CHAPTER 515

UNITED STATES AFRICA COMMAND (USAFRICOM)

A. GENERAL

This chapter identifies regulations or directives and establishes the USAFRICOM Customs/Border Clearance requirements and procedures and organizational points of contact (POC) responsible for the entry/exit of material and personnel from the various USAFRICOM countries listed. Pre-clearance Customs and agriculture inspections will be performed in accordance with (IAW) Chapter 506.

B. SPECIFIC COUNTRY DETAIL

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

3. Cargo: This chapter documents the requirements and other exceptions for the following countries:

   - Algeria
   - Gabon
   - Rwanda
   - Angola
   - Ghana
   - Senegal
   - Ascension Island
   - Guinea
   - Sierra Leone
   - Benin
   - Kenya
   - Somalia
   - Botswana
   - Liberia
   - South Africa
   - Burundi
   - Libya
   - Sudan
   - Burkina Faso
   - Malawi
   - Tanzania
   - Cameroon
   - Mali
   - Togo
   - Chad
   - Mauritania
   - Tunisia
   - Congo
   - Morocco
   - Uganda
   - Cote D’Ivoire
   - Mozambique
   - Zambia
   - Djibouti
   - Namibia
   - Zimbabwe
   - Eritrea
   - Niger
   - Ethiopia
   - Nigeria

C. CUSTOMS CLEARANCE PROCEDURES

1. The following guidance is for all Next Generation Delivery Service (NGDS) and commercial shipments going into the USAFRICOM area of responsibility. Strict adherence to following guidelines will ensure shipments are not delayed in customs. The following must be on the commercial invoice:
   a. The shipper’s name, address, and phone number
   b. The consignee, address, and phone number, if available (for consignee unit, mark with either the actual unit or the deployed Logistics Readiness Squadron)
c. A clear description of the equipment being shipped

d. The number and type of packages

e. The price per shipment and value of the shipment

f. The gross weights and cubes of the shipments

g. The shipment customs clearance paperwork with the shipper’s signature

D. ALGERIA

Cargo: No country-specific details.

E. ANGOLA

Cargo: No country-specific details.

F. ASCENSION ISLAND

Cargo: DoD cargo is shipped to Ascension Island via Air Mobility Command channel airlift and via Military Surface Deployment and Distribution Command (SDDC) arranged sealift. Downrange cargo (air and ocean) to Ascension Island is processed through the Patrick Air Force Base, Florida, Freight Services Section via normal routing procedures. There are no special customs requirements.

G. BENIN

Cargo: No country-specific details.

H. BOTSWANA

1. Cargo. Botswana allows for the importation and exportation of DoD sponsored cargo under diplomatic status, free of customs excise, duties, taxes, or any other import charges. To properly import cargo, a signed and approved exemption form from the Republic of Botswana is required. The process to complete such a form can take up to 10 working days once correct documentation has been submitted to the host nation.

   a. Point of Contact. For customs exoneration inquiries or related shipping questions, shippers must contact:

      (1) Theater Sustainment Command (TSC). The TSC is responsible for all DoD-sponsored shipments destined into Botswana (usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil). Shippers MUST send shipping documents of DoD-sponsored shipments as early as possible to avoid delayed or frustrated shipment.

      (2) US Embassy Gaborone General Services Office (GSO) Shipping Team. The GSO Shipping Office is responsible for shipments destined to the US Embassy (gaboroneshipping@state.gov).

   b. Documentation. Shippers must provide the following documents and information in order to initiate the customs exoneration process.

      (1) Bill of Lading (BL). This applies to both airway bill (AWB) and ocean bill of lading.

      (2) Commercial Invoice. Document required by customs to determine true value of the imported goods, for assessment of duties and taxes. A commercial invoice (in addition to other information), must identify the buyer and seller, and clearly indicate the following:
(a) Booking Number or Port Call File Number (PCFN)
(b) Quantity, weight and/or volume of the shipment
(c) Type of packaging
(d) Complete description of goods (nomenclature)
(e) Unit value and total value

(3) In addition, commercial invoice for shipments concerning vehicles, rolling stocks, or generators must have the following details:

(a) Vehicle brand name (make/brand)
(b) Vehicle model
(c) Year manufactured
(d) Vehicle Identification Number (VIN)
(e) Vehicle color
(f) Engine serial number

(4) Packing List. A packing list is a seller-prepared commercial document indicating the net and gross weights, dimensions and contents of all shipping pieces (boxes, crates, bundles, etc.) in a shipment. For containerized shipments, packing list must be broken down by container number.

c. Shipping Address. Proper address with accurate and current on-the-ground point of contacts are critical when shipping and receiving cargo in Botswana. Documentation must reflect the information below.

(1) Ocean and Air Shipment.

(a) SHIPPER
   Shipper’s Name and Organization
   Complete Address
   Phone Number/Email Address

(b) CONSIGNEE
   American Embassy – Gaborone
   Plot 8847/8/9, Box 90
   Embassy Drive
   Government Enclave
   Gaborone, Botswana
   For: Name of Event / Point of Contact

(c) NOTIFY PARTY
   Point of Contact at the Final Delivery Location
   Contact Information (Phone Number/Email Address)

NOTE: Next Generation Delivery Service (NGDS) Shipment. Be advised that DoD-sponsored commercial air shipments must have the airway bill reflecting Delivery Duty Paid (DDP) funding code to avoid the cargo being frustrated.

I. BURUNDI

Cargo: No country-specific details.
J. BURKINA FASO

1. **Cargo**: Burkina Faso allows for the importation and exportation of DoD-sponsored cargo under diplomatic status to be free of customs excise, duties, taxes, or any other charges assessed within country. To properly import cargo, a signed and approved certificate of exoneration from the Republic of Burkina Faso is required. The process to obtain such certificate can take up to 21 days once documentation has been submitted to host nation.

a. **Point of Contact.** Shippers must communicate and coordinate with the following offices for customs exoneration or related shipment inquiries as early as possible to avoid delayed or frustrated shipment:

   (1) **U.S. Embassy Ouagadougou General Services Office (GSO) Shipping Team.** The GSO Shipping Office is responsible for all shipments destined for the U.S. Embassy ([Ougshippinglist@state.gov](mailto:Ougshippinglist@state.gov)).

   (2) **Movement Control Team (MCT).** The MCT is responsible for all DoD-sponsored shipments destined to Burkina Faso ([usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil](mailto:usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil)).

b. **Documentation.** Shippers must provide the following documents and information in order to initiate the customs exoneration process:

   (1) **Bill of Lading (BL).** This applies to both AWB and ocean bill of lading. It is a conclusive receipt acknowledging that the goods have been loaded, contains or evidences the terms of contract of carriage, and serves as the document of title to the goods.

   (2) **Commercial Invoice.** A document required by customs to determine the true value of the imported goods, for assessment of duties and taxes. A commercial invoice (in addition to other information) must identify the buyer and seller, and clearly indicate the following:

      (a) Booking Number or PCFN
      (b) Quantity, weight, and/or volume of the shipment
      (c) Type of packaging
      (d) Complete description of goods
      (e) Unit value and total value (Free on Board [FOB] value)

   (3) **Packing List.** A packing list is seller-prepared commercial document indicating the net and gross weights, dimensions, and contents of all shipping pieces (boxes, crates, bundles, etc.) in a shipment.

c. **Shipping Address.** Proper addresses with accurate and current on-the-ground points of contact are critical when shipping and receiving cargo in Burkina Faso. Documentation MUST reflect the information below:

   (1) **Surface and Air Shipment.**

      (a) **SHIPPER**

      Shipper’s Complete Address
      Point of Contact
      Contact Information (Phone Numbers/Email Address)
(b) CONSIGNEE

AMERICAN AMBASSADOR
AMERICAN EMBASSY OUAGADOUGOU
AV. SEMBENE OUSMANE – RUE 15.873
BURKINA FASO
01 BP 35
(POC Information/Exercise Name)

(c) NOTIFY PARTY

AMERICAN EMBASSY
GSO-SHIPPING Ouagadougou
Tel: +226 25 49 53 00

**NOTE:** Be advised that DoD air shipments must have the AWB reflecting the Delivery Duty Paid (DDP) funding code to avoid the cargo being frustrated.

K. CAMEROON

1. **Cargo.** Cameroon allows for the importation and exportation of DoD-sponsored cargo under diplomatic status, free of customs excise, duties, taxes, or any other import charges. To properly import cargo, a signed and approved Certificate of Exemption from the Republic of Cameroon is required. The process to complete such a form can take up to 21 working days once the correct documentation has been submitted to the host nation.

   a. Point of Contact. For customs exoneration inquiries or related shipping questions, shippers must contact:

      (1) **Theater Sustainment Command (TSC).** The TSC is responsible for all DoD-sponsored shipments destined into Cameroon (usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil). Shippers MUST send shipping documents of DoD-sponsored shipments as early as possible to avoid delayed or frustrated shipment.

      (2) **U.S. Embassy Yaounde General Services Office (GSO) Shipping Team.** The GSO Shipping Office is responsible for shipments destined to the U.S. Embassy (ydeshippinglist@state.gov)

   b. Documentation. Shippers must provide the following documents and information in order to initiate the customs exoneration process:

      (1) **BL.** This applies to both AWB and ocean bill of lading.

      (2) **Commercial Invoice.** Document required by customs to determine the true value of the imported goods for the assessment of duties and taxes. A commercial invoice (in addition to other information) must identify the buyer and seller, and clearly indicate the following:

         (a) Booking Number or PCFN

         (b) Quantity, weight, and/or volume of the shipment

         (c) Type of packaging

         (d) Complete description of goods (nomenclature)

         (e) Unit value and total value

      (3) In addition, commercial invoice for shipments concerning vehicles must have the following details:
(a) Vehicle brand name (make/brand)
(b) Vehicle model
(c) Year manufactured
(d) Vehicle Identification Number (VIN)
(e) Vehicle color
(f) Engine serial number

(4) Packing List. A packing list is a seller-prepared commercial document indicating the net and gross weights, dimensions, and contents of all shipping pieces (boxes, crates, bundles, etc.) in a shipment. For containerized shipments, the packing list must be broken down by container number.

