

CHAPTER 513

UNITED STATES SOUTHERN COMMAND (USSOUTHCOM)

A. GENERAL

This chapter identifies regulations or directives and establishes Customs/Border Clearance requirements and procedures and organizational points of contact (POC) responsible for the entry/exit of material and personnel from the various USSOUTHCOM countries listed.

B. SPECIFIC COUNTRY DETAIL

The following provide the most up-to-date overseas customs process information and/or exceptions that have been obtained for USSOUTHCOM countries:

1. Passenger: See the Department of Defense (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://www.move.mil/sme>.
3. Cargo: This chapter documents the requirements and other exceptions for the following countries:

[Antigua and Barbuda](#)

[Dominica](#)

[Panama](#)

[Argentina](#)

[Dominican Republic](#)

[Paraguay](#)

[Barbados](#)

[Ecuador](#)

[Peru](#)

[Belize](#)

[El Salvador](#)

[St. Kitts/Nevis](#)

[Bolivia](#)

[Grenada](#)

[St. Lucia](#)

[Brazil](#)

[Guatemala](#)

[St. Vincent/
Grenadines](#)

[Chile](#)

[Haiti](#)

[Suriname](#)

[Colombia](#)

[Honduras](#)

[Uruguay](#)

[Costa Rica](#)

[Jamaica](#)

[Venezuela](#)

[Cuba/](#)

[Nicaragua](#)

[Guantanamo Bay](#)

C. ANTIGUA AND BARBUDA

Cargo: DoD cargo is shipped via Military Surface Deployment and Distribution Command (SDDC)-arranged transportation on an as-required basis.

D. ARGENTINA

1. Cargo:
 - a. Military Airlift (MILAIR): These shipments require customs clearance and will be removed by the consignee, Security Cooperation Office (SCO), or U.S. Embassy or will be taken to a moving company storage facility in case of household goods (HHG), unaccompanied baggage (UB), or privately owned vehicle (POV) shipments. A complete cargo manifest must be submitted to the Government Services Office (GSO) for Shipping and Customs. The GSO will then prepare the diplomatic customs “franquisia” (franchise) approved by the Ministry of Foreign Affairs, which will exonerate cargo from steep import taxes; however,

there will still be charges for airway bill handling, customs, and storage fees until the cargo clears customs.

NOTE: Outgoing shipments on MILAIR require authorization from the Ministry of Foreign Affairs and must clear customs in order to leave the country.

b. Commercial Air:

- (1) Shipments sent by commercial air or any air courier company will be addressed to U.S. EMBASSY/EMPLOYEE NAME/SCO and must be declared as “DIPLOMATIC CARGO”.
- (2) If required to declare a value for customs, do not declare a commercial value for customs. Please declare U.S. \$1.00 to avoid delays.
- (3) As an advance notice of shipment, fax a copy of the air waybill (AWB) prior to arrival of the shipment to the port in Argentina: Fax 011-593-2-504-549; ATTN: SCO. Advance notification will allow identifying where the shipment is to arrive, initiate customs process, and possibly avoid incurring storage fees.
- (4) AWBs must be express mailed or electronically transmitted to the Courier Company or SCO immediately as they become available. Customs clearance can be processed only with the original documentation.
- (5) Shipping related expenses must be taken into consideration and provided in advance to cover administrative, customs, and storage fees.
- (6) Simple customs procedures are performed by the GSO on all outgoing shipments. There are no local restrictions or limitation on size, weight, or number of shipments.

c. Sealift:

- (1) Contact the SCO in Argentina to cover all shipping details and to provide country advance notice of shipment (telephone (011) (54-11) 5777-4396 or 4388). The Logistics Section at the SCO will handle customs processing for official military equipment.
- (2) Ocean Bill of Lading (OBL), [Figure 513-1](#), must be consigned to U.S. EMBASSY/EMPLOYEE NAME/SCO. Original OBLs must not be consigned to any local agent.
- (3) As an advance notice of shipment, fax a copy of the Original OBL prior to arrival of shipment to the seaport of debarkation (SPOD), Buenos Aires (FE1) in Argentina: Fax 011-593-2-504-549, ATTN: SCO. Advance notification will allow identifying where the shipment is to arrive, initiate customs process, and possibly avoid incurring storage fees.
- (4) Original OBLs must be expressed mailed or electronically transmitted to the port and SCO immediately as they become available. Customs clearance can only be processed with the original documentation.
- (5) Shipping related expenses must be taken into consideration and provided in advance to cover administrative, customs, and storage fees.
- (6) Simple customs procedures are performed by the GSO on all outgoing shipments. There are no local restrictions or limitation on size, weight, or number of shipments.

- d. For further information, contact: U.S. Embassy General Services Office, Customs and Shipping Office: Maria Fernanda Lamazares (011) (54-11) 5777-4369 lamazaresmf@state.gov, Mr. Julian Duclos, Customs Specialist (011)-(54-11)-5777-4357

duclosj@state.gov Ops NCO OS1 Hugo Suarez (011)-(54-11)-5777-4458
hugo.suarez@tcsc.southcom.mil, Daniela Fridman, fridmandc@state.gov Customs and shipping assistant POC: 011 54 11 5777 4408 or Logistics Section, U.S. Military Group Buenos Aires, Argentina at (011) (54-11) 5777-4388 and fax 5777-4224, and DSN 294-9000 (wait for dial tone) 8-878-4388 or 4686 and fax 4633.

E. BARBADOS

1. Cargo:
 - a. Commercial Air Shipments: Once booking is complete, fax a copy of the AWB to the Customs and Shipping Office at 246-227-4236. This information will assist in the advance preparation of diplomatic notes and Customs letters to avoid excessive demurrage charges.
 - b. Sealift Shipments: The procedure is the same as above. Fax a copy of the Bill of Lading (BL) and any relevant packing lists.
2. The diplomatic note prepared for the Ministry of Foreign Affairs takes approximately 5 working days, and it is then submitted to the Customs Department; this takes a minimum of 3 working days, and therefore, it is a total minimum of 8 days.
 - a. It is recommended that advance copies of all relevant documents for both air and sea shipments be forwarded as soon as all bookings are made.
 - b. The process time is approximately 2 weeks; suppliers/shippers will incorporate that time when planning shipments to posts in Barbados.

F. BELIZE

1. Cargo:
 - a. MILAIR: U.S. Government cargo that arrives in Belize on military flights can be expedited through customs the same day, providing that advance notification is received by the Customs and Shipping Section at the U.S. Embassy so that the necessary arrangements can be made with the authorities. POC: Frank Lord (Travel, Customs/Shipping Assistant), U.S. Embassy, Belmopan City, Telephone: 501-822-4011, Ext. 4262, Fax: 501-822-4012, E-mail: Lordfe@state.gov.
 - b. Commercial Air:
 - (1) All original customs clearance documents must be provided to the air Transportation Service Provider (TSP). Copies of these documents will be provided to the U.S. Embassy or to the Authorized Customs Broker designated to process the shipment by the air TSP or the TSP's Agent. Originals are not necessarily required to clear shipments through Customs. Originals are required for shipments to receive the release on the shipment for the Shipment Agent. It is necessary to provide an AWB; a commercial invoice; and a packing list, which should include the quantity, value, and weight of the entire shipment.
 - (2) All shipments imported into Belize are released based on a customs declaration, which is submitted to the Customs Department, prepared by a designated Customs Broker with acknowledgement from the General Services Officer or the Management Office at the U.S. Embassy. Shipments take from 1 to 5 days to clear customs.
 - (3) Shipments destined for Belize normally would be routed through the U.S. Dispatch Agency in Miami; the address is U.S. Dispatch Agency, Miami Corporate Park, 7789

NW 48th Street, Bldg H, Suite 250, Miami, FL 33166, Telephone: 305-640-4574, Fax: 305-715-3502.

