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Transportation

CUSTOMS--SOUTHERN



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This instruction implements AFR 24-4, *Customs and Border Clearance*. It explains how to operate and manage a military customs inspection program (MCIP). It applies to all Air Force personnel assigned to or traversing the United States Southern Command (USSOUTHCOM) area of responsibility (AOR). It outlines entry requirements to prevent illicit drugs, foreign agricultural diseases and pests, and contraband from moving from the USSOUTHCOM to the United States via the Defense Transportation System (DTS).

SUMMARY OF REVISIONS

This publication updates border clearance, customs program, and other US entry requirements and related areas.

Section A—Border Clearance Procedures

1. Authorizing Entry to or Departure from Regular and Special Foreign Clearance Bases. Military aircraft may arrive and depart regular United States Southern Command (USSOUTHCOM) AOR airports in DoD 4500.54-G, *Department of Defense (DoD) Foreign Clearance Guide* (FCG). Use airports of entry and departure that are for North and South America projects and operations.

2. Entering the Customs Territory of the United States (CTUS). The installation commander at the last SOUTHCOM aerial port before entry in the CTUS makes sure that:

- The CTUS port of entry receives notice of arrival in advance.
- The aircraft commander has appropriate border clearance forms.
- Passengers and crews know United States border clearance and entry requirements.

3. Permit to Proceed Guidelines. An aircraft that does not receive clearance at the first US ports of entry may continue to another US airport on a "permit to proceed" that customs officials issue at the first

port. The permit-to-proceed normally consists of a stamp or written entry on Customs Form (CF) 7507, **General Declaration (Outward/Inward)**.

- 3.1. The aircraft commander complies with permit-to-proceed clearance requirements.
- 3.2. The departure airfield base operations officer notifies the arrival airfield that an aircraft is en route on the permit-to-proceed. The arrival airfield notifies the Federal Inspection Service (FIS).
- 3.3. The aircraft commander moving on a permit-to-proceed radios the destination airfield after the aircraft reaches cruising altitude and provides the:
 - Last point of departure outside the CTUS.
 - Aircraft type (operational, transport, military, commercial), flight number, and tail number.
 - Number of passengers by category, such as military, civilian, dependents, foreign nationals (military or civilian), or diplomats.
 - Reason the aircraft is operating on a permit-to-proceed.
- 3.4. The aircraft commander gives the permit-to-proceed to the FIS representative at the base that performs customs clearances.

4. Responsibilities:

- 4.1. Air Combat Command Chief of Transportation (HQ ACC/LGT).** Responsible for ensuring that military customs inspection programs and border clearance processes are current and operational within USSOUTHCOM to facilitate Air Force operations.
- 4.2. Wing Commanders.** Ensure that resources and facilities are available to implement and execute a military customs inspection program (MCIP) under DoD 5030.49-R, *Customs Inspection*, and the theater regulations.
- 4.3. Transportation Commander.** Transportation squadron or flight commanders must implement and execute the MCIP. They normally assign program management responsibilities to the traffic management officer (TMO).
- 4.4. Security Police Commander.** Ensures that MCIs receive training and are available to perform inspections of personnel and their accompanied baggage at air terminals. The commander also provides detector dogs teams for cargo, airframe, and other area inspections.
- 4.5. Base Customs Program Manager.** Directs, supervises, and manages the base MCIP. Ensures that the base chooses MCIs, trains them, and has them perform necessary inspections, including airframes.
- 4.6. Military Custom Inspectors.** Persons who satisfy DoD 5030.49-R criteria for selection, training, and appointments to perform inspections under the MCIP. They must complete a course of MCI instruction before they receive appointments.

Section B—Inspecting and Examining Aircraft at Overseas Installations

5. Passengers:

- 5.1. Inspecting Passengers Before Departure.** Passengers and crewmembers originating in SOUTHCOM, going to CTUS, must undergo a predeparture inspection:

- MCIs determine the level of inspections for travelers and crewmembers.
- MCIs examine passengers only when probable cause exists to suggest that they have contraband.
- MCIs examine travelers only when a second MCI is present.

