

14 MAY 2004



Transportation

MILITARY AIRLIFT—BORDER CLEARANCE

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Supersedes AMCI 24-101, Volume 16,
30 June 1998

Pages: 6
Distribution: F

This volume implements AMC Policy Directive 24-1, *Military Airlift Policy for Aerial Port Operations*, and provides for uniformity, standardization, and guidance for orderly and efficient processing of Customs, Immigration and Naturalization, Department of Agriculture, and Public Health Services. This instruction applies to Air National Guard (ANG). It does not apply to US Air Force Reserve (USAFR) units.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Section A—General

1. Department of Defense (DoD) Foreign Clearance Guide (FCG). Passengers, crewmembers, and their personal property; equipment, cargo, mail, and all other items (including the aircraft) transported across political boundaries on AMC aircraft must comply with the laws and regulations of the country involved. The *DoD Foreign Clearance Guide* prescribes requirements of foreign government for personal identification documents, customs, health, and diplomatic clearance of aircraft and cargo. (See AMCI 24-101, Volume 9, *Air Terminal Operations Center*, for diplomatic clearance procedures.)

2. Border Clearance Agencies. Requirements for United States border clearance are prescribed in the laws and regulations of the following agencies:

- 2.1. Customs Bureau.
- 2.2. Immigration and Naturalization Service.
- 2.3. Department of Agriculture.

2.4. Public Health Service.

2.5. To ensure compliance with these laws and regulations, all AMC aircraft entering or departing the United States to or from a foreign area must clear through an aerial port of embarkation (APOE) or aerial port of debarkation (APOD) or a customs port of entry where border clearance can be obtained. Customs, Immigrations, and Department of Agriculture inspectors are available or on call at all AMC APOEs.

3. Responsibilities of Border Clearance Agencies:

3.1. Customs. Customs inspectors are responsible for the following:

3.1.1. Inspection and clearance of all personal baggage and cargo imported to or exported from the United States in compliance with Customs regulations and laws, including receipt of necessary documentation from carriers and passengers.

3.1.2. Receipt of necessary, export declarations from carriers for submission to the Foreign Trade Division, Bureau of Census, Department of Commerce.

3.1.3. Control of the importation of wild animals, wild birds, plumage, and eggs, in compliance with the laws of the Fish and Wildlife Service, Department of the Interior.

3.1.4. Control of the importation of foods and drugs in compliance with laws of the Food and Drug Administration.

3.2. Immigrations and Naturalization inspectors are responsible for clearance of all aliens and US citizens into and out of the US in compliance with laws of the Departments of Justice and of State. This clearance will include examination and receipt of necessary documentation from carriers and passengers.

3.3. Department of Agriculture inspectors are responsible for control of the importation of plants, plant products, fresh fruits, vegetables, domestic animals, animal products, poultry, hay, straw, and similar materials. They will receive all necessary documentation from carriers, passengers, and crew.

3.4. Public Health Service is responsible for ensuring all crewmembers and passengers traveling on AMC aircraft to-or-from a foreign area comply with directives relative to immunization requirements, quarantine procedures, and fumigation of aircraft.

4. **References.** The following directives implement laws and regulations pertaining to border clearance requirements:

4.1. Defense Transportation Regulation 4500.9R, Part V, *Department of Defense Customs and Border Clearance Policies and Procedures*.

4.2. DoD 4500.54-G, *DoD Foreign Clearance Guide*.

4.3. AFI 24-401, *Customs-Europe*, AFI 24-402, *Customs-Pacific*, AFI 24-403, *Customs-Southern*, AFI 24-404, *Customs-Domestic*, border clearance, Customs' Program, and other United States entry requirements and related areas.