- (4) Shipments routed directly from port to port will require a copy of the airway bill from the TSP, invoice, and packing list.
- c. Commercial Air Courier:
- (1) Shipments sent via commercial air courier should be addressed as follows: U.S. Embassy, #4 Floral Park Road, Belmopan City, Belize, ATTN: Specify Agency or Office.
 - (2) Shipments must have AWB, invoice, and packing list.
 - (3) If the Customs Officer determines the cargo or package that arrives via one of the commercial air couriers is of a high value, Customs holds the cargo or package pending a customs declaration, which would be submitted by an assigned Customs Broker. All the necessary documentation will have to be provided for clearance of the shipment.
- d. Sealift Shipments:
- (1) All original customs clearance documents must be provided to the ocean TSP. Copies of these documents will be provided to the U.S. Embassy or to the Authorized Customs Broker designated to process the shipment by the air TSP or the TSP's Agent. Originals are not necessarily required to clear shipments through Customs. Originals are required for shipments to receive the release on the shipment for the Shipment Agent. It is necessary to provide the original BL from the ocean TSP; an invoice; and a packing list, which should include the quantity, value, and weight of the entire shipment.
 - (2) All shipments imported into Belize are released based on a customs declaration, which is submitted to the Customs Department, prepared by a designated Customs Broker with acknowledgement from the General Services Officer or the Management Office at the U.S. Embassy. Shipments take from 1 to 5 days to clear customs.
 - (3) Shipments destined for Belize normally would be routed through the U.S. Dispatch Agency in Miami; the address is U.S. Dispatch Agency, Miami Corporate Park, 7789 NW 48th Street, Bldg H, Suite 250, Miami, FL 33166, Telephone: 305-640-4574, Fax: 305-715-3502.
 - (4) If the shipment is made directly from port to port, the Ocean TSP's Agent will notify the U.S. Embassy and provide a bill of lading (BL) along with an invoice and packing list to allow the U.S. Embassy to clear the shipment through customs.
- e. Overland: Shipments that arrive in Belize by way of road (highway) through the border crossings either through Guatemala (Western Border) or through Mexico (Northern Border) will require the following documents for use by the Broker: commercial invoice and packing list (specifying quantity, value, and weight).
- f. Export Requirements:
- (1) For cargo being exported from Belize to the United States or any other destination, the following documents will be necessary: Commercial Invoice, Inventory list specifying value, quantity and weight, address and telephone number of the party receiving the shipment.
 - (2) The assigned broker will prepare a customs declaration for the export shipment that has to be acknowledged by the GSO or the Management Officer at the U.S. Embassy. To prepare the declaration, the following is required: commercial invoice, inventory list

(specifying value, quantity, weight and dimensions of goods), shipper's address and telephone number, and consignee's address and telephone number.

- (3) All export declarations are valid for 7 working days.

G. BOLIVIA

1. Cargo:

a. Air Shipments.

- (1) Cargo arriving via MILAIR does not go through customs in Bolivia. There are no customs procedures for military cargo that includes HHG and POVs.
- (2) Cargo arriving via commercial air requires customs processing by the U.S. Embassy GSO.

b. Ocean Vessels. Bolivia is a landlocked country; therefore, there is no shipping via sea.

2. The POC is MILGP-Bolivia, phone: 591-243-3251, fax: 591-243-0421, e-mail: argandoc@lapaz.mg.southcom.mil.

H. BRAZIL

1. Cargo: No country-specific details.

2. POCs:

- a. U.S. Military Liaison Office. Phone: 301-985 9347. Fax 55-61-3312-7666
- b. Chief. COL Eric Snadecki. eric.snadecki@tcsc.southcom.mil
- c. Army SCO. LTC John Meyer. john.meyer@tcsc.southcom.mil
- d. Navy SCO. CDR Leonardo Day. <mailto:leonardo.day@tcsc.southcom.mil>
- e. Air Force SCO. Luis Murguia. luis.murguia@tcsc.southcom.mil

I. CHILE

Cargo: No country-specific details.

J. COLOMBIA

1. Cargo:

NOTE: An original copy of the commercial invoice or the DD Form 1149/DD Form 1348-1A Transportation Control and Movement Documents (TCMD) for all transportation methods (MILAIR, Commercial Air or Surface) must be attached to the cargo.

a. Ocean Vessels – Military Shipments.

- (1) The following paragraphs describe specific Customs clearance importation procedures and requirements for government property shipped into Colombia via surface ship, either break-bulk or containerized cargo. It is imperative that all requisitioners, consignors, and shippers maintain strict adherence to these policies when transporting DoD cargo into Colombia.
- (2) Ensure active Radio Frequency Identification (RFID) tags are written and attached at the shipment's point of origin in accordance with (IAW), Defense Transportation Regulation (DTR) Part II, Chapter 208; Department of Defense Manual (DoDM) 4140.01, Volume 5, DoD Supply Chain Materiel Management Procedures: Delivery of

Material; and the Under Secretary of Defense memorandum, subject “Radio Frequency Identification (RFID) Policy,” dated 30 July 2004. The criteria for determining eligible shipments to be documented with an active RFID tag are:

- (a) Must be an active RFID Layer 4 freight container (e.g., International Organization for Standardization [ISO], 463L system air pallet or reusable large container [e.g., engine, transmission, blade]); and
 - (b) Must be DoD owned sustainment or retrograde cargo from all shipping activities, to include vendor; and
 - (c) Must be shipments from Continental United States (CONUS) to Outside the Continental United States (OCONUS) or from OCONUS to CONUS, or between geographic Combatant Commands (CCMD).
- (3) All customs clearance documentation must be provided by the shipper to the ocean Transportation Service Provider (TSP) as per routine DoD policy. Ocean TSPs must provide the Customs clearance documentation to the SCO Logistics Mission Customs Clearance authorities/SCO Foreign Military Sales (FMS) office listed in [Paragraph J.1.a.\(4\)](#), below. The Logistics Section at the SCO will handle customs processing for all U.S.-funded military cargo/equipment and assists with Customs processing for Host Nation (HN)-funded FMS cargo.
- (4) POC:
- (a) Contact the SCO Logistics Mission in Bogota to provide country advance notice of shipment. POC: Supply & Transportation Manager Jaime Gallego, commercial phone 011-57-479-7166 and e-mail Jaime.gallego.co@tcsc.southcom.mil.
 - (b) Customs and Air and Surface Transportation Specialists: Jaime Gallego, cell 011-57-310-479-7166 and e-mail Jaime.gallego.co@tcsc.southcom.mil, and Eduardo Maffiold, Eduardo.Maffiold.CO@tcsc.southcom.mil and cell 310-215-2552.
 - (c) Customs: OMBBOGOTASCOCUSTOMS@tcsc.southcom.mil.
- (5) The shipper and/or TSP must provide the SCO Joint Logistics Support Facility (JLSF), Bogota Customs clearance agents a CBL, Commercial Invoices (with dollar value for each item), [Figure 513-2](#), Commercial Packing List, [Figure 513-3](#) (or) DD Form 1149, [Figure 513-4](#), DD Form 1348-1A, [Figure 513-5](#), TCMD forms, [Figure 513-6](#), and if available, a customs clearance document, [Figure 513-7](#), at least 5 working days prior to the arrival into the Colombian SPOD. These documents are a critically important part of Colombian customs clearance.
- b. Cargo Transported via MILAIR.
- (1) United States Government (USG) cargo moved via regularly scheduled Air Mobility Command (AMC) channel airlift is expedited through customs the same day. Cargo manifests/load plans must be received by the SCO JLSF/FMS office at least 5 hours before scheduled MILAIR flights land at the aerial port of debarkation. This only applies to scheduled channel MILAIR flights. The Bogota AMC Station Manager receives the cargo. For questions contact the Cargo Processing Section at Charleston AFB (DSN 673-3554 or commercial 843-963-3974/3224) for more information. The Charleston warehouse is located at 437th APS, Bldg 178, 113 South Bates St., Charleston AFB, SC 29404.
 - (2) Other U.S. MILAIR cargo flights (e.g., Special Assignment Airlift Mission [SAAM] mission support import/export) must follow the established procedure similar to that for

surface cargo. The unit must provide the SCO JLSF Customs clearance agents a DD Form 1149 at least 5 working days prior to the import/export date. JLSF customs clearance agents prepare all airway bills (export only) on behalf of the SCO .

- c. Commercial Air TSP– Military Shipments for SCO and Colombian Military.
- (1) Shipments sent by any air courier company to the U.S. Military Group or any Colombian Military services directly will be addressed as per the table below.
 - (2) Shipments to the SCO and the Colombian Air Force go to the same hanger at CATAM Air Base in Bogota and are nationalized there. Once SCO cargo has been nationalized at the CATAM (Comando Aereo de Transporte Militar) “DICEX” (Direccion de Comercio Exterior) facility, it is delivered to the SCO JLSF Hanger on the other side of the airport.
 - (3) Shipments via commercial air TSP to the other services, Colombian Army, Navy, and National Police go to their respective warehouses according to the address in the table below.

