

## 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 DoD cargo into the EEU and the movement of Department of Defense (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 J1 Customs Executive Agency. The J1 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 Instruction (ECI) 4002.01, Customs Border Clearance Agency Program (CBCAP). The primary document is the DD Form 2855.
  - 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 ECI 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 ECI 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 ECI 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 USEUCOM Label 30-3-1 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 (SCBCAs), 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 ECI 4002.01.

#### **D. CUSTOM CLEARANCE OFFICER DUTIES AND RESPONSIBILITIES**

1. Maintain copies of, become thoroughly familiar, and comply with the following regulations:
  - a. USEUCOM Directive 64-1, Transportation Policy and Management
  - b. ECI 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**

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:

1. 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.
2. 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.
3. 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. Copies will be kept on file for a minimum of six 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://www.fcg.pentagon.mil/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, Article 91, 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) 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”. Under the Excise Movement and Control System, the proponent for the U.S. Forces duty free customs form is the USEUCOM J4. 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) **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

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:

- a. Reconcile copy one (white) of Form 302 with suspense copy one (blue) for changes.
- b. File the original Form 302 with other documents supporting the transaction if no changes were made.
- c. Find out from the destination MCT/TO or consignee the reasons for any changes made.
- d. Refer apparent fraud to the U.S. Forces police authorities, the chain of command, and the ECJ4-EDDOC-ICTB for investigation.
- e. 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. Furthermore, cargo without an USDA preclearance for onward movement to or through the CONUS will not be cleared. In both cases, the 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:** HNs 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 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. 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 USG 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	Bulgaria	Georgia
Armenia	Croatia	Greece
Austria	Czech Republic	Hungary
Azerbaijan	Denmark	Iceland
Belgium	Estonia	Ireland
Bosnia and Herzegovina	Finland	Italy
	France	Latvia

Lithuania	Poland	Spain
Luxembourg	Portugal	Sweden
Macedonia	Romania	Switzerland
Malta	Russia	Turkey
Moldova	Kosovo	Ukraine
Montenegro	Serbia	United Kingdom.
Netherlands	Slovakia	
Norway	Slovenia	

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 AO5 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 AO5 requisitions, but will use normal requisitions with the routine “XX” in record positions 46-47.
  - c. 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 USAEUR representative ([usarmy.kaiserslautern.21-tsc.list.21st-tsc-spo-tib-fms@mail.mil](mailto:usarmy.kaiserslautern.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 that all customs clearance and movement and security requirements are in place for receipt and onward movement in Germany.
  - d. 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.
- e. 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/Wide Area Work Flow and/or DD Form 1149 according to the MAPAD special instructions.
  - f. The origin shipper will not offer shipment for air clearance until they receive a “ready to receive” response from each NOA action recipient.
  - g. Upon receipt of the NOA responses indicating customs clearance and onward movement and security for shipment has been arranged, shipper will offer the shipment into FACTS.
  - h. The Service Air Clearance Authority (ACA) will confirm their receipt of the NOA response and perform the required coordination with the shipper/APOE.
  - i. The ACA will notify the shipper to release the shipment once all the coordination is complete.
  - j. The shipper will issue all shipping documentation and release shipments for movement to APOE.
  - k. 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.

- l. 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.
  - m. 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.
  - n. 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](mailto:usarmy.redstone.logsa.mbx.aaca-customer-support-team@mail.mil)
      - (b) Air Force: [afglsc.sc3aca@us.af.mil](mailto:afglsc.sc3aca@us.af.mil)
      - (c) Navy: [NAVSUP\\_LOC\\_Air\\_clear@navy.mil](mailto:NAVSUP_LOC_Air_clear@navy.mil).
  - o. 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 205.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 618<sup>th</sup> 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 618<sup>th</sup> AOC's CSL. For current information regarding FMS cargo associated with CONUS channels, see 618<sup>th</sup> AOC CSL located at URL <https://eim.amc.af.mil/org/tacc/XOG/Lists/Links/AllItems.aspx>. To review theater APOD's 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 that have been obtained for the following countries:

1. Passenger: See the DoD Foreign Clearance Guide at <https://www.fcg.pentagon.mil/fcg.cfm>.
2. Personal Property: See the Personal Property Consignment Instruction Guide (PPCIG) at [https://archive.move.mil/dod/travel\\_information/CG&CI.cfm](https://archive.move.mil/dod/travel_information/CG&CI.cfm).
3. Cargo requirements and other exceptions are documented by country below.

