

CHAPTER 501

DEPARTMENT OF DEFENSE (DOD) CUSTOMS AND BORDER CLEARANCE PROGRAM (CBCP)

A. GENERAL

This regulation implements DOD policy, prescribes procedures, defines responsibilities and identifies customs, agricultural and other border clearance requirements for entry and exit of selected countries of the world in support of United States (US) Forces. These requirements are intended to eliminate the introduction of agricultural pests, diseases, illegal narcotics, drugs and other contraband into the US or Host Nations (HN) through DOD channels. In addition, where these procedures have been incorporated in HN Status of Forces Agreements (SOFA), they will allow US Forces cargo to enter duty free.

B. SCOPE

This regulation applies to the Office of the Secretary of Defense (OSD), the Office of the Joint Chiefs of Staff, the military departments, the Unified and Specified Commands, and the Defense agencies and acquisition activities, hereafter referred to as the DOD components. This regulation also applies to non-DOD agencies, including commercial vendors and suppliers under contract to the DOD, and organizations who use DOD mail and transportation assets (organic or commercial) for the import/export of goods in support of programs of national interest. This regulation is intended to serve as the single authoritative source for Customs and Border Clearance processes and procedures for the countries listed.

C. DOD POLICY

1. It is DOD policy to assist and cooperate with US and foreign HN border clearance agencies in halting the flow of contraband both into the US and foreign countries. The DOD will enforce this policy when entry is through military channels and will cooperate with other Federal Agencies when enforcing US laws and regulations and complying with foreign requirements concerning customs, agriculture, immigration, and other border clearance requirements without unnecessarily delaying the movement of DOD personnel and material. This policy also applies to the export of goods to and through other countries. The DOD policy is to eliminate the flow of contraband and unacceptable products to other nations. The DOD acknowledges the primacy of the Department of Homeland Security (DHS), US Customs and Border Protection (CBP), and the US Citizenship and Immigration Services (USCIS) over cargo and personnel moving into the Customs Territory of the US (CTUS) and that their officers or inspectors may delay, impound, or otherwise prohibit the entry or export of military cargo into or from the CTUS, without obstruction by the DOD, the Services, or the Defense Agencies.
2. Pre-clearance Programs. The border clearance requirements in this regulation apply to all international movement of DOD cargo and personnel at the time they cross the border. Under certain circumstances (e.g., major unit rotations and redeployments in conjunction with exercises and contingency operations) cargo and personnel returning to the US can be “pre-cleared” (i.e., inspected/certified at the origin instead of at the US border). When deemed to be beneficial to the DOD and/or CBP and the US Department of Agriculture (USDA), pre-clearance programs may be established. These pre-clearance programs will be initiated only when the Theater Command, United States Transportation Command (USTRANSCOM), and the respective US Agency or Agencies explicitly agree to their establishment. Procedures for requesting the establishment of a pre-clearance program are detailed in Chapter 506.
3. Duties and Taxes. US Government (USG) military shipments (including personal property of USG sponsored personnel) will not be subject to duties and taxes. Complete and accurate

information on customs and shipping documentation must be provided to allow HN customs authorities, carriers, and brokers to determine that the cargo is, in fact, eligible for duty-free entry based on agreements with the country being entered. Specific customs documentation requirements are outlined in subsequent chapters.