Shipments to Colombian Air Force	Shipments to SCO
<p>FUERZA AEREA COLOMBIANA Deposito Aduanero Habilitado Base Aerea CATAM Bogota, Colombia</p> <p>Contact Information : POC: Teniente Yady Lozano Cell: (011 57) 320-843-1094 E-mail: cofac.jol.dicex.deposito1@fac.mil.co</p>	<p>FUERZA AEREA COLOMBIANA Deposito Aduanero Habilitado Base Aerea CATAM Bogota, Colombia SCO JLSF Hanger 18 CATAM Attn: PBO Mr. Roy Dehoyos</p> <p>Contact Information: Property Book Officer SCO Cell: (011 57) 310 552-0382 Office: (011 57 1) 423-8400 Ext. 127 E-mail: dehoyose@tcsc.southcom.mil</p>
Shipments to Colombian Army	Shipments to Colombian Navy
<p>EJERCITO NACIONAL Deposito Aduanero Habilitad Batall6n de Abastecimient Calle 103 Carrera 11 B Cant6n Norte Bogota, Colombia</p> <p>Contact Information: POC: Sargento Roberto Ballesteros Cell: (011 57) 313-245-0802 E-mail: robaco1978@hotmail.com</p>	<p>ARMADA NACIONAL DE COLOMBIANA Deposito Aduanero Habilitado Direcci6n de Abastecimiento – DIABA Carrera 63 A # 14-99 Bogota, Colombia</p> <p>Contact Information: POC: Teniente Miguel Mancera Tel (from the U.S.): 011-571-414-3757 ext. 201 Cell: (011 57) 313-466-7564 E-mail: miguel.mancera@armada.mil.co</p>

Shipments to Colombian National Police	Shipments to Colombian Army Aviation
<p>FONDO ROTATORIO DE LA POLICIA DEPOSITO HABILITADO CALLE 48 SUR No. 46-00 Bogota, Colombia</p> <p>Contact Information:</p> <p>POC: Jacqueline Molano Segura Cell: (011 57) 311-491-4161 Tel (from the U.S.): 011-571-740-0347 E-mail: jacqueline.molano@forpo.gov.co</p>	<p>EJERCITO NACIONAL Deposito Aduanero Habilidad Batall6n Aviación Ejercito Bogota, Colombia</p> <p>Contact Information:</p> <p>POC: Cabo John Jairo Saenz Cell: (011 57) 310-231-9671 E-mail: johnjairo_s@yahoo.com</p>

- (4) Users are advised to have freight prepaid to the greatest extent possible but may be required to pay for the release of the AWB document provided by the commercial courier. Shipping related expenses must be taken into consideration and provided in advance to cover administrative, customs, and storage fees if incurred.

d. General Cargo Export Requirements.

- (1) MILAIR. Users will contact the SCO JLSF Custom clearance agent when they have cargo that needs to be shipped to the United States and provide all documentation as required for cargo import into Colombia with the addition of a Transportation Account Code (TAC) and a POC receiving the cargo in the United States. Documentation must be provided at least 5 working days prior to cargo shipment. A SCO customs agent will coordinate the load with the AMC Station Manager. Cargo will be palletized and placed on outgoing aircraft by AMC Bogota. For more information concerning this process, please contact AMC Bogota at 312-565-3957 or (from the United States) 011-571-414-8606, Ext. 116.

NOTE: For users who do not have a TAC Code, one can usually be obtained from the Unit TO. The TAC is a four-digit alphanumeric code by which the Service, Agency, or contractor identifies the account to be charged for transportation services. TAC Code purpose and use is addressed in the DTR Part II, Appendix V. The TAC must be determined by the shipper for every shipment. The TAC for the over ocean (port of embarkation [POE]/port of debarkation [POD]) movement segment must be entered on a Military Shipping Label. Since the TAC presents a funding account, its correct application is essential to valid budgeting and payment of transportation expenses. To obtain valid TACs or Service coordinator assistance, use the Transportation Global Edit Table (TGET) on the Worldwide Web (WWW). The Internet address is <https://beis.csd.disa.mil/beis-html/frontpage-pki.html>, and selecting TAC/LOA Inquiry (2875 required).

- (2) Surface. Surface ship export activities are coordinated through USTRANSCOM/SDDC. Users must still pre-coordinate with the SCO JLSF Customs clearance agents to ensure Colombian export requirements are met. Normally, DD Form 1149s are used for export from Colombia. These forms cannot have any handwritten entries whatsoever. The forms must be completely computer generated, devoid of any signatures and other marks or entries. Contact SCO Customs and Transportation Specialist Jaime Gallego at 011-57-310-479-7166 or e-mail gallegoj@bogota.mg.southcom.mil to coordinate surface export.

e. General Nationalization Requirements – Colombia FMS Shipments.

- (1) Shippers are responsible to provide customs and shipping documentation (commercial invoices, commercial packing lists and consulate letters) to the ocean carrier upon cargo being introduced for shipment. Additionally, scanned copies of all documentation must

be provided to the U.S. Security Cooperation Office (SCO) within 24 hours after the cargo is delivered to the carrier or otherwise staged for onward movement. See [Figure 513-8](#).

- (2) Shippers must enter the T-9 trailer data as appropriate during the initial stages of movement coordination so it is properly manifested for air transport.
- (3) Nationalization Requirements for Invoices:

Price
Weight
Date
Shipping Address
Issued/Received by and date
FMS Case Designator
TCN

2. [Personal Property](#). The POC for personal property and HHG, to include all POV shipments, inbound to SCO/MILGP Colombia is the U.S. Embassy GSO: phone: 571-275-2290, fax: (571) 275-2152, and e-mail: bogotagsoshipping@state.gov/Mrs. Libia Junco: juncoal@state.gov. It is vital when orders to Colombia are issued that the member contact SCO/MILGP Colombia and, most importantly, the U.S. Embassy GSO. They will be sent a detailed **POV Handbook**, which provides comprehensive instructions and guidance on every aspect of owning, registering, shipping and insuring your POV in Colombia. Use the contacts provided above to obtain the SCO Colombia **POV Handbook** or contact USSOUTHCOM J43 Mobility at 305-437-3658 or e-mail scott.m.pierce4.civ@mail.mil. Early advance notification and clarification will help mitigate shipping delays and customs problems. The U.S. Embassy GSO **MUST** have advance notice of your POV shipment plans for approval and ensure the correct documents are provided to their office before the shipment can commence.
3. All POV shipments will go door-to-door International Through Government Bill of Lading (ITGBL). The U.S. Embassy Bogota GSO will require an advance copy of the Bill of Sale for prior approval in order for the Department of State (DOS) to pick up your POV at your residence. The member will need to turn into the DOS transportation personnel all required documents to avoid shipping delays. Therefore, it is recommended that each member review all required documents in the SCO Columbia POV Handbook and contact them directly using the POC information below as you navigate the process. Additionally, you can contact the U.S. Department of State, Transportation and Travel Management Division by phone at 1-800-424-2947 or 1-202-663-0891/0892, fax at 1-202-663-3209, or e-mail at DoDPP@State.Gov for more information on the POV pickup process. Again, the Department of State Transportation Office at the number listed above will come to your residence to pick up your POV. **DO NOT** drop off your POV at a Vehicle Processing Center (VPC).

K. COSTA RICA

1. [Cargo](#). Recommend HHG destined to Costa Rica for customers be labeled as “Diplomatic Cargo.” This will preclude goods going through a Costa Rican fiscal warehouse that will delay and complicate delivery of goods to the customer. If cargo is labeled “Diplomatic Cargo”, the AMC Station Manager will be able to hand off the cargo to a moving company for delivery to the customer.
2. [POC](#): Costa Rican Customs issues is the U.S. Embassy Customs specialist.

L. CUBA/GUANTANAMO BAY

Cargo: No country-specific details.

Guantanamo Bay shipments are to be coordinated with TF GTMO-J4 at the following group e-mail address: JTFTGMO-J4-SMO@jftgtmo.southcom.mil

Do not consign shipments destined to Havana to Guantanamo Bay.

M. DOMINICA

1. Cargo. DoD cargo is shipped via SDDC-arranged transportation on an as-required basis.
2. POCs. All inquiries specific to movements into this country should be forwarded to the U.S. Embassy for Barbados and the Eastern Caribbean as follows:
 - a. Shipping Assistant
Tel: 246-227-4000 ext 4361
Fax: 246-227-4236
 - b. Shipping Clerk
Tel: 246-227-4000 ext 4303
Fax: 246-227-4236
 - c. The Military Liaison Officer (MLO) Deputy Chief for Barbados and Eastern Caribbean can be reached at
246-227-4166 or Fax 246-227-4141

N. DOMINICAN REPUBLIC

1. Cargo:
 - a. Incoming Shipments (no vehicles included):
 - (1) Once the U.S. Embassy Customs & Shipping Office (CSO) receives notification of shipment arrival, a copy of the BL and/or AWB must be provided.
 - (2) The CSO office will need the Customs Agent's (CA) POC information to register the shipment in the local customs system and provide them a copy of the registration once it is inspected.
 - (3) The CSO office will then submit the exemption paperwork to the Ministry of Foreign Affairs and local customs for authorization. (This process takes approximately 48 hours.)
 - (4) Once the exoneration is approved by Local Customs and updated in the system, a local CA can proceed with the clearance.
 - (5) Once cargo is cleared, the CSO office will coordinate the delivery date with the customer and the local company. This customs process takes up to 10 working days.
 - (6) It is the consignee's responsibility to hire a Local Licensed customs agent. All cargo arriving to any Military base (air or sea) is exempt from these procedures.
 - b. Incoming Shipments (vehicles or anything with a vehicle identification number [VIN])
Temporary Admission:
 - (1) Once the U.S. Embassy CSO receives notification of shipment arrival, the CSO office will need the CA's POC information to register the shipment in the local customs system and provide the CSO office with a copy of the registration once it is inspected.

