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PERSONNEL



CUSTOMS BORDER CLEARANCE AGENCY PROGRAM (CBCAP)

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CHAPTER 1

GENERAL PROVISIONS

1-1. **Summary.** This Directive delineates procedures for implementing Department of Defense (DOD) Regulation 4500.9R, Defense Transportation Regulation, Part V, Department of Defense Customs and Border Clearance Policies and Procedures, and assigns responsibilities for overseas pre-clearance operations throughout the United States European Command (USEUCOM). Supplementation below component level is not authorized.

1-2. **Applicability.** This Directive applies to all USEUCOM activities and CONUS DOD units deployed to the USEUCOM Area Of Responsibility (AOR) in conjunction with exercises or contingency operations, involved in the shipment or transport of personal property and DOD cargo to the Customs Territory of the United States (CTUS). The pre-clearance procedures are also applicable to allied forces and their organic equipment deploying from USEUCOM to the CTUS.

1-3. **Internal Control Systems.** This directive contains no internal control provisions and is not subject to the requirements of the Internal Management Control Program. As for USEUCOM and joint activities subordinate to USEUCOM, the applicable internal control directive is ED 50-8.

1-4. **Suggested Improvements.** ECJ1-CBCEA-O is the proponent for this Directive. Recommended changes must be forwarded through command channels to HQ, USAREUR/7A, Office of the Provost Marshal, ATTN: ECJ1-CBCEA-O, Unit 29931, APO AE 09086.

1-5. **References:** Required and related publications and forms are listed in Appendices A and B.

1-6. **Policy.** It is the policy of the Commander, United States European Command (USCINCEUR), to cooperate with the United States Department of Agriculture (USDA) the US Customs Border Protection (CBP), the US Department of Interior, the Department of Alcohol, Tobacco and Firearms, the Food and Drug Administration, the US Department of Transportation, the Environmental Protection Agency and other federal agencies in establishing and implementing pre-clearance procedures to:

a. Eliminate the introduction of agricultural pests, disease, and the flow of illegal drugs and contraband from the USEUCOM AOR into the CTUS through DOD sponsored transportation. The agency most involved in this program's regulatory actions is the USDA, whose mission is to protect US agricultural production and to prevent the invasion of animal and plant diseases and pests that may jeopardize US agriculture production. Soil is the main growing media that may harbor animal and plant diseases. The USDA regulations define tolerance for soil presence as zero. The enforcement actions are applied through the absolute 100% prohibition of soil and dirt contamination of DOD sponsored personal property, privately-owned vehicles (POVs), and cargo.

b. Minimize inconvenience to DOD personnel and cargo delays by Port of Entry Authorities.

c. Advise and assist USEUCOM commanders in the development of effective military customs border clearance programs, training of customs border clearance agents/agriculture personnel, and the operation of effective customs border clearance/agriculture information programs.

d. Ensure compliance with the procedures outlined in DOD 4500.9R, Defense Transportation Regulation, Part V, Department of Defense Customs and Border Clearance Policies and Procedures, and this Directive.

CHAPTER 2

RESPONSIBILITIES

2-1. **The USEUCOM Executive Agent for Customs Border Clearance.** The USCINCEUR, ECJ1, delegates and assigns responsibility for management of the Customs Border Clearance Agency Program (CBCAP) to Headquarters USAREUR and Seventh Army Provost Marshal as the Customs Border Clearance Executive Agent (CBCEA). The Executive Agent is responsible for the management of the USEUCOM CBCAP and will:

a. Develop, coordinate, and implement all USEUCOM policy, doctrine, and instructions required to establish and maintain the DOD CBCAP in USEUCOM. All implementing instructions will comply with the regulatory guidance contained in DOD 4500.9R, Defense Transportation Regulation, Part V. Issues of non-concurrence by USEUCOM component commands must be negotiated between the command and the CBCEA. Unresolved issues will be referred by the CBCEA to USTRANSCOM/TCJ4-Customs Branch, for resolution. However, when any aspect of the program is jeopardized, the CBCEA is vested with full USEUCOM authority to issue policy instruction designed to maintain program certification.

b. Perform as the USEUCOM point of contact on all USEUCOM CBCAP related matters.

c. Conduct annual program certification visits and provide results to the applicable command.

d. Approve the establishment of new programs.

e. Supervise the development of all USEUCOM training doctrine relative to the CBCAP.

f. Provide training for Senior Customs Border Clearance Agents (SCBCA) who, in turn, are authorized to train local Customs Border Clearance Agents (CBCA).

g. Provide representation at seminars, briefings, and training sessions as the USEUCOM representative for U.S. border clearance related matters.

h. Disseminate to the component commands feedback received from USCBP and USDA concerning the CBCAP within USEUCOM.

i. Maintain a Command Information Program designed to provide the USEUCOM component commands current information on all facets of the Customs Border Clearance Program, as well as information on entitlements, prohibitions, and restrictions associated with the importation of goods into the CTUS.

2-2. **USDA Advisor.** The advisor will:

a. Provide liaison between the CBCEA and the USDA.

b. Inform the command of concentrated agricultural threat location(s).

- c. Provide current agricultural information, as applicable to the program.
- d. Conduct annual certification visits to all established CBCA Programs in the USEUCOM AOR.
- e. Certify/de-certify programs as determined by the certification compliance visits.

2-3. **USEUCOM Component Commands.** Please note, Military Transportation Movement Command (MTMC) is considered a component command for the purposes of this Directive. USEUCOM component commands (USAREUR, USAFE, NAVEUR, and MTMC) will:

- a. Ensure the pre-clearance procedures outlined in DOD Regulation 4500.9R, Part V and this Directive are implemented and enforced at the unit, i.e., Installation Commander (IC), Area Support Group (ASG), and Base Support Battalion (BSB) level, etc.
- b. Appoint a representative to serve as the command's program representative for the CBCA Program and as liaison between the command and the USEUCOM Executive Agency for Customs Border Clearance.
- c. Inform the USEUCOM Customs Border Clearance Executive Agency of major problems encountered within their commands concerning the CBCAP.
- d. Ensure pre-clearance information and reports received from the USEUCOM CBCEA are disseminated to subordinate units.
- e. Ensure unit commanders, department heads and section chiefs are aware of the requirements of this Directive.
- f. Ensure all DOD activities, within their commands, involved with the processing and shipping of personal property, DOD cargo and POVs to the CTUS have a certified customs border clearance program. The USEUCOM boundaries for the CBCAP that ship personal property and POVs into the CTUS are concurrent with the boundaries of each Transportation Office (TO)/Traffic Management Office (TMO) within USEUCOM. The logistical support requirements of the TO/TMO are identified in the Directory of USEUCOM/MTMC.

2-4. **CBCAP Commander/Designated Representative.** The commander/designated representative of the CBCAP will:

- a. Appoint in writing, a Primary and Alternate Program Manager for each CBCAP.
- b. Appoint in writing a Primary and Alternate Stamp Custodian for each CBCAP.
- c. Ensure the Program Manager maintains the program in compliance with this Directive
- d. Upon receipt, disseminate the annual certification visit report to the Program Manager.

2-5. **CBCA Program Managers are responsible for:** training, evaluating, and ensuring that all requirements of DOD Regulation 4500.9R, Part V and this Directive are met.

2-6. **CBCA PROGRAM Stamp Custodians are responsible for:** the use, security and accountability of program certification stamps; conducting a quarterly inventory (more frequent as deemed appropriate by the stamp custodian), inventories will include an imprint of all CBCAP stamps. A record of these inventories will be prepared and retained of file for 12 months and destroyed. Inventory records will be subject to review during the certification team's visit.

2-7. **The Local Transportation Offices (TO), Transportation Management Offices (TMO) are responsible for:**

a. Coordinating the scheduled pack-out dates from the TO/TMO with the Customs Border Clearance Agent's Office.

b. Ensuring members obtain a customs border clearance briefing and complete USEUCOM Form 30-3A and USEUCOM Form 30-3B.

c. Counseling DOD members and their dependents on the proper completion of documentation and procedures for shipping privately owned firearms (POF) and ammunition, and (POV).

2-8. **The Customs Border Clearance Agency Program Managers are responsible for:**

a. Ensuring DOD members and their dependents are counseled on USDA Pre-clearance requirements and procedures, duty free entitlements and exemptions, restricted and prohibited articles, to include privately owned firearms (POF), ammunition and POVs.

b. Proper completion of USEUCOM Form 30-3A and USEUCOM Form 30-3B.

c. Forwarding, as applicable, completed USEUCOM Form 30-3 to the local TO/TMO/CPPSO.

2-9. **Record Keeping.** All training records and program documentation will be retained on file for 12 months. They will be made available for review during the certification team's visit and destroyed.

CHAPTER 3

POLICIES

3-1. **Overseas Pre-clearance of DOD-Sponsored Cargo**. All DOD sponsored cargo shipped to the CTUS will be pre-cleared to U.S. Department of Agriculture standards prior to shipment. Coordination for pre-clearance of locally generated or general DOD-sponsored cargo will be the responsibility of the originating activity.

3-2. **Overseas Pre-clearance of Personal Property (PPTY)**. All PPTY shipped to the CTUS will be pre-cleared to U.S. Department of Agriculture standards prior to shipment. Coordination for pre-clearance of PPTY will be the responsibility of the originating activity.

3-3. **Overseas Pre-clearance of Privately Owned Vehicles (POV)**. All POVs shipped to the CTUS will be pre-cleared to U.S. Department of Agriculture standards prior to shipment. The POV pre-clearance will be managed by a DOD contracted civilian firm or coordinated through the originating activity.

3-4. **Senior Customs Border Clearance Agent (SCBCA)**: Personnel selected for appointment as SCBCA must complete the SCBCA training course conducted by the CBCAP personnel. SCBCA personnel criteria is as follows:

- a. Law enforcement personnel of any rank or grade.
- b. Other military personnel, E-4 or above.
- c. DOD civilian and DOD contractor personnel, GS-5 equivalent and above.
- d. Local nationals that work in the DOD system GS-5 equivalent and above.

e. SCBCA are authorized to conduct briefings, inspect personal property and locally generated or general DOD cargo and stamp the applicable forms. Only US citizen may be a Program Manager or Alternate Program Manager, and Stamp Custodian or Alternate Stamp Custodian IAW Para 3-7.

3-5. **Customs Border Clearance Agents (CBCA)**: Personnel selected for appointment as CBCA must complete the CBCA course conducted by their Program Manager. CBCA personnel criteria is as follows:

- a. Law enforcement personnel of any rank or grade.
- b. Other military personnel, E-4 or above.
- c. DOD civilian and DOD contractor personnel, grade GS-5 or above.
- d. Local nationals that work in the DOD system, grade equivalent GS-5 or above.

e. CBCA are authorized to conduct briefings, inspect personal property and locally generated or general DOD cargo and stamp the applicable forms.

3-6. **Identification Credentials.** Local commands are encouraged to provide locally produced and controlled credentials or identification badges for SCBCA/CBCA.

3-7. **Designation of Program Managers and Stamp Custodians.** One Senior Customs Border Clearance Agent (SCBCA) may be appointed as the Program Manager and/or Stamp Custodian for each individual CBCAP will be designated in writing. Program Managers/Stamp Custodians must be U.S. citizens. Each activity will have a Program Manager and Alternate / Stamp custodian and Alternate, meeting the same requirements, designated in writing, to be assigned during periods of leave/pass or sickness to allow for the continued integrity of the program. If it is essential that Program Managers, Stamp Custodians and their alternates have collateral/additional duties, those duties will not interfere with their responsibilities to the CBCAP. At some locations, the PPTY, DOD Cargo and POV programs may have the same Program Managers, Stamp Custodian and alternates.

3-8. **De-activation of a Customs Border Clearance Agency Program.** A CBCAP may be de-activated, upon the de-activation/closing of an installation or the re-location of the installation to another geographic area. The de-activation of the program will be coordinated with the CBCAPEA. In the process of de-activating a program the following procedures will be followed by the program manager or the alternate program:

a. An activity report will be generated reflecting all personal property and DOD cargo inspections conducted leading up to the time of de-activation. This report will be in the quarterly report format.

b. A stamp inventory will be conducted indicating the last time the stamp was used.

All reports including the stamp inventory and a disposition of the stamps will be forwarded to this office.