(5) Bordereau Electronique de Suivi de Cargaison (BESC). This waiver certificate (also known as ECTN – Electronic Cargo Tracking Note in English) is required by the host nation to effectively control, supervise and manage import/export traffic to the country. It contains full details of the exporter/importer, shipping method (containerized, groupage, etc.), type and value of goods being transported, name of vessel, and cost of freight for the shipment. This document is furnished by the U.S. Embassy to DoD-sponsored shipments in coordination with the Theater Sustainment Command.

c. Shipping Address. Proper addresses with accurate and current on-the-ground points of contact are critical when shipping and receiving cargo in Cameroon. Documentation must reflect the following information:

(1) Ocean and Air Shipment (CL GAROUA):

(a) SHIPPER:
   Shipper’s Name and Organization
   Complete Address
   Phone Number/Email Address

(b) CONSIGNEE:
   American Embassy
   Yaounde, Cameroon
   FOR: G. Base
   ATTN: GSO Shipping

(c) NOTIFY PARTY
   Point of Contact at the Final Delivery Location
   Contact Information (Phone Number/Email Address)

(2) Ocean and Air Shipment:

(a) SHIPPER:
   Shipper’s Name and Organization
   Complete Address
   Phone Number/Email Address
(b) CONSIGNEE:
   American Embassy
   Yaounde, Cameroon
   For (Unit Name and POC with Contact Information)
   ATTN: GSO Shipping

(c) NOTIFY PARTY
   Point of Contact at the Final Delivery Location
   Contact Information (Phone Number/Email Address)

**NOTE 1:** Be advised that DoD-sponsored commercial air shipments must have the AWB reflecting the DDP funding code to avoid the cargo being frustrated.

**NOTE 2:** All commercial air shipments must utilize Yaoundé Nsimalen International Airport (NSI) as an airport of entry for customs clearance purposes.

L. CHAD

1. **Cargo:** Chad allows for the importation and exportation of DoD-sponsored cargo under diplomatic status, free of customs excise, duties, taxes, or any other import charges. To properly import cargo, a signed and approved certificate of exoneration from the Republic of Chad is required. The process to obtain such certificate can take up to 21 days once documentation has been submitted to the host nation.

   a. Point of Contact. Shippers must communicate and coordinate with the following offices for customs exoneration or related shipment inquiries as early as possible to avoid delayed or frustrated shipment:

      (1) **U.S. Embassy N’Djamena GSO Shipping Team.** The GSO Shipping Office is responsible for all shipments destined for the U.S. Embassy ([NджаменаRequests-Shipping@state.gov](mailto:NджаменаRequests-Shipping@state.gov)).

      (2) **MCT.** The MCT is responsible for all DoD-sponsored shipments destined to Chad ([usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil](mailto:usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil)).

   b. Documentation. Shippers must provide the following documents and information in order to initiate the customs exoneration process:

      (1) **BL.** This applies to both AWB and ocean bill of lading.

      (2) **Commercial Invoice.** A document required by customs to determine the true value of the imported goods, for assessment of duties and taxes. A commercial invoice (in addition to other information) must identify the buyer and seller, and clearly indicate the following:

         (a) Booking Number or PCFN
         (b) Quantity, weight, and/or volume of the shipment
         (c) Type of packaging
         (d) Complete description of goods
         (e) Unit value and total value (FOB value)

      (3) **Packing List.** A packing list is a seller-prepared commercial document indicating the net and gross weights, dimensions, and contents of all shipping pieces (boxes, crates, bundles, etc.) in a shipment.
c. Shipping Address. Proper addresses with accurate and current on-the-ground points of contact are critical when shipping and receiving cargo in Chad. Documentation MUST reflect the following information.

(1) **Ocean and Air Shipment.**

(a) **SHIPPER**

Shipper’s Complete Address  
Point of Contact  
Contact Information (Phone Numbers/Email Address)

(b) **CONSIGNEE**

American Embassy  
P.O. Box 413  
N’Djamena, Chad  
Attn: (Name of Office/Exercise)

(c) **NOTIFY PARTY**

Point of Contact at the Final Delivery Location  
Contact Information (Phone Number/Email Address)

**NOTE:** Be advised that DoD air shipments must have the AWB reflecting the DDP funding code to avoid the cargo being frustrated.

**M. CONGO**  

Cargo: No country-specific details.

**N. COTE D’IVOIRE**  

Cargo: No country-specific details.

**O. DJIBOUTI**  

1. **Cargo:**

   a. **Surface.** The following paragraphs describe general customs clearance procedures and requirements for government property shipped into Djibouti from the United States. It is imperative that all requisitioners, consignors, and shippers maintain strict adherence to these policies when transporting DoD cargo into these countries.

   (1) Provide complete and accurate Transportation Control and Movement Documents (TCMD) with container number, seal number, transportation control number (TCN), piece, weight, cube, approximate dollar value, and specific name that identifies the contents of the shipment.

   (2) Provide Commercial Invoice (with dollar value for each item), Commercial Packing List, Certified Cargo Declaration Notice, and Customs Clearance Letter.

   (3) Provide a DD Form 2890, DoD Multimodal Dangerous Goods Declaration, Figure 515-1, IAW the requirements of the International Convention for the Safety of Life at Sea, 1974 (SOLAS 74) and the International Maritime Dangerous Goods (IMDG) Code to document and identify hazardous materials (HAZMAT) cargo.

   (4) All customs clearance documentation must be provided to the ocean Transportation Service Provider (TSP). Ocean TSPs must provide the customs clearance
documentation to the Customs clearance authorities to ensure cargo is not delayed at the seaport of debarkation (SPOD). In the event the shipments are held up because of lack of proper documentation at the SPOD, the local Military Surface Deployment and Distribution Command (SDDC) Port Authority will immediately initiate action with their higher headquarters (HQ), the TSP, and the Host Nation Customs officials to resolve the issues.

(5) Shippers must use the following formats in completing and submitting customs clearance documents to the ocean TSP:

(a) Commercial Invoice:

1. Shipper name and address (must be the same on commercial invoice and packing list)
2. Consignee name and address (must be the same on commercial invoice and packing list)
3. Commodity description (no military identification and terminology [i.e., do not say Army, military, Defense])
4. Number and type of packages
5. Price per unit (preferred currency: U.S. dollar)
6. Value of the shipment
7. Gross weights of the cargo
8. Shipper stamp and signature
COMMERCIAL INVOICE

The Transportation Division of the (SHIPPER NAME) certifies that cargo described below is the property of (SHIPPER NAME). This cargo is being shipped by the (SHIPPER NAME). It is not for SALE or RESALE.

Shipped From: Transportation Office

(SHIPPER NAME) (Full address of Consignee DoDAAC)

(SHIPPER Address) (Include POC and phone number if available)

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<tr>
<th>Date</th>
<th>Port Call File Number (PCFN) or Booking Number</th>
<th>FOB</th>
<th>Ship Via</th>
<th>Vessel Name</th>
<th>Terms</th>
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NOTHING FOLLOWS
NOTHING FOLLOWS

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

For the United States,______________
Transportation Officer_______________
(b) Commercial Packing List:

1. Shipper name and address (must be the same on commercial invoice).
2. Consignee name and address (must be the same on commercial invoice).
3. Quantity.
4. Commodity description (no military identification and terminology [i.e., do not say Army, military, Defense]; must be the same on commercial invoice).
5. Weight.
6. Cube.
7. Container and TCN.

**United States of America**

**Commercial Packing List**

**BKG NO:** (Fill in Booking Number)

**Shipped From:**

Transportation Office

(Shipper Name)

(Full address)

(City, state, zip)

**Ship To:**

(CSE DoDAAC) “Operation Enduring Freedom”

(CSE NAME)

(Full address to include POC and phone number—same as commercial invoice)

(City, country)

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**V-515-12**
(c) Certified Cargo Declaration Notice:

1. The declaration notice will be prepared in lieu of health certificates for Meals, Ready to Eat (MRE)\Unitized Group Ration (UGR) because there are no health certificates for this type of group ration. The purpose of the declaration is to clear the cargo and must be prepared, notarized, and signed by the shipping agency. Shippers will continue to provide health certificates for rations/frozen foods that are not classified as MREs\UGRs.

(Shipper LETTERHEAD)

CERTIFIED CARGO DECLARATION NOTICE

DATE: (Current Date)

Shipment Details
Origin Port of Loading: e.g., Norfolk, Virginia, USA
Destination Port of Discharge: e.g., Bremerhaven, Germany
Final Delivery to Consignee: (Destination – city, country)

Seaway Bills of Lading/Container Numbers:

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<th>Container Number</th>
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Declaration
This cargo consists of fully prepared foodstuff for human consumption; the ingredients are of high quality and meet all standards set by the laws and regulations of the United States of America and worldwide standards.
This cargo is not for resale and is for the sole use of the consignee.
The consignee will accept this cargo under all circumstances, and will clear the cargo through Customs of the destination country.

Certification
The undersigned hereby certifies that this declaration is true and accurate.
Signature: ____________________
Name: ________________________
Title: ________________________
Notary Seal
(d) Customs Clearance Letter

1. The letter must be prepared by the military (shipper) on their letterhead authorizing the release of cargo to the U.S. Consulate in the destination country. The text of the letter will read: Ref. PCFN or Booking No. ___________. This is to confirm that the United States Military purchased the goods covered under PCFN or Booking No. ___________ from ___________. This office requests the release of those goods to the U.S. Consulate in the destination country for onward transportation to (destination). The United States Military will utilize these goods at their base in (country).

(Shipper LETTERHEAD)

From: Shipper

To: Director General of Customs, U.S. Consul General, in ___________

SUBJ: UNITED STATES GOVERNMENT SHIPPER OWNED GENERAL CARGO CONTAINER under (PCFN or Booking #)

Ref: (PCFN or Booking Number) and the Ocean TSP Name

1. This is to confirm that the United States Military purchased the goods covered under PCFN or Booking Number _______ and this office requests the release of those goods to the U.S. Consul General in ___________ for onward transportation to ___________.