- (2) The CSO office will submit the request for temporary admission paperwork to local customs for authorization. (This process takes approximately 10 working days.)
 - (3) Once the temporary admission is approved by Local Customs and updated in the system, a local CA can proceed with the clearance.
 - (4) Once cleared, the CSO office will coordinate the delivery date with the customer and the local company. This customs process takes up to 20 working days.
- c. Export Requirements:
- (1) To begin the process, you must provide the U.S. Embassy CSO with the name of the vessel, the vessel agent, and the CA's POC information. All sea-freight cargo being exported from the Dominican Republic to the United States or any other destination requires an accurate packing list along with the name of the vessel, port of origin, steamship line, number/amount of cargo and equipment, estimated weight of the shipment and port of destination (City and State).
 - (2) The CSO office will proceed to request and introduce the authorization for re-embarkation of the goods to local customs/*Dirección General de Aduanas* (DGA).
 - (3) For Ambulances/Trucks/Equipment or anything with a VIN declared or listed on the importation paperwork, Dominican Customs Agency or DGA will take from 10 to 15 working days (2 to 3 weeks) to grant authorization to re-export. The CSO office will follow up and will provide all involved parties a scanned copy of the authorization once obtained from local customs.
 - (4) The Consignor or Shipper MUST close out with DGA all previous cases of "temporary importation" before shipment departure; otherwise, they will keep bouncing back to the Embassy as pending unfinished cases and will delay future shipment.
 - (5) After the shipment(s) departs, the CSO office must receive a copy of the BL from the Consignor or Shipper.

2. POC:

Contact the Customs & Shipping Supervisor: Mr. Rodrigo Lozada-Perez, American Embassy Santo Domingo, General Services Office, Customs & Shipping Section, phone 809-567-7775, extension 7561/809-368-7561, and email LozadaRA@state.gov.

O. ECUADOR

1. Cargo.

- a. MILAIR: These shipments do not require customs clearance and will be removed by the consignee, SCO, U.S. Embassy, or will be taken to a moving company storage facility in case of HHG, UB, or POV shipments.

NOTE: Outgoing shipments on MILAIR do not require any authorization from Customs to leave the country.

b. Commercial Air Courier – Military Shipments:

- (1) Shipments sent by FEDEX, DHL, and UPS or any air courier company will be addressed to U.S. EMBASSY/EMPLOYEE NAME/SCO and must be declared as "DIPLOMATIC CARGO".
- (2) If required to declare a value for customs, do not declare a commercial value for customs. Declare U.S. \$1.00 to avoid delays.

- (3) As an advance notice of shipment, fax a copy of the AWB prior to arrival of shipment to the port of Ecuador: Fax 011-593-2-504-549; ATTN: SCO. Advance notification will allow identifying where the shipment is to arrive, initiate customs process, and possibly avoid incurring storage fees.
 - (4) AWBs must be express mailed or electronically transmitted to the Courier Company or SCO immediately as they become available. Customs clearance can be processed only with the original documentation.
 - (5) Shipping related expenses must be taken into consideration and provided in advance to cover administrative, customs, and storage fees.
 - (6) Simple customs procedures are performed by the GSO on all outgoing shipments. There are no local restrictions or limitation on size, weight, or number of shipments.
- c. Ocean Vessels – Military Shipments:
- (1) Contact the SCO in Ecuador to cover all shipping details and to provide country advance notice of shipment (telephone 011-593-2-504-151 or 2). The Logistics Section at the SCO will handle customs processing for official military equipment.
 - (2) An OBL, [Figure 513-1](#), must be consigned to U.S. EMBASSY/EMPLOYEE NAME/SCO. Original OBLs must not be consigned to any local agent.
 - (3) As an advance notice of shipment, fax a copy of the Original OBL prior to the arrival of the shipment to the SPOD in Ecuador: fax 011-593-2-504-549, ATTN: SCO. Advance notification will allow identifying where the shipment is to arrive, initiate customs process, and possibly avoid incurring storage fees.
 - (4) Original OBLs must be expressed mailed or electronically transmitted to the port and SCO immediately as they become available. Customs clearance can only be processed with the original documentation.
 - (5) Shipping-related expenses must be taken into consideration and provided in advance to cover administrative, customs, and storage fees.
 - (6) Simple customs procedures are performed by the GSO on all outgoing shipments. There are no local restrictions or limitation on size, weight, or number of shipments.
- d. For further information, please feel free to contact the Logistics Section, U.S. Military Group Quito, Ecuador at (011) (593) (2) 504-151/2 and fax 504-549, and DSN 294-9000 (wait for dial tone) 86-446-4617 or 4686 and fax 4633.

P. EL SALVADOR

1. Cargo.

- a. MILAIR: All USG cargo moved via MILAIR does not process through customs; instead the AMC Station Manager receives the cargo.
- b. Commercial Air. UB moved via commercial air must process through the Ministry of Foreign Affairs and customs. After receiving the original documents, the Embassy's Shipping Office requires 10 working days to obtain the duty free authorization, plus 2 to 3 days to complete customs clearance to release the cargo from customs. Advanced notification, with documentation (i.e., the AWB, packing/inventory list), is mandatory to meet this constraint. A legible copy of the AWB must be provided via e-mail to ponceva@state.gov and rosalesr@state.gov, with a complete manifest/inventory of the shipment at the time of notification.

- c. Ocean Vessels: Household effects (HHE)/HHG arriving by sea via commercial means must be processed through the Ministry of Foreign Affairs and Customs. Military cargo HHG and POVs (a service provided to members under chief of mission only) require direct notification and coordination by the shipper/Transportation Officer (TO) with the U.S. Embassy GSO and Shipping Office at least 2 weeks prior to shipment's departure. Upon receiving the original documents, the Embassy's Shipping Office requires 10 working days to obtain the duty free authorization, plus 5 days to complete customs clearance to release the cargo from customs. Copies of travel orders, a legible copy of signed passport, OBL, Packing/Inventory List are required in advance to properly and timely process the shipments.
- d. For POVs, in addition to the travel orders and passport, it is required to receive via email from the new arrival employee, a legible copy of the title of ownership, and commercial invoice. It is mandatory that the new arrival employee, upon arrival to Post, provide the ORIGINAL title to the Shipping Office. In some rare cases, customs authorities will accept the vehicle's registration card in lieu of vehicle title. Advanced copies are necessary in order to begin the customs clearance. Customs brokers are required and must be contracted in advance to start the customs clearance process.
 - (1) All documentation required for customs clearance must be provided by the shipper to the U.S. Embassy Shipping Office as indicated above. Shippers must also provide advanced scanned copies of all documentation to U.S. Embassy-El Salvador. This does not release the ocean carrier's responsibility to provide the original OBL to the U.S. Embassy Office as listed below.
 - (2) FOR GENERAL CARGO (AIR or SEA), the shipper and carrier must provide to the U.S. Embassy-El Salvador POCs with an OBL, commercial invoices (with the U.S. dollar value for each item), a commercial packing list, or DD Form 1149/DD Form 1348-1A TCMD forms and, if available, a customs clearance document at least 10 working days prior to the arrival of the cargo into the El Salvador SPOD. These documents are critical for El Salvador customs' clearance process. Once the vessel is loaded and an OBL is completed, a digital copy must be sent via email to ponceva@state.gov and rosalesr@state.gov. An original copy can be mailed to the U.S. Embassy to start the customs clearance process. Custom brokers are required and must be contracted in advance to start the customs clearance process. Otherwise, the shipper must instruct the shipping line to release the BOL to the U.S. Embassy San Salvador. The OBL or AWB must include the legend "Diplomatic Cargo, Do Not Open".
- e. Custom documentation requirements for DoD commercial surface shipments to El Salvador, at a minimum, must ensure the proper consignee address and value declaration is clearly indicated on shipping documents for DoD cargo destined for El Salvador.
 - (1) Shippers are responsible to provide concise customs documentation (commercial invoice and commercial packing list) to the ocean carrier and scanned copies of all documentation to the U.S. Embassy Office, Shipping Office, at least 10 working days prior to the arrival of DoD cargo into El Salvador SPOD, or Puerto Acajutla. It is highly recommended that the shipper establish contact with the POC at the U.S. Embassy to ensure a smooth customs process (ponceva@state.gov and rosalesr@state.gov).
 - (2) The ocean freight must be paid up to Antigua Cuscatlan. So the OBL must state the place of delivery as Antigua Cuscatlan.