4.4. AFJI 24-231, *Operational Policies and Procedures-Non-temporary Storage Household Good Accounts*.

4.5. AFJI 48-104, *Quarantine Regulations of the Armed Forces*

5. Border Clearance Forms:

- 5.1. I-92, **Aircraft/Vessel Report.**
- 5.2. I-94, **Arrival/Departure Record.**
- 5.3. I-94 W, **Visa Waiver Pilot Program Information.**
- 5.4. CF-3171, **Application Permit, Special License Unlading-Lading-Overtime Services.**
- 5.5. CF-3461, **Entry/Immediate Delivery**, in Lieu of CF 7501, **Entry Summary**, to be furnished within 30 days.
- 5.6. CF-6059B, **Customs Declaration.**
- 5.7. CF-7501, **Entry Summary.**
- 5.8. CF-7507, **General Declaration.**
- 5.9. CF-7512, **Transportation Entry and Manifest of Goods Subject to Customs Inspection and Permit.**
- 5.10. DC Form 7525V, **Shipper's Export Declaration.**
- 5.11. DD Form 1252, **US Customs Declaration for Personal Property Shipments.**
- 5.12. DD Form 1854, **US Customs Accompanied Baggage Declaration.**

6. Supply of Forms. The port operations officer will be responsible for maintaining a 3-month supply of necessary border clearance forms for passengers and cargo (United States and foreign) for those destinations or channels serviced by their station. Maintain these forms so as to be readily available for military and contract flights. The quality assurance personnel will ensure commercial carriers provide a sufficient number of border clearance forms on each aircraft to meet appropriate agency requirements.

7. Explanation of Terms. See AMCI 24-101, Volume 1, *Military Airlift—Transportation*, for a comprehensive list of terms.

7.1. **Aerial Port** -An airfield, which has been designated for the sustained air movement of traffic and to serve as an authorized port of entrance or departure to or from the country in which located.

7.2. **Aerial Port of Debarkation (APOD)**- A station which serves as an authorized port to process and clear aircraft (scheduled, opportune, tactical, and ferried) and traffic for entrance to the country in which located.

7.3. **Aerial Port of Embarkation (APOE)**- A station which serves as an authorized port to process and clear aircraft (scheduled, opportune, tactical, and ferried) and traffic for departure from the country in which located.

7.4. **Air Terminal Operations Center (ATOC)**- The air terminal work center which exercises operational control over other terminal work centers. ATOC coordinates activities for loading, unloading, and fleet servicing aircraft. Manages the port backlog. Coordinates with other agencies concerned with aircraft scheduling and space allocations.

7.5. **Border Clearance**- Entry and exit clearances and inspections required to comply with Agriculture, Customs, Immigration, and Immunization directives.

7.6. **Commercial Gateway-** A commercial airport serving as an origin/destination point for international air travel.

7.7. **Continental United States (CONUS)-** The 48 contiguous states and the District of Columbia.

7.8. **Quality Assurance Personnel (QAP)-** Individuals properly appointed to perform evaluations and document discrepancies of the contract. They are trained in contract surveillance techniques and receive Standards of Conduct orientation training.

8. Inspection Overtime. When it is necessary to request overtime services of Customs, Immigrations, Department of Agriculture, and Public Health Service inspectors, take the following action:

8.1. File (in advance when possible) requests with the Customs inspector for overtime service on Customs Form (CF) 3853, **Request for Overtime Services of Customs Officers and Employees**. This form may also be used to confirm an oral request. All requests must have financial approval and reservation of funds as soon as possible after ordering. Port personnel will maintain records to certify Standard Form 1080, **Voucher for Transfers Between Appropriations and/or Funds**, as to receipt of services for overtime services. As a minimum, records will consist of whether or not missions serviced were out of the Transportation Working Capital Fund, the inspector's name and overtime hours worked; and an audit of overtime worked vice aircraft arrival or departure log.

8.2. Prior to certification of receipt of services for payment, review the file to ensure all items are correct.

9. Commanders of Regular and Limited Airport of Entry (AOE). For a listing of regular airports of entry see the Foreign Clearance Guide Section IV and Section V for limited airports of entry. Commanders of APOEs and air bases that are customs ports of entry will:

9.1. Establish local procedures to ensure all entry and departure requirements for aircraft, crewmembers, passengers, baggage and cargo are met per DoD Regulation 4500.9R Volume V and the DoD FCG.

9.2. Designate an appropriate functional element or official to furnish timely advance notice of aircraft arrivals and departures to the Federal Inspection Service (FIS) and maintain an active liaison with local FIS officials.

