

## CHAPTER 504

### DEFENSE COURIER DIVISION (DCD)

#### A. GENERAL

This chapter sets forth responsibilities and procedures for the entry/exit of national security material arriving/departing the US in the control of Defense Courier(s) (DC).

#### B. DCD POLICY

The contents of DC shipments are exempt from examination, entry, and duty upon presentation of shipping documentation and courier identification by the DCs having custody of the shipment.

#### C. AUTHORITIES/REFERENCES

19 USC § 1498, Entry Under Regulations, 19 USC § 1624, General Regulations, and this Regulation.

#### D. GENERAL ADVISORIES

1. The importation into the CTUS by a DC of any property not owned or sponsored by the USG is strictly prohibited. Action will be taken when any member or employee of the USG violates this prohibition. Each such violation will be referred to the cognizant official for consideration under Federal criminal statutes, including the Uniform Code of Military Justice.
2. While the CBP will monitor selected DC mission activities, it recognizes the sensitive nature of DC operations and will not unnecessarily impede DC shipments.
3. Compromise of material entrusted to the custody of the DCs could gravely affect the security of the US. The primary DC security objective is to prevent unauthorized access to material while it is within the DC system.

#### E. SCOPE OF OPERATIONS

1. The DCD provides secure, worldwide movement of national security material requiring DC escort in support of the DOD, the Department of State, Federal Agencies, North Atlantic Treaty Organization (NATO), US Allies, and USG contractors. This regulation governs DC operations and provides guidance to users on material qualified for/prohibited from entry in the DC system.
2. The DCD operates a network of Defense Courier Stations (DCS) providing service to areas where SOFAs or similar agreements ensure that border clearance officials will admit such material free of duty and without examination.

#### F. RESPONSIBILITIES

1. CBP.
  - a. The Assistant Commissioner, Office of Field Operations, will have policy oversight, to include the formulation and implementation of guidelines for the entry and examination of DC material arriving in the CTUS.

- b. Principal Field Officers, to include Port Directors, are responsible to develop and establish procedures to process DC shipments and material in an effective, expeditious, and discrete manner.
  - c. Supervisory CBP Officers and CBP Officers involved in the processing of DC material will ensure the integrity of the CBP entry requirements while simultaneously working in harmony with DCs to maintain requisite security of their material.
2. DOD. The Assistant Secretary of Defense for Command, Control, Communications, and Intelligence will provide overall guidance for policies and procedures to the operation of the DCD and security of material being escorted.
  3. DCD.
    - a. DCs will prepare documentation for its shipments entering the CTUS to facilitate clearance by CBP inspectors.
    - b. DCs will cooperate with CBP officials in actions required to clear shipments for entry into the CTUS, but will not permit examination of their material during the process, to include x-ray, or be physically separated from their material during the process.

## G. PROVISIONS

1. DC shipments may contain highly classified or highly sensitive, unclassified material which requires courier escort. Shipments may include correspondence or other documents, equipment or other DOD owned or controlled items which have been designated for movement by defense courier. Shipments may be destined for addressees located within or outside the CONUS.
2. DC shipments are transported via various conveyances including, but not limited to, MILAIR, US-flag commercial airlift, government-chartered aircraft, and military/commercial vehicles. DCs routinely transit military air bases, and international/landing rights airports, in Nations with which the US has a SOFA or similar agreement.
3. DC material may be consolidated for shipment. A DC shipment may be in any of several forms, to include commercial aircraft containers, military aircraft pallets, wooden crates or skids, cardboard boxes, canvas pouches, fiberglass shipping chests, as well as US State Department Diplomatic pouches or crates. For purposes of this regulation, articles in DC custody/control and transported by the DC system will be referred to as DC material.
  - a. Small amounts of DC material may be hand-carried; larger quantities will be transported as accompanied baggage or cargo and loaded into the aircraft cargo compartment.
  - b. Handling of DC material is not part of the CBCP; therefore, CBCA/MCI-E is not included in the handling of this material for CBP purposes.
4. DCs dedicated (assigned) may be identified by their DCS Form 9, Defense Courier Service (DCS) Courier Identification Card, Figure 504-1, held within a wallet. In some cases, members of the aircrew or passengers may be designated as couriers for specific flights. These designated couriers can be identified by their USG (military or civilian) identification card and designation letter issued by the dispatching courier station chief.