- (3) Commercial invoice must show the following information:
 - (a) Name and address of consignee/shipper.
 - (b) Place and date of issue.
 - (c) Name and address of consignor/receiver. U.S. Embassy San Salvador, Blvd and Urbanizacion Santa Elena, Antiguo Cuscatlan, El Salvador, Phone: (503) 2501-2818 must appear in the address box beneath the unit name and above the unit address. This phrase will clearly indicate to the carrier's customs broker and port operators that the cargo is destined for U.S. Embassy-El Salvador and is exempted from inspection and certain fees. Additional specific addresses and/or locations can appear afterwards. Identify which military exercise the cargo is related to: BTH-15 El Salvador.
 - (d) Detailed description of commodities: name/brand/model or style.
 - (e) Quantity of units.
 - (f) Unit value or consolidation value.
 - (g) Total invoice value (after the value is provided, insert the phrase "No Commercial Value." This phrase indicates the products will not be sold on the local economy and, therefore, are free of taxation).
 - (h) Indicate whether the cargo is CONSUMABLE or NON-CONSUMABLE.
 - (i) The value stated must be Free on Board (FOB).
 - (j) Avoid issuing a handwritten invoice.
 - (k) For All types of hazardous material (HAZMAT), it is required that the shipper provide the Material Safety Data Sheet (MSDS) and commercial invoice for any perishable items, such as food, beverage, medicine, cleaning supplies, first aid kits, glue, paint, chemicals, and lighting fixtures. Prior coordination and contact with both host nations' customs, customs brokers, and Embassy personnel is highly recommended.
- f. Shipping vehicles.
 - (1) Shipping any type of vehicle (including trailers) to El Salvador requires the shipper to provide at least the following information, in addition to the other documents described above:
 - (a) Make.
 - (b) Model.
 - (c) Origin of manufacture.
 - (d) Cargo capacity.
 - (e) Chassis number.
 - (f) VIN.
 - (g) Color. (This means red, black, blue, yellow green, beige, or gray.) (Please avoid stating the name of a color such as tan, burgundy, or maroon; instead use beige, wine, or brown.)
 - (h) Original mandatory documents. These are the title of ownership and commercial invoice or bill of sale under the name of the employee, who is entitled to duty free

privilege. If the original title is being held by the bank, the following documents are mandatory:

1. Original Bank's letter authorizing to the owner to export the vehicle.
 2. Original certified copy of title (it is a photocopy of the title BUT signed and stamped in original by the bank's attorney)
 3. Bill of sale of commercial invoice stating description of the vehicle and its price.
- (2) Vehicles that are more than 8 years old since they were manufactured, because of the duty free privilege, can be imported BUT cannot be sold at the end of the tour of the employee. The vehicle has to be exported.
2. The U.S. Embassy GSO will oversee the processing of all documentation, which may be handled largely by the customs brokers. All cargo must be addressed to U.S. Embassy San Salvador, Blvd and Urbanizacion Santa Elena, Antigua Cuscatlan, El Salvador. The POC contact information is Vilma Ponce at 011-503-2501-2817 and e-mail ponceva@state.gov and Rafael Rosales at 011-503-2501-2817, cellphone 011-503-7736-9421, and e-mail: rosalesr@state.gov.
3. USSOUTHCOM POC: SOUTHCOM Deployment and Distribution Operations Center (DDOC), 305-437-2508/1446/1069 (DSN: 567).

Q. GRENADA

1. Cargo. DoD cargo is shipped via SDDC-arranged transportation on an as-required basis.
2. POCs. All inquiries specific to movements into this country should be forwarded to the U.S. Embassy for Barbados and the Eastern Caribbean as follows:
 - a. Shipping Assistant
Tel: 246-227-4000 ext 4361
Fax: 246-227-4236
 - b. Shipping Clerk
Tel: 246-227-4000 ext 4303
Fax: 246-227-4236
 - c. THE MLO Deputy Chief for Barbados and Eastern Caribbean can be reached at 246 227-4166 or Fax 246-227-4141

R. GUATEMALA

1. Cargo.
 - a. Ocean Cargo. The following paragraphs describe specific customs clearance importation procedures and requirements for government property shipped into Guatemala via surface ship as either break-bulk or containerized. It is imperative that all requesters, consignors, and shippers maintain strict adherence to these policies when transporting DoD cargo into Guatemala.
 - (1) Ensure active RFID tags are written and attached at the shipment's point of origin IAW, DTR Part II, Chapter 208, DoDM 4140.01, Vol 5, DoD Supply Chain Materiel Management Procedures: Delivery of Materiel, and the Under Secretary of Defense memorandum, subject "Radio Frequency Identification (RFID) Policy," dated 30 July

2004. The criteria for determining eligible shipments to be documented with an active RFID tag are:
- (a) Must be an active RFID Layer 4 freight container (e.g., ISO, 463L System air pallet, or reusable large container [e.g., engine, transmission, blade]); and
 - (b) Must be DoD owned sustainment or retrograde cargo from all shipping activities, to include vendors; and
 - (c) Must be shipments from CONUS to OCONUS or from OCONUS to CONUS, or between geographic CCMDs.
- (2) All documentation required for customs clearance must be provided by the shipper to the ocean TSP as per routine DoD policy. Shippers must also provide scanned copies of all documentation to U.S. Embassy-Guatemala. This does not release ocean carriers' responsibility to provide the original customs clearance documentation to the U.S. Embassy office listed below. The U.S. Embassy will handle customs processing for all U.S.-funded military cargo/equipment and assists with customs processing for HN Funded FMS cargo. OBL are required for the cargo arriving by sea. All cargo will be separated as follows:
- (a) Consumables and non-consumables that will remain in country
 - (b) Non-consumables that will be sent back to the United States
 - (c) Equipment returning to the United States
 - (d) Vehicles returning to the United States.
- (3) The shipper and carrier must provide U.S. Embassy Guatemala POCs with a OBL, Commercial Packing List, or DD Form 1149/DD Form 1348-1A TCMD forms, and if available a Customs clearance document at least 10 working days prior to the arrival of cargo into the Guatemala SPOD. These documents are a critically important part of Guatemala Customs Clearance process. All cargo will be separated as all import permits must be separated. All containers must have a packing list attached, and the packing list must match the contents of each container. Containers are inspected by customs and the packing list is used as a checklist.
- b. Custom documentation requirements for DoD commercial surface shipments to Guatemala, at a minimum, must ensure the proper consignee address and value declaration are clearly indicated on shipping documents for DoD cargo destined for Guatemala.
- (1) Shippers are responsible to provide concise custom documentation (commercial invoice and commercial packing list) to the ocean carrier and scanned copies of all documentation to the U.S. Embassy Office, Customs & Shipping Supervisor (GSO Guatemala) at least 10 working days prior to the arrival of DoD cargo into Guatemala SPODs or ports.
 - (2) Commercial invoice must show the following information:
 - (a) Name and address of shipper.
 - (b) Place and date of issue.
 - (c) Name and address of consignee/receiver. EMBAJADA DE ESTADOS UNIDOS DE AMERICA, Avenida Reforma 7-01, Zona10, Guatemala, Guatemala 01010, Phone: (502) 2326-4551 will appear in the address box just beneath the unit name and above the unit address. This phrase will clearly indicate to the carrier's customs broker and port operators that the cargo is destined for U.S. Embassy

- Guatemala and is exempted from inspection and certain fees. Additional specific addresses and/or locations can appear afterwards.
- (d) Detailed description of commodities: brand/model or style.
 - (e) Quantity of units.
 - (f) Individual unit value or consolidation value of like items.
 - (g) Total invoice value. At the bottom of page, insert the phrase “No Commercial Value.” This phrase indicates the products will not be sold on the local economy and, therefore, is free of taxation.
 - (h) Indicate whether the cargo is CONSUMABLE OR NON-CONSUMABLE.
 - (i) Identify which military exercise the cargo is related to (i.e., BTH-15 GTM).
- c. MILAIR Cargo for SCO, Guatemala. All general cargo, personal property, and small packages destined for the SCO Guatemala and transported via MILAIR must be marked “Attention U.S. Embassy, Guatemala”. Additionally, a full description of the final recipient (e.g., U.S. Military Group) must be clearly marked as per the instructions above.
 - d. For questions, contact the Cargo Processing Section at Charleston Air Force Base (DSN 673-3354 or 843-963-3974/3224) for more information. The Charleston warehouse is located at 437 APS, Bldg 178, 113 South Bates Street, Charleston AFB SC 29404.
 - e. Commercial Air Courier Cargo for SCO and Guatemala Military. Shipments sent by any air commercial courier company to the SCO must be marked as follows: EMBAJADA DE ESTADOS UNIDOS DE AMERICA, Avenida Reforma 7-01, Zona10, Guatemala, Guatemala 01010, Phone: (502) 2326-4551
 - f. Users are advised to have freight prepaid. There may, however, be additional costs required to pay for the release of the AWB document provided by certain commercial couriers. Shipping related expenses must be taken into consideration and provided in advance to cover administrative and storage fees if incurred. POC: Monserrat Ramirez Customs & Shipping Supervisor, U.S. Embassy Guatemala, e-mail: RamirezHM@state.gov.
 - g. Shipping vehicles.
 - (1) Shipping any type of vehicle (to include trailers) to Guatemala requires the shipper to provide at least the following information, in addition to the other documents described above:
 - (a) Make
 - (b) Model
 - (c) Origin of manufacture
 - (d) Cylinder capacity in cm³
 - (e) Cargo capacity
 - (f) Length
 - (g) Passenger capacity
 - (h) Number of axles
 - (i) Fuel type
 - (j) Engine number

- (k) Chassis number
- (l) Serial number/VIN
- (m) Color
- (n) Type of transmission (manual or automatic)
- (o) Number of doors.

Note: Duty free exemptions are requested by the Embassy and they take approximately 2 to 3 weeks. Cargo coming in as air shipment, with the correct consignee and information can be cleared within 1 day of arrival. Cargo coming from Honduras will need the same paperwork as cargo coming via sea freight. Carta de porte will be used instead of the OBL. Border crossings cannot take place until the duty-free exemption has been obtained. Commercial invoices are issued by the U.S. Embassy. All HAZMAT documentation is required. Prior coordination and contact with both host nations' customs, customs brokers, and Embassy personnel are highly recommended.