D. INDIVIDUAL MISSIONS, ROLES, AND RESPONSIBILITIES

1. The Under Secretary of Defense (Acquisition, Technology, and Logistics) (USD [AT&L]) is the proponent for customs and border clearance matters in the OSD and exercises staff supervision over all customs and border clearance matters within the DOD. USD (AT&L) is responsible for prior review and approval of special or unique projects and programs not specifically provided for in this regulation.
2. USTRANSCOM. DOD Directive (DODD) 4500.09E, Transportation and Traffic Management assigned the responsibility for establishing and approving operational regulations and procedures necessary for the effective and efficient operation of the Defense Transportation System (DTS) to the Commander (CDR), USTRANSCOM and established USTRANSCOM as the Executive Agent for the DOD CBCP. USTRANSCOM is responsible for:
 - a. Developing policies and procedural guidance, in collaboration with the DOD Components, USG Border Clearance Activities (i.e., CBP, USDA, and Foreign Governments through the supported theatre commands), to ensure efficiency and uniformity in the implementation of the DOD Military CBCP.
 - b. Maintaining liaison and coordination with the DOD Components, the CBP, USDA, Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Drug Enforcement Agency, Fish and Wildlife Service, Department of Transportation (DOT), US Environmental Protection Agency (EPA), and other government agencies and activities involved in border clearance.
 - c. Establishing and convening, in conjunction with DOD Components and other government agencies, joint committees or working groups to ensure an effective DOD CBCP.
 - d. Reviewing the program periodically, apprising USD (AT&L) of trends in the management and operation of the CBCP, and recommending policy changes to keep the program viable.
 - e. Developing metrics and collecting data to identify problem areas and evaluate the DOD CBCP.
 - f. Maintaining this regulation in a current status, ensuring conformance with the regulations published and/or enforced by the US border clearance agencies, and providing guidance to the DOD Components to assure uniformity and efficiency in operations.
 - g. Developing procedures for implementing and migrating customs processes to electronic means of information exchange to support customs and border clearance processes.
 - h. As the DOD Distribution Process Owner (DPO):
 - (1) Oversee the overall effectiveness, efficiency and alignment of DOD-wide distribution activities, including force projection, sustainment and redeployment/retrograde operations.
 - (2) Establish the concepts and operational framework relating to the planning and execution of DOD transportation operations.
 - (3) Maintain liaison with the DOD Logistics Executive.
 - (4) Develop and maintain a DOD Distribution Process Instruction defining authority, accountability, resources and responsibility for distribution process management.

3. Air Mobility Command (AMC), Military Surface Deployment and Distribution Command (SDDC), and Military Sealift Command (MSC). AMC, SDDC, and MSC are responsible for:
 - a. Providing operational guidance to subordinate units for the implementation of this regulation.
 - b. Assisting USTRANSCOM in the development of metrics and collection of data to evaluate the DOD CBCP.
4. Military Services and Defense Agencies. Services and Defense Agencies will assist and cooperate with USTRANSCOM in performance of the responsibilities outlined in Paragraph (Para) [E 2](#). of this chapter and are responsible for:
 - a. Establishing Points of Contact (POC) for coordination and implementation of the program within their respective components.
 - b. Ensuring the shipment sponsor's shipping activities prepare customs (foreign country or CBP) documents for use by carriers and government agencies to gain entry or exit for DOD shipments.
 - c. Taking action to correct program deficiencies.
 - d. Providing facilities and other assets, through Inter-Service/Defense Agency Support Agreements, for the performance of customs and border clearance functions.
 - e. Furnishing information to USTRANSCOM to resolve customs and border clearance issues to include information required for pre-clearance (see Chapter 506).
 - f. Providing representation on committees or working groups as requested by USTRANSCOM.
 - g. Assisting USTRANSCOM in the development and collection of metrics data and the evaluation of the DOD CBCP.
 - h. Providing customs and border clearance documents necessary for Entry Officials to clear personnel and cargo entering or exiting the US or Foreign Countries.
 - i. US Navy commands will provide operational guidance to implement this regulation to Navy activities that operate/manage air and water terminals.
 - j. Following the theater, destination, and in transit country national customs and movement certification requirements contained in theater transportation regulations.
5. Geographic Combatant Commanders (GCC). The GCC's of Unified Commands are responsible, in Accordance With (IAW) the provisions of [DODI 4500.57, Transportation and Traffic Management](#) for the following:
 - a. Implementing and enforcing provisions of this regulation.
 - b. Developing and maintaining Country Annexes to this regulation for Nations within their area of operations.
 - c. Establishing and coordinating unique Customs/Border Clearance requirements for countries in the GCC's Area of Responsibility (AOR) during deployments/redeployments and in support of exercise/contingency operations.
 - d. Designating a Customs/Border Clearance Coordinator.
 - e. Forwarding any written supplementary guidance to USTRANSCOM, TCJ5/4-P, Scott Air Force Base (AFB), Illinois (IL) 62225-5357.
 - f. Ensuring their Components designate in writing, DOD or other personnel as Customs and Border Clearance Agents (CBCAs) and those personnel are trained IAW CBP requirements.