2. This cargo is not for resale and is for the sole use of the consignee.

3. The United States Military will be utilizing these goods at their bases in ___________.

Respectfully,

__________________________
(6) Dangerous Good Shipments. “In accordance with the requirements of SOLAS 74 and the IMDG Code, the primary requirements of a dangerous goods shipping document is to clearly and concisely convey the fundamental and required information of regulated HAZMAT being transported internationally. It is not the intent to require a separate transportation document for dangerous goods when a consignment contains both dangerous and non-dangerous goods or to restrict the number of individual dangerous goods descriptions that may appear on a single document”. Officials of all countries are now monitoring HAZMAT containers very closely. This will mean a more intensive check on documentation. Containers arriving with an inaccurate DD Form 2890, Figure 515-1, for HAZMAT cargo will be frustrated at the port of discharge. To avoid confusion and to try to alleviate further errors during the shipment of HAZMAT, guidance on using the proper shipping forms and documentation for transporting HAZMAT is being provided as follows:

(a) References:

3. IMDG Codes, Chapter 5.4.

You must specify the proper shipping name, hazard class, United Nations number, packaging group (where assigned), and marine pollutant and observe the mandatory requirements under national and international governmental regulations. For the purposes of the IMDG Code, see Section 5.4.1.4, or for the purposes of the IMDG Code, see Section 5.4.2.

P. ERITREA

Cargo: No country-specific details.

Q. ETHIOPIA

1. Cargo.

a. Surface. The following paragraphs describe general customs clearance procedures and requirements for government property shipped into Ethiopia from the United States. It is imperative that all requisitioners, consignors, and shippers maintain strict adherence to these policies when transporting DoD cargo into these countries.

(1) In all cases, the consignee for United States Government (USG) cargo shipped to Ethiopia should be the U.S. Embassy in Addis Ababa, Ethiopia; c/o Office within Embassy.

(2) Contact shipping and customs at AddisGsoExpe@state.gov as soon as possible and provide the following: BL/AWB, invoice, and packing list. Once this information is received, a letter will be prepared by the Embassy and sent to the Ministry of Foreign Affairs requesting an import permit (read: no customs fee).

(3) The shipper must clearly state whether this cargo is considered “hazardous.” Be advised that the Government of Ethiopia does not permit the shipment of weapons and communications gear without prior approval from the Ministry of Foreign Affairs.
(4) Information on the cargo must include the following:

(a) The fund cite/payment information, which should be set to the email address at Paragraph Q.1.a.(2) above.

(b) There are no fees associated with door-door shipment as an annotation should be made as to whether the shipment is considered “door-door.”

(c) If the shipping container is not owned by the USG, it must be returned soon after delivery as the container is “fee free” for a maximum of 10 days.

(d) “Express release” is not permitted by the Government of Ethiopia. All shipments must have two original “hard copy” documents (e.g., BL, invoice, packing list).

**NOTE:** Once a shipment arrives at the Port of Djibouti, it will take 5 to 10 days to clear customs in Djibouti and another 3 to 5 days to clear customs on the Ethiopian side. Travel time from Djibouti to Addis Ababa is between 3 to 5 days.

R. GABON

**Cargo.** All cargo going into Gabon is required to have a Bordereau d’Identification Electronique de Traçabilité des Cargaisons (BIETC/Electronic Cargo Tracking Note). BIETC is compulsory for Customs clearance regardless of whether the cargo is tax-exempt or not. Shippers have 5 calendar days after vessel departure to get the BEITC validated or the cargo will be fined. The fine is 150 percent of the value of the freight (a fine of 100 percent of the freight value is levied on the shipper, and a fine of 50 percent of the freight value is levied on the consignee). Shippers are responsible for filing the BIETC and paying the associated fees. Additional information on the BIETC can be found at [http://www.cgcworld.com/fichiers/fichierslies/GUIDE%20UTILISATEUR%20ANGLAIS.pdf](http://www.cgcworld.com/fichiers/fichierslies/GUIDE%20UTILISATEUR%20ANGLAIS.pdf).

S. GHANA

1. **Cargo:**

   a. To obtain import permits from the Ghana Ministry of Foreign Affairs, either fax a copy of the BL and the packing list of the shipment to the GSO/Customs & Shipping Office at 233-030-274-1362 or scan and e-mail them to Accra_Shipping-DL@state.gov. The GSO/Customs & Shipping Office phone number is 233-030-274-1000.

   b. Original shipping documentations are required to clear a shipment through local Customs. Send this documentation via air courier (i.e., DHL or FedEx) as soon as it is available.

   (1) **Ocean shipments:** There are no limitations to the size or weight of liftvans/containers. The port of discharge is Tema. Shipments should be addressed as follows:

      American Embassy  
      No. 24 Fourth Circular Rd.  
      Cantonment, Accra.  
      POC (Agency or employee)

   (2) **Air shipments:** Ensure the AWB and Government BL (GBL) indicate “Diplomatic cargo.” The airport of discharge is Kotoka International Airport, Accra. Shipments should be addressed as follows:

      American Embassy  
      No. 24 Fourth Circular Rd.  
      Cantonment, Accra.  
      POC (Agency or Diplomatic Employee)
c. The following is an example of shipping documentation:

**Shipping Instructions for:** Accra, Ghana

**Date:** 8/12/14

**Does post require Pre-Advisement on:**

- HHE: YES [X] NO [ ] N/A [ ]
- OFV: YES [X] NO [ ] N/A [ ]
- HAZ: YES [X] NO [ ] N/A [ ]
- CNS: YES [X] NO [ ] N/A [ ]
- UAB: YES [X] NO [ ] N/A [ ]
- LAY: YES [X] NO [ ] N/A [ ]
- SDC: YES [X] NO [ ] N/A [ ]

**Is employee required to be in country prior to the arrival of their shipment?** YES [X] NO [ ]

**What sizes of containers are allowed (20' or 40')?** Both

**Does post allow LCL shipments?** YES [X] NO [ ]

**Is this a consumable Post?** YES [X] NO [ ]

**Can this Post receive HHE / CNS BY AIR?** YES [X] NO [ ]

**Does post allow consolidated shipments?** YES [X] NO [ ]

**If Yes, please confirm consolidation of DOS and USAID shipments or DOS shipments only?**

**Does post accept "Express Release" Bill of Lading?** YES [X] NO [ ]

**Does post require shipping documents in advance for clearance process?** YES [X] NO [ ]

If YES, what is the email address? AccraShipping-DL@state.gov

**OCEAN SHIPMENTS (Surface)**

**Shipment Marks:** American Embassy, No. 24 fourth Circular Rd., Cantonment, Accra. For (Agency or Employee Name)

**Marks—Surfaces (if applies only):**

**Consignee:** American Embassy, Accra, Ghana

**Port of Discharge—include port code if possible:** Tema Port (GHTEM)

**What is the required documentation for Customs Clearance at post?**

- Original Bills of Lading
- Packing List
- Commercial Invoice
- Vehicle Certificate of Title
- Bill of Sale
- Passport

**Are there any limitations on size or weight for shipping liftvans and crates to post?** YES [X] NO [ ]

Provide the dimensions of liftvans accepted at post.

**Are there any additional shipping instructions for ocean shipments?** YES [X] NO [ ]

- Ship via ELSO: YES [X] NO [ ]
- Ship Direct to Post: YES [X] NO [ ]

If YES, what are the additional shipping instructions?
Is the final leg of the ocean shipment by air?  
YES  NO ✗

If YES, what are the limitations (LxWxH) of lift vans accepted? 

Air Shipments 

Shipment Marks:  
American Embassy, No. 24 Fourth Circular Rd., Cantonment, Accra. For: (Name of Agency or Dipl. Employee)

Consignee:  
American Embassy, Accra Ghana

Airport of Discharge—include port code if possible:  
Kotoka International Airport (ACC)

What is the required documentation for Customs Clearance at post?  
Airway Bills, Packing List, GBL, Bio Page of Employee’s Passport (Copy), Commercial Invoice

UAB air shipments are shipped in standard 5, 10, 15 cube triwall cartons with a maximum weight of 150 pounds per triwall.

Are there any limitations for shipping the following triwalls to post?  

5 cube triwall  (30 inches x 15 ½ inches x 19 inches)  
10 cube triwall  (40 inches x 18 ½ inches x 23 ½ inches)  
15 cube triwall  (37 inches x 23 inches x 30 inches)

YES  NO ✗

If YES, what are the limitations? 

Are the final leg of the shipment by air?  
YES  NO ✗

If YES, what are the limitations (LxWxH) of lift vans accepted? 

Are there any additional shipping instructions for air shipments?  
Ship via ELSO Yes ✗ No  
Ship Direct to Post Yes ✗ No

Add “Diplomatic Cargo” to the nature and quantity of goods column

ITGBL Shipments 

Consignee:  
American Embassy, Accra Ghana

If not currently, would your post like to participate in the ITGBL program?  
YES ✗ No

Are there any additional shipping instructions for ITGBL shipments?  
YES ✗ No
If YES, what are the additional shipping instructions?

**Indicate Destination Agent Details on Notify Party Column. Contact GSO Shipping Office for green light prior to shipping**

**Route Instruction – Compatibility Rules**

### Motorcycle Shipments

Can a motorcycle be shipped in the employee’s HHE shipment? **YES X**  **NO □**

Can an employee ship a POV and a motorcycle? **YES □**  **NO X**

Are there any age limitations for shipping a POV? **YES □**  **NO X**

If YES, what are the limitations for shipping a POV?

**The Government of Ghana Prohibit the importation of motor cycle 10 years old and above.**

**Route Instruction – Equipment Restrictions**

Is the age calculated from the year it was manufactured or from the calendar year? Example: A “2013 Ford Explorer” may actually be manufactured in 2012. Which year will be used for customs? **Manufactured Year (e.g. 2012) □**  **Model Year (e.g. 2013) X**

Are there any additional shipping instructions for motorcycle shipments? **YES □**  **NO X**

If YES, what are the additional shipping instructions?

**Indicate VIN, year of manufacture, Model, Make, Cylinder Capacity, Engine Number Bill of Lading**

**Route Instruction – Special Instructions**

### POV Shipments

Are there any age limitations for shipping a POV? **YES □**  **NO X**

If YES, what are the limitations for shipping a POV?