<a href="#">Albania</a>	<a href="#">France</a>	<a href="#">Norway</a>
<a href="#">Armenia</a>	<a href="#">Georgia</a>	<a href="#">Poland</a>
<a href="#">Austria</a>	<a href="#">Germany</a>	<a href="#">Portugal</a>
<a href="#">Azerbaijan</a>	<a href="#">Greece</a>	<a href="#">Romania</a>
<a href="#">Azores (Lajes Field) in Portugal</a>	<a href="#">Greenland</a>	<a href="#">Russia</a>
<a href="#">Belarus</a>	<a href="#">Hungary</a>	<a href="#">Siberia</a>
<a href="#">Belgium</a>	<a href="#">Iceland</a>	<a href="#">Slovakia</a>
<a href="#">Bosnia-Herzegovina and Croatia</a>	<a href="#">Ireland</a>	<a href="#">Slovenia</a>
<a href="#">Bulgaria</a>	<a href="#">Israel</a>	<a href="#">Spain</a>
<a href="#">Cyprus</a>	<a href="#">Italy</a>	<a href="#">Sweden</a>
<a href="#">Czech Republic</a>	<a href="#">Lithuania</a>	<a href="#">Switzerland</a>
<a href="#">Denmark</a>	<a href="#">Luxembourg</a>	<a href="#">Turkey</a>
<a href="#">Estonia</a>	<a href="#">Macedonia</a>	<a href="#">Ukraine</a>
<a href="#">Finland</a>	<a href="#">Malta</a>	<a href="#">United Kingdom</a>
	<a href="#">Moldova</a>	
	<a href="#">Netherlands</a>	

## U. ALBANIA

Cargo: No country-specific details.

## **V. ARMENIA**

Cargo: No country-specific details.

## **W. AUSTRIA**

Cargo: No country-specific details.

## **X. AZERBAIJAN**

Cargo: No country-specific details.

## **Y. AZORES (LAJES FIELD) IN PORTUGAL**

Cargo:

1. Surface: No country-specific details.
2. Air: The following sections describe the different processes for air shipments arriving/departing Lajes Field, Azores:
  - a. All cargo going through Lajes Field via military or commercial air, imports and exports, must be cleared through the Portuguese Customs House using a Lajes Form AE302. 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.
  - b. Custom emolument fees are charged for each Lajes Field Form AE302. These fees are paid by the 65th Logistics Readiness Squadron (LRS) to Portuguese Customs House using local Operational and Maintenance funds.
  - c. All cargo received from another military installation in the European theater on a commercial aircraft or vessel is required to have an AE302 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.
  - d. On cargo received from other than the European theater, cargo must be listed on a manifest. The local TO will prepare the Lajes Form AE302 and forward to the Portuguese Customs House.
  - e. 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.
3. Sea: The following sections describe the different processes for ocean vessel shipments arriving/departing the Azores.
  - a. 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**

Cargo: No country-specific details.



## AA. BELGIUM

Cargo: No country-specific details.

## BB. BOSNIA-HERZEGOVINA AND CROATIA

Cargo:

### 1. Surface:

- a. “B” and “C” Forms are the sole customs documents used for the customs bonded transportation and final duty-free importation in Bosnia-Herzegovina and 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.
- b. The “C” Form must accompany cargo shipments arriving at a Bosnian and Croatian border crossings. 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.
- c. The normal procedure for importing SFOR cargo into Bosnia and 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 the Bosnian or Croatian Customs at the enter/exit crossing point.

2. Air: No country-specific details.

3. Sea: No country-specific details.

## CC. BULGARIA

Cargo:

1. 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.
2. Air: No country-specific details.
3. Sea: No country-specific details.

## DD. CYPRUS

Cargo: No country-specific details.

## EE. CZECH REPUBLIC

Cargo: No country-specific details.

## **FF. DENMARK**

Cargo: No country-specific details.