5.2. Advising Passengers. MCIs advise departing passengers which items they may not take off the aircraft in the CTUS.

- Passengers must eat any foodstuff they bring on board the aircraft at foreign locations, or they must dispose of it at the CTUS port.

5.3. Completing Forms. Passengers and crew members entering the CTUS complete customs and entry documents, Customs Form (CF) 6059B, **Customs Declaration**, or DD Form 1854, **U.S. Customs Accompanied Baggage Declaration**, when an MCI or US Federal Inspection Service (FIS) officials tell them.

- Crewmembers get their declarations at inspection time; they do not receive customs clearance before inspection.

5.4. Using Amnesty Boxes. Departing travelers may use amnesty boxes, available in passenger terminals to dispose of unauthorized items, without penalty before undergoing inspection.

- The terminal operator posts signs showing the purpose and location of the boxes.

5.5. Using Military Narcotic Detector Dogs. MCIs, including security police, do not use narcotic detector dog (NDD) to inspect passengers, crew members, or accompanied baggage.

5.6. Examining Baggage and Passengers. MCIs examine accompanied baggage in the presence of the owner. The senior MCI present determines which passengers to inspect or examine.

5.6.1. Security police may examine unidentified or unclaimed items without the owner's presence.

5.6.2. Conduct personal physical examinations only when there is probable cause to believe that the person is smuggling contraband. Examine passengers in private.

5.7. Inspecting Civilians. Do not use verbal abuse or physical force to make civilians submit to an inspection. MCIs may ask the terminal to deny travel on DoD owned or controlled aircraft (military or civilian) to those people who refuse inspections.

5.8. Preventing Access to Stowed Baggage. Do not allow passengers to have access their baggage, after inspection and stowage, at the departure port. Reinspect any baggage that is subsequently available to travelers at the origin or at an en route point.

5.9. Inspecting Personnel and Hand Baggage. Inspect personnel and their cabin baggage immediately prior to them boarding the aircraft, to prevent travelers from introducing contraband into carry-on baggage.

5.10. Disembarking En Route. Terminal personnel or MCIs escort passengers and crew members, who get off the plane en route, to sterile areas. Passengers and crews either remain in proper sterile areas or MCIs reprocess them as originating crews or passengers.

- MCIs overstamp the original DD Form 1854 or Customs Form 6059B during reprocessing.

6. Cargo:

6.1. DoD Cargo. Traffic management, supply, flight line aircraft maintenance, air terminal, and unit commanders have varying levels of responsibility for preparing and inspecting cargo:

6.1.1. Traffic management personnel prepare general freight and equipment for transportation.

6.1.2. Air terminal personnel keep cargo in a sterile area until they load it aboard aircraft.

6.1.3. Unit commanders, during unit moves,

- Have overall responsibility for cargo and troop sterility during unit moves.
- Ensures that MCI teams examine all cargo that accompanies the unit move.

6.1.4. Maintenance flight chiefs ensure that flight line and maintenance MCIs know who they are, and are available solely to process high priority door-to-door shipments. The maintenance support unit may receive a customs stamp and must comply with inspection procedures.

6.2. Shipper Packed Cargo:

6.2.1. MCIs examine cargo packed by shippers before they seal the shipping container. The unit certifies on the item condition label or tags that: "At time of packing, this container did not contain drugs or contraband." Include the date, time, rank, printed or typed name and legible signature of the MCI, and the organization.

6.2.2. MCIs examine cargo and equipment during its preparation for shipment.

6.2.3. Security police inspect sealed containers that show visible signs of tampering. After release by the security police, TMO personnel examine and certify the cargo for movement.