2. POCs.

- a. Contact the Import/Export Supervisor: Monserrat Ramirez Customs & Shipping Supervisor, U.S. Embassy Guatemala via e-mail at RamirezHM@state.gov or telephone at (502) 2326-4551 to provide country advance notice of shipment (telephone: 011-5024-2326-4551).
- b. The secondary point of contact is Customs & Shipping Assistant, Mr. Fredy Arias, commercial phone: 011-5024-2326-4273 or e-mail: AriasF@state.gov.
- c. USSOUTHCOM POC: SOUTHCOM DDOC, 305-437-2508/1446/1069 (DSN: 567).

S. HAITI

1. Cargo.

- a. Air Shipments.
 - (1) MILAIR: Requires at least 2 weeks advance notice. A legible copy of the BL must be provided with a complete manifest/inventory of the shipment at the time of notification. This allows the MLO to coordinate with local customs officials prior to delivery and discuss what other items/shipments can be cleared at the airport. For large shipments, call: 301-985-9412 (IVG) or Fax: 011-509-2229-8000 (international).
 - (2) Commercial Air: Military cargo and personal UB requires direct coordination by the shipper/TO with the U.S. Embassy GSO Shipping Department, at least 2 weeks prior to shipment. Clearing customs is a very complex procedure in Haiti. Most documents are required to be originals. The GSO will specify what original documents they require and what documents can be copies. If all paperwork is correct and accepted by customs, shipments will usually be released from 10 to 30 days. These documents will be shipped via Next Generation Delivery Service (NGDS) to the GSO. The POC is U.S. Embassy GSO Shipping Department, 011-509-2229-8211/8419/8137/8802, Fax 011-509-2229-8028, ATTN: GSO Shipping Department.
- b. Ocean Vessels: Military Cargo, HHG and POVs require direct coordination by the shipper/TO with the U.S. Embassy GSO, Shipping Department, at least 2 weeks prior to shipment. Clearing customs is a very complex procedure in Haiti. Most documents are required to be originals. If all paperwork is correct and accepted by customs, shipments will usually be released from 21 to 42 days. These documents will be shipped via NGDS to the GSO. The POC is the U.S. Embassy GSO Shipping Department, 509-221-1102/3/4 (request the Shipping Department); fax 509-221-1579, ATTN: Shipping Dept.

- c. DoD Shipments or shipments related to military staff at U.S. Embassy: Please contact U.S. Embassy staff at 202-446-1619 or e-mail Port-au-PrinceGSOShipping@state.gov.
2. MILGP POCs:
 - a. Phone: 301-985-9412
 - b. Mailing Address:
U.S Embassy c/o Security Cooperation Office
Blvd 15 Octobre, Tabarre 41
Port-au-Prince, Haiti
 - c. Notify Party:
ELDRIDGE R. "RAJ" SINGLETON TYPE: 0F2
011(509)2-229-8118 REF: 892148
ELDRIDGE.SINGLETON@TCSC.SOUTHCOM.MIL
3. If all else fails, contact the MLO Administration Non-Commissioned Officer or send an E-mail to: ombhaitimlo@portauprince.mg.southcom.mil.

T. HONDURAS

1. Cargo:
 - a. Ocean Cargo. The following paragraphs describe specific customs clearance importation procedures and requirements for government property shipped into Honduras via surface ship as either break-bulk or containerized. It is imperative that all requesters, consignors, and shippers maintain strict adherence to these policies when transporting DoD cargo into Honduras.
 - (1) Ensure active RFID tags are written and attached at shipment's point of origin IAW, DTR Part II, Chapter 208, DoDM 4140.01, Volume 5, DoD Supply Chain Materiel Management Procedures: Delivery of Material, and the Under Secretary of Defense memorandum, subject "Radio Frequency Identification (RFID) Policy," dated 30 July 2004. The criteria for determining eligible shipments to be documented with an active RFID tag are:
 - (a) Must be an active RFID Layer 4 freight container (e.g., ISO, 463L System air pallet, or reusable large container [e.g., engine, transmission, blade]); and
 - (b) Must be DoD owned sustainment or retrograde cargo from all shipping activities, to include vendors; and
 - (c) Must be shipments from CONUS to OCONUS or from OCONUS to CONUS, or between geographic CCMDs.
 - (2) All documentation required for customs clearance must be provided by the shipper to the ocean TSP as per routine DoD policy. Shippers must also provide scanned copies of all documentation to SCO-Honduras. This does not release ocean carriers' responsibility to provide the original customs clearance documentation to the USMLGP-Honduras Plans and Programs Section office listed below. The USMLGP will handle customs processing for all U.S.-funded military cargo/equipment and assists with customs processing for Host Nation (HN) Funded FMS cargo.
 - (3) The shipper and carrier must provide SCO, Honduras POCs with a CBL, Commercial Invoices (with dollar value for each item), Commercial Packing List, or DD Form 1149/DD Form 1348-1A TCMD forms, and if available a Customs clearance document

at least 5 working days prior to the arrival of cargo into the Honduran SPOD. These documents are a critically important part of Honduran Customs Clearance process.

NOTE: An original copy of the commercial invoice or the DD Form 1149/DD Form 1348-1A TCMDs for all transportation methods (MILAIR, Commercial Air or Surface) must be attached to the cargo.

- b. Custom documentation requirements for DoD commercial surface shipments to Honduras, at a minimum, must ensure the proper consignee address and value declaration is clearly indicated on shipping documents for DoD cargo destined for Honduras.
 - (1) Shippers are responsible to provide concise custom documentation (commercial invoice and commercial packing list) to the ocean carrier and scanned copies of all documentation to the U.S. Office of Security Cooperation-Honduras (OSC-Honduras) at least 5 working days prior to the arrival of DoD cargo into Honduran SPOD, CR4, or Puerto Cortes.
 - (2) Commercial invoice must show the following information:
 - (a) Name and address of consignee/shipper.
 - (b) Place and date of issue.
 - (c) Name and address of consignee/receiver. The phrase “FUERZA DE TAREA CONJUNTA-BRAVO, BASE AEREA SOTO CANO, COMAYAGUA HONDURAS” (Translation: Joint Task Force-Bravo) will appear in the address box just beneath the unit name and above the unit address. This phrase will clearly indicate to the carrier’s customs broker and port operators that the cargo is destined for Joint Task Force-Bravo and is exempted from inspection and certain fees. Additional specific addresses and/or locations can appear afterwards.
 - (d) Detailed description of commodities: brand/model or style.
 - (e) Quantity of units.
 - (f) Individual unit value or consolidation value of like items.
 - (g) Total invoice value. After value is provided, insert the phrase “No Commercial Value”. This phrase indicates the products will not be sold on the local economy and, therefore, is free of taxation.
 - (3) Special Considerations. The movement of security assistance-related articles utilizing the nation of Honduras as a transit location via air or surface movement must acquire approval from the Senior Defense Official (SDO) – Honduras prior to shipment. The SDO may be contacted via DSN 312-449-8322 or via email at TeguciagalpaUSDAO@state.gov. This request must include the item type, quantity, hazard class information, intended recipient, and required delivery date. Requests shall be submitted not later than (NLT) 20 days prior to arrival at any Honduran aerial port of debarkation (APOD)/seaport of debarkation (SPOD).
- c. MILAIR Cargo for SCO and Honduras FMS.
 - (1) All general cargo, personal property, and small packages destined for the SCO Honduras and transported via MILAIR must be marked for Soto Cano Air Base, Honduras. Additionally, full description of final recipient (i.e., U.S. Military Group or FMS Case) must be clearly marked as per instructions above.

- (2) For questions, contact the Cargo Processing Section at Charleston Air Force Base (DSN 673-3354 or 843-963-3974/3224) for more information. Charleston warehouse is located at 437 APS, Bldg 178, 113 South Bates Street, Charleston AFB, SC 29404.
- d. Commercial Air Courier Cargo for SCO and Honduran Military.
- (1) Shipments sent by any air commercial courier company to the SCO must be marked as follows:

GRUPO MILITAR DE LOST ESTADOS UNIDOS
Colonia Las Torres
Frente al Supermercado “La Colonia #2”
Comayaguela, M.D.C., Honduras
 - (2) Users are advised to have freight prepaid. There may, however, be additional costs required to pay for the release of the AWB document provided by certain commercial couriers. Shipping related expenses must be taken into consideration and provided in advance to cover administrative and storage fees if incurred. The SDDC POC can be reached at the Shipper Compliance Working Group email, usarmy.scott.sddc.mbx.g3-scwg@mail.mil, or at telephone 618-220-5026.
- e. Shipping vehicles.
- (1) Shipping any type of vehicle (to include trailers) to Honduras requires the shipper to provide at least the following information, in addition to the other documents described above:
 - (a) Make
 - (b) Model
 - (c) Origin of manufacture
 - (d) Cylinder capacity in cm³
 - (e) Cargo capacity
 - (f) Length
 - (g) Passenger capacity
 - (h) Number of axles
 - (i) Fuel type
 - (j) Engine number
 - (k) Chassis number
 - (l) Serial number
 - (m) Color
 - (n) Type of transmission (manual or automatic)
 - (o) Number of doors
 - (p) Year
 - (q) Copy of title
 - (r) Traction.