## **GG. ESTONIA**

Cargo: No country-specific details.

## **HH. FINLAND**

Cargo: No country-specific details.

## **II. FRANCE**

Cargo:

1. 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.
2. Air: Shipments by commercial TSP are cleared on the Form T-1 IAW French agreements with each TSP. The cargo consignee will clear cargo and the T-1 using the Form 302. The cargo consignee originating the Form 302 ensures closure of the Form 302 with French customs.
3. Sea: No country-specific details.

## **JJ. GEORGIA**

Cargo: No country-specific details.

## **KK. 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. Surface: No country-specific details.
  - b. 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 AMC 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 AMC 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:
  - 1. 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.
  - 2. Shipments of property not owned by the U.S. Forces will be denied a Form 302.
- (e) If the shipment cannot be verified for Form 302 eligibility by the CCO, the following procedures apply:
  - 1. The C4 office will contact the U.S. Forces organization, verify the information, and issue a Form 302.
  - 2. If the consignee cannot prove that the cargo is designated for the U.S. Forces (e.g., tools, electronic or office equipment remaining in the custody of the contractor or if personal property of a private individual), a Form 302 will not be issued. The C4 office will annotate the findings in the CPA-NATO system, making the information available to the commercial air TSP. Customs clearance of commercial/private cargo is entirely between the TSP and the consignee.
  - 3. When consignee information only reflects a name and the destination address then the following procedures apply:
    - 4. The C4 office will contact the individual and verify the actual U.S. Forces organization/agency/unit name and the designated ownership of cargo by the U.S. Forces. The individual will forward a signed written statement via e-mail or fax.
    - 5. The C4 office will annotate the additional information in the CPA-NATO system and the responsible CCO will issue a Form 302 reflecting the U.S. Forces organization as the consignee.
  - 6. If the individual cannot prove that the cargo is designated for U.S. Forces; a Form 302 will not be issued. The C4 office will annotate the findings in the CPA-NATO system, informing the commercial air TSP. Customs clearance of commercial/private cargo is entirely between that TSP and the individual.
  - 7. When the consignee information is insufficient, the following procedures apply:
    - a. The C4 office will query the commercial TSP through the CPA-NATO system, requesting additional information to enable contact/verification of

- the delivery information. If such information is provided and is sufficient, the CCO will issue a Form 302 for U.S. Forces-owned cargo.
- b. If the commercial TSP cannot provide additional information, the C4 office will make efforts (i.e., through contacting Branch MCT/Transportation Movement Offices) to otherwise identify the consignee.
  - c. If the C4 office successfully determines the shipment to be owned by U.S. Forces, the CCO will issue a Form 302. Annotation regarding the research and findings will be made in the CPA-NATO system.
  - d. If unsuccessful, the results will be placed in the CPA-NATO system, indicating to the commercial air TSP that a Form 302 will not be issued. The C4 office is not responsible to advise/instruct the commercial air TSP of any further action regarding the shipment.
  - e. Every effort will be made to clear U.S. Forces cargo.
  - f. TSP will not be aided in the research for personally owned or contractor-owned cargo to Army/Air Force Post Office or commercial addresses. Customs clearance of such cargo will be rejected.
  - g. Generic cargo descriptions are not accepted by the German Customs Offices. EU as well as U.S. laws requires cargo identification at least detailed enough to allow HN customs identification equal to the first four digits of the Tariff for International Cargo found at the following website: [http://ec.europa.eu/taxation\\_customs/index\\_en.htm](http://ec.europa.eu/taxation_customs/index_en.htm). If the cargo description is insufficient, the C4 office will research the proper nomenclature to be reflected on the Form 302.
  - h. Form 302s will be issued to each commercial air TSP with up to 105 shipments per form. Each Form 302 will bear a unique accountable number, created in the CPA-NATO system. Each Form 302 will be issued in four copies and each copy will have an original CCO stamp and signature. Form 302 copies are designated as follows:
    - i. Copy one is the C4 DoD CCO suspense copy.
    - ii. Copies two through four go to the TSP.
    - iii. The TSP presents copies two through four to Customs.
    - iv. Copy two is Customs suspense copy.
    - v. The C4 DoD CCO verifies and forwards both copies to German Customs for stamp (acknowledgement of receipt).
    - vi. Copy three clears German Customs suspense file.
    - vii. Copy four is returned to the C4 DoD CCO to clear the file and close the Form 302.
- (f) IAW German MoF requirements, the entire process from the time of German Customs office clearing for onward movement to the return of the Form 302 with proof of delivery, will not exceed 7 business days.
- (g) If the cargo is rejected at the destination, the TSP will contact the C4 office for resolution/disposition instructions. If no resolution/disposition can be reached, the consignee will annotate on the back of the Form 302 “Cargo received on (date) and