- g. Establishing quality control procedures to ensure the effectiveness of the DOD CBCP.
 - h. Disseminating information within their command to all DOD members/employees and family members concerning the prohibitions, restrictions, requirements, and penalties pertaining to the importation of illegal narcotics, drugs, prohibited firearms, and other contraband.
 - i. Establishing policy and official guidance on control and retention of war trophies/souvenirs.
 - j. Providing details on prohibitions, restrictions, requirements, and penalties that pertain to entry/exit from their theater of operations to USTRANSCOM TCJ5/4 as it impacts the DOD CBCP.
 - k. Assisting USTRANSCOM in the development and collection of metrics data and evaluation of the DOD CBCP.
 - l. Keeping their sub-unified commands informed on issues relating to customs/border clearance.
6. Unified Command Customs/Border Clearance Coordinator. The Customs/Border Clearance Coordinator is responsible for:
 - a. Coordinating the DOD CBCP for the Theater CDR.
 - b. Serving as the primary POC for the Customs/Border Clearance requirements on matters of importance to the entry/exit of DOD sponsored movements.
7. All DOD Shipping Activities are responsible for:
 - a. Counseling DOD members/employees and their family members on customs/border clearance requirements and procedures, duty-free exemptions, restricted and prohibited items, and member's/employee's responsibilities under the rules and laws of the foreign government where assigned as well as all provisions of this regulation.
 - b. Ensuring that the shipping, customs and border clearance documentation as prescribed herein, is available for each shipment or passenger and that documentation is properly prepared and free of abbreviations or acronyms to ensure entry/exit.
 - c. Updating portions of this regulation and maintaining performance quality that will assure Customs/Border Clearance Agencies (foreign and domestic) certification.
8. All DOD Acquisition/Contracting Activities are responsible for:
 - a. Ensuring all contract vendors who are required to ship material to or from Outside Continental US (OCONUS) locations receive complete, accurate, shipping instructions/directions in clear English, free of abbreviations and acronyms. Commercial Bills of Lading (CBLs) must include a clear statement of who owns the cargo at the time of shipment. Shipper/Consignor/Consignee addresses must begin with the Service or Defense Agency that contracted for the shipment. See this Regulation, Part II, Cargo Movement, Chapter 206.
 - b. Ensuring that all Direct Vendor Delivery (DVD) type procurement contracts, which result in the transfer of title to the cargo upon delivery, include provisions for the payment of duties and taxes, and/or the completion of customs clearance documentation.
9. Deployed CDRs are responsible for:
 - a. Ensuring unit personnel (military, civilian, and contractors) are briefed on CBP and USDA entry requirements prior to their redeployment to the Continental US (CONUS)/OCONUS and that all unit equipment/sustainment stocks returning to the CONUS/OCONUS are cleaned and inspected IAW USDA recommended procedures. See Chapter 505 for details.

- b. Ensuring that shipping, customs, and border clearance documentation as prescribed herein is available for each shipment or passenger and that documentation is prepared and free of abbreviations or acronyms to ensure entry/exit.
 - c. Implementing portions of this regulation and maintaining performance quality that will assure Customs/Border Clearance Agencies (foreign and domestic) certification.
10. CBP, USDA, and other US Border Clearance Agencies. By agreement with USTRANSCOM, these agencies are responsible for:
- a. Reviewing this regulation to ensure that it adequately describes their requirements and procedures for the customs and border clearance processes and requesting or recommending changes.
 - b. Establishing and maintaining liaison with USTRANSCOM in its capacity as DOD's Executive Agent for the DOD CBCP assuring continuity of efforts.
11. CBCAs. See Chapter 506, Para D.
12. Military Customs Inspectors-Excepted (MCI-E). See Chapter 507.