CHAPTER 4

TRAINING AND EVALUATION

4-1. **CBCAP Training Objectives**. The SCBCA/CBCA training is critical to this program. The training objectives are:

- a. Provide the SCBCA/CBCA with a thorough knowledge of the authority for the program
- b. Instill confidence in the SCBCA/CBCA through an in-depth knowledge of customs border clearance duties, procedures, and reference materials.
- c. Prepare the SCBCA/CBCA through a combination of classroom instruction and performance-based, task-oriented training.

4-2. **SCBCA/CBCA Training Requirements**. Training requirements for SCBCA/CBCA are:

a. **Senior Customs Border Clearance Agent (SCBCA)**. The SCBCA must complete a 20-hour block of instruction provided by the CBCEA (Chapter 5). Subsequently, the SCBCA will return to home station, complete two days OJT, the Program Manager's evaluation, and attend quarterly training. The SCBCA who have completed the two day OJT and evaluation, as an CBCA, will not need to repeat the training or evaluation.

b. **Customs Border Clearance Agent (CBCA)**. Must complete an eight-hour block of instruction given by the Program Manager, (Chapter 6), complete two days OJT, the Program Manager's evaluation, and attend quarterly training.

4-3. **Eight-Hour CBCA Training**. The USEUCOM Executive Agency Eight-Hour CBCA Training instruction package will be the basis for training. Program Managers may add information specific to their program.

4-4. **On-the-Job Training (OJT)**. Once training is accomplished, in accordance with Chapter 5 or 6, a minimum of two-days OJT will be conducted at the home station.

4-5. **Quarterly Training**. Quarterly training should focus on weak areas, new information, and/or program changes.

4-6. **Retraining**. Individuals who have not routinely performed duties as an SCBCA/CBCA for a period of 12 months or more, or who have not received training as prescribed by this Directive (i.e., outside the USEUCOM theater of operations), must receive retraining prior to appointment as an SCBCA/CBCA. Individuals who demonstrate unsatisfactory performance will require retraining to maintain their appointment as an SCBCA/CBCA. The degree of retraining required will be left to the discretion of the Program Manager.

4-7. **Training Records**. Training records will include topic(s) of training, date of training, who was trained, the trainer's name, and the training materials used. Training records will be retained

on file until completion of the next annual certification visit. They will be destroyed after 12 months.

4-8. **Requesting Quotas for SCBCA Training.** The CBCEA is the proponent for all USEUCOM SCBCA training for the Customs Border Clearance Agency Program pre-clearance. SCBCA courses are conducted quarterly at Taylor Barracks, Building 333, in Mannheim, Germany. Quotas for this course will be requested from the USAREUR Provost Marshal, ATTN: ECJ1-CBCEA-O, APO AE 09086, or E-mail eucom.customs@manupo.pmo.army.mil. Requests for course quotas will include the following:

- a. Student's name, rank, SSN, and gender.
- b. Student's unit address, duty station, duty position, telephone number and email address.
- c. Class dates requested, date of arrival, date of departure.
- d. Name, rank, duty position, phone number, email address, and unit address of person requesting the course for the student.

4-9. **SCBCA Courses Conducted Outside Mannheim, GE.** The SCBCA course may also be conducted by the CBCEA at component-selected locations. Scheduling requirements must be fully coordinated with the Executive Agency to ensure assets, resources and training personnel are available. The requestor will fund travel and per diem of the Mobile Training Teams. The requestor will provide all administrative, logistical, classroom and media support.

4-10. **Job Performance Evaluations.** Upon completion of training, the Program Manager will conduct an initial job performance evaluation of the SCBC/CBCA. The evaluation will be performed or completed during the SCBCA/CBCA initial inspection. More frequent checks are left to the discretion of the Program Manager. Evaluations will be conducted with a check sheet. The check sheet will be tailored to meet the needs of the individual program, but will include the following functional areas:

- a. Time/date/location of evaluation.
- b. Name/rank of the individual conducting the evaluation.
- c. Name/rank of the SCBCA/CBCA being evaluated.
- d. Job knowledge and inspection abilities of the SCBCA/CBCA.
- e. Completion of applicable forms.
- f. Security and use of the CBCAP stamp.
- g. Knowledge of CBCAP reference material.

CHAPTER 5

SENIOR CUSTOMS BORDER CLEARANCE AGENT (SCBCA) TRAINING COURSE - TWENTY HOURS

5-1. **Purpose of the Senior Customs Border Clearance Agent (SCBCA) Course.** This course trains SCBCA to function effectively in any type of CBCAP. It also gives SCBCA the knowledge and references needed to conduct the Eight-hour CBCA training (see Chapter 6) at their program locations. It will be conducted by the CBCEA.

5-2. **Required Blocks of Instruction.**

- a. Introduction to the Customs Border Clearance Agency Program in USEUCOM.
- b. Authority and References.
- c. Applying Customs Law.
- d. Prohibited and Restricted Items.
- e. Applying USDA Requirements.
- f. Program Management.
- g. Personal Property (PPTY) (Household Goods (HHG) and Unaccompanied Baggage (UB) Program.
- h. Firearms Importation.
- i. Risk Assessment Procedures
- j. Warehouse Inspections
- k. DOD Cargo Program.
- l. Privately Owned Vehicles (POV) Program.
- m. Program Stamp Use and Accountability.
- n. Reporting and Documentation Requirements.

5-3. **Requirements for Completion of the Course.** All students will be required to successfully complete a written examination at the completion of the instruction.

5-4. **Program of Instruction (POI).** The POI utilized for conducting the SCBCA course is approved by the CBCAP Executive Agency with the concurrence of the USDA Advisor. All

instructors must be SCBCA qualified, an Advisor from USDA, or be a guest speaker qualified in an appropriate subject matter.

CHAPTER 6

CUSTOMS BORDER CLEARANCE AGENT (CBCA) COURSE - EIGHT HOURS

6-1. **Purpose of Customs Border Clearance Agent (CBCA) Training.** CBCA training provides the individual CBCA with the required knowledge to perform customs pre-clearance duties in a particular CBCAP when working under the direct supervision of an SCBCA. This training does not qualify the CBCA to train Program Managers or Stamp Custodians, or alternate Program Managers or Alternate Stamp Custodians.

6-2. **Instructor Qualifications.** Individuals conducting this eight-hour block of instruction must be designated as the Program Manager and have successfully completed the SCBCA course conducted by the CBCEA.

6-3. **Required Blocks of Instruction.** The eight-hour CBCA course will include, as a minimum, but need not be limited to, the following blocks of instruction:

- a. Introduction to the Customs Border Clearance Agency Program in USEUCOM.
- b. Authority and References.
- c. Applying Customs Law.
- d. Prohibited and Restricted Items.
- e. Applying USDA Requirements.
- f. CBCAP Requirements, as applicable.

(1) Personal Property (PPTY) (Household Goods (HHG) and Unaccompanied Baggage (UB) Program, Firearms Importation, Risk Assessment Procedures and Warehouse Inspections

(2) DOD Cargo Program.

(3) Privately Owned Vehicles (POV) Program.

- g. Program Stamp Use and Accountability.

6-4. **Requirements for Completion of the Course.** All students will be required to successfully complete a written examination at the completion of the instruction.

6-5. **Program of Instruction (POI).** CBCA course lesson plans, examinations, training aids, and other instructional materials will be provided by the CBCA. The Program Manager will conduct the training.

CHAPTER 7

CUSTOMS BORDER CLEARANCE AGENCY PROGRAM CERTIFICATION STAMPS

7-1. **Customs Border Clearance Agency Program Certification Stamps.** The CBCAP Certification Stamp is the execution instrument for pre-clearance program certification. The red stamp imprint on the USEUCOM Form 30-3A and USEUCOM Label 30-3-1 indicates to USDA Port of Entry Authorities in the CTUS that an agriculture assessment or inspection has been conducted by an SCBCA/CBCA. CBCAP stamps will document the location of the inspecting activity, the name of the inspector, the date of the inspection and the signature of the inspector. Only SCBCA/CBCA will be authorized the use of the CBCAP certification stamps. Stamp numbers assigned to a specific program are not be inter-changeable between the types of CBCAP, i.e., PPTY and POV. The CBCAP will only use stamps assigned its operation. Only red ink will be used to stamp applicable documents. The date and signature will be signed in black ink.

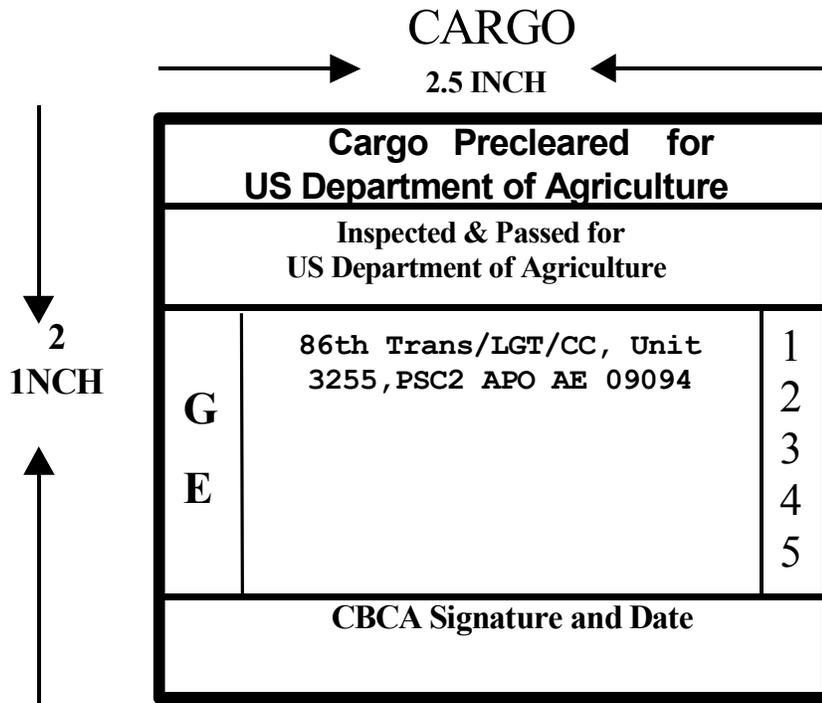


Figure 7-1
Cargo Pre-clearance Stamp

7-2. **CBCAP Certification Stamp Design.** The stamps will be designed as follows, and will be 2" high and 2.5" wide (see figures 7-1 and 7-2):

a. Heading:

(1) Cargo stamps: Cargo Pre-cleared for
US Department of Agriculture

(2) PPTY and POV stamps: **US Military Pre-clearance Program**

b. Inspected and passed for US Department of Agriculture.

c. Unit or organization, including the APO or FPO number.

d. Space for the handwritten signature of the SCBCA/CBCA and inspection date.

e. The CBCA signature and date.

f. The two-letter country code will run vertically on the left side of the stamp and the numerical number will run vertically on the right side of the stamp.