rejected by consignee” to include a reason not accepted. German Customs officials have to be notified of changes by the C4 office.

c. NCTS Shipments:

- (1) The German MOF has approved the use of NCTS for shipments destined for USAFE installations in Germany. Commercial air shipments will be cleared using the NCTS system only. Commercial air TSPs will submit all NGDS, International Heavyweight Express (IHX), and air shipments moving under existing AMC contracts and tenders electronically to the NCTS system. TSP procedures:
  - (a) TSP will free flow all Air Force MILSTRIP cargo (cargo processed on Supply generated documents) identified with a valid TCN (beginning with the letter F).
  - (b) For all non-MILSTRIP shipments (cargo processed on a DD Form 1149), TSPs will e-mail pre-alert item detail (invoice and air waybill [AWB]) to the LRS Customs Clearance Team between 0700–1800 hours. Pre-alert information is expected in PDF file format. If e-mail fails, faxes will be used until issues are resolved. E-mail 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 301 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).

d. Sea: No country-specific details.

#### **LL. GREECE**

Cargo: No country-specific details.

#### **MM. GREENLAND**

Cargo: No country-specific details.

#### **NN. HUNGARY**

Cargo:

1. 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.

2. Air: No country-specific details.
3. Sea: No country-specific details.

#### **OO. ICELAND**

Cargo: No country-specific details.

#### **PP. IRELAND**

Cargo: No country-specific details.

## QQ. ISRAEL

### Cargo:

1. General: The current customs procedures in Israel for clearing U.S. Forces cargo are a combination of using Israel Ministry of Defense (MOD), U.S. State Department (Diplomatic) and commercial clearances. The method of customs clearance depends on the type and consignee of the cargo. No customs clearance of any cargo may be accomplished prior to arrival of cargo in country and all clearances will be accomplished by the responsible activities.
2. Surface:
  - a. All cargo for the Multi-National Forces and Observers (MFO) in the Sinai Desert, Egypt is overland shipped through Israel. The MFO has an office in Israel, which handles custom clearances. Notifications on the arrival of MFO cargo via DoD air or sea are given to MFO Israel by the TO. Under an agreement between MFO and Israeli Customs, cargo shipments are basically treated as “in transit” over the border with Egypt. The MFO has resident Egyptian Customs Officers present at their North Camp who take care of Egyptian custom clearance procedures for cargo arriving for the MFO Sinai Desert.
  - b. The shipping companies move in transit and under bond cargo traveling to other adjacent countries transiting Israel air/water ports. This is normally done through the use of seavans. Customs clearance for all other types of overland cargo movements are handled by the TO as in transit in conjunction with the consignee and the customs requirements of the country involved (i.e., Jordan).
3. Air:
  - a. All cargo to/from DoD activities with facilities located within Israel and DoD cargo to/from testing and special trials under the SOFA are cleared by the TO, Operating Location OL-A, 16th Air Force Israel with the Israel MOD.
  - b. All shipments must be consigned to the TO, under no circumstances should the “American Embassy” be shown in the address elements of the BL. All shipments, including those shipments arriving by courier service (excluding documents), require customs clearance by the TO.
  - c. Cargo to/from the Israel MOD-owned contractors and Israel FMS shipments are customs cleared by the MOD. The TO will conduct liaison with the MOD on all shipments through the DoD for such activities.
  - d. The TO notifies and liaisons on custom clearances on all cargo moving to/from within the DTS for all non-MOD contractors. Cargo that arrives for contractors in Israel normally consists of U.S. Government-furnished material/equipment. Israeli Customs will only permit the contractor, through a freight forwarder, to clear the shipment through customs. This is normally accomplished under a Bond or Bank Guarantee for the total value of the cargo shipment. The contractor is responsible for proving to customs that the cargo items were subsequently re-exported out of Israel. The contractor becomes liable to Israeli Customs for the duty and Value Added Tax on the value of any cargo items lost or stolen while in the contractor’s custody. Contractors are responsible for obtaining any required Government of Israel Export License for military cargo that is being exported. Contractors are required to notify customs in advance of all details of the contract(s) they hold and include the identification and value of items to be exported. A type of bank deposit/undertaking is also lodged with Israeli Customs. On shipments made through the DTS, contractors are required to clear their cargo through customs utilizing their own freight forwarder or provide all of the