**The Government of Ghana Prohibit the importation of vehicles 10 years old and above.**

**Route Instruction – Special Instructions**

Is the age calculated from the year it was manufactured or from the calendar year? **Manufactured Year □**  **Model Year X**

Are there any additional shipping instructions for POV shipments? **YES □**  **NO X**

**Ship via ELSO □**  **Ship Direct to Post X**

If YES, what are the additional shipping instructions?

**Indicate VIN, year of manufacture, Model, Make, Cylinder Capacity, Engine Number Bill of Lading**

**Route Instruction – Special Instructions**

### OFV Shipments

Are there any age limitations for shipping a POV? **YES □**  **NO X**

If YES, what are the limitations for shipping a POV?

**The Government of Ghana Prohibit the importation of vehicles 10 years old and above.**

**Route Instruction – Special Instructions**

Is the age calculated from the year it was manufactured or from the calendar year? **Manufactured Year □**  **Model Year X**

Are there any additional shipping instructions for OFV shipments? **YES □**  **NO X**
Post Update – Shipping Instructions

If YES, what are the additional shipping instructions?
Indicate VIN, year of manufacture, Model, Make, Cylinder Capacity, Engine Number on the Bill of Lading

Prohibited Articles
Are there any items that are prohibited for entry in country? YES ☐ NO ☐
If YES, what are these items?
Arms and Ammunitions, Right-hand Drive vehicles

P.O.C. in GSO/Transportation

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<td>030 274 1314</td>
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<td>Group Address</td>
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<td>030 247 1000</td>
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</table>

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T. GUINEA

Cargo: No country-specific details.

U. KENYA

1. Cargo. Kenya allows for the importation and exportation of DoD-sponsored cargo under diplomatic status, free of customs excise, duties, taxes, or any other import charges. To properly import cargo, a signed and approved exemption form (PRO 1B) from the Republic of Kenya is required. The process to complete such a form can take up to 10 working days once the correct documentation has been submitted to the host nation.

   a. Point of Contact. For customs exoneration inquiries or related shipping questions, shippers must contact:

      (1) Theater Sustainment Command (TSC). The TSC is responsible for all DoD-sponsored shipments destined into Kenya (usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil). Shippers MUST send shipping documents of DoD-sponsored shipments as early as possible to avoid delayed or frustrated shipment.

      (2) U.S. Embassy Nairobi General Services Office (GSO) Shipping Team. The GSO Shipping Office is responsible for shipments destined to the U.S. Embassy (NairobiGSO CustomsAndShipping@state.gov).

   b. Documentation. Shippers must provide the following documents and information in order to initiate the customs exoneration process:

      (1) BL. This applies to both AWB and ocean bill of lading.

      (2) Commercial Invoice. Document required by customs to determine the true value of the imported goods, for assessment of duties and taxes. A commercial invoice (in addition to other information) must identify the buyer and seller, and clearly indicate the following:

         (a) Booking Number or PCFN
         (b) Quantity, weight, and/or volume of the shipment
         (c) Type of packaging
         (d) Complete description of goods (nomenclature)
         (e) Unit value and total value

      (3) In addition, a commercial invoice for shipments concerning vehicles must have the following details:

         (a) Vehicle brand name (make/brand)
         (b) Vehicle model
         (c) Year manufactured
         (d) Vehicle Identification Number (VIN)
         (e) Vehicle color
         (f) Engine serial number

   NOTE: Be advised that left-hand drive vehicles older than 8 years from manufacturer’s date cannot be imported into the country. Contact the Theater Sustainment Command for additional information.
(4) **Packing List.** A packing list is a seller-prepared commercial document indicating the net and gross weights, dimensions, and contents of all shipping pieces (boxes, crates, bundles, etc.) in a shipment. For containerized shipments, the packing list must be broken down by container number.

c. **Shipping Address.** Proper addresses with accurate and current on-the-ground points of contact are critical when shipping and receiving cargo in Kenya. Documentation must reflect the information below.

1. **Ocean and Air Shipment (Camp Simba):**
   a. **SHIPPER**
      
   Shipper’s Name and Organization  
   Complete Address  
   Phone Number/Email Address

   b. **CONSIGNEE**

   United States Embassy  
   United Nations Avenue – Gigiri  
   Nairobi, Kenya  
   MARK FOR: FY2562 DPLYD 475 EABS – Camp Simba  
   ATTN: (Name and Contact Info)

   c. **NOTIFY PARTY**

   Point of Contact at the Final Delivery Location  
   Contact Information (Phone Number/Email Address)

2. **Ocean and Air Shipment:***

   a. **SHIPPER**

   Shipper’s Name and Organization  
   Complete Address  
   Phone Number/Email Address

   b. **CONSIGNEE**

   United States Embassy  
   United Nations Avenue - Gigiri  
   Nairobi, Kenya  
   MARK FOR: (Name of Office or Organization)  
   ATTN: (Name and Contact Info)

   c. **NOTIFY PARTY**

   Point of Contact at the Final Delivery Location  
   Contact Information (Phone Number/Email Address)

**NOTE 1:** Be advised that DoD-sponsored commercial air shipments must have the AWB reflecting the DDP funding code to avoid the cargo being frustrated.

**NOTE 2:** All MILAIR shipments will use LAU for the aerial port of debarkation.

V. **LIBERIA**

   Cargo: No country-specific details.
W. LIBYA

Cargo: No country-specific details.

X. MALAWI

Cargo: No country-specific details.

Y. MALI

1. **Cargo.** Mali allows for the importation and exportation of DoD sponsored cargo under diplomatic status, free of customs excise, duties, taxes, or any other import charges. To properly import cargo, a signed and approved exoneration form from the Republic of Mali is required. The process to complete such a form can take up to 5 weeks once correct documentation has been submitted to the host nation.

   a. **Point of Contact.** For customs exoneration inquiries or related shipping questions, shippers must contact:

      (1) **Theater Sustainment Command (TSC).** The TSC is responsible for all DoD-sponsored shipments destined into Mali ([usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil](mailto:usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil)). Shippers MUST send shipping documents of DoD-sponsored shipments as early as possible to avoid delayed or frustrated shipment.

      (2) **US Embassy Bamako General Services Office (GSO) Shipping Team.** The GSO Shipping Office is responsible for shipments destined to the US Embassy ([BamakoGSOShipping_Custom@state.gov](mailto:BamakoGSOShipping_Custom@state.gov)).

   b. **Documentation.** Shippers must provide the following documents and information in order to initiate the customs process.

      (1) **BL.** This applies to both AWB and ocean bill of lading.

      (2) **Commercial Invoice.** Document required by customs to determine true value of the imported goods, for assessment of duties and taxes. A commercial invoice (in addition to other information), must identify the buyer and seller, and clearly indicate the following:

         (a) Booking Number or PCFN

         (b) Quantity, weight and/or volume of the shipment

         (c) Type of packaging

         (d) Complete description of goods (nomenclature)

         (e) Unit value and total value

      (3) In addition, commercial invoice for shipments concerning vehicles, rolling stocks, or generators must have the following details:

         (a) Vehicle brand name (make/brand)

         (b) Vehicle model

         (c) Year manufactured

         (d) Vehicle Identification Number (VIN)

         (e) Vehicle color

         (f) Engine serial number
(4) **Packing List.** A packing list is a seller-prepared commercial document indicating the net and gross weights, dimensions and contents of all shipping pieces (boxes, crates, bundles, etc.) in a shipment. For containerized shipments, packing list must be broken down by container number.

**NOTE:** The QUANTITY entered on the Bill of Lading MUST match the same number on the Commercial Invoice. Failure to do so can result delays with the exoneration process.

c. **Shipping Address.** Proper address with accurate and current on-the-ground point of contacts are critical when shipping and receiving cargo in Mali. Documentation must reflect the information below.

1. **Ocean and Air Shipment:**
   (a) **SHIPPER**
   
   Shipper’s Name and Organization  
   Complete Address  
   Phone Number/Email Address

   (b) **CONSIGNEE**

   American Embassy  
   Hamdallaye ACI 2000  
   BP 34  
   Bamako, Mali  
   For: Name of Event / Point of Contact

   (c) **NOTIFY PARTY**

   Point of Contact at the Final Delivery Location  
   Contact Information (Phone Number/Email Address)

   **NOTE:** Next Generation Delivery Service (NGDS) Shipment. Be advised that DoD-sponsored commercial air shipments must have the airway bill reflecting Delivery Duty Paid (DDP) funding code to avoid the cargo being frustrated.

### Z. MAURITANIA

1. **Cargo.** Mauritania allows for the importation and exportation of DoD sponsored cargo under diplomatic status, free of customs excise, duties, taxes, or any other import charges. To properly import cargo, a signed and approved exemption form from the Islamic Republic of Mauritania is required. The process to complete such a form can take up to 4 weeks once correct documentation has been submitted to the host nation.

   a. **Point of Contact.** For customs exoneration inquiries or related shipping questions, shippers must contact:

   (1) **Theater Sustainment Command (TSC).** The TSC is responsible for all DoD-sponsored shipments destined into Mauritania ([usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil](mailto:usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil)). Shippers MUST send shipping documents of DoD-sponsored shipments as early as possible to avoid delayed or frustrated shipment.

   (2) **US Embassy Nouakchott General Services Office (GSO) Shipping Team.** The GSO Shipping Office is responsible for shipments destined to the US Embassy ([NouakchottGSOShipping@state.gov](mailto:NouakchottGSOShipping@state.gov)).

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V-515-25
b. Documentation. Shippers must provide the following documents and information in order to initiate the customs exoneration process.

(1) **BL.** This applies to both AWB and ocean bill of lading.