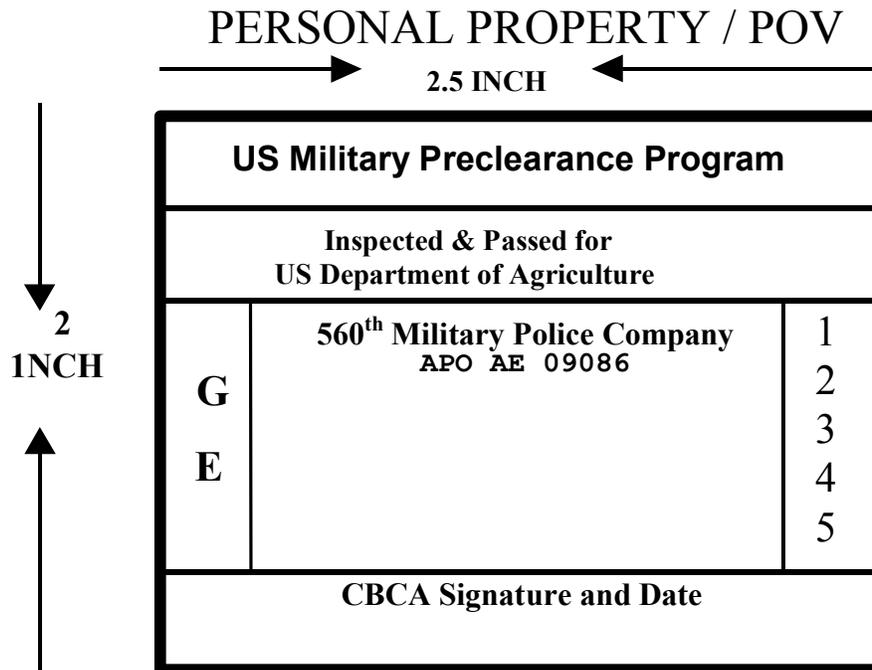


Figure 7-2

Personal Property / POV Pre-clearance Stamp

7-3. **Country Codes.** The only authorized two-letter country codes are as follows:

Germany – GE	Belgium - BE
Netherlands – NL	United Kingdom - UK
Spain – SP	Norway - NO
Greece – GR	Turkey - TU
Italy – IT	Luxembourg - LU
Iceland - IC	Portugal – PO

7-4. **Assignment of CBCAP Certification Stamp Numbers.**

a. **Numerical Designator.** Numerical designators are assigned to component headquarters as follows:

COMPONENT	NUMBERS
USAREUR	10,000 - 12,499 & 13,000 - 13,999
MTMC	12,500 - 12,999
USAFE	14,000 - 17,999
USNAVEUR	18,000 - 19,999

b. **Assignment of CBCAP Certification Stamp Numbers to Programs.** Components will disseminate stamp numbers to the CBCAP at each specific location. The CBCAP will assigned stamps by number to a specific type of program (e.g., personal property, DOD cargo, POV). and report the assigned stamp numbers to the CBCEA. Stamps will be assigned in sequence, starting at the lowest number available and will not be used in more than one type of program.

c. **Number of CBCAP Certification Stamps Authorized for Each Program.** Each site is authorized to maintain the minimum number of stamps required to accomplish the mission. Stamps will not be added or be reassigned without prior approval from component headquarters and notification to the CBCEA.

7-5. **CBCAP Certification Stamp Security.** Stamps must be secured in a locked container, which is secured to the building or is of sufficient size to minimize theft of the entire container. Two drawer lockable filing cabinets or field safes are examples of acceptable containers. Access will be limited to the appointed Primary/Alternate Stamp Custodians. Accountability must be maintained at all times. No more than two keys to locks, which secure CBCAP stamps, will be in use at any one time.

7-6. **CBCAP Certification Stamp Log-book.** A log-book will be maintained for accountability purposes. The log-book format is: Stamp Number, Date/Time Issued, Issued By (Printed Name and Signature), Issued To (Printed Name and Signature), Returned By (Printed Name and Signature), Returned To (Printed Name and Signature), and Date/Time Returned.

7-7. **Issuing CBCAP Certification Stamps.**

a. **During Standard Operations.**

(1) CBCAP inspection stamps will be issued by the Primary/Alternate Stamp Custodian only, to personnel appointed as SCBCA/CBCA. The stamps will not be issued overnight or on a prolonged basis to inspectors. Stamps will be issued only when the need for their use is identified for specific inspection(s). The SCBCA/CBCA will sign for Stamps in a Stamp Log-Book. The SCBCA/CBCA is responsible for constant accountability of the stamp. Stamps will be returned to the Primary/Alternate Stamp Custodian at the end of each workday. The Stamp Custodian will sign in and secure the stamp.

(2) An alternate method may be used which does not require the stamps to be signed in and out, as the stamps will never leave the custody of the Primary/Alternate Stamp Custodian. At the end of each inspection, or the end of the duty day, the USEUCOM Form 30-3A or USEUCOM Label 30-3-1 will be taken, by the inspector, to the Stamp Custodian. The Stamp Custodian will then place the stamp imprint on the forms. In return, the inspector will sign and date the form. If the stamps ever leave the control of the Stamp Custodian, the stamp must be signed out to the SCBCA/CBCA taking possession and accepting responsibility of the stamp. (SCBCA/CBCA other than the Stamp Custodians who execute the stamping of completed documents in the immediate confines of the program, need not be required to signed out the stamp in the stamp log-book.)

b. **Separation of SCBCA/CBCA from Program Location.** Exceptions to para 7-7a(1) and para 7-7a(2) are made when the SCBCA/CBCA is separated from the custodian by a significant distance, has a daily need for a stamp, and is considered by the Stamp Custodian to be completely reliable. The programs in this situation must request a waiver for alternate procedures. The request must be submitted to the CBCEA with the justification, and measures to maintain control and security of the stamps.

7-8. **Use of CBCAP Certification Stamps.** Only the original USEUCOM Form 30-3A and or the USEUCOM Label 30-3-1, will be stamped. All copies of the DD Form 1252 will be stamped. The SCBCA/CBCA will not use a rubber signature stamp. The signature must be an original and must be legible. The practice of pre-stamping forms, prior to the completion of the inspection, is prohibited. When the risk assessment of a personal property shipment is in the low

risk category and will not be inspected, except for the 10% random inspections, draw a red line through "Inspected &" once the form has been stamped and signed by the SCBCA/CBCA.

7-9. **Lost or Stolen CBCAP Certification Stamps**. If a stamp is lost or stolen, it will be reported immediately to the CBCEA. The report must include the probable location, the last date the stamp was known to be used, and the last date of known accountability. This notification must be telephonically (DSN 381-8381/8320) and followed immediately by an electronic message to the CBCEA (E-mail: eucom.customs@manupo.pmo.army.mil). Within ten calendar days, a memorandum, in narrative format explaining the circumstances, which led to the loss of the stamp and actions taken to recover the stamp, will be forwarded through the component headquarters to the CBCEA.

7-10. **Destruction of CBCAP Certification Stamps**. When stamps are destroyed due to wear and tear or de-activation of an activity, a Certificate of Destruction will be forwarded through component headquarters to the CBCEA. The Certificate will identify the stamp numbers destroyed and will state if replacement stamps using the same numbers were obtained. If replacement stamps have not been obtained, the last credible date of stamp use will be reported. The destruction of stamps must be witnessed by a commissioned officer or GS-9 or above. Stamps will not be destroyed or replaced without approval of component headquarters and the CBCEA notified.

7-11. **CBCAP Certification Stamp Inventory Requirements**. The three types of required inventories, which are conducted by the Primary/Alternate Stamp Custodian; are monthly, quarterly and annual. The inventories will indicate the responsible component, the accountable organization, the type of report, the date the inventory was conducted and the name and signature of the Stamp Custodian conducting the inventory. Each stamp number assigned will be accounted for by number and the program of assignment. An impression of each stamp will be included in each inventory.

a. Monthly inventories will be maintained on file for 12 months. They will be reviewed during the next certification visit and destroyed.

b. A quarterly inventory (1 Jan, 1 Apr, 1 Jul and 1 Oct) will be conducted only when there is a change in the status of the stamps, i.e., when a stamp has been lost, stolen, reassigned, or newly issued. The inventory must identify the change in status, listing the lost, stolen or reassignment of stamp number and the newly issued stamp number. If there were no changes in the status of stamps during one of these periods, this inventory is not required. If and when quarterly inventories are conducted, they will be faxed to the CBCEA. The inventory will be maintained on file for 12 months. They will be reviewed during the next certification visit and destroyed.

c. An annual inventory with imprints of all stamps will be conducted (during the month of September). A copy of the annual inventory report must be faxed to CBCAP Operations Office not later than 1 October. The inventory will be maintained on file for 12 months. They will be reviewed during the next certification visit and destroyed.

CHAPTER 8

CUSTOMS BORDER CLEARANCE AGENCY PROGRAM INSPECTION REFERENCES AND TOOLS

8-1. **CBCAP References and Tools**. Inspectors must have the required references and tools to conduct proper pre-clearance inspections. Without these items, the inspector's ability to perform effective pre-clearance is significantly degraded.

8-2. **Required References**. The following references must be available to all inspectors, while conducting any type of pre-clearance operation:

a. DOD Regulation 4500.9R, Part V, Department of Defense Customs and Border Clearance Policies and Procedures, Mar 2003.

b. USEUCOM Directive 30-3, Customs Border Clearance Agency Inspection Program.

c. Joint Service regulations, as appropriate.

d. USCBP, USDA, and other agency information publications, which will include as a minimum, the current edition of the following pamphlets or publications: "Know Before You Go, Customs Regulations for U.S. Residents", "Visiting The United States, Customs Regulations for Nonresidents", "Moving Household Goods to the United States", "Importing or Exporting A Car", "Traveler's Tips On Bringing Food, Plant, and Animal Products Into the United States", "International Mail Imports", "Pets and Wildlife", "Endangered Species List", and "Keep the Homefront Pest Free", ATF P 5300.4 Federal Firearms Regulations Reference Guide, ATF P 5300.5 State Laws and Published Ordinances - Firearms, and ATF P 5300-11 Firearms Curios or Relics List.

8-3. **Required Tools and Equipment**. The following tools and equipment must be available to all inspectors when conducting customs clearance operations:

a. Notebook and pen.

b. Red marking pen/pencil.

c. Small folding pocketknife, the blade will not exceed 3 inches in length.

d. Flashlight (high intensity).

e. Glue, tape or similar items to attach forms to cargo shipments.

8-4. **Availability**. The inspector must have the above items available in the immediate work area where the pre-clearance inspection(s) will take(s) place. When pre-clearance does not take place at a centralized location (such as with the household goods/unaccompanied baggage program), CBCA inspection kits will be available. Kits may be of any type container to accommodate easy handling by the inspector (e.g., a briefcase), but must accommodate all

required items listed above. Sufficient CBCA inspection kits will be procured and assembled to accommodate all working inspectors. It is important to note that the member is responsible for the disassembly of personal property items when inspection of them is required.

CHAPTER 9

DOD-SPONSORED CARGO

9-1. **Overseas Pre-clearance of DOD-Sponsored Cargo.** All DOD-sponsored cargo originating in the USEUCOM AOR for shipment to the CTUS will undergo USDA pre-clearance inspection, at the point of origin.

9-2. **Pre-clearance Procedures.**

a. Prior to packaging cargo, the SCBCA/CBCA will conduct an inspection of the cargo and container (s) to ensure compliance with USDA importation requirements. After the inspection is completed, the cargo may be packaged or containerized.

b. The USEUCOM Label 30-3-1, U.S. Military Pre-clearance Program, will not be used for cargo moving to the CTUS through commercial agencies such as Federal Express (FEDEX) and Dorsey, Hilbohn, & Lind (DHL.) The commercial agency's procedures will be used for those movements, after preparing the cargo to comply with USDA importation requirements.

c. Cargo moving to the CTUS, through DOD sponsored transportation, will use USEUCOM Label 30-3-1 to certify that the cargo has been processed within the guidelines of this program. When transitory cargo moves via commercial carrier to a DOD sponsored transportation site for further shipment to the CTUS, the release point of the cargo from this program will be at the time of acceptance by the consignor. Accountability, by railroad seal serial number when possible, and security of the cargo must be confirmed by the DOD consigner to the Program Manager.

d. Completion of USEUCOM Label 30-3-1 (Figure 9-1). The SCBCA/CBCA inspector will complete each block of the label and stamp it using red ink in the U.S. Department of Agriculture block, in the lower right hand corner when the cargo has met USDA requirements. The label will be affixed to the cargo container, pallet, band, or to the cargo itself if no container is used. In all cases, the label must be attached in such a manner that any effort to remove it or open the container, pallet or cargo itself may be detected. The remarks block of the label will be used to list seal numbers used, provide or information the SCBCA/CBCA determines is pertinent to the shipment. The practice of stamping the USEUCOM Label 30-3-1 prior to the completion of the inspection is prohibited. The cargo stamp design is at Figure 7-1.