- (2) Shipping company requirements:
 - (a) Ocean carrier name and booking number
 - (b) Commercial invoice.

NOTE: Normally, trucks over 13 years old will NOT be granted entry into Honduras. If the vehicle is 13 years or older, please contact Joint Task Force (JTF)-Bravo well in advance to coordinate special permissions.

2. POCs.

a. Contact the SCO Plans and Programs Section in Honduras to provide country advance notice of shipment (telephone: 011-504-2234-3611 or 011-504-2234-8299). The point of contact is Plans and Programs Manager, Roberto Caceres, Roberto.a.caceres.civ@mail.mil, phone 011-504-2234-3611 or 011-504-2234-8299, and/or Maj Joseph Macchiarella, macchiarellaJF@state.gov/joseph.macchiarella.mil@mail.mil, phone 011-504-2233-4618/011-504-9473-9679, or DSN 449-8216.

b. Import/Export Coordinator JTF-Bravo, J4 Marisol Rico, e-mail: marisol.ricoortiz.fn@mail.mil; telephone: 504-2713-5123, extension 449-4141; fax: 504-2713-5123, extension 449-4609; and DSN 449-4141.

c. USSOUTHCOM POC: SOUTHCOM DDOC, 305-437-2508/1446/1069 (DSN: 567).

3. The Honduran government enforces strict controls on customs and clearance for hazardous materials and/or controlled cargo, including cargo transiting through Honduras. As a result, the Office of National Defense requires permits either at the time of loading a container in the United States or at the time of its arrival to the Honduran port of destination. All agencies must consult the Customs and Shipping Office at tggcustoms@state.gov NLT 20 days before shipping an item.

a. Firearms, ammunition, explosives, or other related material:

- (1) To obtain authorization to transit firearms, ammunition, explosives and other related materials, proof that the receiving state has issued the corresponding license or authorization must be provided; and
- (2) To obtain authorization to export firearms, ammunition, explosives and other related materials, proof that the importing and transiting countries have granted the necessary licenses or authorizations must be provided.

b. Authorization to transit controlled goods must be requested from the Secretary of State in the National Defense Office NLT 20 days prior to shipment.

c. Not having the appropriate permit at the time of the loading of the container or its arrival to the port of destination will result in the removal of the hazardous material and/or controlled cargo, payment of fines, and high storage and demurrage fees, as well as significant delays in the clearance process.

U. JAMAICA

Cargo: No country-specific details.

V. NICARAGUA

Cargo: No country-specific details.

W. PANAMA

1. Cargo.
 - a. General Cargo through U.S. Embassy
 - (1) Shipments should be consigned to U.S. Embassy-Panama, Building 783, Clayton Ave., Panama, Republic of Panama, phone: 507-207-7360/7497.
 - (2) Advance copies of shipping documentation will allow post to complete preliminary paperwork. Documentation can be E-mailed to quinterole@state.gov.
 - (3) Shipments will be granted a free import permit after original documentation to include OBL or AWB and load plans are provided when shipments arrive at post.
 - (4) The Government of Panama requires a Customs Broker Service to be used to exonerate shipments through the Foreign Ministry. Broker Service are charged based on value of merchandise and will be charged to the shipper.
 - b. Special Customs Permit (SCP)/Donations
 - (1) Shipments should be consigned to the appropriate Panamanian Official Office (e.g. Ministry of Health, Customs, Ministry of Education) directly. The Official Office will request exoneration permit and provide to contractor. All shipping documentation and load plans must be provided in advance in order to remove the equipment upon arrival at the port.

X. PARAGUAY

1. Cargo.
 - a. Air Shipments.
 - (1) Cargo moving by MILAIR. All USG cargo moved via MILAIR requires at least 1-week advance notice. A legible copy of the BL must be provided at time of notification.
 - (2) Cargo moving by Commercial Air. USG cargo moved via commercial means must be cleared within 8 weeks of arrival. Requirement for advance documentation (BL) is necessary to meet this constraint. For POVs, in addition to the BL, there is a requirement for the vehicle title and proof of value.
2. POC: Phone: 595-21-205-207, Fax: 595-21-210-827, E-mail: ecareaga@san.osd.mil.

Y. PERU

1. Cargo.
 - a. Air Shipments.
 - (1) Shippers must provide the BL or AWB, Invoice, and Inventory List to the U.S. Embassy. The BL must contain the name of the moving company assigned to perform the local move in the case of a door-to-door shipment of HHG. These documents must be sent via courier or faxed to U.S. Embassy, Lima, Peru – Attention General Services Office, in order to have these documents arrive prior to cargo. The fax number is 511-434-3066.
 - (2) Once a shipment arrives, it automatically goes into the Peruvian Customs Warehouse and remains there until cleared.

- (3) The U.S. Embassy uses the shipping documents received in advance to request the tax exemption from the Ministry of Foreign Affairs (MOFA) and the Customs Headquarters, prior to initiating the customs clearance process. The process takes approximately 3 to 4 weeks after the shipment arrives and the owner has been officially accredited to the MOFA.
- b. Ocean Vessels.
 - (1) General cargo.
 - (a) Shipper must send a copy of OBL, itemized packing list, commercial invoice, and original BL to U.S. Embassy Lima Peru, ATTN: General Services Office, fax: 511-434-3066.
 - (b) The U.S. Embassy uses the shipping documents received in advance to request the tax exemption from the MOFA and the Customs Headquarters, prior to initiating the customs clearance process. The process takes approximately 3 to 4 weeks after the shipment arrives.
2. POC: Phone: (511) 434-3000, ext. 2607, Fax: (511) 434-3066, E-mail: SARMIENEA@state.gov.

Z. ST. KITTS AND NEVIS

1. Cargo. DoD cargo is shipped via SDDC-arranged transportation on an as-required basis.
2. POCs. All inquiries specific to movements into this country should be forwarded to the U.S. Embassy for Barbados and the Eastern Caribbean as follows:
 - a. Shipping Assistant
Tel: 246-227-4000 ext 4361
Fax: 246-227-4236
 - b. Shipping Clerk
Tel: 246-227-4000 ext 4303
Fax: 246-227-4236
 - c. The MLO Deputy Chief for Barbados and Eastern Caribbean can be reached at 246-227-4166 or fax 246-227-4141

AA. ST. LUCIA

1. Cargo. DoD cargo is shipped via SDDC-arranged transportation on an as-required basis.
2. POCs. All inquiries specific to movements into this country should be forwarded to the U.S. Embassy for Barbados and the Eastern Caribbean as follows:
 - a. Shipping Assistant
Tel: 246-227-4000 ext 4361
Fax: 246-227-4236
 - b. Shipping Clerk
Tel: 246-227-4000 ext 4303
Fax: 246-227-4236
 - c. THE MLO Deputy Chief for Barbados and Eastern Caribbean can be reached at 246-227-4166 or Fax 246-227-4141

BB. ST. VINCENT AND GRENADINES

1. Cargo. DoD cargo is shipped via SDDC-arranged transportation on an as-required basis.
2. POCs. All inquiries specific to movements into this country should be forwarded to the U.S. Embassy for Barbados and the Eastern Caribbean as follows:
 - a. Shipping Assistant
Tel: 246-227-4000 ext 4361
Fax: 246-227-4236
 - b. Shipping Clerk
Tel: 246-227-4000 ext 4303
Fax: 246-227-4236
 - c. THE MLO Deputy Chief for Barbados and Eastern Caribbean can be reached at 246-227-4166 or Fax 246-227-4141

CC. SURINAME

Cargo: No country-specific details.

DD. URUGUAY

1. Cargo.
 - a. Air Shipments.
 - (1) Incoming cargo via MILAIR. These shipments do not clear customs. They are removed by the Office of Defense Cooperation (ODC) or the moving company (in case of HHG/UB) without any customs clearance.
 - (2) Outgoing cargo via MILAIR. Cargo being exported must clear customs. This is done by submitting a diplomatic note to the Foreign Affairs Ministry and Customs. The note must include the name of individual and a copy of the inventory (in the case of HHG/UB), number of pieces, weight, Estimated Time of Departure (ETD), and destination. The approval process takes about 7 days.
 - b. Ocean Vessels.
 - (1) Incoming surface cargo. The original BL from the carrier is required to initiate the customs clearance process.
 - (2) Outgoing surface cargo. The original BL from the carrier is required to initiate Foreign Ministry and Customs clearance. Also, a diplomatic note must be submitted to the Foreign Affairs Ministry and Customs. The note must include the name of the individual and a copy of the inventory (in case of HHG/UB/POV), number of pieces, weight, ETD, and destination. The approval process takes about 7 days.
 - c. The ODC POC is the Operations Manager and Personal Property Shipping Officer, commercial phone: 011 (598-2) 418-9805/410-8997; unclassified fax: 011 598-2 411-8678; DSN: 294-9000, at tone dial 59369; and e-mail: mbarthe@san.osd.mil.