- necessary documents, invoices, and permits to the TO's freight forwarder for customs clearance.
- e. Cargo arriving/departing on joint exercises at MOD/Israel Defense Forces (IDF) facilities are customs cleared, if required, by the Israel MOD/IDF in conjunction with Israel Custom Laws. Cargo arriving/departing the U.S. Navy's 6th Fleet and/or visiting U.S. Naval vessels that require cargo movement to/from aircraft is treated as in-transit cargo under the bond of the 6th Fleet's husbanding agent.
  - f. For cargo imports shipped via commercial air to Ben Gurion Airport, cargo import documentation is required for entry clearance into Israel. To expedite this process, the following statement must be annotated on the commercial AWB and/or Commercial Invoice Importer document and shipping document: "Customs broker through Ministry of Defense (MOD), Ben Gurion Airport, Maman Building, Room 701 in support of U.S. Forces (SOFA)." Ensure that this statement is annotated on each piece of documentation. This statement is only required for DoD cargo. For direct question regarding this process at Ben Gurion Airport, contact: USAFE Logistics Tel Aviv, Israel; Office 011-972-09-956-7801; Cell +972-50-551-6484/+972-50-751-6493; [usafelogistics@gmail.com](mailto:usafelogistics@gmail.com).
4. Sea: Customs processing of ocean vessel shipments are handled exactly the same as air shipments. For sealift cargo, the following statement must be annotated on the commercial bill of lading (CBL) and/or Commercial Invoice Importer document and shipping document: "Customs broker through ministry of Defense (MOD), Ashod/Haifa in support of U.S. Forces (SOFA)." This statement is only required for Department of Defense cargo.

## RR. ITALY

Cargo:

1. General:
  - a. 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 at 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.
  - b. 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.
2. Surface:
  - a. 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.



- b. 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.
  - c. 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.
  - d. 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.
  - e. 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.
    - (1) 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.
    - (2) 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).
3. Air:
- a. Aviano:
    - (1) For all military air shipments that arrive on military or contracted aircraft that fly in directly to Aviano AB, no customs clearing is necessary and no forms are used.
    - (2) 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.
  - b. 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.
  - c. 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.

d. Navy:

- (1) Commercial flights that fly directly into Naples utilize the Form 302 for onward movement.
- (2) 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.

- (3) 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.

4. Sea:

- a. Simplified procedures are an option by sea in Naples.
- b. 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.

## SS. LITHUANIA

Cargo: No country-specific details.

## TT. LUXEMBOURG

Cargo: No country-specific details.

## UU. MACEDONIA

Cargo:

1. Surface:

- a. For cargo transiting 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](mailto:DLKFORCustoms@eur.army.mil), and the fax number is DSN 314 781-3305, +381-3851-33-3305, or +49-621-730-781-3305.
- b. 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 Macedonia and Kosovo. Once completed, the certificate will be delivered to the freight forwarder at the relevant border crossing point or rail customs terminal.

- c. When trucks arrive at the border, the driver must go to the freight forwarder, pick up the customs documentation and then proceed through Macedonia customs. At the rail yard, the MCT official will work with the 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 paper work and delivers it to the border location.
- d. For details on KFOR customs in 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.

2. Air: PETROVEC (Skopje, Macedonia) and PRISTINA (Kosovo)
  - a. Military Air: Local customs formalities are not applicable.
  - b. 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.

## VV. MALTA

Cargo: No country-specific details.