5. DC shipments are documented on a cargo manifest, which is used as both a consignment invoice and transfer document. The manifest contains a listing of all TCNs included in the shipment and will be stamped with the DC Customs seal.
  - a. As a transfer document used to inventory and transfer custody of shipments between DC stations, the cargo manifest reference number (e.g., RS-L-000032) reflects the originating courier station, the type of manifest, and the manifest serial number. The manifest also contains the total pieces, weight, and cube of each shipment unit and reflects manifest totals. The TCN for each shipment unit can be cross-referenced to the corresponding Military Shipping Label (MSL), affixed to the outer package. The MSL on the package also reflects the originating courier station, weight, destination and any special handling instructions.
  - b. As an consignment invoice, the cargo manifest reflects the TCN numbers, addressees, special handling instructions, and weight of each package included in the consignment
  - c. In-the-clear description or identification of the inner contents of a courier shipment is forbidden.


#### **H. PROCEDURES - IMPORTS INTO THE CONUS**

1. When customers enter material into the DC system, they certify that the material is qualified for shipment by the DC system. A copy of the original form, DD Form 1384, Transportation Control and Movement Document, Figure 504-2, used to enter material into the DC system is retained by the servicing courier station and the customer. Material qualified for movement via DC is described in this Regulation, Chapter 205, and is considered as American goods returned under HTSA 9801.00.10. The DCD does not transport contraband, Hazardous Materials (HAZMAT), explosives, currency, or other/similar items which require special coordination/exemption or are in violation of IATA/Federal Aviation Administration regulations.
2. Upon arrival in the CTUS, DCs escorting material will present their identification credentials and shipment documentation to the CBP officer. The couriers will also provide their personal Customs Declaration form since they will not follow normal air traveler customs clearance procedures. The name and signature of the escorting couriers must match those on the bottom of the cargo manifest presented to the inspecting CBP official.
3. CBP officers will release DC material when presented with the shipment documentation described above by the escorting DCs. This material is exempt from examination, including x-ray, and duty. Such exemption does not extend to accompanying personal property of the couriers.
4. In the event a CBP inspector suspects a DC shipment may contain articles other than qualified DC material, the shipment and the escorting courier may be detained, however, the shipment will remain in the direct control of the escorting DC. CBP officers will not examine the material or separate the escorting courier from the material in their charge. The courier will be allowed to contact the nearest DCS by telephone to report the situation and obtain instructions. The station chief will, in turn, contact the USTRANSCOM DCD (TCJ3-C) who will verify the validity of the material and assist in resolving the matter. Disposition of the material will be coordinated between TCJ3-C, the originating (or receiving) customer, and a cleared CBP official.

5. CBP officials will implement the procedures outlined in this regulation to ensure the integrity of the CBP program while simultaneously working with DCD couriers to maintain requisite security of DC material.

## **I. REPORTING PROCEDURES**

Reporting requirements are IAW CBP and this regulation.

EXPIRATION DATE: _____	
<b>DEFENSE COURIER SERVICE</b> <b>FORT MEADE, MD 20755</b>	
PHOTO	NOT A PASS
	
FOR IDENTIFICATION ONLY	
<b>SAMPLE</b>	
ISSUED TO: _____ INDIVIDUAL WHOSE NAME AND SOCIAL SECURITY NUMBER IS LISTED ON THE DEFENSE COURIER SERVICE BOARD AND IS AUTHORIZED TO TRANSPORT AND DELIVER DEFENSE AND OTHER QUALIFIED MATERIAL FOR TRANSPORTATION BY THE DEFENSE COURIER SERVICE.	
SSN	STATE OF RESIDENCE
CARD NUMBER	SIGNATURE OF BEARER
C 0001	COMMANDER, DEFENSE COURIER SERVICE

PROPERTY OF UNITED STATES GOVERNMENT				
HEIGHT	WEIGHT	COLOR HAIR	COLOR EYES	DATE OF BIRTH
IN THE EVENT OF INCARCERATION OF THE HOLDER OF THIS BOARD: A. NOTIFY THE NEAREST DEFENSE COURIER SERVICE OFFICE, THE MILITARY OR US GOVERNMENT AGENCY TO IMMEDIATELY ACCESS LOCAL OFFICES OF ANY MATERIAL, AND, B. NOTIFY THE COMMANDER, DEFENSE COURIER SERVICE, FT. MEADE, MD 20755.				
NAME/BRANCH/POSITION OF COURIER			DATE ISSUED	
WARNING: THIS CREDENTIAL IS THE PROPERTY OF THE UNITED STATES GOVERNMENT. ITS COUNTERFEITING, ALTERATION, OR MISUSE IS A VIOLATION OF 18 U.S.C. 493, 504, AND 701.			POSTMASTER: RETURN TO THE COMMANDER, DEFENSE COURIER SERVICE, FT. MEADE, MD 20755	
IF FOUND, DROP IN NEAREST UNITED STATES MAIL BOX				

Figure 504-1. DC Form 9, Defense Courier Service (DC) Courier Identification Card

