

## SAUDI ARABIA

1. **Passengers.** See the DOD Foreign Clearance Guide available at <https://www.fcg.pentagon.mil/fcg.cfm>. From the left column select Africa and Southwest Asia and then Saudi Arabia.
2. **Cargo.** All requisitioning and contracting agencies, including individual or organizational Government Purchase Card holders and all consignors and/or shippers must contact DOL/TO at 318-252-7077 or 252-6311 prior to shipping any items into or out of Saudi Arabia. The TO will provide all Saudi customs documents necessary for shipments to clear Saudi customs.
  - a. Express shipments may only be imported into Saudi Arabia via commercial air into King Khalid International Airport (KKIA): Prince Sultan AB is closed. All items must be addressed to the United States Military Training Mission (USMTM) and the unit of assignment. Do not address packages to individuals, doing so causes customs delays. Information can be provided by The Superintendent, Joint Traffic Management Office, HQ USMTM-DOL, Riyadh, Kingdom of Saudi Arabia, Commercial 011-966-1-478-1100, ext. 252-7077 or DSN 318-252-6311. E-mail: [TMO@USMTM.SPPN.AF.MIL](mailto:TMO@USMTM.SPPN.AF.MIL)
  - b. USMTM
    - (1) Steps for Importing/Exporting Cargo.
      - (a) All shipments must have a broker. Confirm shipping company that will be used with USMTM/DOL. USMTM/DOL will then coordinate with the local broker to ensure proper visibility on shipment.
      - (b) Whenever possible, ship via the US Postal Service.

**NOTE:** Shipments via DHL under 70 lbs from the US to the APO may be addressed as below: US Post Office (USMTM), Eskan-Village, Al Kharj Highway.  
E-mail: [USMTMAPOMILBOX@USMTM.SPPN.AF.MIL](mailto:USMTMAPOMILBOX@USMTM.SPPN.AF.MIL).
    - c. USCENTAF
      - (1) Steps for importing cargo or goods by air into Saudi Arabia (combatants):
        - (a) Identify items to be imported.
        - (b) Draft an R-letter, Figure 1, addressed to the Ministry of Defense and Aviation (MODA), and include a spreadsheet with an itemized list of equipment included in the shipment.
        - (c) Submit the draft letter to United States Military Training Mission (USMTM), Mission Relations (MR).
        - (d) MR will obtain a United States Defense Representative (USDR) signature on the request letter.
        - (e) USCENTAF will then present the signed letter to MODA Joint Forces and conduct any necessary follow-up with Joint Forces and answer any question from the MODA.
        - (f) USCENTAF will then obtain MODA approval and send the signed copy to all relevant agencies.
      - (2) Steps for transiting cargo or goods by land in and out of Saudi Arabia (combatants):
        - (a) USCENTCOM or the US Government's contractor will contact the USMTM Command Planning Group (CPG) Logistics/Operations Officer with the requested

convoy timeline, number of transport vehicles, cargo or supplies, itinerary for the movement, origin, and destination.

- (b) CPG representative drafts the R-letter (formal request) for MODA and submits the letter to MR for translation. The letter must include a spreadsheet listing the number of transport vehicles, dates of movement, cargo, proposed itinerary for the movement, origin, and destination.
  - (c) MR reviews the draft translated letter and forwards the request to the United States Defense Representative (USDR) for signature. MR provides a signed copy from the USDR to the CPG representative when approved.
  - (d) The CPG representative provides the signed letter to the MODA and Joint Forces Administration Affairs department for coordination and approval by Customs.
  - (e) The CPG representative conducts any required follow-up and answers questions from the MODA. The CPG representative will pick the letter up from the MODA once the Customs clearance letter is approved and forward the approval to the relevant agencies or government representative.
3. Personal Property. See the PPCIG at <https://tops.ppcigweb.sddc.army.mil/ppcig/menu/home/warning.do>. Select Query CG tab, select County Instructions tab, at the Country drop down box under Custom Selection, select Saudi Arabia, submit. Click on the detail icon on the upper right hand side to review shipping requirements.



UNITED STATES DEFENSE REPRESENTATIVE  
KINGDOM OF SAUDI ARABIA

ممثل وزارة الدفاع الأمريكية  
للمملكة العربية السعودية



OFFICE OF THE USDR/R-5829

SUBJECT: Request to Transit Cargo from 30 May 2007 to 30 July 2007

Major General Ibrahim Bin Mohammad Al-Amro  
Director of Foreign Military Cooperation and Assistance  
Ministry of Defense and Aviation  
Riyadh, Kingdom of Saudi Arabia

Greetings:

I request your support in gaining the assistance of Customs to allow four (4) commercial trucks to transit the Kingdom of Saudi Arabia, per the enclosed spreadsheet.

Details on the transit including the company name, the number of trucks, quantity, cargo, description, location of origin, destination and routing of these trucks are in the enclosed spreadsheet. We would like to allow these trucks to transit the Kingdom of Saudi Arabia between 30 May 2007 to 30 July 2007.

My staff is available to answer any additional questions concerning this shipment. Please be assured of my continued high esteem and personal regards.

Respectfully,

RHETT A. HERNANDEZ  
Major General, USA  
U.S. Defense Representative

Enclosure:  
Cargo Spreadsheets

**Figure 1. Draft of an R Letter**