9-3. **Storage and Material Requirements.** The following USDA requirements will be enforced to maintain sterility of pre-cleared cargo:

a. Pre-cleared cargo will not be co-mingled with un-cleared cargo. Pre-cleared cargo will be stored in a sterile area to prevent contamination.

b. All wooden containers and crating material will be free of bark, wood borers, and other insects or insect infestation. Packing materials will be free of soil, contamination and vegetable matter and will not be stored on the floor.

c. Inspected cargo will be stored on skids, dunnage, pallet bases, elevated platforms or other similar storage aids maintaining a minimum of at least two inches clearance from the floor to the under-most portion of the property. Storage aids and containers will be staged on a hard stand (e.g., concrete, asphalt), which is free of any vegetation, soil and insect infestation. Cargo stored in or adjacent to a building will not be in contact with exterior walls. Empty containers will be stored on a hard stand area.

d. The storage area will be free of birds, birds nests, insects, insect infestation, snails, slugs, rodents, vegetable matter and soil.

e. Barriers around the area where cargo is stored to prevent contamination by vegetation or snails. It is recommended that a vegetation-free area of approximately six feet distance be maintained around the sterile storage area. Warehouses in areas of snail and slug infestations will maintain a barrier (e.g., salt or alternate method) around the cargo sterile area. When salt is used, the barrier is recommended to be approximately 2-4" wide and 1-3" high. An approved alternate method is the placement of Copper Strips around the cargo sterile area. When used, the barrier should be 3" in height.

9-4. **Defense Courier Service (DCS) and Classified Cargo.** The contents of DCS and classified cargo shipments are exempt from inspection. The outer container(s) of classified cargo and DCS will be inspected by an SCBCA/CBCA. Once the inspector is satisfied the pre-clearance standards are met, a USEUCOM Label 30-3-1 will be affixed to the cargo shipment. The label will not be red-lined and will not be stamped. A statement, in red ink, will be written in the Remarks section of the form that the contents of the shipment are classified and were not inspected. Upon arrival in the CTUS, U.S. Port of Entry Authorities may desire to inspect the shipment in the presence of an authorized DOD representative.

9-5. **Redline Procedures for USEUCOM Label 30-3-1.**

a. Redline procedures will not be used identify cargo that has not met pre-clearance requirements at the point of origin. When a situation arises where the containerized contents in a shipment can not be pre-cleared, the USEUCOM Label 30-3-1, will not be stamped with the certification stamp. A detailed explanation for not stamping the label will be provided in the remarks section. USDA requires the pre-clearance of all DOD cargo prior to shipment.

b. When it becomes necessary to notify the Customs Border Clearance Executive Agency Operations Officer of incidences of no compliance, by the person in charge, notification will be telephonic with a follow-up report in writing, as soon as possible and prior to movement of the cargo, with the following information:

- (1) Name, rank, unit, location and phone number of reportee.
- (2) Type of cargo.
- (3) Foreign port where loaded onboard vessel/aircraft.

- (4) CONUS port of entry and Estimated Time of Arrival (ETA).
- (5) Bill of lading number.
- (6) Vessel name and voyage number or aircraft tail number.
- (7) Container number (if containerized).
- (8) Reason for the missed inspection of shipment or not performing the inspection (explain the who, what, when, where and why the inspection was not performed).

c. All **un-pre-cleared shipments** will be reported in Part IV of the USEUCOM Form 30-3C(R).

9-6. **Notification of Breach of Accountability or Security of Transitory Cargo.**

a. Transitory cargo received by the DOD component which has a breach of accountability or security during transition between the point of origin and point of acceptance by the overseas DOD component must be immediately reported to the Customs Border Clearance Executive Agency Operations Officer.

b. The Customs Border Clearance Executive Agency Operations Officer will be notified of the breach, telephonically with a follow-up in writing, as soon as possible and prior to movement of the cargo, with the following information:

- (1) Name, rank, unit, location and phone number of reportee.
- (2) Type of cargo.
- (3) Point of origin.
- (4) Date and time of departure from point of origin.
- (5) Name of carrier.
- (6) Date and time of arrival at DOD site.
- (7) CONUS port of entry and Estimated Time of Arrival (ETA).
- (8) Bill of lading number.
- (9) Railroad seal number (if sealed).
- (10) Container number (if containerized).
- (11) Details of breach (explain the who, what, when, where and why).

9-7. **Requests for Waiver of DOD Cargo Program.** The United States Department of Agriculture supports and enforces Executive Order (EO) 13112, Invasive Species. The USDA Advisor to USEUCOM does not grant pre-clearance program waivers. In rare situations where inspection of DOD cargo cannot be conducted, coordination for appropriate action to be taken must be made with the CBCEA Operations Officer at the time of movement planning.

U.S. MILITARY PRECLEARANCE PROGRAM	
The U.S. Government property to which this label has been affixed meets the entry Requirements of the U.S. Department of Agriculture	
Unit of Origin	U.S. Port of Entry
Inspector's rank and name (<i>Last, First M.I.</i>)	Date
Remarks	U.S. Department of Agriculture

USEUCOM Label 30-3-1, Oct 03

Figure 9-1

USEUCOM Label 30-3-1

CHAPTER 10

PERSONAL PROPERTY

10-1. Overseas Pre-clearance of Personal Property (PPTY), Household Goods (HHG), and Unaccompanied Baggage (UB). All DOD-sponsored personal property originating in the USEUCOM AOR for shipment to the CTUS will undergo USDA pre-clearance procedures at the point of origin prior to shipment.

10-2. Preparation of DD Form 1252/1252-1. The DD Form 1252 (US Customs Declaration for Personal Property Shipments) will be completed by the TO/TMO. The DD Form 1252-1 will be completed and attached to the DD Form 1252 when firearms are included in a household goods or unaccompanied baggage shipment. No ammunition to include brass casings will not be included in any personal property shipment. A separate declaration will be prepared for each type of shipment i.e., household goods, unaccompanied baggage and POV. The member will be briefed by the transportation personnel that privately owned vehicles will be processed through the local Vehicle Processing Center or POV Program, as applicable.

a. The originating transportation office (TO) is responsible for ensuring the DD Form 1252 (and DD Form 1252-1, if required) is properly completed. The signature of the member must be legible on all copies.

b. A "designated responsible official" may execute and sign the DD Form 1252/1252-1 in lieu of the member. The required items for such officials must include:

(1) The member's designated Power of Attorney.

(2) A Summary Court Officer appointed to act on the behalf of a deceased member. If immediate family arrives overseas to take possession of the deceased property, the TO and Summary Court Officer will render required assistance.

(3) The responsible transportation officer.

(4) An adult family member of the owner who has reached the "age of reason." A determination concerning the "age of reason" should be made by the TO/TMO. A Power of Attorney is not required in this case.

(5) In cases where the member has returned to the CTUS, without shipping his personal property, or in circumstances where the member is unable to personally execute the DD Form 1252/1252-1 (e.g., deserter, emergency medical, or compassionate reassignment), the DD Form 1252/1252-1 may be executed on behalf of the owner by the individual's unit commander or the commander's appointed representative.

c. When someone other than the member executes the DD Form 1252/1252-1, the authority of the individual signing will be so annotated in the Remarks Section of the DD Form 1252. The following statement will be entered in the remarks block or on the reverse side of the

DD Form 1252: "Property in this shipment (or this privately owned vehicle) has been verified as belonging to (named member) and is being imported for his or her own personal use."

The individual signing for the owner will type or legibly print their name and sign the form directly below the statement or in the signature block in Section A with the annotation "For (named owner)." Evidence to support the individual signing as being a "designated responsible official" must be attached to the DD Form 1252.

d. The stamped DD Form 1252 also certifies that a POV has been inspected processed by the POV Pre-Clearance Program and meets USDA requirements. The red stamp imprint and signature of the inspecting SCBCA/CBCA completes the inspection process.

10-3. **Border Crossing Entitlements, Exemptions, Prohibitions, Restrictions and USDA Requirements Briefing, Interviews and Risk Assessment.** Each member will be thoroughly briefed by an SCBCA/CBCA on border crossing entitlements, exemptions, prohibitions, restrictions and USDA requirements. The USEUCOM Form 30-3B(R), Personal Property Shipper's Certificate, (Appendix B) and USDA Program Aid No.1666, Keep the Home Front Pest Free will be used during the briefing. Upon completion of the briefing, the member will complete and sign USEUCOM Form 30-3A(R), Agriculture Inspection Certificate (Appendix B). The briefer will conduct a one on one interview with each member to discuss the contents of each shipment separately. The Program Manager must ensure that a thorough assessment is made to determine if the shipment is a high risk or low risk shipment.

10-3. **Procedures.** The kinds of agricultural risks associated with the PPTY shipment varies with geographical areas, seasons and the items contained in the shipment. The Program Manager is responsible to ensure that the high risk or low risk assessment is made using all required information. If the risk assessment is made by a SCBCA/CBCA other than the Program Manger, the Program Manager must monitor the procedures to ensure that the assessment is being correctly conducted. The risk category is determined by the member's responses to SCBCA/CBCA questions during the briefing, one on one interview, the presence of restricted or prohibited items identified in USEUCOM Form 30-3B(R), high risk items identified using the USDA Program Aid No 1666, knowledge of the community, and any other information that is developed during the process. The risk category will determine the need for a pack-out date inspection. The following points outline additional requirements:

a. Mass briefings are acceptable. Following a mass briefing, there must be a one-on-one dialogue and review of the documents by the SCBCA/CBCA and member. The SCBCA/CBCA must ensure the member has a thorough understanding of USDA requirements and will obtain sufficient information for the Program Manager to make the risk determination.

b. The briefer must stress to the member that the USEUCOM Form 30-3A(R) is the formal, legal declaration form required at the CONUS Port of Entry.

c. It is strongly recommended that whenever possible, the spouse should attend this briefing. When attendance is not possible, the briefer should stress the importance of the member reviewing the USDA Program Aid and other USDA requirements with the spouse and children.

d. All members are required to conduct a self-inspection of their PPTY for USDA requirements. The checklist found in the USDA Program Aid will assist them in identifying high-risk items. High risk items may be any articles stored outdoors or indoors, in storage sheds, garages, basements, and attics or any article that may transport agricultural pests or disease.

10-4. **Risk Categories and Procedures.**

a. The two risk categories are high risk and low risk.

(1) High risk items may introduce agriculture pests and disease into CTUS. Examples of USDA possible high-risk items include, but are not limited to, barbecue grills, outdoor furniture, dried flower arrangements not meeting USDA requirements, antique furniture, drums with uncured skins, and outdoor toys/bicycles or equipment. Examples of high-risk areas of an item include hidden areas, such as under the seat and inside of handlebars of a bicycle, the stuffing used in older furniture, the interior of multiple parts items. Any items stored for long periods, or items routinely used outdoors, are more likely to be high risk.

(2) Low risk items do not generally introduce agriculture pests and disease into CTUS.

b. SCBCA/CBCA will inspect 100% of shipments determined to be high risk by the Program Manager. The shipments will be inspected within one to five workdays of the pack-out provided the shipment is secured/stored in a manner to preclude contamination after inspection (i.e., indoors). Shipments that cannot be secured to preclude contamination will be inspected on the day of the pack-out.

c. Members of high-risk items will be briefed to have all of the high-risk items readily available for inspection by the SCBCA/CBCA. Items identified as high risk are not to be packed prior to inspection by the SCBCA/CBCA. Once the items have passed the inspection, they will be stored in such a manner as to preclude agriculture contamination prior to packing.

d. A minimum of ten percent of low risk shipments must be inspected each month. Selecting low risk shipments for verification must be done on a random sampling basis. The inspection standards are the same for both low risk and high risk inspections.

e. The standard for the inspection, the process must be thorough enough to identify any dirt or plant material, or any item capable of introducing an agriculture pest or disease into the CTUS. Property found to be dirty must be cleaned to the standard before the inspection and certification is completed.

10-5. **Pack-out Log-book.**

a. A Pack-out Log-book will be maintained by all Program Managers for an accurate accounting of all shipments processed.

b. The log-book will contain the name of the member, one-on-one briefing date, briefer's name, type of shipment (HHG or UB), risk determination (high or low), pack-out date, whether the shipment was or was not inspected, the SCBCA/CBCA who inspected the shipment, and a

remarks column for any additional information concerning the shipment. Remarks column examples: USDA problems discovered during the inspection, replacement of a lost USEUCOM Form 30-3A(R), the issuing of a USEUCOM Form 30-3A(R) for a turnaround shipment, or any other information needed for the USEUCOM Form 30-3C(R).

- c. The log-book data and USEUCOM Form 30-3C(R) data must match.