E. ADMINISTRATION

1. Preparation and approvals: This regulation has been prepared with the assistance and concurrence of the CBP, the USDA, the ATF, and other Federal Agencies.
2. DOD CBCP:
 - a. This program includes the following elements:
 - (1) Exit/entry clearance procedures and documentation requirements.
 - (2) Establishment of treatment centers (wash-down and disinfectant application), inspection facilities for equipment.
 - (3) Criteria for sterile areas.
 - (4) Certification/training of DOD personnel and inspection activities by the Theater Executive Agent for Customs and Border Clearance.
 - (5) Information dissemination to inform all DOD personnel of entry/exit requirements for the US and foreign nations.
 - b. Sources of Information. Recommended sources of information for the DOD Customs and Border Clearance Program are this regulation, and:
 - (1) The DOD Customs Program Web Page at <http://www.cbp.gov/> (*) **Non-DOD Website**.
 - (2) Department of Defense 4500.54-G, The DOD Foreign Clearance Guide at <https://www.fcg.pentagon.mil/>.
 - (3) The Personal Property Consignment Instruction Guide (PPCIG) at <https://tops.ppcigweb.sddc.army.mil/ppcig/menu/home/warning.do>.
3. Recommendations for revisions to this regulation are encouraged. All proposed revisions, corrections, supplements, or addenda must be addressed to: United States Transportation Command, Customs Branch (TCJ5/4-PT), Scott AFB, IL, 62225-5357. Electronic mail (e-mail) submissions are also encouraged. Send recommendations to: USTCJ5J4-PT-CUSTOMS@ustranscom.mil.
4. DOD activities requiring copies of this regulation must submit requests through their Service or Agency office responsible for issuing publications. Electronic copies of this regulation are

available by accessing the USTRANSCOM Web Page at <http://www.transcom.mil/>. This is the preferred method of obtaining and maintaining currency of customs policies and procedures. Activities outside the DOD may obtain hard copies of this regulation from USTCJ5/4-PT at the address listed in Para 3 above.

F. IMPLEMENTATION

1. The provisions of this regulation will be implemented by all DOD components as specified in subsequent chapters. For individual missions, roles, and responsibilities, see Para D above.
2. This regulation will not be supplemented except in the interest of improved management or instances where the procedures herein need enhancement to meet a requirement unique or special to a DOD component's AOR. Supplementing instructions published by overseas commands or other Federal Agencies will be IAW international agreements valid in the respective country. Copies of supplementing guidance will be provided to: USTRANSCOM, Transportation Policy Branch (TCJ5/4-PT), Scott AFB, IL 62225-5357.
3. In case of conflict between this regulation and the Code of Federal Regulations (CFR), the governing regulation will be the CFR.
4. Printed changes will be published to add, delete, or modify DOD Custom's policies and procedures and will be made available electronically through the USTRANSCOM Worldwide Web pages. Interim and emergency changes will be readily available for application through electronic access to the web site with hyperlink to e-mail.
5. Forms required by this regulation, and pamphlets pertinent to the technical and legal aspects of the requirements described within, will be obtained through normal publications supply channels IAW Service publications.

G. DEFENSE TRANSPORTATION REGULATION (DTR) PROGRAM ADMINISTRATION

1. DTR maintenance responsibilities.
 - a. The DOD DTR Administrator:
 - (1) Performs directive analysis functions in coordination with the Services/Agencies.
 - (2) Recommends improvements and additional policies.
 - (3) Resolves issues concerning procedural matters within 45 days after receipt of all comments.
 - (4) Develops, publishes, and maintains this regulation in a current status. This includes the responsibility to:
 - (a) Evaluate and coordinate change proposals with the Services/Agencies, Combatant Commands (COCOMs) and other federal agencies.
 - (b) Disseminate to Services/Agencies a status of all change proposals that have not been approved for publication.
 - (5) Reviews and coordinates with Services/Agencies all requests for policy and procedures deviations and exemptions.
 - (6) Establishes an Oversight Working Group. The Oversight Working Group will be composed of members from the Departments of the Army, Air Force, and Navy; the US Marine Corps; the US Coast Guard (non-voting); the Defense Logistics Agency (DLA); the Defense Contract Management Agency (DCMA); the CCDRs; and the US General Services Administration (GSA) (non-voting). The Oversight Working Group will be chaired by USTRANSCOM. The Oversight Working Group members will be at the O-