## WW. MOLDOVA

Cargo: No country-specific details.

## XX. NETHERLANDS

Cargo: No country-specific details.

## YY. NORWAY

Cargo:

1. General:
  - a. 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](mailto:cargo.norway@us.af.mil), 426 ABS Personal Property – [426abs.paxproperty@us.af.mil](mailto: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](mailto:trans.dta@u.forsvaret.no) (for commercial tax-free export clearance).
  - b. 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.
- c. The Norwegian Customs Authority formally recognizes U.S. Forces Form AE 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.
  - d. 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.
2. Surface:
- a. 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.
  - b. 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.
3. Air:
- a. 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.
  - b. 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.
- c. 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.
4. Sea:
- a. 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.
  - b. 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.
  - c. 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.
5. 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.

## **ZZ. POLAND**

Cargo: No country-specific details.

## **AAA. PORTUGAL**

Cargo: No country-specific details.

## **BBB. ROMANIA**

Cargo:

1. Surface: For cargo transiting Romania 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.
2. Air: No country-specific details.
3. Sea: No country-specific details.

### **CCC. RUSSIA**

Cargo: No country-specific details.

### **DDD. SIBERIA**

Cargo: No country-specific details.

### **EEE. SLOVAKIA**

Cargo: No country-specific details.

### **FFF. SLOVENIA**

Cargo:

1. 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.
2. Air: No country-specific details.
3. 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**

Cargo:

1. General:
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. 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.

2. **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.
3. **Air:**
  - a. 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.
  - b. 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.
4. **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.

### **HHH. SWEDEN**

Cargo: No country-specific details.

### **III. SWITZERLAND**

Cargo: No country-specific details.

### **JJJ. TURKEY**

Cargo:

1. **General:**
  - a. 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.
- b. 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.
  - c. 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://www.fcg.pentagon.mil/>.
2. **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. [Figure 510-3.](#) shows the current Customs clearance process for U.S. Government cargo shipped using an overland TSP (truck).
  3. **Air:** The subsections below describe the different processes for air shipments arriving in Turkey.
    - a. **Military Cargo Shipped Using MILAIR.**
      - (1) 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).

- (2) 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.
  - b. 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.
  - c. Military Cargo Shipped Using a Commercial TSP.
    - (1) 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](#).
4. [Sea](#):
- a. 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. Currently Turkish Customs Offices authorized to clear U.S. Forces shipments are at the seaports of Istanbul, Izmir, Iskenderun, Yumurtalik/Golovasi (for fuel only), Antalya and Aksaz/Karaagac (for U.S. Navy only). 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. [Figure 510-6](#) depicts the Customs clearance process for military cargo shipped to Turkey by ocean vessel.

### **KKK. UKRAINE**

Cargo: No country-specific details.

### **LLL. UNITED KINGDOM**

Cargo:

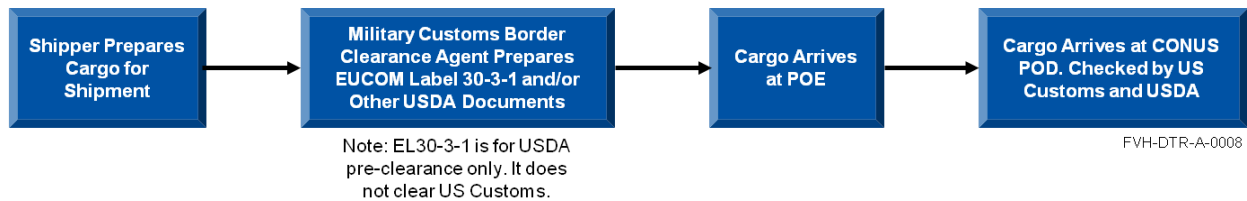
1. [General](#): Shipments for the exclusive use of U.S. Forces are eligible for concessions enabling duty free movement into and out of the UK. While in the UK items remain in bonded status, and require a Customs entry for each movement outside of the United Kingdom. U.S. Forces personnel in the UK will obtain UK specific instructions from 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. Any remaining queries should be directed to [USAFE-UK.A4@us.af.mil](mailto:USAFE-UK.A4@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.