(2) **Commercial Invoice.** Document required by customs to determine true value of the imported goods, for assessment of duties and taxes. A commercial invoice (in addition to other information), must identify the buyer and seller, and clearly indicate the following:

   (a) Booking Number or PCFN
   (b) Quantity, weight and/or volume of the shipment
   (c) Type of packaging
   (d) Complete description of goods (nomenclature)
   (e) Unit value and total value

(3) In addition, commercial invoice for shipments concerning vehicles, rolling stocks, or generators must have the following details:

   (a) Vehicle brand name (make/brand)
   (b) Vehicle model
   (c) Year manufactured
   (d) Vehicle Identification Number (VIN)
   (e) Vehicle color
   (f) Engine serial number

(4) **Packing List.** A packing list is a seller-prepared commercial document indicating the net and gross weights, dimensions and contents of all shipping pieces (boxes, crates, bundles, etc.) in a shipment. For containerized shipments, packing list must be broken down by container number.

c. Shipping Address. Proper address with accurate and current on-the-ground point of contacts are critical when shipping and receiving cargo in Mauritania. Documentation must reflect the information below.

(1) **Ocean and Air Shipment**

   (a) **SHIPPER**

      Shipper’s Name and Organization
      Complete Address
      Phone Number/Email Address

   (b) **CONSIGNEE**

      American Embassy, Nouadhibou Road
      Avenue Alquds, Not PRTZ
      Nouakchott, Mauritania
      For: Name of Event / Point of Contact

   (c) **NOTIFY PARTY**

      Point of Contact at the Final Delivery Location
      Contact Information (Phone Number/Email Address)
NOTE: Next Generation Delivery Service (NGDS) Shipment. Be advised that DoD-sponsored commercial air shipments must have the airway bill reflecting Delivery Duty Paid (DDP) funding code to avoid the cargo being frustrated.

AA. MOROCCO

1. Cargo. The following paragraphs describe the procedures for importing and exporting surface cargo to the Kingdom of Morocco.

a. Import shipments through the Defense Transportation System (DTS) with SDDC:

(1) All shipments bound for the Kingdom of Morocco must be accompanied by a DD Form 1384 – Transportation Control and Movement Document (TCMD), Commercial Invoice, Commercial Packing List, Consul Letter, and DD Form 2890 – Hazardous Declaration, if applicable. Acceptable formats for the Commercial Invoice, Commercial Packing List, and Consul Letter are included below. TCMDs should include as much detail as possible, including, but not limited to, Transportation Control Number (TCN), PCFN, container number (if applicable), seal number (if applicable) piece count, weight, cube, national stock numbers (NSN), model number, description, and detail content information.

(2) The commercial carrier will provide the BL upon request from an appropriate SDDC representative. Please do not contact the carrier directly.

(3) Customs clearance in Morocco is performed by the Moroccan Military. The shipper with assistance from the 598th Transportation Brigade, SDDC, will need to coordinate through the U.S. Embassy for customs clearance from the Moroccan Military.

(4) U.S. Military cargo moving through Morocco must also be accompanied by a Moroccan Military escort. The shipper with assistance from the 598th Transportation Brigade, SDDC, will need to coordinate through the U.S. Embassy for a Moroccan Military escort.

(5) The timeline for obtaining clearance and arranging escorts can take up to 30 days, so shippers should plan accordingly. Onward movement delays at the port of debarkation will incur detention and storage charges as applicable under the movement contracts.

b. Export shipments through the DTS with SDDC:

(1) All export shipments from the Kingdom of Morocco must be booked through the 598th Ocean Cargo Clearance Authority. The process begins with the submission of an export traffic release request (ETRR) and DD Form 1384 – TCMD to the Booking Office (usarmy.sembach.598-trans-bde.mbx.booking-office@mail.mil).

(2) After the Booking Office identifies a carrier and vessel for the movement, the shipper will receive an export traffic release (ETR). Upon receipt of an ETR, the shipper should commence export coordination with the 598th Transportation Brigade and the local agencies in the U.S. Embassy and the Moroccan Military.

(3) The shipper should be prepared to provide the following documents upon request: DD Form 1384 – TCMD, Commercial Invoice, Commercial Packing List, Consul Letter, and DD Form 2890 – Hazardous Declaration, if applicable. Acceptable formats for the Commercial Invoice, Commercial Packing List, and Consul Letter are included below. TCMDs should include as much detail as possible, including, but not limited to, TCN, PCFN, container number (if applicable), seal number (if applicable) piece count, weight, cube, NSNs, model number, description, and detail content information.
c. Documentation completion. If not completed properly and in a timely manner, documentation can frustrate a move for weeks or months. The documentation listed above is necessary to facilitate customs and exoneration clearance while operating in and around Morocco.

d. Distribution and records maintenance. All documents listed above should be affixed, retained, and distributed as directed below. The e-mailed documents should be sent as early as possible, preferably 30 days prior to required delivery date (RDD).

(1) 1 copy will be affixed to the outside of all containers or equipment containing cargo.

(2) 1 hard copy will be retained by the individual or organization that is expecting to receive or ship the cargo.

(3) 1 copy will be e-mailed to the following entities.

   (a) fpdmorocco@state.gov to coordinate customs clearance and exoneration

   (b) usarmy.sembach.598-trans-bde.mbx.booking-office@mail.mil and usarmy.sembach.598-trans-bde.mbx.quality-assurance@mail.mil to maintain visibility and coordinate if required.

e. Import and export shipments through Military Sealift Command (distribution and records maintenance).

f. Import and export shipments through Air Mobility Command – organic and charter (distribution and records maintenance).
[UNIT NAME] certifies that cargo described below is the property of the United States Government. This cargo is not for SALE or RESALE.

Shipped From: [UNIT NAME] [ADDRESS] [CITY, STATE, ZIP CODE]
Ship to: [UNIT NAME] [ADDRESS] [CITY, STATE, ZIP CODE]

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<th>DATE</th>
<th>PCFN</th>
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**NOTHING FOLLOWS**

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

[REPRESENTATIVE’S NAME]

[POSITION TITLE, UNIT NAMES]
[LOCATION]
Phone: [COMMERCIAL NUMBER]
Fax: [IF AVAILABLE]
Email: [OFFICIAL EMAIL ADDRESS]
DEPARTMENT OF THE ARMY

UNITED STATES OF AMERICA

COMMERCIAL PACKING LIST

**NOTHING FOLLOWS**

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</table>

[REPRESENTATIVE'S NAME]

[POSITION TITLE, UNIT NAMES]

[LOCATION]

Ph#: [COMMERCIAL NUMBER]

Fax: [IF AVAILABLE]

Email: [OFFICIAL EMAIL ADDRESS]
DEPARTMENT OF THE ARMY

[UNIT NAME]

[UNIT #]

[CITY, STATE ZIP CODE]

UNITED STATES OF AMERICA

[DATE]

FROM: [ORGANIZATION'S OFFICIAL NAME]

TO: DIRECTOR GENERAL OF CUSTOMS

US CONSUL GENERAL, KINGDOM OF MOROCCO

SUBJECT: UNITED STATES GOVERNMENT GENERAL CARGO CONTAINER

REF: BOOKING NUMBER [BOOKING NUMBERS HERE] [CARRIER NAME]

1. THIS IS TO CONFIRM THAT THE UNITED STATES MILITARY IS RESPONSIBLE THE GOODS COVERED UNDER BOOKING NUMBERS [BOOKINGS NUMBERS] AND REQUEST THE RELEASE OF THOSE GOODS TO THE US CONSUL GENERAL, KINGDOM OF MOROCCO, OR THE DESIGNATED US MILITARY REPRESENTATIVE, FOR ONWARD TRANSPORTATION TO [FINAL DESTINATION]

2. THE GOODS ARE NOT INTENDED FOR SALE OR RESALE, AND ARE FOR THE SOLE USE OF THE CONSIGNEE.

3. THE UNITED STATES MILITARY WILL BE UTILIZING THESE GOODS AT MILITARY FACILITIES LOCATED IN [FINAL DESTINATION].

[REPRESENTATIVE'S NAME]

[POSITION TITLE, UNIT NAMES]

[LOCATION]

Ph#: [COMMERCIAL NUMBER]

Email: [OFFICIAL EMAIL ADDRESS]

BB. MOZAMBIQUE

Cargo: No country-specific details.

CC. NAMIBIA

Cargo: No country-specific details.
DD. NIGER

1. **Cargo.** Niger allows for the importation and exportation of diplomatic and DoD-sponsored cargo (via Status of Forces Agreement) to be free of all inspection, license, customs excise, duties, taxes, or any other charges assessed within the Republic of Niger. In order to properly import cargo, a signed exoneration certificate from the Republic of Niger is required. The process to obtain this certificate can take up to **30 days or more** once documentation have been submitted to the host nation.

   a. **Point of Contact.** Origin shippers must communicate and coordinate with the following local offices for customs exoneration or related shipment inquiries as early as possible to avoid delayed or frustrated shipment:

      (1) **Traffic Management Office (TMO).** The TMO is responsible for all DoD-sponsored commercial air shipments destined for the military facilities ([768EABS.TMO@1cbcs-16.deployed.af.mil](mailto:768EABS.TMO@1cbcs-16.deployed.af.mil)).

      (2) **MCT.** The MCT is responsible for all DoD-sponsored surface shipments destined for military facilities ([usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil](mailto:usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil)).

      (3) **U.S. Embassy Niamey General Services Office Shipping Team.** The GSO Shipping Office is responsible for any type of shipments destined for the U.S. Embassy ([NiameyShipping@state.gov](mailto:NiameyShipping@state.gov)).

   b. **Documentation.** Origin shippers MUST provide the following documents and information in order to initiate the customs exoneration process:

      (1) **BL.** This applies to both AWB and ocean bill of lading. It is a conclusive receipt acknowledging that the goods have been loaded, contains or evidences the terms of contract of carriage, and serves as the document of title to the goods.

      (2) **Commercial Invoice.** A document required by customs to determine the true value of the imported goods, for assessment of duties and taxes. A commercial invoice (in addition to other information) must identify the buyer and seller, and clearly indicate the following:

         (a) Booking Number or PCFN

         (b) Quantity, accurate total weight (in pounds and kilograms), and/or volume of the shipment

         (c) Type of packaging

         (d) Complete description of goods (specific/exact nomenclature)

         (e) Unit value and total value (FOB Value) per container

         (f) In addition, commercial invoice for shipments concerning vehicles must have the following details:

             1. Vehicle brand name (make/brand)

             2. Vehicle model

             3. Year manufactured

             4. Owner name: US GOVERNMENT

             5. Vehicle Identification Number (VIN)
6. Vehicle color
7. Engine serial number.

(3) **Packing List.** A packing list is seller-prepared commercial document indicating the net and gross weights, dimensions and contents of all shipping pieces (boxes, crates, bundles, etc.) in a shipment. For containerized shipments, packing list must be broken down by container number.