6.3. Narcotic Detector Dogs. Use working dogs to inspect cargo packing and holding areas.

7. Personal Property, Including Household Goods, Privately Owned Vehicles (POV), and Unaccompanied Baggage:

7.1. Personal Property. Personal property from CTUS to SOUTHCOM, or acquired while the member is in the SOUTHCOM, undergoes inspection under the MCIP to ease its return or entry into the CTUS, and to preclude prohibited items from shipments.

7.2. Arranging Pickup Dates. Personnel arrange personal property packing and pickup dates through their local personal property shipping or processing office.

7.3. Inspecting Property During Packing. MCIs inspect or examine personal property shipments during packing.

- Make sure MCIs are available during shipment packing.
- Part-time inspectors must come from a unit other than that of the shippers.
- When MCIs find or have reason to believe that illicit drugs, agricultural products, or other contraband in a shipment, they notify the base customs program manager.

7.3.1. Commercial carriers' packing personnel seal household goods shipping containers at the pickup point, using authorized methods (tape, caulking, nails, zor banding) before releasing the shipment to the line haul carrier.

7.3.2. Shipments must be free of contamination from soil, animals (snails, live insects, reptiles, etc.), plant materials, or other biological and agricultural items listed in AFI 48-104 (AFR 161-4, *Quarantine Regulations of the Armed Forces*) that might harbor pests.

7.4. Duty Free and Non Duty Free Declarations:

7.4.1. The owner declares and the MCI certifies on a DD Form 1252, **U.S. Customs Declaration for Personal Property Shipments**, duty-free entry for shipments into the CTUS.

7.4.2. MCIs do *not* certify DD Form 1252 for shipments not entitled to duty-free entry into the CTUS; they state the shipment does not qualify for free entry in the "Remarks" area on DD Form 1253, **Military Customs Inspection (Label)**.

7.5. Unscheduled Inspections. Personal property inspectors perform frequent no-notice inspections of carrier facilities to make sure that personal property shipments remain sterile.

7.6. Random and Selected Inspections. MCIs normally perform random inspections of unaccompanied baggage. They inspect select household goods and baggage shipments when:

- The MCI learns that contraband, prohibited articles, or illicit drugs may be in the shipment, or if a SOUTHCOM risk assessment indicates that the member or dependent is trafficking in drugs.
- Activities occur during the inspection that logically warrant further examination of a shipment.

7.7. Attaching Customs Labels. MCIs attach DD Form 1253, **Military Customs Inspection (Label)**, or DD Form 1253-1, **Military Customs Inspection (Tag)**, to all unaccompanied baggage and household goods containers before the carrier takes them from the residence.

8. Military Aircraft and Air Mobility Command (AMC) Contracted Aircraft:

8.1. Predeparture Inspections. MCIs perform inspections on all military and Air Mobility Command (AMC) contract aircraft originating in SOUTHCOM bound for the CTUS. An airframe-qualified MCI inspects aircraft before take off, when one is available.

8.2. Aircraft Maintenance Flight Inspections. The maintenance flight chief ensures that:

- Maintenance personnel are aware of procedures to follow, when during their inspections, they discover contraband or illegal drugs.
- They assist TMO with arranging for narcotic-detector dogs to examine aircraft when dogs are available and aircraft will not suffer long delays.
- Transient alert or maintenance personnel put inspected aircraft, including transient aircraft and their equipment, in secure areas.
- They assist TMO with developing checklists for airframe inspections.

Section C—General Information

9. Customs Stamps. SOUTHCOM MCIs imprint customs stamps on customs declarations to show that they inspect personnel and cargo.

9.1. Customs inspection program managers store customs stamps in a locked cabinet or safe in a secure area. Supervisory personnel give MCIs sufficient control over the cabinets and customs stamps during nonduty hours to ensure that they can perform emergency certifications.

9.2. Supervisory personnel inventory customs stamps daily.

9.3. Supervisors or MCIs tell the base customs program manager if a stamp is lost or stolen. If you do not find the missing stamp within 48 hours, report the loss to the MAJCOM chief of transportation and chief of security police (LGT and SP), through the base chief of transportation. Give details of the missing stamps, status of investigations, and any other pertinent facts.