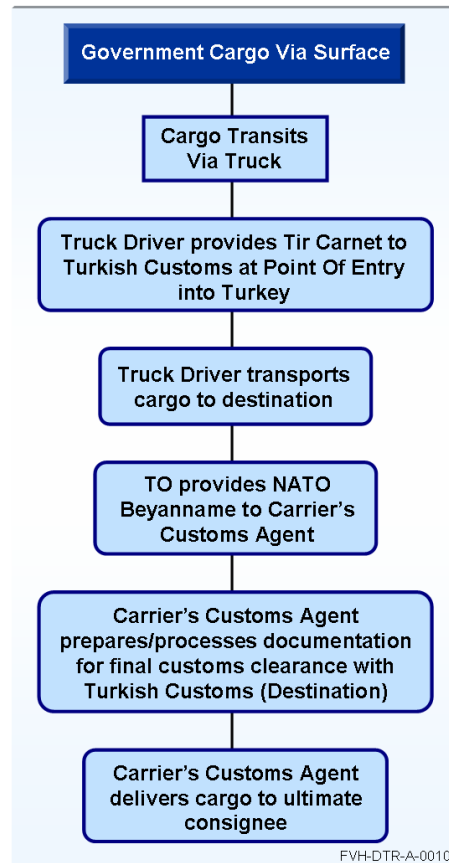
2. Surface, Air, Sea, and Personal Property; Refer to USAFEI 24-401, Customs Clearance Procedures for US Forces in the United Kingdom (UK).