9.3. Ensure quarantine is imposed in compliance with AFJI 48-104 when an epidemic of communicable disease creates a hazard through the spread of disease within the area of command as a result of aircraft movement. Quarantine will be affected whether outbreak occurs among military or civilian personnel.

9.4. Institute procedures to ensure crewmembers and passengers meet the following requirements before departing the point of origin:

9.4.1. Valid passports and visas when required by the *DoD FCG*.

9.4.2. Current immunization and vaccination documentation in compliance with the *DoD FCG* and AFJI 48-110, *Immunizations and Chemoprophylaxis*

9.4.3. A briefing on action to safeguard classified material in an emergency as defined in DoD 5200.1, *DoD Information Security Program* and AFI 31-401, *Information Security Program Management*.

- 9.5. Quarterly meetings are recommended between US Customs Service Port Directors and the Commanders of the Airports of Entry.
- 9.6. Facilitate inspection and clearance of aircraft, crewmembers, passengers, baggage and cargo by border clearance officials.
- 9.7. Commanders must provide adequate office and inspection facilities for border clearance activities.
- 9.8. Coordinate with border clearance agencies to provide briefings on border clearance requirements for crewmembers and other personnel traveling on DoD owned/controlled aircraft.

10. Senior AMC Representative at Last Port Prior to Entry. The senior AMC representative at the last port prior to entry into the Customs Territory of the United States (CTUS) will:

- 10.1. Notify the destination base commander of aircraft requiring border clearance.
- 10.2. Ensure all border clearance forms have been prepared and are in the possession of the aircraft commander before departure.
- 10.3. Ensure passengers and crewmembers have in their personal possession passport, visas, and immunization and vaccination documentation as required by the *DoD Foreign Clearance Guide*.
- 10.4. Ensure passengers and crew members are briefed regarding the following:
 - 10.4.1. Action to take to safeguard classified material in an emergency as defined by DoD 5200.1 and AFI 31-401.
 - 10.4.2. Customs, immigration and quarantine laws covering entry of persons, baggage, plants and animals into the CTUS in compliance with AFI 24-401 through AFI 24-404 and AFJI 48-104. Additionally, prior to boarding, passengers will be made aware of restricted and prohibited articles.

11. Aircraft Commander. The aircraft commander is responsible for ensuring aircraft and passengers are either precleared or transit a regular AOE for full federal inspection services en route to the final destination. If the aircraft lands for emergency or temporary reasons, the aircraft commander will ensure no cargo, baggage, personal property or equipment is removed from the aircraft, and no passenger or crewmember will depart the landing place unless removal or departure is necessary for safety or preservation of life and property. The aircraft commander must provide border clearance documentation and manifests to border clearance personnel upon arrival.

Section B—Procedures

12. Inspections. Actual inspections will follow guidelines established in Defense Transportation Regulation 4500.9R Part V, Department of Defense Customs and Border Clearance Policies and Procedures and AFI 24-401 through AFI 24-404.

JEFFREY W. ACKERSON, Colonel, USAF
Deputy Director of Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 5030.49R, *Customs Inspection*

DoD 5200.1, *DoD Information Security Program*

DOD 4500.54-G, *DoD Foreign Clearance Guide*

AFJI 24-231, *Operational Policies and Procedures-Nontemporary Storage Household Goods Accounts*

AFI 24-401, *Customs - Europe,*

AFI 24-402, *Customs--Pacific,*

AFI 24-403, *Customs--Southern,*

AFI 24-404, *Customs--Domestic*

AFI 31-401, *Information Security Program Management*

AFJI 48-104, *Quarantine Regulations of the Armed Forces*

AFJI 48-110, *Immunizations and Chemoprophylaxis*

AMCPD 24-1, *Military Airlift Policy for Aerial Port Operations*

AMCI 24-101, Volume 1, *Military Airlift—Transportation*

AMCI 24-101, Volume 11, *Military Airlift—Cargo and Mail*

Defense Transportation Regulation 4500.9R Part V, *Department of Defense Customs and Border Clearance Policies and Procedures*

Abbreviations and Acronyms

AOE—Airport of entry

APOD—Aerial port of debarkation

APOE—Aerial port of embarkation

CTUS—Customs Territory of the United States

DoD—Department of Defense

QAP—Quality Assurance Personnel