6/GS-15 level, as designated by the Service, Agency Headquarters (HQ), and CCDRs. The Oversight Working Group will meet on a quarterly or as needed basis. Except as noted, each Oversight Working Group member will have an equal vote in matters pertaining to changes to the DTR. Oversight Working Group members will designate an alternate to represent their organization in their absence. The action of the alternate will be equivalent to that of the primary member being represented.

- (7) Establishes Action Officer (AO) Working Groups for each of the individual parts of the DTR. These Working Groups will be composed of members from the Departments of the Army, Air Force, and Navy; the US Marine Corps; the US Coast Guard; the DLA; the DCMA; GSA; USDA/Animal Plant Health Inspection Service (APHIS); DHS/CBP; and for DTR Part V, the CCDRs. Each of the Working Groups will be chaired by USTRANSCOM. The AO Working Groups will identify and evaluate issues pertaining to transportation operating procedures and automated systems for the effective and efficient transportation of DOD assets through the DTS and will propose and coordinate changes to the DTR. An emphasis will be placed on the use of electronic communication (e.g., e-mail, or conference call) to minimize travel and maximize issue visibility. To that end, a listing of POC e-mail addresses for each individual AO Working Group will be maintained by USTRANSCOM and disseminated among the individual groups. This will allow maximum usage of e-mail and will allow everyone in the individual AO Working Group to be included in electronic correspondence regarding issues. The AO Working Group will meet to work/resolve difficult issues. The individual members of these groups will be expected to obtain coordination/approval regarding issues pertaining to their portion of the DTR from their respective Oversight Working Group representative. All issues that cannot be resolved in the AO Working Group will be elevated to the Oversight Working Group for resolution.

b. DTR Oversight Working Group and AO Working Group.

- (1) The following offices have been designated as members of the Oversight Working and AO Working Group for this Regulation:

United States Transportation Command	US Transportation Command ATTN: TCJ5/4-PT 508 Scott Drive Scott AFB, IL 62225-7001
Army	Department of the Army ATTN: DALO-FPZ Deputy Chief of Staff – G4 500 Army Pentagon Washington, DC 20310-0500
Navy (Part I, Part II, Part III, Part V, and Part VI)	Commanding Officer Naval Operational Logistics Support Center ATTN: Code N433 1837 Morris St Norfolk, VA 23511-3492

Navy (Part IV)	Commander Naval Supply Systems Command SUP 53 5450 Carlisle Pike P.O. Box 2050 Mechanicsburg, PA 17055-0791
Air Force	Headquarters United States Air Force Directorate of Logistics (AF/A4LE) 1030 Air Force Pentagon Washington, DC 20330-1030
Marine Corps	Commandant of the Marine Corps Headquarters, United States Marine Corps 2 Navy Annex (Code LFT-2) Washington, DC 20380-1775
Coast Guard (Non-voting)	US Coast Guard Headquarters CG 441 (Room 6216) 2100 2nd Street, SW Washington, DC 20593-0001
GSA (Non-voting)	General Services Administration Federal Supply Services ATTN: FB 1901 South Bell Street, Room 804 Arlington, VA 22202-5000
DLA	Defense Logistics Agency ATTN: J-3312 Rm. 4235 8725 John J. Kingman Rd Fort Belvoir, VA 22060-6221 e-mail: trans@dla.mil
DCMA	Defense Contract Management Agency DCMAC-J 1222 Spruce St St. Louis, MO 63103-2812
United States Pacific Command	HQ United States Pacific Command J43, PDDOC PO Box 64020 Camp H.M. Smith, HI 95861
United States Southern Command	HQ United States Southern Command J4 3511 NW 91 st Ave Miami, FL 33172
United States Strategic Command	HQ United States Strategic Command J4 901 SAC Blvd Offutt AFB, NE 68113