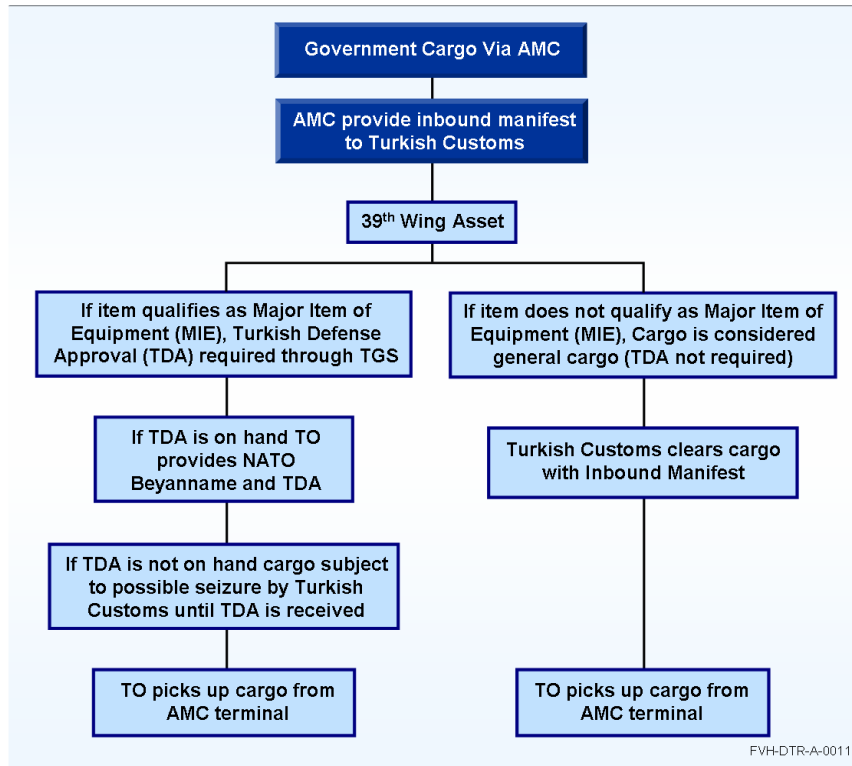
**Figure 510-1. Form 302**



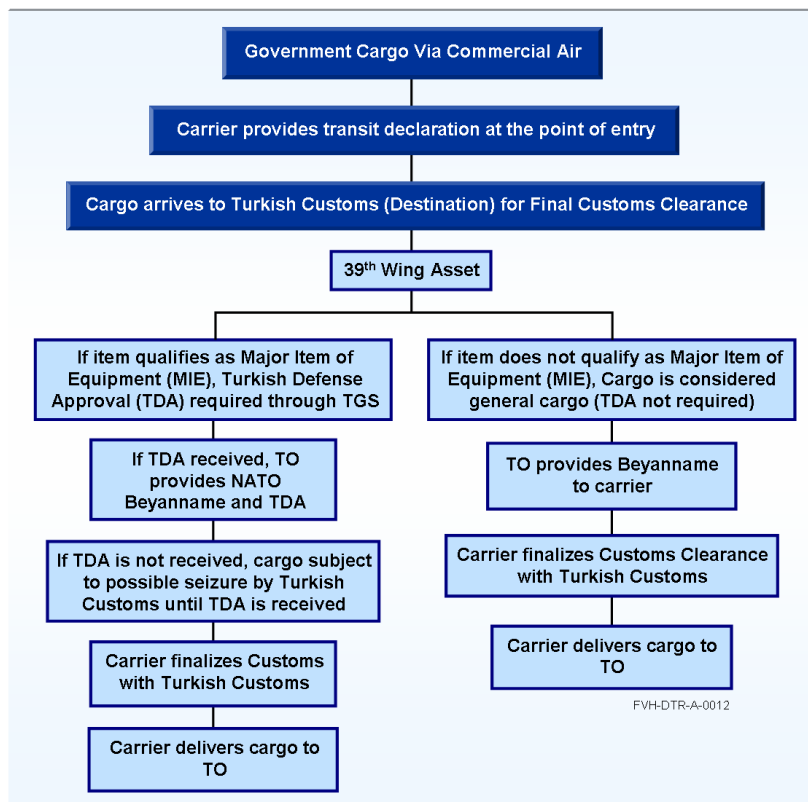
**Figure 510-2. DoD Cargo Moving From USEUCOM AOR To/Through CONUS**



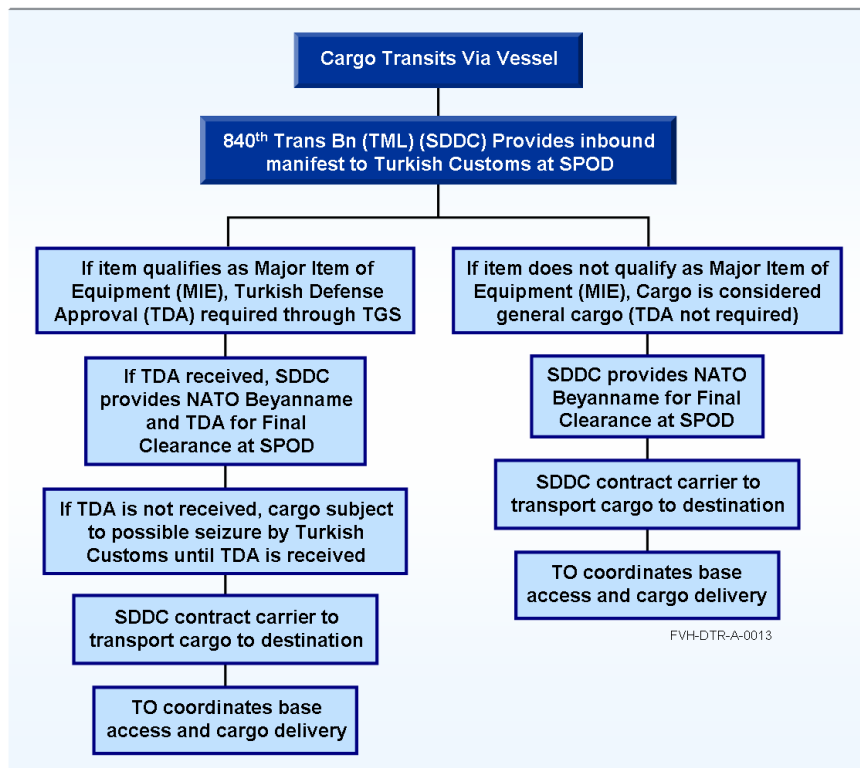
**Figure 510-3. Military Cargo Shipped Using an Overland TSP (Turkey)**



**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)**

**Table 510-1. USEUCOM Countries that Acknowledge Form 302**

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

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