(4) **Cost, Insurance and Freight Value.** It consists of the Transport Cost to ship, the Insurance Cost (U.S. Government cargo has a value of “0” as we self-insure), and FOB Value.

c. **Shipping Address.** Proper labeling and accurate shipping addresses with current on-the-ground points of contact are critical when shipping and receiving cargo in Niger. The following are the authorized exoneration addresses with actual end destination entered in the final destination block that must be used when shipping any cargo to Niger:

1. **Ocean Shipment for the U.S. Embassy.**
   USA ELE SEC DEF ATT OFC
   US Embassy, Niamey, Niger
   Niamey, Niger NG
   DoDAAC (if applicable)
   Point of Contact Information

2. **Ocean Shipment for the Military Facilities**
   Agadez Air Base
   FB5462 USAF EAB Deployed LGRDDC
   CP 011 227 92 738 814
   Manu Dayak International Airport
   Agadez, NE Niger
   Point of Contact Information

   Niamey Air Base
   FB5461 USAF EAB Deployed LGRDDC
   CP 011 227 92 738 814
   Route de l’Aeroport Diori Hamani
   Niamey, NE Niger 10926
   Point of Contact Information

   (DoDAAC) Unit’s Name
   Camp Aguelal
   Arlit, NE Niger
   Point of Contact Information

3. **Air Shipment for the U.S. Embassy.**
   Organization’s Name, U.S. Embassy Niamey
   Rue des Ambassades
   BP 11201, Niamey, Niger
   DoDAAC (if applicable)
   Point of Contact Information
(4) Air Shipment for the Military Facilities.

Agadez Air Base
FB5462 USAF EAB Deployed LGRDDC
CP 011 227 92 738 814
Manu Dayak International Airport
Agadez, NE Niger
Point of Contact Information

Niamey Air Base
FB5461 USAF EAB Deployed LGRDDC
CP 011 227 92 738 814
Route de l’Aeroport Diori Hamani
Niamey, NE Niger 10926
Point of Contact Information

(DoDAAC) Unit’s Name
Camp Aguelal
Arlit, NE Niger
Point of Contact Information

**NOTE 1:** Be advised that DoD air shipments must have the AWB reflecting the DDP funding code to avoid the cargo being frustrated.

**NOTE 2:** Place of Delivery block (same as CONSIGNEE) on the bill of lading must match with the commercial invoice and packing list.

EE. NIGERIA

1. **Cargo:** Nigeria allows for the importation and exportation of DoD-sponsored cargo under diplomatic status free of customs excise, duties, taxes, or any other import charges. Furthermore, to properly import cargo, a signed and approved Certificate of Exemption from the Federal Republic of Nigeria is required. The process to obtain such certificate can take up to 14 working days once the correct documentation has been submitted to the host nation.
   
   a. **Point of Contact.** Shippers must contact and coordinate with the following offices for customs exoneration or related shipping inquiries as early as possible to avoid delayed or frustrated shipment:

   (1) **Theater Sustainment Command (TSC).** The TSC is responsible for all DoD-sponsored shipments destined to Nigeria (usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil). Shippers MUST send shipping documents of DoD-sponsored shipments as early as possible to avoid delayed or frustrated shipment.

   (2) **U.S. Embassy General Services Office (GSO) Shipping Section.** The GSO Shipping Section is responsible for all shipments destined for the U.S. Embassy (abujashipping@state.gov).

   b. **Documentation.** Shippers must provide the following documents and information in order to initiate the customs exoneration process:

   (1) **Original BL.** This applies to both AWB and ocean bill of lading. Ensure physical documents are made available—usually sent through a courier service.
(2) **Commercial Invoice.** Document required by customs to determine the true value of the imported goods for assessment of duties and taxes. A commercial invoice (in addition to other information) must identify the buyer and seller, and clearly indicate the following:

- Booking Number or Bill of Lading number
- Quantity, weight and/or volume of the shipment
- Type of packaging
- Complete description of goods (nomenclature)
- Unit value and total value

(3) In addition, shipments concerning vehicles, invoice must have the following details:

- Vehicle brand name
- Vehicle model
- Year manufactured
- Vehicle Identification Number (VIN)
- Vehicle color
- Engine serial number

**NOTE:** There are special requirements for any importation of an armored vehicle. Contact the Theater Sustainment Command ([usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil](mailto:usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil)) for additional instructions and procedures.

(4) **Packing List.** A packing list is a seller-prepared commercial document indicating the net and gross weights, dimensions, and contents of all shipping pieces (boxes, crates, bundles, etc.) in a shipment. For containerized shipments, the packing list must be broken down by container number.

c. **Shipping Address.** Proper addresses with accurate and current on-the-ground points of contact are critical when shipping and receiving cargo in Nigeria. Documentation must reflect the following information:

(1) **Ocean and Air Shipment.**

- **SHIPPER**
  - Shipper’s Name and Organization
  - Complete Address
  - Phone Number/Email Address

- **CONSIGNEE**
  - The Ambassador
  - American Embassy
  - Plot 175 Diplomatic Drive
  - Central District Area
  - Garki, Abuja
  - Nigeria
  - ATTN: GSO Shipping
(c) NOTIFY PARTY

Point of Contact at the Final Delivery Location
Contact Information (Phone Number/Email Address)

NOTE: Be advised that DoD-sponsored commercial air shipments must have the airway bill reflecting the DDP funding code to avoid the cargo being frustrated.

FF. RWANDA

1. Cargo. Rwanda allows for the importation and exportation of DoD-sponsored cargo under diplomatic status, free of customs excise, duties, taxes, or any other import charges. To properly import cargo, a signed and approved exemption form from the Republic of Rwanda is required. The process to obtain such form can take up to 7 working days once the correct documentation has been submitted to the host nation.

a. Point of Contact. For customs exoneration inquiries or related shipping questions, shippers must contact:

   (1) Theater Sustainment Command (TSC). The TSC is responsible for all DoD-sponsored shipments destined into Rwanda (usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil). Shippers MUST send shipping documents of DoD-sponsored shipments as early as possible to avoid delayed or frustrated shipment.

   (2) U.S. Embassy Kigali General Services Office (GSO) Shipping Team. The GSO Shipping Office is responsible for shipments destined to the U.S. Embassy (KigaliGSOShipping@state.gov).

b. Documentation. Shippers must provide the following documents and information in order to initiate the customs exoneration process.

   (1) BL. This applies to both AWB and ocean bill of lading.

   (2) Commercial Invoice. Document required by customs to determine the true value of the imported goods, for assessment of duties and taxes. A commercial invoice (in addition to other information) must identify the buyer and seller, and clearly indicate the following:

      (a) Booking Number or PCFN
      (b) Quantity, weight and/or volume of the shipment
      (c) Type of packaging
      (d) Complete description of goods (nomenclature)
      (e) Unit value and total value

   (3) In addition, commercial invoice for shipments concerning vehicles must have the following details:

      (a) Vehicle brand name (make/brand)
      (b) Vehicle model
      (c) Year manufactured
      (d) Vehicle Identification Number (VIN)
      (e) Vehicle color
      (f) Engine serial number
(4) **Packing List.** A packing list is a seller-prepared commercial document indicating the net and gross weights, dimensions, and contents of all shipping pieces (boxes, crates, bundles, etc.) in a shipment. For containerized shipments, packing list must be broken down by container number.

c. **Shipping Address.** Proper addresses with accurate and current on-the-ground points of contact are critical when shipping and receiving cargo in Rwanda. Documentation must reflect the information below.

(1) **Ocean and Air Shipment.**

(a) **SHIPPER**

Shipper’s Name and Organization
Complete Address
Phone Number/Email Address

(b) **CONSIGNEE**

U.S. Embassy Kigali
2657 Avenue de la Gendarmerie
Kigali, Rwanda
ATTN: (Name of Office/Exercise)

(c) **NOTIFY PARTY**

Point of Contact at the Final Delivery Location
Contact Information (Phone Number/Email Address)

**NOTE:** Be advised that DoD-sponsored commercial air shipments must have the AWB reflecting the DDP funding code to avoid the cargo being frustrated.

GG. **SENEGAL**

1. **Cargo.** Senegal allows for the importation and exportation of DoD-sponsored cargo under diplomatic status, free of customs excise, duties, taxes, or any other import charges. To properly import cargo, a signed and approved certificate of exoneration from the Republic of Senegal is required. The process to obtain such certificate can take up to 28 working days once correct documentation has been submitted to the host nation.

a. **Point of Contact.** Shippers must contact and coordinate with the following offices for customs exoneration or related shipping inquiries as early as possible to avoid delayed or frustrated shipment:

(1) **U.S. Embassy Dakar GSO Shipping Team.** The GSO Shipping Office is responsible for all shipments destined for the U.S. Embassy ([DakarShipping@state.gov](mailto:DakarShipping@state.gov)).

(2) **MCT.** The MCT is responsible for all DoD-sponsored shipments destined into Senegal ([usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil](mailto:usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil)).

b. **Documentation.** Shippers must provide the following documents and information in order to initiate the customs exoneration process.

(1) **BL.** This applies to both AWB and ocean bill of lading.