10-6. **Motorcycles/Mopeds Placed in HHG.**

- a. The member is responsible and must be aware:

(1) The inclusion of motorcycle/mopeds/ and motor scooters in the HHG shipment does not change, reduce or eliminate any federal emission of safety requirement in effect for the model year vehicle. Motorcycles, motor scooters or mopeds included in HHG shipments will be treated in the same manner as any other vehicle. Motorcycles, motor scooters or mopeds with less than 50cc engine capacity are generally exempt from the importation requirements of the Department of Transportation (DOT) and the Environmental Protection Agency (EPA).

(2) Complete HS Form 7 (Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety Standards) and either DD Form 788-2 (Private Vehicle Shipping Document) and EPA Form 3520-1 (Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Control Regulations).

(3) Properly completed documents listed above are provided to the transportation office to be attached to the original DD Form 1252.

b. If the motorcycle has “on-road” capability, it will be considered a regulated vehicle, accordingly and all applicable Motor Vehicle Highway Safety Act requirements, and EPA restrictions apply. If the motorcycle truly meets the “off-road” category, the member must provide documentation that the motorcycle is for “off-road” use, racing, motor cross events, etc.... A photograph will be attached for use by the U.S. Port of Entry Authorities.

10-7. **SCBCA/CBCA Certification of USEUCOM Form 30-3A(R), Agriculture Inspection Certificate.**

a. Completion of the USEUCOM Form 30-3A(R). The SCBCA/CBCA will ensure that all blocks on the form are complete. The member will read the certificate, circle the appropriate inspection/examination statement, and sign the form. The SCBCA/CBCA will complete the form with a red stamp imprint in the Customs Border Clearance Agency Program Certification Stamp block. The remarks block of the form will be used to provide information the SCBCA/CBCA determines pertinent to the shipment. Stamping the USEUCOM Form 30-3A(R) prior to the completion of a high risk shipment inspection is prohibited. The personal property stamp design is at Figure 7-2.

- b. The four certification options are:

(1) The PPTY is assessed as a low risk shipment. The USEUCOM Form 30-3A(R) is

completed with a red ink impression of the CBCAP stamp and signature of the SCBCA/CBCA.

(2) The PPTY is assessed as a high risk shipment, passed inspection and met USDA requirements. The USEUCOM Form 30-3A(R) is completed by the SCBCA/CBCA who conducted the inspection, with a red ink impression of the CBCAP stamp and the signature of the SCBCA/CBCA.

(3) The PPTY does not meet all USDA standards or is a missed shipment. A missed shipment is one that is not assessed for risk level or is assessed as high risk but not inspected. As a result, the USEUCOM Form 30-3A(R) is not stamped and must contain explanatory information and the signature of the SCBCA/CBCA in the Remarks block.

(4) The PPTY as a turn-around shipment. The shipment arrived from a non USEUCOM command and has been redirected to the CTUS due to the member being diverted to CONUS and the shipment was never released to the member. The USEUCOM Form 30-3A(R) will not be stamped or red-lined. Explanatory information and the signature of the SCBCA/CBCA are entered into the Remarks block. The turnaround shipments are not to be counted as high or low-risk shipments on the USEUCOM Form 30-3C(R), Customs Border Clearance Program Inspection Quarterly Report; however, it will be documented in Part IV of the report.

c. A duplicate red stamped certificate will be used only to replace a certificate that has been lost.

d. The Program Manager will provide the completed Agriculture Certificate to the transportation office no later than the work day following completion of the form.

(1) Certificates for low risk shipments will be completed on the day of the briefing. If a low-risk shipment is identified for the 10% low-risk shipment inspection and the shipment is found to have agriculture concerns that cannot be corrected on the spot, the transportation office will be notified immediately. The previously provided stamped USEUCOM Form 30-3A(R) will become invalid until the concerns are corrected. At that time the USEUCOM Form 30-3A(R) will be replaced with an unstamped form and the replaced form will be destroyed.

(2) Certificates for high risk shipments will be signed by the member, at the conclusion of their briefing. The certificate will be retained by the SCBCA/CBCA and will be completed on the day of the inspection. After the shipment has passed inspection, the SCBCA/CBCA who conducted the inspection will certify the form. The form can then be given to the transportation office.

e. Replacement of a Lost USEUCOM Form 30-3A(R). The SCBCA/CBCA may provide the TO/TMO a stamped USEUCOM Form 30-3A(R) to replace a lost agriculture certificate provided the SCBCA/CBCA can verify an original form was issued. Verification will be made by checking the pack-out log-book entries. When a replacement form is issued, the SCBCA/CBCA will complete the name, place inspected, date inspected and type of shipment blocks and stamp and sign the stamp certification block. The member's signature block will remain blank. The SCBCA/CBCA will write in the remarks section: "This is a replacement copy." Additionally,

the SCBCA/CBCA will document in the pack-out log- book that a replacement form was issued and the date of issue.

10-8. **Redline Procedures for USEUCOM Form 30-3A(R).**

a. The practice of redlining personal property for USDA purposes is dis-continued. Personal property included in a container for shipment that does not meet pre-clearance requirements at the point of origin will not be redlined. The certification stamp will not be affixed to the USEUCOM Form 30-3A(R).

b. Any shipment not assessed or inspected, if identified as a high risk shipment, is considered a missed shipment and will not be stamped. The shipment will be reported as a high risk, missed shipment on the USEUCOM Form 30-3C(R).

c. **The Customs Border Clearance Executive Agency Operations Officer will be notified of the un-cleared shipment in writing, as soon as possible and prior to movement of the personal property, with the following information:**

(1) Name, rank, unit, location and phone number of reportee.

(2) Type of shipment (HHG/UB).

(3) Foreign port where loaded onboard vessel/aircraft.

(4) CONUS port of entry and Estimated Time of Arrival (ETA).

(5) Commercial or Government Bill of Lading number.

(6) Vessel name and voyage number, or aircraft tail number.

(7) Container number (if containerized).

(8) Reason for non pre-clearance. (explain the who, what, when, where and why).

d. All non pre-cleared shipments will be reported in PART IV of the USEUCOM Form 30-3C(R).

10-9. **Moving Company Familiarization** . It is beneficial for moving company employees to be familiar with USDA requirements, agricultural pest recognition, and actions to take when agriculture risks are identified. The Program Manager will provide posters, pamphlets etc to the moving company management as recognition aids to their staff and employees. The packers will be able to identify high-risk items to be packed last, to allow time for the SCBCA/CBCA inspection.

10-10. **Carrier Warehouse Standards and Inspections**. Inspections are conducted to ensure that USDA standards are met.

a. SCBCA/CBCA personnel will conduct monthly un-announced inspections, regardless of the frequency of use of the warehouse to determine compliance with USDA requirements. The USEUCOM Form 30-3D(R) CBCA Warehouse Inspection Checklist, (Appendix A) will be used to document record deficiencies and document inspection(s).

b. Deficiencies identified during the inspection will be discussed with the warehouse representative. The nature of the deficiency, action(s) to be taken to rectify the problem(s), and a re-inspection date will be established with the representative prior to completing the inspection visit.

c. Deficiencies will be reported to the servicing TMO.

d. Recurring deficiency reports will be forwarded to the Executive Agency Operations Officer.

e. If a carrier warehouse is used by two or more MCBCA Programs, a written agreement between the two will be made for the program closest to the warehouse to conduct the inspections. The agreement will be provided by the inspecting office. A copy of the agreement will be maintained on file at each MCBCAP office for one year.

f. Barriers around the area where personal property is stored are intended to prevent contamination by vegetation or snails. It is recommended that a vegetation-free area of approximately six feet distance be maintained around the sterile storage area. Warehouses in areas of snail and slug infestations will maintain a barrier (e.g., salt or alternate method) around the personal property sterile area. When salt is used, the barrier is recommended to be approximately 2-4" wide and 1-3" high. An approved alternate method is the placement of Copper Strips around the personal property sterile area. When used, the barrier should be 3" in height.

10-11. **Pre-clearance Program Waivers**. The USDA Advisor to USEUCOM does not and will not grant waivers of the pre-clearance program requirements for personal property shipments.

CHAPTER 11

PRIVATELY OWNED VEHICLES (POV) SHIPMENTS

11-1. **Overseas Pre-clearance of DOD-Sponsored POV.** All DOD-sponsored POVs originating in the USEUCOM AOR for shipment to the CTUS must be pre-cleared, and meet DOT, EPA and USDA requirements prior to importation. Non-conforming POV can only be imported thru a Registered Importer (RI) or an Independent Commercial Importer (ICI). The USDA Advisor to USEUCOM does not and will not grant waivers of the pre-clearance program for POV shipments. POV may be imported through either, the **Contract Program or the CBCA Pre-clearance Program.**

11-2. **Contract Program.** POV processed by a commercial contractor are subject to the procedures of this Directive. The contractor is responsible to satisfy U.S. CBP, DOT, EPA and USDA entry requirements.

a. Inspector Qualification Requirements: POV inspectors must complete training conducted by the CBCA and certified by the USDA Advisor as ‘**Agriculture Enforcement Inspector**’ (AEI).

b. Training Requirements: A four-hour block of instruction will be conducted by the CBCA. Requests for training will be forwarded to ECJ1-CBCEA-O, by the MTMC, 598th Transportation Group, Personal Property Division POC. Training will include, but is not limited to:

(1) Introduction to the USEUCOM Customs Border Clearance Agency Inspection Program.

(2) Authority and References

(3) Program Management

(4) Applying Customs Law

(5) Applying USDA Requirements

(6) Hands-On-Exercise

(7) Required report. All POV programs are required to submit a monthly report, thru the 598th Transportation Group to the ECJ1-CBCEA -O, on the number of out processed POV. The report should be forwarded to this office NLT 7 working days for the previous month.

11-3 **Inspection and Processing Procedures.**

a. Inspection Facility and Tools: The inspection area must be an enclosed, well lighted area. It is recommended that a flashlight or a portable light source be used to facilitate the inspection. A pit, ramp or lift is required to properly inspect the undercarriage of the POV.

b. The Undercarriage of the POV will be cleaned to USDA standards at the port of departure and stored in a sterile area until loading.

c. An agriculturally clean POV is Certified by placing a red agriculture stamp impression in the lower right corner in section A on all copies of the DD Form 1252. The inspector will date and sign the DD Form 1252 within the stamp imprint.

d. POV Sterile Area Requirements: The POV sterile area must be a hardstand or a graveled lot that is totally free of soil (dirt), weed growth, and any visible pests, such as snails or slugs. If sterile areas are graveled, they must have a minimum depth of six inches of gravel and must be maintained to ensure soil does not seep up to the surface. Barriers to prevent contamination by vegetation or snails must be placed around the area where POVs are held. It is recommended that a vegetation-free area of approximately six feet distance be maintained around the sterile storage area. Holding areas where there is a potential for snail and slug infestations will maintain a barrier (e.g., salt or alternate method) around the POV sterile area. When salt is used, the barrier is recommended to be approximately 2-4" wide and 1-3" high. An approved alternate method is the placement of Copper Strips around the POV sterile area. When used, the barrier should be 3" in height.

11-4. **CBCA Pre-clearance Program.**

a. POV Inspection Site and Tool Requirements: An adequate inspection site must exist which will enable the SCBCA/CBCA to conduct a thorough inspection of the POV. The area must include a covered and well lighted, pit, ramp, or lift. Inspection tools, to include a portable light source, i.e., flashlight and mirrors, must be available to the inspector.

b. Inspection and Processing Procedures: The POV and owner/representative will proceed, at the direction of the inspector, to the inspection facility, pit, ramp or lift. The inspection will be conducted systematically, starting with the exterior, inside of the vehicle floor, under and between the seats. These areas are hiding places for plant material, discarded food items; meat scraps, orange peels, food wrappers etc. Moving, clockwise or counter, to the engine compartment, to include the front grill assembly. The wheels and wheel wells. The inspection will continue to the trunk again, a source of plant material, hay, grass, soil etc, spare tire and matting. Special attention will be given to the undercarriage areas. The wheel wells, front and rear bumpers, tires, fenders, axles and differentials, frame rails, transmission and transfer case, spare tire and spare tire carrier (where applicable). Oil soaked build up on drive train components and undercarriage does not pose an agricultural threat. When deficiencies are noted they will be identified to the owner with an explanation of what necessary corrective action is required. The customer should be provided an inspection rejection sheet showing specific areas for re-inspection. This will preclude the necessity for a complete re-inspection. The returning customer, for partial re-inspection, may be permitted to move to the head of the line for corrective, and in most cases, a quick re-look. Some re-looks of bumper areas, interiors do not require the use of the pit or ramp. The inspection may be accomplished on hard stand near or adjacent to the inspection pit or ramp.

