or tablets):

- 1 tablet of 5 g per 500 ml of clean water;
- 10 g of powder per litre of water.

Wait for complete dissolution. Mix well until a pink solution is obtained (the disappearance of the colouring, occurring after 4 to 5 days, means that the product is no longer effective).
Leave on for 30 minutes and rinse only if necessary (sensitive surfaces).

3- Equipment

- 1 sprayer for spraying the Virkon®S solution;
- 1 funnel (for transferring the VIRKON®S solution from the dilution containers to the sprayer tank);
- several transparent and graduated plastic containers for the preparation of the solution;
- 1 rolling step ladder with automatic immobilization platform;
- safety markings;
- personal protective equipment (PPE) including:
 - liquid splash protection suit with hood;
 - chemical protection gloves;
 - hermetic safety glasses;
 - half mask for respiratory protection;
 - boots.

3- Application of the Virkon®S solution

Allow 30-40 ml of solution for each square meter of surface to be disinfected. Either in practice:

- 1.5 litres of solution for disinfecting a P4;
- 2 litres of solution for disinfecting an LAV;
- 4 litres of solution for disinfecting a VAB;
- 4 litres of solution for disinfecting a KC 20.

The wearing of PPE is mandatory.

Excess Virkon®S solution and effluents from disinfection operations must not be released directly into the environment. They must be disposed of *via* a wastewater collection system including treatment before discharge into the environment (in accordance with the legislation in force in the territory where these operations are carried out).

Figure 510-10, Disinfection of Materials by means of the Virkon S Specialty

8.2 Disinfection Record Template

On _____ equipment, among other things, was treated by _____
(date) (unit, contractor company)

at/ in _____ according to applicable regulations with
(location)

- ☐ _____ to clean the equipment
- ☐ _____ to implement pest-control measures
- ☐ 1% working-strength solution of VENNO VET 1 SUPER disinfectant
- ☐ 1% working-strength solution of VENNO VET 1 disinfectant
- ☐ 1% working-strength solution of Wofasteril SC 250 in a 2% working-strength solution of Alcapur disinfectant
- ☐ 3% working-strength solution of Virkon S disinfectant
- ☐ _____
(other disinfectant/concentration according to special instructions by the senior veterinary officer in theatre)

Only visibly clean equipment was disinfected.

Designation shipment unit (e.g. vehicle type/container/box/pallet)	Identification shipment unit (e.g. Y-no./container no./quantity)	Quantity of disinfectant used	Remarks

(name, rank,
signature) executive
officer

(name, rank,
signature) mission
leader/procuring
activity

(name, rank,
signature) senior
veterinary officer in
theatre or
representative

Distribution list:

- ☐ Copy forwarding agency
- ☐ Copy accompanying transport documents
- ☐ Copy senior veterinary officer in theatre/exercise country
- ☐ Copy executive unit/procuring activity

Figure 510-11, German Cleaning and Sanitizing Certificate

MILITARY VETERINARY CERTIFICATE

Documentation of cleaning and disinfection of equipment prior to movement of military equipment to or from Poland.

A military veterinary officer or appropriate authority officer is to be in charge of the inspection of equipment and personnel. Any cleaning and/or disinfection is to be carried out as required, on order from the military veterinary officer/appropriate authority officer.

This veterinary certificate, issued by the country of origin, is to accompany all equipment moved to or from Poland. The certificate is to certify that the equipment has been cleaned and if necessary disinfected prior to deployment.

UNIT EQUIPEMENT CHECK LIST	
Unit:	Equipment type:
Date:	ID no:

Type of equipment	Requirements	Appr.	Not Appr.	Comments
Vehicles	Dirt, soil, vegetable matter etc not visible on any external surfaces.			Disinfected by 1% Virkon S or other authorized disinfectant
	Dirt, soil, vegetable matter etc not visible anywhere in engine compartment.			
	Dirt, soil, vegetable matter etc not visible anywhere in driver's cab or other internal compartments.			
	Dirt, soil, vegetable matter etc not visible under loose rubber mats, in cavities in vehicle body or similar.			
	Any waste removed from vehicle, both internally and on body, in drawers, internal and external compartments etc.			
	On order, disinfected internally and/ or externally.			
Type of equipment	Requirements	Appr.	Not Appr.	Comments
Military equipment, i.e. tents, camouflage nets, tools, ladders, pallets, boxes.	Dirt, soil, vegetable matter etc not visible on any internal or external surfaces.			

Figure 510-12, Military Vet Certificate, Poland

Uniforms, footwear, other military of civilian clothing and equipment	Dirt, soil, vegetable matter etc not visible on any internal or external surfaces.			
Containers	Dirt, soil, vegetable matter etc not visible on any internal or external surfaces.			Disinfected by 1% Virkon S or other authorized disinfectant
	On order, disinfected internally and/ or externally.			
	No insects, animals, live organisms etc visible on any internal or external surfaces			
Diving equipment	Disinfected with VIRKON S or similar.			

Signature and official stamp of veterinary inspector/appropriate authority officer:

Figure 510-12, Military Vet Certificate, Poland (Cont'd)

Table 510-1. USEUCOM Countries that Acknowledge Form 302

Belgium	Italy	Luxembourg
Slovakia	Republic of North Macedonia	Portugal
Bulgaria	Netherlands, The	Greece
Croatia	Norway	Denmark
France	Romania	Bosnia-Herzegovina
Germany	Slovenia	Poland
Hungary	Spain	Azores (Lajes Field)
Czech Republic	Turkey	United Kingdom

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