10. Receiving and Controlling Detained Items. MCIs prepare receipts, AF Form 52, **Evidence Tag**, for property they confiscate from owners.

11. Designating Official Couriers. MCIs may not examine official communications being moved under certified classified covers. Official travel orders name couriers, and couriers have letters of authorization under AFI 31-401, *Information Security Program*.

12. Training and Appointing Military Customs Inspectors. Personnel, including security police, may perform customs inspection duties within USSOUTHCOM AOR only after they complete a SOUTHCOM training course and receive appointment as a theater MCI.

13. Training for Dog Handlers. Dog handlers must undergo MCI training and receive an appointment before performing inspections under the MCIP.

JOHN M. NOWAK, Lt General, USAF
DCS/Logistics

Attachment 1

GLOSSARY OF TERMS

Terms

Accompanied Baggage—All baggage carried by or accompanying a traveler.

Accreditation—Status given US Southern Command military customs program activities to inspect passengers, cargo, personal property, aircraft, and vessels by the theater customs program manager, after receiving a recommendation from either the US Customs Service (USCS) Department of the Treasury, or the Animal and Plant Health Inspection Service, Department of Agriculture (USDA). Federal Inspection Service (FIS) personnel at US ports of entry accepts inspections performed overseas by these activities.

Amnesty Box—A suitable slotted receptacle for travelers to dispose of small packages, that is in the air passenger terminal, that the security police must unlock before removing the contents.

Area of Responsibility—For MCIP control purposes, the geographical area under the authority of a US overseas theater commander in chief.

Border Clearance—Authority or documents indicating compliance with the laws and regulations of the Federal agencies of the United States.

Contraband—Materiel, goods, plants, animal products, pests, and articles prohibited entry into the Customs Territory of the United States (CTUS), including controlled substances identified in Title 21 U.S.C. 812.

Examination—The process of scrutinizing personal property, parcel mail, and DoD cargo, including physically opening baggage, parcels, cartons, and containers, or disassembling articles to determine their contents. It requires a physical search of the article or person for contraband.

Federal Inspection Service (FIS) Advisor—A member of the FIS (Customs, Agriculture, Immigrations, Public Health, Immigrations, etc.) assigned or attached to SOUTHCOM, who provides information, assists in border clearance training, and advises the military regarding problems, and border clearance under DoD 5030.49R, *Customs Inspection*, May 1977, with change 1.

Inspection—Detailed observation of personal property, letter or parcel mail, and DoD cargo, noting markings and other physical characteristics. Inspecting personnel involves observing or orally questioning them to determine possible customs violations.

Military Customs Inspector (MCI)—Commissioned officers, warrant officers, enlisted personnel in grade E4 and above (including security police), and DoD US citizen civilian employees in grade GS5 or above, personnel who complete a training course. MCIs work under the direct supervision of a base program manager a commissioned officer, noncommissioned officer or DoD civilian employees who qualifies to be an MCI.

Military Customs Staff Coordinator—A member of an overseas command staff who:

- Advises overseas commanders on customs matters.
- Develops local policies and programs.
- Establishes training programs.
- Conducts host nation liaison.

- Monitors operations for effectiveness.
- Is the point of contact for FIS advisors and the components.
- Assists the advisors in reviewing military customs operations and informs them of military and host nation policy.

Port—Any place where FIS officers enforce Federal customs and border clearance laws, where merchandise enters CTUS, and customs collects duties and taxes.

Program Manager—A base transportation chief's staff member who runs the base military customs inspection program.

Sterile Area—An enclosed or protected holding area for cleared passengers, baggage, or cargo, designed to prevent contact between cleared and not cleared trafficpersonnel, plants, animal products, and pestsuntil loading , reloading, or embarking to enter the CTUS.