(1) The member is responsible to clean the POV prior to the inspection. All areas of the interior, engine compartment, trunk and exterior must meet USDA requirements. The POV must be free of all soil (dirt), plant contaminants or material that may introduce an agriculture pest or disease into the CTUS.

(2) The SCBCA/CBCA is responsible to ensure that the undercarriage of the POV meets USDA requirements.

(3) The inspector will advise the member that the POV is subject to U.S. Customs and USDA inspections at the port of entry (POE), as well as Foreign Government Customs inspections.

(4) Contraband finds or illegal items, other than USDA concerned articles, found during the inspection process will be reported in accordance with local law enforcement procedures.

(5) Inspections will continue to be performed during extreme weather conditions involving heavy snow and icing. The SCBCA/CBCA is responsible for following procedures which ensures that the POV remains sterile pending shipment to the CTUS.

c. Documentation: The SCBCA/CBCA will ensure that the following documentation is properly completed and signed:

(1) DD Form 1252, US Customs Declaration for Personal Property Shipments.

(2) HS-7, -Declaration - Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards.

(3) DD Form 788/788-1/788-2, Private Vehicle Shipping Document.

(4) EPA Form 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Control Regulations.

(5) Upon proper completion of the above documents, the SCBCA/CBCA will ensure that the member/representative date and sign the appropriate blocks. The POV will be immediately moved into the POV holding area. The holding area must be co-located in close proximity of the agriculture inspection facility. This will restrict POV movement to hard surface and reduce the risk of agriculture contamination while in transit to the POV holding area. The owner is responsible to ensure the vehicle does not become dirty while driving from the agriculture inspection to the turn in point.

d. Report Requirements. Each quarter, the total number of POV out processed will be reported in PART IV of the MCBCAP Quarterly Report, USEUCOM Form 30-3C(R).

11-5. **Non-Conforming Vehicle Importation Requirements.**

a. Foreign manufactured motor vehicles not conforming to EPA and DOT standards are considered non-conforming vehicles. Non-conforming vehicles may be imported through the

Contract Program or CBCA Pre-clearance Program providing the member has made a contract/agreement with a Registered Importer (RI) to import the vehicle, modify, and certify that it meets all applicable Federal Motor Vehicle Safety Standards (FMVSS). A copy of the contract/agreement must be presented with the vehicle at the time the vehicle is processed for shipment.

b. Not all vehicles can be modified to meet FMVSS. Those that cannot are prohibited importation into the CTUS. A list of vehicles that have already been determined eligible for importation for modification may be obtained from a RI or from the National Highway Traffic Safety Administration's Web site, www.nhtsa.dot.gov/cars/rules/import.

c. As a general rule, vehicles 25 years old or older usually may be imported without meeting DOT or EPA requirements.

d. Vehicles manufactured after 1 September 1978 must meet the DOT bumper standard.

e. Vehicles manufactured beginning with model year 1987 must meet the DOT theft-prevention standard.

f. Gasoline-fueled cars and light-duty trucks originally manufactured after 31 December 1967, diesel-fueled cars originally manufactured after 31 December 1974, diesel-fueled light-duty trucks originally manufactured after 31 December 1975, heavy-duty engines originally manufactured after 31 December 1969, and motorcycles with a displacement of more than 49 cubic centimeter originally manufactured after 31 December 1977 are subject to federal emission standards.

g. EPA will not accept Independent Commercial Importer (ICI) work performed outside of the United States.

h. In addition to the federal, individual states may have addition emission requirements that must be met in order to register the vehicle in that particular state.

11-6. **Stamp Requirements and Control.**

a. The agriculture certification stamp will be locally procured. The circular impression will be 5.5cm in diameter; the word AGRICULTURE appears in the upper half and the word INSPECTED appears in the bottom half. The APO/FPO number will be the number of the local community in which the POV inspection site is located. This number will be centered on a top and bottom line and will appear through the middle of the stamp just below the stamp center.

b. The stamp impression will be made using red ink. The inspector will use a normal single line date stamp to place the POV inspection date in the open space under the APO/FPO number. The inspector will sign his name in the open space, on the line above the APO/FPO number.

c. Strict stamp control will be maintained at the port of departure. The AEI program manager is accountable for implementing stamp control procedures which will include securing the stamp when it is not in use.

d. Pre-Stamping blank DD Forms 1252 with the agriculture inspection stamp is prohibited.

e. For CEA programs, a stamp designated from the block of numbers used in the personal property/DOD cargo program will be used. This requires the SCBCA program manager to request a number from their higher headquarters to be issued for making the stamp. (See figure 7-2 for the proper facsimile of the stamp)

11-7. **Additional USCS/USDA Requirements** Some POV processing locations containerize POV for shipment to the CTUS. The USDA standard does not change. The cleaning and inspection facilities are standard for all inspections. After the POV has been cleaned and processed, sterility will be maintained. The container for shipping the POV will be cleaned and inspected prior to stuffing . All containers will be stored in a sterile area while waiting to be loaded and shipped.

11-8. **Request for Waivers.** It is highly unlikely that USDA requirements for the POV program will be waived. In such rare occasions, the request must fully justify why the waiver may be required. At a minimum, information concerning the type, and frequency of POV processed for CTUS, general information regarding CONUS destination(s), and the availability of **AEI** personnel. Request will be forwarded through the MTMC, 598th Transportation Group, Personal Property Division POC to HQS USAREUR/7A, Office of the Provost Marshal, ATTN: Customs Border Clearance Executive Agency , Unit 29931, APO AE 09086.

CHAPTER 12

MCBCAP QUARTERLY REPORT

12-1. **CBCAP Quarterly Report, USEUCOM Form 30-3C(R)**. A quarterly report will be submitted by all Program Managers to the Executive Agency to arrive no later than the 20th of January, April, July, and October. The quarterly report will accurately document briefings conducted, shipments completed, and remarks information required, during the quarter. It will reflect data from the Pack-out Log-book.

a. PART I:

(1) Block 1 will reflect the complete program mailing address.

(2) Block 2 will reflect the quarter (QTR) and fiscal year (FY) of the reporting period.

(3) Block 3 will reflect the program city or base location.

(4) Blocks 4, 5, 6 and 7 will reflect the information for contacting the Program Manager.

b. PART II through IV will be completed as applicable.

c. PART II and PART III:

(1) Blocks 8 and 21 "Personnel assigned (officer/enlisted/civilian)" will reflect the numbers of each category working in the Pre-clearance Program. The example "0/4/2" would indicate 0 officers, 4 enlisted and 2 civilians.

(2) Blocks 9 and 22, and 10 and 23, "# SCBCA Full-Time" and "# SCBCA Part-Time" are defined as full time if 75% or more of the man-hours are devoted to SCBCA duties, and part time as any time less. (NOTE: Special duty personnel assigned as SCBCA are considered full-time).

(3) Blocks 11 and 24, "# CBCA" will reflect the number of CBCA who worked in the Pre-clearance Program. The number of hours worked will be included in Block 12.

(4) Blocks 12 and 25, "Total Man-hours Worked in Pre-Inspection Mission", will reflect only the actual hours worked in the Pre-clearance Program. Include briefings, travel time to and from an inspection site, and the actual inspection time. It will not include time spent doing non-MCBCAP work. Man-hours will be reported as hours and minutes.

d. PART II - PERSONAL PROPERTY, blocks 15 through 20, documents the number of shipments and inspections conducted. The numbers posted will accurately reflect the shipments and inspections documented in the Pack-out Log-book.

(1) HHG and UB numbers are reported separately.

(2) Missed shipments are considered High Risk and are included in the total Number of High Risk in block 17, and as a separate entry Number of Missed shipments in block 20. An explanation is required in PART IV on the form.

(3) The Number of Low Risk (block 15) plus the Number of High Risk (block 17) equals the Total Number of Shipments (block 19). If there are 75 Low Risk shipments and 30 High Risk shipments, the number 75 is entered into block 15, the number 30 is entered into block 18, and the number 105 is entered into block 19. If 20 of the Low Risk shipments were inspected, the number 20 is entered into block 16. If 30 of the High Risk shipments were inspected, the number 30 is entered in block 18. If 29 of the High Risk shipments were inspected, or if 1 of the 30 High Risk shipments is high risk because it was not assessed, the number 29 is entered into block 18 and the number 1 is entered into block 20. All Missed Shipments will be explained in PART IV on the form.

e. PART III - DOD CARGO, documents the amount of cargo inspected. Each program manager will develop a method to document data which supports this report.

(1) Block 25 will reflect all cargo processed and inspected and will be reported as short tons (ST), pieces (P), ammunition (T) or rolling stock number (N).

(2) When several pieces are inspected and palletized together or in a container, all inspected pieces will be counted and documented on the report, **not the number** of pallets or shipping devices.

(3) If 75 pieces (P) of cargo were inspected and 4 (P) **were not inspected**, block 26 will reflect 75 and block 27 will reflect 4.

(4) Un-stamped cargo will be explained in PART IV - REMARKS.

(5) Programs shipping rolling stock will identify equipment, by type, inspected in PART IV - REMARKS.

f. PART IV - REMARKS will report:

(1) POV programs quarterly activity. The total number of POVs out processed.

(2) All additional or supporting information concerning any program activity during the reported quarter. Examples include, but are not limited to, information for missed shipments, or not inspecting shipments, comments reflecting program trends, special actions, concerns, as well as agricultural problems found during low- risk inspections. The agricultural finds should identify what and where the problem was found. For example: Seven low risk shipments were found to have agriculture concerns. Finds included: 1-Soil in tubing frame of lawn chair, 1-Gypsy Moth (GM) egg mass on outside tent wall, 5-barbecue grills with dirt and grass on legs.

(3) All ammunition (tons).

CHAPTER 13

INFORMATION PROGRAM

13-1. **Purpose.** The purpose of the information program is to facilitate the exchange of information between activities involved in the pre-clearance program, and define procedures for public affairs and command/internal information matters. This exchange of information is vital to success of the program.

13-2. **Responsibilities:**

a. The USEUCOM CBC Executive Agency must coordinate with U.S. Transportation Command, the **U.S. Customs Border Protection** and the U.S. Department of Agriculture to obtain current information. Subsequently, the information must be disseminated to public affairs and military customs border clearance agency program (CBCAP) offices throughout EUCOM.

b. Unit commanders and transportation officers will ensure SCBCA/CBCA support the information program. It is incumbent upon the SCBCA/CBCA to provide local communities with customs information.

c. Program Managers are strongly encouraged to develop a close working relationship with the local APO/FPO to provide current information concerning the CBCA and USDA requirements that affect mail and packages entering the CTUS. Posting USDA posters in the APO/FPO is a recommended way to provide a service to keep the community informed.

d. Program Managers should coordinate with local Central Processing Facilities to take part in orientation briefings for newly arrived personnel, so that:

(1) Newcomers are briefed on ways to avoid acquiring items that are restricted or prohibited importation into the CTUS.

(2) Personnel are made aware of restrictions on packages/parcels mailed to the CTUS.

13-3. **CBCA News Releases.** The CBCA News Release is the format used to disseminate U.S. Customs Border Protection (CBP), USDA and import information to the MCBCAP and to the public. The Executive Agency Public Affairs Officer (PAO) will publish the release(s) for distribution to component public affairs offices, Armed Forces Network-Europe, European Stars & Stripes and MCBCAP. The release(s) will be sent out by electronic mail (e-mail). The SCBCA/CBCA should have sufficient modern computers to keep pace with e-mail and internet developments. Program Managers must inform the PAO of all e-mail address changes. The CBCA News Release may be posted and released to the public. It is recommended that Program Managers create a historical folder for the release(s). Any new release(s) of information covering previous topics should replace information that has become invalid.

13-4. **The CBCA Courier.** The CBCA Courier bulletin is the format used to disseminate USCBP, USDA and program information to be used only by SCBCA/CBCA. The Courier information is not to be posted or released to the public. The PAO is responsible for preparing

and disseminating The CBCA Courier to USEUCOM components and the MCBCAP. The bulletin will be published on an ad-hoc basis, as new information is acquired.