EE. VENEZUELA

1. Cargo. Military and Department of State HHG and general military cargo arrives by AMC aircraft. Upon arrival, the AMC Station Manager processes the customs paperwork personally and the cargo is released to the SCO immediately.
2. Unit Deployments. Procedures vary. Normally, for scheduled deployments such as Counter Drug Training Students missions, U.S. Forces arriving by MILAIR have their passports collected by the AMC station manager who immediately has them processed and returned.
3. POCs for Venezuelan Customs are: Director of Operations for Air Freight Customs, Telephone: 011-582-355-2549 and Director of Operations for Sea/Marine Customs: Telephone: 011-582-355-1318.

Ocean Bill of Lading

Exporter			Booking Number		Document Number		
			Export References				
Ultimate Consignee			Forwarding Agent				
Notify Party			Also Notify				
Pre-Carriage By		Place of Receipt		Domestic Routing			
Exporting Carrier		Port of Loading		Loading Pier/Terminal			
Port of Discharge		Place of Receipt on Carrier		Type of Move			
Marks and Numbers	No. of Pkgs	HM	Description			Weight	Measurements

Ship Ref No. There are pages, including attachments to this Ocean Bill of Lading

These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited.
 Carrier has a policy against payment solicitation, or receipt of any rebate, directly or indirectly, which would be unlawful under the United States Shipping Act, 1984 as amended.

<p>FREIGHT RATES, CHARGES, WEIGHTS AND/OR MEASUREMENTS</p>	<p>Received by Carrier for shipment by ocean vessel between port of loading and port of discharge, and for arrangement or procurement of pre-carriage from place of receipt and on-carriage to place of delivery, where stated above, the goods as specified above in apparent good order and condition unless otherwise stated. The goods to be delivered at the above mentioned port of discharge or place of delivery, whichever is applicable.</p> <p>IN WITNESS WHEREOF <input type="checkbox"/> original Bills of Lading have been signed, not otherwise stated above, one of which being accomplished the others shall be void.</p> <p>DATED AT _____</p> <p>BY _____</p> <p style="text-align: center;">Agent</p> <p>Mo. _____ Day _____ Year _____</p> <p style="text-align: right;">B/L No. _____</p>
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Figure 513-1. Ocean Bill of Lading



DEFENSE CONTRACT MANAGEMENT AGENCY
 DEFENSE CONTRACT MANAGEMENT ORLANDO
 3655 MAGUIRE BOULEVARD, ORLANDO, FL 32803-3799

IN REPLY REFER TO: **DCMAC-JTD**

May 14, 2009

COMMERCIAL INVOICE
BK# US902315

DCMA certifies that cargo described below is the property of the United States Government. This cargo is not for SALE or RESALE.

Shipped From:	Ship to: PCOC00
DOD/Defense Contract Management Agency	Base Naval ARC Bolivar Division De Comercio
c/o Brunswick Whaler Commercial	Exterior BN1 Av San Martin Entrada Boca Grande
420 Megan Z Avenue	Cartagena, Bolivar
Edgewater, FL 32132	AES ITN# X20090514033436 FMS CO-P-LAY

DATE	PCFN	HARMONIZED CODE	FOB	SHIP VIA	VESSEL NAME	CONTAINER SR#	RDD
5/19/09	593052			IDMC	KARIN		

QUANTITY	COMMODITY DESCRIPTION	WEIGHT LBS.	CUBE	ICN	VALUES I:
1	BOA I ON TRAILER	5,360	1,815	PCOC9583458002XFX	\$21,599.04
1	BOA I ON TRAILER	5,360	1,815	PCOC9583458002XGX	\$21,599.04
1	BOA I ON TRAILER	5,360	1,815	PCOC9583458002XHX	\$21,599.04
1	BOA I ON TRAILER	5,360	1,815	PCOC9583458002XJX	\$21,599.04
1	BOA I ON TRAILER	5,360	1,815	PCOC9583458002XKX	\$21,599.04
1	BOA I ON TRAILER	5,360	1,815	PCOC9583458002XLX	\$21,599.04
1	BOA I ON TRAILER	5,360	1,815	PCOC9583458002XMX	\$21,599.04
1	BOA I ON TRAILER	5,360	1,815	PCOC9583458002XNX	\$21,599.04
1	BOA I ON TRAILER	5,360	1,815	PCOC9583458002XPX	\$21,599.04
1	BOA I ON TRAILER	5,360	1,815	PCOC9583458002XQX	\$21,599.04

The information provided, above, is true and correct in all details and has been provided on the ocean bill of lading.

LINDA FREEBERG

Traffic Management Specialist
 DCMA Orlando - 3555 Maguire Blvd Orlando, FL 32803-3799
 Ph#: 407-228-5249, DSN: 697-5249
 Fax: 407-228-5264, DSN: 697-5264
 e-mail: Linda.Freeberg@dcma.mil

Figure 513-2. Commercial Invoice



DEFENSE CONTRACT MANAGEMENT AGENCY
DEFENSE CONTRACT MANAGEMENT ORLANDO
 3555 MAGUIRE BOULEVARD
 ORLANDO, FL 32803-3799

IN REPLY
 REFER TO DCMA-GOTC

May 10, 2009

Commercial Packing List

PCFN 593052 & BKG NO: US902315A

AES ITN# X20090514033436
FMS CASE: CO-P-LAY

SHIP FROM:
 DOD/Defense Contract Management Agency
 c/o Brunswick Whaler Commercial
 420 Megan Z Avenue
 Edgewater, FL 32132

SHIP TO:
 PCOC00
 Base Naval ARC Bolivar Division De Comercio
 Exterior BN1 Av San Martin Entrada Boca Grande
 Cartagena, Bolivar

<i>Quantity</i>	<i>Commodity Description</i>	<i>Weight</i>	<i>Cube</i>	<i>Container Tcn</i>	<i>Content Transportation Control Number (TCN)</i>
1	BOAT ON TRAILER	5,360	1,815		PCOC9583458002XFX
1	BOAT ON TRAILER	5,360	1,815		PCOC9583458002XGX
1	BOAT ON TRAILER	5,360	1,815		PCOC9583458002XHX
1	BOAT ON TRAILER	5,360	1,815		PCOC9583458002XKX
1	BOAT ON TRAILER	5,360	1,815		PCOC9583458002XLX
1	BOAT ON TRAILER	5,360	1,815		PCOC9583458002XMX
1	BOAT ON TRAILER	5,360	1,815		PCOC9583458002XNX
1	BOAT ON TRAILER	5,360	1,815		PCOC9583458002XPX
1	BOAT ON TRAILER	5,360	1,815		PCOC9583458002XQX
*****	*****	*****	****		**NOTHING FOLLOWS***** *****

Figure 513-3. Commercial Packing List

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: (Include ZIP Code)					SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER				
					7. DATE MATERIAL REQUIRED (YYYYMMDD)		8. PRIORITY					
2. TO: (Include ZIP Code)					9. AUTHORITY OR PURPOSE							
					10. SIGNATURE			11a. VOUCHER NUMBER & DATE (YYYYMMDD)				
3. SHIP TO - MARK FOR					12. DATE SHIPPED (YYYYMMDD)		b.					
					13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER					
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
					4. APPROPRIATIONS DATA					AMOUNT		
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)				UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO					17. SPECIAL HANDLING							
RECEIVED BY THE SHIPMENT	18. ISSUED BY		TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	RECEIVED BY THE SHIPMENT	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL
	CHECKED BY								QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL
	PACKED BY								POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.
					← TOTAL →							

DD FORM 1149, JAN 2016 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 PREVIOUS EDITION IS OBSOLETE. Adobe Designer 9.0

Figure 513-4. DD Form 1149, DoD Requisition and Invoice Shipping Document



DEFENSE CONTRACT MANAGEMENT AGENCY
DEFENSE CONTRACT MANAGEMENT AGENCY INDIANAPOLIS
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-5701



IN REPLY

REFER TO: D. Bowers (317)510-2080

7 May 2009

DCMA Indianapolis
8899 E. 56TH
ATTN: DCMAE-GJTC
Indianapolis IN 46249-5701

TO: Collector of Customs
U. S. Consulate General, SANTA MARTA, COLOMBIA

SUBJ: United States Government Shipper owned General Cargo Container
US902317A

Ref: Industrial Maritime Carriers LLC, Booking US902317A

1. This is to confirm that the United States Military purchased the goods covered under the subject booking: US902317A, from **AM GENERAL CORPORATION**, and this office requests the release of those goods to the United States Consulate General in SANTA MARTA, COLOMBIA for onward transportation to BOGOTA, COLOMBIA.

2. The United States Military will be utilizing these goods at their bases in BOGOTA, COLOMBIA.

Respectfully,

Deborah Bowers

DEBORAH BOWERS
Transportation Officer

Attachments:

1. Commercial Invoice
2. Commercial Packing List

Figure 513-7. Customs Clearance Letter