(2) **Commercial Invoice.** A document required by customs to determine the true value of the imported goods, for assessment of duties and taxes. A commercial invoice (in
addition to other information) must identify the buyer and seller, and clearly indicate the following:
(a) Booking Number or PCFN
(b) Quantity, weight and/or volume of the shipment
(c) Type of packaging
(d) Complete description of goods (nomenclature)
(e) Unit value and total value

(3) **Commercial Invoice (POV).**
(a) Vehicle brand name (make/brand)
(b) Vehicle model
(c) Year manufactured
(d) Vehicle Identification Number (VIN)
(e) Vehicle color
(f) Engine serial number

(4) **Packing List.** A packing list is a seller-prepared commercial document indicating the net and gross weights, dimensions, and contents of all shipping pieces (boxes, crates, bundles, etc.) in a shipment. For containerized shipments, the packing list must be broken down by container number.

c. **Shipping Address.** Proper addresses with accurate and current on-the-ground points of contact are critical when shipping and receiving cargo in Senegal. Documentation must reflect the information below:

(1) **Ocean and Air Shipment.**
(a) **SHIPPER**
Shipper’s Name and Organization
Complete Address
Phone Number/Email Address
(b) **CONSIGNEE**
Diplomatic Cargo
American Ambassador
American Embassy
BP 49
Dakar, Senegal
ATTN: (Name of Office/Exercise)
(c) **NOTIFY PARTY**
Point of Contact at the Final Delivery Location
Contact Information (Phone Number/Email Address)

**NOTE:** Be advised that DoD air shipments must have the AWB reflecting the DDP funding code to avoid the cargo being frustrated.
HH. SIERRA LEONE

Cargo: No country-specific details.

II. SOMALIA

1. Cargo. Somalia allows for the importation and exportation of DoD-sponsored cargo under diplomatic status free of customs excise, duties, taxes, or any other import charges. To properly import cargo, a signed and approved certificate of exoneration from the Federal Republic of Somalia is required. The process to obtain such certificate can take up to 21 days once documentation has been submitted to the host nation.

a. Point of Contact. Shippers must contact and coordinate with the following offices for customs exoneration or related shipping inquiries as early as possible to avoid delayed or frustrated shipment:

   (1) U.S. Embassy Mogadishu Office of Security Cooperation (OSC) – Military Coordination Cell (MCC). The OSC-MCC is responsible for the coordination of all shipments destined for the U.S. Embassy (africom.lemonnier.hoa-cj4.mesg.mcc@mail.mil) (africom.lemonnier.hoa-assoc.mbx.somalia-osc@mail.mil) (africom.lemmonier.hoa-cj6.list.mcc@mail.mil).

   (2) MCT. The MCT is responsible for all DoD-sponsored shipments destined to Somalia (usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil).

b. Documentation. Shippers must provide the following documents and information in order to initiate the customs exoneration process. The original “hard copy” document must be provided once available.

   (1) BL. This applies to both AWB and ocean bill of lading. A “draft bill of lading” is acceptable to initiate the customs exoneration. The final bill of lading must be provided once available.

   (2) Commercial Invoice. A document required by customs to determine the true value of the imported goods, for assessment of duties and taxes. A commercial invoice (in addition to other information) must identify the buyer and seller, and clearly indicate the following:

      (a) Booking Number or PCFN
      (b) Quantity, weight, and/or volume of the shipment
      (c) Type of packaging
      (d) Complete description of goods
      (e) Unit value and total value (FOB Value)

   (3) Packing List. A packing list is a seller-prepared commercial document indicating the net and gross weights, dimensions, and contents of all shipping pieces (boxes, crates, bundles, etc.) in a shipment.
c. Shipping Address. Proper addresses with accurate and current on-the-ground points of contact are critical when shipping and receiving cargo in Somalia. Documentation must reflect the information below:

(1) **Ocean and Air Shipment.**

(a) **SHIPPER**

Shipper’s Complete Address  
Point of Contact  
Contact Information (Phone Number/Email Address)

(b) **CONSIGNEE**

American Embassy  
U.S. Somalia Mission  
Mogadishu, Somalia  
Attn: Office of the Security Cooperation (OSC)

(c) **NOTIFY PARTY**

Point of Contact at the Final Delivery Location  
Contact Information (Phone Number/Email Address)

**NOTE 1:** Shipment must be booked door-to-door. Freight Forwarder assigned to customs clear and handle cargo to final destination must be in Mogadishu.

**NOTE 2:** Be advised that DoD air shipments must have the AWB reflecting the DDP funding code to avoid the cargo being frustrated.

**JJ. SOUTH AFRICA**

Cargo: No country-specific details.

**KK. SUDAN**

Cargo: No country-specific details.

**LL. TANZANIA**

Cargo: No country-specific details.

**MM. TOGO**

1. **Cargo.** All shipments destined to Togo for the sole use of the U.S. Government must adhere to the following shipping instructions in order to receive tax, excise, or duty exoneration and to avoid unnecessary delays with the shipment.

a. The shipper must submit copies of the BL, Commercial Invoice, and Packing List (detailed inventory listing) to the U.S. Embassy Lome GSO Shipping Team at lome-shipping-dl@state.gov as early as possible in order to get the exoneration memo completed prior to the shipment’s arrival. Exoneration memos can take up to 35 working days to finalize once submitted.
b. The shipment’s BL must reflect the following information in order to receive exoneration status:

(1) **Surface Shipments:**
   
   (a) **SHIPPER:**
   
   Shipper’s Complete Address
   POC
   Contact Information (Phone #s / Email Address)

   (b) **CONSIGNEE:**
   
   AMERICAN AMBASSADOR
   AMERICAN EMBASSY BP 4332 BLVD
   GNASSINGBE EYADEMA
   CITE OUA BP 852
   LOME, TOGO
   DIPLOMATIC CARGO

   (c) **NOTIFY PARTY:**
   
   American Embassy
   Lome, Togo
   GSO Contact (228) 261-5470
   POC at the Final Delivery Location
   Contact Information (Phone Numbers/Email Address)

(2) **Air Shipments:**

   (a) **SHIPPER:**
   
   Shipper’s Complete Address
   POC
   Contact Information (Phone Numbers / Email Address)

   (b) **CONSIGNEE:**
   
   AMERICAN AMBASSADOR
   AMERICAN EMBASSY BP 4332 BLVD
   GNASSINGBE EYADEMA
   CITE OUA BP 852
   LOME, TOGO
   DIPLOMATIC CARGO

   (c) **NOTIFY PARTY:**
   
   American Embassy
   Lome, Togo
   GSO Contact (228) 261-5470
   POC at the Final Delivery Location
   Contact Information (Phone #s / Email Address)
(3) For all DoD shipments, SEND the BL, commercial invoice, and packing list (or any shipping inquiries) to:

U.S. Army Africa MCT
DSN 314.637.7023
COM (39) 0444.61.7023

Group Address: usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil

NN. TUNISIA

1. Cargo. NGDS delivery is not authorized for DoD installations.
   a. All shipments consigned to Sidi Ahmed must be routed via the DTS pipeline. Ramstein (FA4309) will be the aggregation point for onward movement. For shipments originating from the Continental United States, please route cargo via DTS through McGuire (WRI).
   b. Please consign ALL cargo shipments marked for Sidi Ahmed AB, Tunisia, to the following address:

      FB5300 DEP USAFE-AFAFRICA
      722 EABS/LRF, ATTN: TMO
      SIDI AHMED AB, TUNISIA
      APO AE 09094
      DSN 402-571-0470
   c. Ensure the shipping document (DD Form 1348/DD Form 1149) reflects valid ultimate/mark for POC contact information to ensure expedient distribution by the deployed TMO upon cargo arrival.

OO. UGANDA

1. Cargo. Uganda allows for the importation and exportation of DoD-sponsored cargo under diplomatic status, free of customs excise, duties, taxes, or any other import charges. To properly import cargo, a signed and approved Letter of Exemption from the Republic of Uganda is required. The process to obtain such letter can take up to 10 working days once correct documentation has been submitted to the host nation.
   a. Point of Contact. For customs exoneration inquiries or related shipping questions, shippers must contact:
      (1) Theater Sustainment Command (TSC). The TSC is responsible for all DoD-sponsored shipments destined into Uganda (usarmy.usag-italy.usaraf.list.mobility-mct@mail.mil). Shippers MUST send shipping documents of DoD-sponsored shipments as early as possible to avoid delayed or frustrated shipment.
      (2) U.S. Embassy Kampala General Services Office (GSO) Shipping Team. The GSO Shipping Office is responsible for shipments destined to the U.S. Embassy (KampalaGSOSShipping@state.gov).
   b. Documentation. Shippers must provide the following documents and information in order to initiate the customs exoneration process.
      (1) BL. This applies to both AWB and ocean bill of lading.
      (2) Commercial Invoice. Document required by customs to determine the true value of the imported goods, for assessment of duties and taxes. A commercial invoice (in addition
to other information) must identify the buyer and seller, and clearly indicate the following:

(a) Booking Number or PCFN
(b) Quantity, weight and/or volume of the shipment
(c) Type of packaging
(d) Complete description of goods (nomenclature)
(e) Unit value and total value

(3) In addition, commercial invoice for shipments concerning vehicles must have the following details:

(a) Vehicle brand name (make/brand)
(b) Vehicle model
(c) Year manufactured
(d) Vehicle Identification Number (VIN)
(e) Vehicle color
(f) Engine serial number

(4) **Packing List.** A packing list is a seller-prepared commercial document indicating the net and gross weights, dimensions, and contents of all shipping pieces (boxes, crates, bundles, etc.) in a shipment. For containerized shipments, the packing list must be broken down by container number.

c. **Shipping Address.** Proper address with accurate and current on-the-ground points of contact are critical when shipping and receiving cargo in Uganda. Documentation must reflect the information below.

(1) **Ocean and Air Shipment:**

(a) **SHIPPER:**
   Shipper’s Name and Organization
   Complete Address
   Phone Number/Email Address

(b) **CONSIGNEE:**
   American Ambassador
   American Embassy Kampala
   Entebbe, Uganda
   ATTN: (Name of Office/Exercise)

(c) **NOTIFY PARTY:**
   Point of Contact at the Final Delivery Location
   Contact Information (Phone Number/Email Address)

**NOTE:** Be advised that DoD-sponsored commercial air shipments must have the AWB reflecting the DDP funding code to avoid the cargo being frustrated.
PP. ZAMBIA
   Cargo: No country-specific details.

QQ. ZIMBABWE
   Cargo: No country-specific details.
# DOD Multimodal Dangerous Goods Declaration

This form may be used as a dangerous goods declaration as it meets the requirements of SOLAS 74, Chapter VII, regulation 54; MARPOL 79/78, Annex III, Regulation 4.