13-5. **Local Public Affairs**. Program Managers must use all local media to inform DOD personnel of current CBCA and agriculture information, and provide basic information of U.S. importation requirements. At locations where there is more than one MCBCAP, the Personal Property Program Manager will have the responsibility for public affairs matters. Procedures for local public affairs matters are as follows:

a. Local LAN sites, newspapers, bulletins, television and radio are some venues to inform the local community about CBCA and agriculture matters. Program Managers must stress the importance of CBCEA and agriculture information to newspaper editors and PAOs so that news releases are considered as a priority for publication. The use of graphics, local statistics, photographs etc may enhance the opportunity for the information to be selected for publication, as space in newspapers is sometimes limited.

b. Copies of articles about CBCEA and agricultural matters that have appeared in local publications, documentation on TV and radio interviews, and emails used to disseminate information, must be maintained on file for the next certification visit or 12 months and destroyed.

c. Some communities afford the opportunity for the Program Manager to have a Customs Border Clearance Agency Website. In those instances, it is authorized to put CBCA News Releases on the website. Information not released by the CBCEA PAO is not authorized to be put on the website. It is encouraged that the Program Managers provide web site links to the Customs Border Clearance Executive Agency Website.

13-6. **Guidelines on Dealing with the Media**. The most important guideline is to use common sense, when dealing with the press, radio or television. The SCBCA/CBCA will not release information that is an obvious security violation, that could harm the image of this or another command, or that could mislead the public; there is, however, no need to be overly wary of the media. If the SCBCA/CBCA feels uncomfortable about answering a question, they should call their headquarters before making a reply. Every request from the media should be answered in one day.

13-7. **Interview Procedures**. If contacted by the media for information or an interview, the SCBCA/CBCA must consider the question of release authority:

a. Every SCBCA/CBCA has release authority for current CBCEA and agriculture information that has already been released by the CBCA. The SCBCA/CBCA can therefore provide local PAOs, regional Stars and Stripes reporters and local AFN-E affiliates with immediate responses to related questions. The SCBCA/CBCA may not release information for which the CBCA does not have release authority.

b. Media queries that are potentially controversial or are on a CBCEA or agricultural topic that has not been the subject of an authorized news release must be referred to the CBCEA.

c. Requests for interviews on every-day, work-related topics should usually be granted. Requests from AFN-Europe and local PAOs should be viewed favorably, as these command information agencies are obliged to present a positive image of military activities. Other media are prone to sensationalize and should be viewed with more caution. Interviews often take place at short notice, at remote locations, where there is no opportunity to ask approval from unit PAOs or the CBCEA. Requests from any agency may be approved by the senior-ranking SCBCA/CBCA present on a case-by-case basis using the following criteria:

(1) Will the interview reflect positively on the CBCEA and the European Command?

(2) Are the questions genuinely intended to help the customs inspector provide accurate information about his/her job, mission or training, or are they designed to extract classified or sensitive information or statements that could harm the command's or unit's image?

13-8. **Posters.** The CBCEA must approve all posters on CBCEA and agricultural matters. Approved CBCEA and agriculture posters are available from USCBP and USDA. Assigned SCBCA/CBCA are encouraged to display all of these posters. Information on using and ordering posters is available from the USEUCOM CBC Executive Agency Operations Office.

CHAPTER 14**EXERCISES**

14-1. **Overseas Pre-clearance of DOD-Sponsored Exercise or Special Mission Cargo.** All DOD-sponsored exercise or special mission cargo originating in the USEUCOM AOR for redeployment/shipment to the CTUS will undergo USDA pre-clearance inspection at the point of origin. USDA pre-clearance is not optional. Personal property is not authorized to move to CTUS via the exercise pre-clearance procedure.

14-2. **Coordination and Funding.** Exercises and special mission planning is complex and time consuming. During the earliest planning stages, it is essential that all component command mission planners establish initial coordination with their sponsoring unit- at the mission site- and the CBCEA mission planner, in order to determine mission requirements. Funding for the mission will include all CBCEA support for the duration of the mission.

a. The final coordination, from the component command planners to the CBCEA planner, is to be made NLT 90 days from the mission start date.

b. The fund site for the CBCEA mission support is to be provided (to the CBCEA mission planner) NLT 60 days from the mission start date.

14-3. **Procedures for Requesting Agriculture Pre-clearance Inspectors.**

a. USEUCOM CBCEA agriculture Pre-clearance Inspectors will conduct all pre-clearance operations in the USEUCOM AOR.

b. Requests for Pre-clearance Inspector support are made to the Office of the USAREUR Provost Marshal, Customs Border Clearance Agency Division, ECJ1-CBCEA-O. The request may be faxed or emailed to:

Civilian phone from US 011-49-621-730-8298

DSN phone from US 314-381-8298

Email eucom.customs@manupo.pmo.army.mil

c. Requests will contain the following information:

(1) Unit name and address.

(2) POC name, phone number, email address.

(2) Fund site information.

(3) Estimated amount of cargo, aircraft, and personnel.

(4) Projected dates of initial, mid and final planning conferences, and mission dates.

14-4. **Port of Entry Requirements.** Commands must comply with the requirements of DOD 4500.9R, DTR, Part V, Chapter 502 US ENTRY REQUIREMENTS. Ports of entry must be notified of the redeploying unit arrival's to the responsible ports. Prior to arrival the USEUCOM/ECJ1-CBCEA will provide unit redeployment movement and cargo information to the appropriate USCBP/USDA Port of Entry authorities.

14-5. **USEUCOM Planning Conference.** A representative of the USEUCOM Executive Agency for Customs Border Clearance will attend the annual USEUCOM Five Year Planning Conference. The purpose of the conference is to obtain forecasts of the units which will require pre-clearance support.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

JOHN B. SYLVESTER
Lieutenant General, USA
Chief of Staff

DANIEL A. FINLEY
MAJ, USA
Adjutant General

APPENDIXES:

A - References
B - USEUCOM Prescribed Forms

DISTRIBUTION:

P

APPENDIX A References

Section I Required Publications

Agricultural Risk Protection Act, 24 May 2000.

AR 40-12/AFR 161-4/SECNAVINST 6210.2A
Quarantine Regulation of the Armed Forces, 24 Jan 1992.

Code of Federal Regulations 9, Animals and Animal Products, 1 Jan 1996.

DOD Regulation 4500.9R, Part V, Customs and Border Clearance Polices and
Procedures, Mar 2003.

Executive Order (EO) 13112, Invasive Species Act, 3 Feb 1999.

United States Department of Agriculture-Animal Plant Health and Inspection Service-Plant
Protection and Quarantine, Airport and Maritime Operations Manual, current manual.

United States Department of Agriculture Program Aid No.1666, Keep the Home Front
Pest Free, Oct 1999.

Section II Related Publications

U.S. Customs and US. Department of Agriculture Publications. Customs and agriculture
publications and information are available at <http://www.hqusareur.army.mil/opm/customs.htm>

ED 50-8, Comptroller Management Control Program, 2 Jun 2000.

Section III Prescribed Forms

All prescribed forms are located in Appendix B.

Section IV Referenced Forms

DD Form 1252/1252-1, US Customs Declaration for Personal Property Shipments.

DD Form 788-2, Private Vehicle Shipping Document.

Vehicle Inspection and Shipping Form

HS-7 (Rev. 9-99), -Declaration - Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards.

EPA Form 3520-1 (Rev. 11-01), United States Environmental Agency Declaration Form Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations.

APPENDIX B**USEUCOM 30 Series Prescribed Forms**

USEUCOM Label 30-3-1, U.S. Military Pre-clearance Program Oct 03. This label must be requisitioned via mail HQ, USEUCOM/ECJ1-AA, Unit 30400, APO AE 09131 or via email ECJ1-AAP@eucom.mil. For further information contact DSN 430-5600 or commercial (country code 49) (0)711-680-5600.

The USEUCOM 30-3 series forms may be locally reproduced; however, the forms may not be modified.

1. USEUCOM Form 30-3A(R), Agriculture Inspection Certificate.
2. USEUCOM Form 30-3B(R), Shipper's Personal Property Certification.
3. USEUCOM Form 30-3C(R), Customs Border Clearance Agency Program Inspection Quarterly Report.
4. USEUCOM Form 30-3D(R), Customs Border Clearance Agency Program Warehouse Inspection Checklist.

AGRICULTURE INSPECTION CERTIFICATE

(USEUCOM Regulation 30-3)

Print Name (Last, First, MI)

Rank/Grade

Placed inspected:

Date:

Check type of shipment: _____ HHG _____ UB

GBL #
(Entered by TO)

CERTIFICATE OF SELF-INSPECTION: I have reviewed USDA publication "Keep the Homefront Pest Free" (Program Aid # 1666) and I (will inspect) (have inspected) all high risk household articles as required by USDA regulation 7 CFR Ch 111, 330.105. I (will make) (have made) a diligent examination of the articles and certify they are free of any agriculture concerns such as gypsy moth life forms, snails, soil, weeds, seeds, or insects. Additionally, I certify I am not shipping fresh fruits, vegetables, live plants, animal or bird parts. I understand that meat or meat by-products are prohibited.

Military Pre-inspection Certification Stamp



Signature of Member _____

Date

Contains High Risk: YES / NO

Remarks:

SHIPPER'S PERSONAL PROPERTY CERTIFICATION

(USEUCOM Directive 30-3)

I understand I am requested to complete this form in connection with the shipment of property by me to the United States through the Defense Transportation System. I have read and understand the below prohibitions and restrictions. I have informed the military customs inspector of the property that is to be included in the shipment and have indicated whether or not property of the type listed is included in the shipment. I understand I am responsible for ensuring that only authorized items are shipped. The customs inspector will answer any questions I may have concerning the shipping of any item(s). I further understand that violation of USEUCOM Directive 30-3, or making a false statement on DD Form 1252 (Customs Declaration) is punishable in accordance with U.S. law.

THE BELOW LISTED ARTICLES ARE PROHIBITED FROM SHIPMENT AS PERSONAL PROPERTY:
Any controlled substance defined by U.S. federal law (including narcotics, hallucinogenic-drugs, amphetamines, barbiturates, marijuana, hashish, steroids, or other dangerous drugs.)

Drug paraphernalia, including any equipment, product or material of any kind that is primarily intended or designed to be used in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance, possession of which is unlawful under the controlled Substance Act. (This includes bong, chillums, water pipes, scales, hash pipes, screens, roach clips, or like items.)

Goods made by convict labor, forced labor.

Goods from countries under Foreign Assets Control sanction. (e.g., Burma, Cuba, N. Korea, Iran, Sudan, Or Yugoslavia (Serbia and Montenegro).)

Destructive devices (e.g., explosive caps, tear gas projectiles, artillery simulators and Fireworks.)

White phosphorous matches.

Counterfeits of coins, securities, obligations, postage or revenue stamps or colored illustration of Postage stamps of the United States or foreign governments.

Lottery tickets and lottery advertisements.

Obscene books, pictures or films.

Seditious or treasonable material, which advocates insurrection towards the United States.

Articles or medicine for the inducement of abortion.

Absinthe or liquors containing wormwood.

Foreign reprints of U.S. copyrighted material (may be imported for personal use provided information or evidence is not immediately available to indicate the reprints were made without the authorization from the U.S. copyright owner.)

Meat and meat products are prohibited unless they are shipped commercially from a USDA-approved packing plant.

Animal or bird products (e.g., trophies, skins, etc.). These items may be imported provided they are not restricted by the U.S. Fish and Wildlife Service and that trophies are fully finished for display. Un-tanned hides or skins are prohibited.

THE ARTICLES LISTED BELOW ARE RESTRICTED AND MAY BE INCLUDED IN THE SHIPMENT IF THE CONDITIONS FOR THE RESTRICTION (S) HAVE BEEN SATISFIED:

Prescription drugs (may be imported provided they are hand carried.)

Tobacco products (may be imported provided they are hand carried.)

Switchblade knives or any knife with a blade which opens automatically by any action, inertia or gravity (may be imported by a person with only one arm providing the knife blade does not exceed three inches in length.)

Gambling devices (may be imported with approval from the state attorney general of the destination state and with notification given to the Justice Department.)

Trademark items in excess of specified quantities (may be imported provided items are accompanied by written consent of the trademark owner, or if the trademark is obliterated.)