United States European Command	HQ United States European Command ECJ4 Unit 30400, APO 09131 Patch Barracks/Building 2304 Stuttgart, GE
United States Central Command	HQ United States Central Command J4 7115 South Boundary Blvd MacDill AFB, FL 33621
United States Joint Forces Command	HQ United States Joint Forces Command J3/4-LRC 1562 Mitscher Ave Norfolk, VA 32551
United States Northern Command	HQ United States Northern Command J4 250 Vandenberg St Suite B-016 Peterson AFB, CO 80914
United States Africa Command	HQ United States Africa Command OPLOG ADDOC Sustainment Branch Kelly Barracks Stuttgart, GE

- (2) The AO Working Group will:
- (a) Provide the DOD Component or participating organization position and have the authority to make decisions regarding procedures for implementing approved DOD policy.
 - (b) Ensure liaison with the DOD DTR Administrator and other Services/Agencies.
 - (c) Evaluate all suggested DTR changes and related beneficial suggestions originating in that Service/Agency. When the suggestion is worthy of adoption, the AO Working Group submits it as a change proposal to the DOD DTR Administrator, as outlined in Para G.2.a. Suggested changes received directly by the DOD DTR Administrator are forwarded to the AO working group members for review and evaluation.
 - (d) Submit recommended change proposals to the DOD DTR Administrator in the format prescribed in Para G.2.a.
 - (e) Develop and submit to the DOD DTR Administrator a single, coordinated position on all proposed changes within the specified time (normally 30 days).

2. Administering changes to the DTR.

- a. DTR AO Working Group members will submit proposed changes to the DOD DTR Administrator. Proposed changes will contain:
 - (1) Subject: Include DTR part number, page number, and Para and/or sub-Para or Appendix.
 - (2) Issue: Explain the issue in detail and include possible interface and impacts on existing Logistic Systems.

- (3) Recommendation: Provide proposed wording for the regulation.
 - (4) Justification: Include justification and identify known advantages and disadvantages of the proposed change.
 - (5) Systems Impact/Resource Implications: Identify the known impacts on automated systems and interfaces, whether additional funding will be required to support all systems changes, whether a source for that funding has been identified, and the estimated timeline for implementation of systems changes. Also identify any other known resource costs associated with the proposed change.
- b. The DOD DTR Administrator staffs proposed changes.
- (1) Proposed changes will be submitted to the USTRANSCOM AO Working Group POC via e-mail.
 - (2) All proposed changes will be evaluated prior to staffing. The evaluation of a proposed change will include, but not be limited to, the necessity, accuracy, validity, and urgency of the change.
 - (3) Unless the proposed change is of a critical, time sensitive nature, the proposed change will be held until the next anticipated update for that specific part of the DTR. Upon approval, formal changes will be released in one of three different formats; a completely revised/re-issued publication, an interim update, or as an “expedited change.” The coordination process for revised/reissued publications and interim updates are the same and are addressed in Para (4) below. Expedited changes are addressed in Para (5) below. Each part of the DTR will be reissued once every three years. Interim updates and expedited changes will be made on an “as required” basis.
 - (4) For complete DTR part revisions or interim updates to a particular Chapter/Appendix, the USTRANSCOM DTR POC will distribute the proposed change package to the AO group via e-mail for coordination. AO group members will have 45 calendar days to respond to the proposed change package. If an individual Service/Agency AO group member feels that the proposed change package requires internal coordination within their Service/Agency or with a field activity, they may do so provided that the additional input is consolidated into a single Service/Agency response. The 45 calendar day window should be adhered to in order to expedite the change process. When AO coordination has been obtained, this process will be essentially repeated with the Oversight Working group utilizing a 30 calendar day window. Upon approval, USTRANSCOM will publish the change.
 - (5) If a proposed change is of a critical or time sensitive nature, the proposed change will be coordinated as an “expedited” change at the AO and then the Oversight Working group levels as outlined above. Unlike a formal change, an expedited change will typically address only one specific issue (e.g., an issue involving safety), and may be coordinated under an accelerated time frame, provided all parties agree.