### 1. SHIPPER/CONSIGNOR/SENDER

### 2. TRANSPORT DOCUMENT NUMBER

### 3. PAGE 1 OF

### 4. SHIPPER’S REFERENCE (TCN) PAGES

### 5. FREIGHT FORWARDER’S REFERENCE

### 6. CONSIGNEE

### 7. CARRIER (To be completed by the carrier)

## 24-Hour Emergency Assistance Telephone Numbers:

| DOD NON-EXPLOSIVE HAZMAT | DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: | CHEMICAL/BIOLOGICAL WARFARE MATERIAL: | DOD SECURE HOLDING: | DOD RADIOACTIVE MATERIALS: COLLECT
|--------------------------|-----------------------------------|--------------------------------------|---------------------|-------------------------------------
| (800) 851-8061/          | (703) 695-4695/4696 or DSN:       | (410) 436-6200                      | (800) 826-0794      | ARMY: (703) 695-4695/4696
| (840) 279-3131           | 225-4695/4696                     | DSN: 584-6200                      | USAF: (301) 981-5058 | DLA: (800) 851-8061
| AT SEA:                  | (Watch Officer)                   |                                      | AT SEA:             | COLLECT: (804) 279-3131
| COLLECT:                |                                   |                                      | COLLECT:            | USN/MC: Use 24-hour emergency response number provided by activity.
| (844) 279-3131          |                                   |                                      | (800) 424-8802      | AT SEA:                  

### 8. THIS SHIPMENT IS WITHIN THE LIMITATIONS PRESCRIBED FOR:

- MILITARY VESSEL
- COMMERCIAL VESSEL
- HIGHWAY/RAIL

### 9. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION, DD FORM 2781, IS ATTACHED

- (X if applicable)

### 10. VOYAGE DOCUMENT NUMBER AND SAILING DATE (To be completed by the carrier)

### 11. PORT/PLACE OF LOADING

### 12. PORT/PLACE OF DISCHARGE

### 13. DESTINATION

### 14. SHIPPING MARKS

### DESCRIPTION OF GOODS (UN No., PSN, HC, SHC, PG, number and kind of package, and additional information as required by regulations)

### NET MASS/QtY

### GROSS MASS

### 15. CONTAINER IDENTIFICATION NO./VEHICLE REGISTRATION NO.

### 16. SEAL NUMBER(S)

### 17. CONTAINER/VEHICLE AND TYPE

### 18. TARE MASS (kg)

### 19. ADDITIONAL HANDLING INFORMATION

### 20. RECEIVING ORGANIZATION RECEIPT

- Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon:
  - (a) RECEIVING ORGANIZATION REMARKS

- (b) HAULER’S NAME

- (c) VEHICLE REGISTRATION NO.

- (d) SIGNATURE AND DATE

- (e) DRIVER’S SIGNATURE

### 21. SHIPPER PREPARING THIS FORM

SHIIPPER’S DECLARATION: I hereby declare that the contents of this consignment are fully and accurately described above by the Proper Shipping Name, and are classified, packaged, marked, and labeled/placarded and are in all respects in proper condition for transport according to applicable international and national government regulations.

- (a) NAME OF COMPANY/MILITARY UNIT

- (b) NAME/STATUS OF DECLARANT/CERTIFIER

- (c) PLACE AND DATE

- (d) SIGNATURE OF DECLARANT/CERTIFIER

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**Figure 515-1. DD Form 2890, DoD Multimodal Dangerous Goods Declaration**
### INSTRUCTIONS FOR COMPLETING DD FORM 2890, DOD MULTIMODAL DANGEROUS GOODS DECLARATION

<table>
<thead>
<tr>
<th>Item 1.</th>
<th>Shipper/Consignor/Sender. Enter the address and telephone number where the HAZMAT was certified.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 2.</td>
<td>Transport Document Number (Ocean container shipments only). The vessel manifest number to which the Multimodal Dangerous Goods Declaration will be attached may be entered in this block. The shipper need not enter this number. The accepting operator may enter it at the time it is assigned. Leave blank for breakbulk shipments. Shipper enters container “V” number.</td>
</tr>
<tr>
<td>Item 3.</td>
<td>Page __ of __ Pages. Enter the page number and total number of pages. Example: Page 1 of 1.</td>
</tr>
<tr>
<td>Item 4.</td>
<td>Shipper’s Content Reference Number (TCN). Enter the 17-character TCN.</td>
</tr>
<tr>
<td>Item 5.</td>
<td>Freight Forwarder’s Reference. Leave blank.</td>
</tr>
<tr>
<td>Item 6.</td>
<td>Consignee. Enter the six-digit DODAAC and/or the in-the-clear geographical location of the ultimate consignee (if known). For shipments of infectious substances, enter also the full address, name and telephone number of a responsible person for contact in an emergency.</td>
</tr>
<tr>
<td>Item 7.</td>
<td>Carrier. Enter Vessel Carrier Name. To be completed by the carrier. 24 Hour Assistance Telephone Number(s). Circle applicable emergency number(s).</td>
</tr>
<tr>
<td>Item 8.</td>
<td>Shipment Within the Limitations Prescribed for Military Vessel/Commercial Vessel/Highway/Rail. Mark X in the appropriate block.</td>
</tr>
<tr>
<td>Item 9.</td>
<td>Container Certification/Vehicle Declaration. Declarant must mark X if applicable. U.S. Coast Guard or port officials may require verification of the container certification/vehicle declaration. DD Form 2761 is a detailed checklist which meets USCG/Customs requirements. DD Form 2761 must be signed and attached to DD Form 2890.</td>
</tr>
<tr>
<td>Item 10.</td>
<td>Voyage Document Number and Sailing Date. (To be completed by the carrier). Enter the voyage document number and the date of sail.</td>
</tr>
<tr>
<td>Item 11.</td>
<td>Port/Place of Loading. Enter the three-digit POE code and/or the in-the-clear geographical location of the port of embarkation.</td>
</tr>
<tr>
<td>Item 12.</td>
<td>Port/Place of Discharge. Enter the three-digit POD code and/or the in-the-clear geographical location of the port of debarkation.</td>
</tr>
<tr>
<td>Item 13.</td>
<td>Destination (in the clear). Enter destination address.</td>
</tr>
<tr>
<td>Item 14.</td>
<td>Shipping Marks (Continued). 7. Except for transportation by aircraft, the total quantity of hazardous materials covered by the description must be indicated (by mass or volume, or by activity for Class 7 materials) and must include an indication of the applicable unit of measurement, for example, “200 kg” (440 pounds) or “59L” (13 gallons). The following provisions also apply. For Class 1 materials, the quantity must be the net explosive mass. For an explosive that is an article, such as Cartridges, small arms, the net explosive mass may be expressed in terms of the net mass of either the article or the explosive materials contained in the article. 9. Ammunition transported by Government Vehicle, Unit will enter the total net quantity for non-explosive material in metric measure. U.S. measure may be added in parentheses underneath the metric measure. For ammunition, enter the total number of rounds/articles and NEW in kg. Exception: Net total quantity is not required for bulk packages, empty packages and cylinders of Class 2. 9. Radioactive material. The description for a shipment of a Class 7 (radioactive) material must include the following additional entries as appropriate: a. The name of each radionuclide in the Class 7 (radioactive) material that is listed in Section 173.435 of this subchapter. For mixtures of radionuclides, the radionuclides required to be shown must be determined in accordance with Section 173.433(g) of this subchapter. Abbreviations, e.g., “90 Mo,” are authorized. b. A description of the physical and chemical form of the material, if the material is not in special form (generic chemical description) is acceptable for chemical form. c. The activity contained in each package of the shipment in terms of the appropriate SI units (e.g. Becquerels (Bq), Terabecquerels (TBq), etc.). The activity may also be stated in appropriate customary units (Curies (Ci), milliCuries (mCi), microCuries (μCi), etc.) in parentheses following the SI units. Abbreviations are authorized. Except for plutonium-239 and plutonium-241, the weight in grams or kilograms of fissile radionuclides may be inserted instead of activity units. For plutonium-239 and plutonium-241, the weight in grams of fissile radionuclides may be inserted in addition to the activity units.</td>
</tr>
<tr>
<td>Item 15.</td>
<td>Container ID Number/Vehicle Registration Number. Enter ID number of the container or vehicle registration number. A dash (-) or blank space is acceptable before the check digit.</td>
</tr>
<tr>
<td>Item 16.</td>
<td>Seal Number(s). Enter seal number installed on container.</td>
</tr>
<tr>
<td>Item 17.</td>
<td>Container/Vehicle and Type. Enter type and size of container (20 or 40 ft.) or vehicle description (e.g., HUM/EE).</td>
</tr>
<tr>
<td>Item 18.</td>
<td>Tare Mass (kg). Enter tare weight of the container.</td>
</tr>
<tr>
<td>Item 19.</td>
<td>Additional Handling Information. If applicable, provide additional handling instructions. Enter the Emergency Response Guide (ERG) Number(s) of the HAZMAT and attach the specific ERG page to DD Form 2890. If applicable, drivers transporting regulated HAZMAT on European highways must be provided Transport Emergency Cards (TRECARDS) in the host nation language which must be attached to the shipping papers.</td>
</tr>
<tr>
<td>Item 20.</td>
<td>Receiving Organization Receipt. Leave blank as this will be filled out by the receiving organization. Signing this block states that the shipment is in good order, unless otherwise noted.</td>
</tr>
<tr>
<td>Item 21.</td>
<td>Shipment Preparing This Form. a. Name of Company/Military Unit. Enter the name of company. b. Name/Status of Declarant/Certifier. Enter the name and status of the person signing the form. c. Place and Date. Enter the place and date the material was certified. d. Signature of Declarant/Certifier. The person who certifies on behalf of DoD that the shipment complies with the applicable regulatory requirements must sign the form.</td>
</tr>
</tbody>
</table>

**Figure 515-1. DD Form 2890, DoD Multimodal Dangerous Goods Declaration (Cont’d)**

**DD FORM 2890 (BACK), SEP 2015**