Motorcycles / mopeds / mini-bikes must conform to Environmental Protection Agency Emission Control standards and Department of Transportation safety standards (EPA Form 3520-1 & HS Form 7.)

Any item intended for sale, or transfer, directly or indirectly to a person other than the shipper or a member of the household or immediate family (e.g., spouse, child, parent or parent-in-law) (may be imported if mailed or taken as accompanied baggage.)

SHIPPER'S PERSONAL PROPERTY CERTIFICATION

(USEUCOM Directive 30-3) continued

Any plant product including fresh fruits and vegetables, trees, bulbs, root cuttings or other parts of plants, and seeds for or capable of propagation, grasses, grains, leaves or plants (may be imported if accompanied by a USDA permit.)

Soil: All property (e.g., lawn equipment, grills, bicycles, etc) must be free of soil.

All dairy products, except hard cheeses (hard cheese is permitted if free of any meat Products.)

Ivory may be imported only if it is worked ivory, legally acquired, and was exported from the United States after January 18, 1990, and was registered with U.S. Customs on CF 4457, or the owner has import approval from U.S. Fish and Wildlife Service, or proof of antiquity.

The government will not ship, or pay for the shipping of ammunition. The member will have to arrange and pay for shipping.

Any Firearm: included in HHG

1. Antique firearm (matchlock, flintlock, percussion cap or similar type of ignition system). Proof of manufacture in or before 1898: YES / NO

2. Firearms brought from U.S. by owner or shipped from U.S., DD Form 1252-1, U.S. Customs Declaration for Personal Property. YES / NO

Firearms and ammunition previously taken out of, and returned to, the United States by the same person may be released upon presentation to U.S. Customs of adequate proof of prior possession, i.e., bill of sale, household goods inventory showing serial number, Customs Forms 4455 or 4457.

Firearms purchased outside of the United States:

ATF Form 6 Part I (civilian): YES / NO

ATF Form Part II (military): YES / NO

ATF Form 6A YES / NO

I certify that all statements made in connection with this declaration are true to the best of my knowledge, And that all items included in my personal property shipment are for my personal use, that no prohibited Or restricted articles are included herein, except those items specifically authorized by law, regulation, or Directive.

Signature of Member Date: _____

CUSTOMS BORDER CLEARANCE AGENCY INSPECTION QUARTERLY REPORT

(USEUCOM Directive 30-3)

PART I - GENERAL

1. Organization Mailing Address		2. Reporting Period: Qtr, FY
3. City or Base Location:	4. Reporting Official:	
5. Telephone: Military: Civilian:	6. FAX: Military: Civilian:	7. E-Mail address:

PART II – PERSONAL PROPERTY

8. Personnel assigned to the Pre-clearance mission (Officer / Enlisted / Civilian):			/	/
9. # SCBCA Full – Time:	10. # SCBCA Part – Time:	11. # CBCA:		
12. Total man-hours worked in pre-inspection mission:				
13. Total Mass Briefings Conducted: (count briefings, not attendees)		14. Total Individual Briefings Conducted: (count briefings, not attendees)		
		HHG	UB	
15. Number of Low-Risk:.....				
16. Number of Low-Risk Inspected:.....				
17. Number of High-Risk:.....				
18. Number of Risk Inspected:.....				
19. Total Number of Shipments: (15+17):.....				
20. Number of Missed Shipments:..... (High-Risk Missed Shipments will also be included in #17)				

PART III – DOD CARGO

21. Personnel assigned to the Pre-clearance mission (Officer / Enlisted / Civilian):			/	/
22. # SCBCA Full – Time:	23. # SCBCA Part – Time:	24. # CBCA:		
25. Total man-hours worked in pre-inspection mission:				
26. Cargo Inspected Identify cargo numbers as short tons (ST) as pieces (P): ammunition or rolling stock		27. Cargo		

CUSTOMS BORDER CLEARANCE AGENCY INSPECTION QUARTERLY REPORT
(continued)

PART IV - REMARKS

Explain reasons for cargo missed inspection of shipments. Give number of personal property shipments missed or not inspected and reasons for not inspecting the shipments. Provide number of low risk inspections found to have agriculture concerns, identify the concerns and where found. MTMC/POV Programs provide # of cars processed.

CUSTOMS BORDER CLEARANCE AGENCY INSPECTION PROGRAM

WAREHOUSE INSPECTION CHECKLIST

References:

USEUCOM Directive 30-3

Agriculture Risk Protection Act, 24 May 2000

Code of Federal Regulations 9, 1 Jan 1996

United States Department of Agriculture-Animal Plant Health and Inspection Service-Plant Protection and Quarantine, Airport and Maritime Operations manual.

Company Stamp and Representative's
Signature:

Date of Inspection: _____

Name of Warehouse: _____

Address of Warehouse: _____

Name of MCI Inspector: _____

Date: _____

Name of Accompanying Warehouse Representative: _____

A. EXTERIOR WAREHOUSE APPEARANCE AND AREA:

1. Is the warehouse on a hardstand or open ground?
(Open ground presents more opportunity for risks. You must evaluate and recommend a change, if needed.) _____

2. Is soil/dirt easily transferred into the interior when the ground is wet?
(Soil/dirt should not be transferred into the interior.) _____

3. Does the entrance lead to open terrain, accumulated water pools, or open vegetation which could result in an agricultural risk concern? (Access should avoid agricultural risks to the maximum extent possible.) _____

4. Do the walls show any sign of live or dead gypsy moths, snails, slugs or other insects?
(Destroy gypsy moths, or any other suspicious insects or egg masses. Check closely in areas with vegetation growth.) _____

5. If the area is a high snail area, are chemical barriers permanently used at all entrance doors to discourage their access? (One recommendation is a salt barrier 1-2" high and 2-3" wide.) An approved alternate method is the placement of Copper strips around the entrance areas of the warehouse to discourage access of snails and slugs. When used, the barrier should be 3" in height. _____

6. Is there any vegetative growth in close proximity to or along the walls of the warehouse, particularly weed plants? (Vegetation and weeds provide a living environment for snails, pets, etc., and must be kept away from the building.) _____

7. If there are stacks of crates/cartons/containers, lumber, materials, trash or garbage adjacent to or near the exterior walls, are there signs of pest infestations, gypsy moths, snails, slugs, or other insects? (Destroy _____

gypsy moths, or any other suspicious insects or egg masses.)

CBCAP WAREHOUSE INSPECTION CHECKLIST (Continued)

8. Are crates/cartons/containers stored on hardstand area in the open, or under/near trees or heavy vegetation? (If storage location leads to infestation risks, items must be moved.)

B. INTERIOR WAREHOUSE APPEARANCE:

1. Is the general appearance of the warehouse well organized, or is the cargo, packing materials, used crates/cartons/containers, trash or garbage scattered throughout? (Good general organization is an indicator of quality maintenance.)

2. Are the inside floors, walls, support beams, corners and junctions, from floor to ceiling, clean and free of vegetation, rodent traces and heavy accumulation of dust and cobwebs? (Cleanliness prevents risks; heavy dust and cobwebs provide an environment for infestation of pests or vegetation..)

3. Is the interior, including the tops of crates/cartons/containers, stacks of packaging material etc, free of signs of rat or mouse feces and bird feathers or droppings? Does the warehouse have a method to discourage rodents and/or birds? (Commercial products, as recommended by Quality Control inspectors are recommended.)

4. Is the ceiling of the warehouse free of signs of birds, bird nests, or insect presence? (Birds are carriers of insects and must be discouraged from nesting.)

5. Do the walls/floors show any sign of live or dead gypsy moths, snails, slugs, pests, beetles or other insects? (Destroy gypsy moths, or other suspicious insects or egg masses.)

6. Is there space to walk between walls and crates, and each row of crates? (Space prevents contamination and provides an area for inspection.)

C. LOCATION OF CTUS OUTBOUND CRATES:

1. Are the crates/cartons/containers kept inside the warehouse, on a hardstand? (Interior hardstands provide the most protection against infestation.)

2. Are they kept segregated from un-cleared, inbound or other destination cargo? (Co-mingling of shipments permits contamination of pre-cleared shipments, and is a violation of procedure.)

3. Is the area, they are kept in, a defined, identifiable area? (Lines painted on the floor are recommended.)

4. Are they stored a suitable distance from areas that could harbor agricultural pests and diseases? (Look at the near surroundings to identify any risk.)

D. CRATE/CARTON/CONTAINER INTERIOR AND EXTERIOR:

1. Are they dry?

(Items stored outside may get wet, increasing the risk of contamination.)

CBCAP WAREHOUSE INSPECTION CHECKLIST (Continued)

2. Is the plywood and lumber of good quality and free of any bark or signs of boring insects? _____
(Quality wood provides a more solid barrier against possible contamination. Wood received from the CTUS with bark may not be shipped back to CTUS.)

3. Is the foot wood free of bark, soil, snails, etc? _____
(This area easily becomes dirty/contaminated due to contact with floor and ground surfaces.)

4. Is there any sign of contamination by soil or rat, mouse or bird manure? _____
(Contaminated items must be cleaned prior to use.)

5. Are they free of soil, vegetation, snails, insects and gypsy moths? _____
(All items must be clean and free of infestation prior to use.)

6. Once packed, are they stored on an elevated platform (skid, dunnage, pallet, etc.) with _____
at least two inches clearance from the floor to the undermost portion of the crate/carton/container? (Crates/containers with a two-inch footage meet this standard. The clearance distance prevents easy contamination.)

E. PACKING MATERIAL:

Are packing materials clean, free from possible agriculture violation or contamination, _____
and stored in a clean area, on a clean surface, and at least 2 inches above the floor/ground? (Packing materials must not contaminate the shipment. The clearance distance prevents easy contamination.)

F. CRATE/CONTAINER BUILDING AREA:

1. Is good quality plywood and lumber, free of bark or visible insect damage, used to _____
repair/build crates/containers? (Quality wood provides a more solid barrier against possible contamination. Wood received from the CTUS with bark may not be shipped back to CTUS.)

2. If there are stacks of crates/containers, lumber, materials, or trash, are there signs of pest _____
infestations, gypsy moths, snails, slugs, or any infestation? (Destroy gypsy moths, or any other suspicious insects or egg masses.)

G. EMPLOYEE TRAINING:

1. Is there an established system to train employees, including temporary hires during _____
the high pack-out season, in USDA requirements and concerns of contamination, gypsy moths, snails, slugs, beetles, infestations, weeds and/or other high risk situations, as appropriate to their area? (The Pre-clearance program will not be effective if the shipment is contaminated after being inspected.)

2. Are packers trained to identify probable high risks items last, to allow SCBCA/CBCA time _____
to examine the articles? (A dual effort between the packers and inspectors is required to ensure the Pre-clearance program is effective.)

CBCAP WAREHOUSE INSPECTION CHECKLIST (Continued)

3. Does the carrier ensure the forklift and van/truck are clean and free of infestation before being used? (Clean equipment is necessary to prevent contamination of the shipment.) _____

H. DOCUMENTATION OF IRREGULARITIES OR DEFICIENCY AND CORRECTIVE ACTION PLAN:

Irregularities or deficiencies are to be documented using the format below, discussed with the accompanying management representative, a course of corrective action and time period agreed upon and documented below, and a re-inspection date scheduled. (A copy of the report is to be provided to the TMO. Recurring deficiencies will be reported to the Executive Agency Operations Officer.)

1. DEFICIENCY: _____

COURSE OF ACTION: _____

DATE OF RE-INSPECTION: _____

2. DEFICIENCY: _____

COURSE OF ACTION: _____

DATE OF RE-INSPECTION: _____

3. DEFICIENCY: _____

COURSE OF ACTION: _____

DATE OF RE-INSPECTION: _____

CBCAP WAREHOUSE INSPECTION CHECKLIST (Continued)

4. DEFICIENCY: _____

COURSE OF ACTION: _____

DATE OF RE-INSPECTION: _____

5. DEFICIENCY: _____

COURSE OF ACTION: _____

DATE OF RE-INSPECTION: _____

6. DEFICIENCY: _____

COURSE OF ACTION: _____

DATE OF RE-INSPECTION: _____

7. DEFICIENCY: _____

COURSE OF ACTION: _____

DATE OF RE-INSPECTION: _____