

**BY ORDER OF THE COMMANDER
MOUNTAIN HOME AIR FORCE BASE**

**MOUNTAIN HOME AIR FORCE BASE
INSTRUCTION 24-304**



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Transportation

**DOMESTIC MILITARY CUSTOMS
INSPECTION PROGRAM**

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This instruction implements Department of Defense (DoD) 4500.9-R, Part V, *DoD Customs and Border Clearance Policies and Procedures*. This instruction applies to all squadron commanders, tenant units, and aircraft entering and departing from Mountain Home AFB (MHAFB), ID. The purpose of this instruction is to establish policies and local procedures for the MHAFB Domestic Military Customs Inspection Program (DMCIP) to ensure entry and departure requirements for aircraft, crew members, passengers and cargo specified in the Defense Transportation Regulation (DTR), DoD 4500.9-R, Part V, and the Support Agreement between MHAFB and the United States (U.S.) Department of Homeland Security Customs Border Protection (CBP) Port Director in Boise, Idaho are met. This publication applies to active duty, Air National Guard and Air Force Reserve Command units. The office of primary responsibility (OPR) determined no waivers will be granted for any part of the publication. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Refer recommended changes and questions about this publication to the OPR using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional's chain of command. See **Attachment 1** for a *Glossary of References and Supporting Information*.

SUMMARY OF CHANGES

This document has been substantially revised and must be reviewed in its entirety. Major changes include: Adding the requirement for a secure location for customs inspections in paragraph **2.3.8** Deleted and renumbered paragraphs **2.5.**, **2.6.**, and **2.8**, eliminating the hospital's and civil engineering's involvement with foreign garbage disposal. Changed notification responsibility to the 366th Fighter Wing Installation Deployment Officer (366 FW/IDO) in paragraph **3.4**

1. Scope: The instructions outlined in this publication apply to all MHAFB units.

2. Responsibility:

2.1. The 366th Fighter Wing Commander (366 FW/CC) will ensure all requirements for customs clearance are met for aircraft arriving to MHAFB.

2.2. The 366th Logistics Readiness Squadron (366 LRS/CC) will:

2.2.1. Ensure a current Domestic Military Customs Inspection Program (DMCIP) Support Agreement is in place between MHAFB and CBP.

2.2.2. Ensure an Agricultural Quarantine Compliance/Regulated Foreign Garbage Agreement is in place between MHAFB and CBP/Department of Agriculture.

2.2.3. Provide bulk trash disposal according to U.S. Department of Agriculture guidelines and Air Force Joint Instruction (AFJI) 48-104, *Quarantine Regulations of the Armed Forces*, for aircraft arriving from outside the Continental United States (CONUS) to prevent introduction of foreign agricultural pests and/or disease vectors.

2.2.4. Appoint a primary and alternate DMCIP point of contact (POC) to consult with CBP on all MHAFB DMCIP related issues and maintain all customs and agricultural regulated foreign garbage oversight.

2.2.5. Advise 366 FW/CC on issues related to MHAFB DMCIP as required.

2.2.6. Ensure the DMCIP POC maintains currency of this publication.

2.2.7. Ensure the DMCIP POC appoints a minimum of at least six military NCOs with a minimum rank of SSgt to Military Customs Inspector - Excepted (MCI-E) activities and ensure they are fully trained, qualified and available to perform customs inspections as well as receive, store and transport regulated foreign garbage as required.

2.2.8. Ensure the DMCIP manages handling, storage and disposal of regulated foreign garbage in accordance with the installation *Agricultural Regulated Foreign Garbage Agreement*.

2.3. The 366th Security Forces Squadron Commander (366 SFS/CC) will:

2.3.1. Assign 366 SFS/S3OP (Police Services) as OPR for (MCI-E) portion of MHAFB DMCIP.

2.3.2. Appoint a primary and alternate MCI-E coordinator.

2.3.3. Ensure at least 30 personnel (including six LRS personnel) assigned to MCI-E activities are fully trained, qualified and available to perform customs inspections, to include receiving, storing, and transporting regulated foreign garbage as required.

- 2.3.4. Make available and utilize military narcotic-detector dogs when necessary.
 - 2.3.5. Coordinate closely with the Air Force Office of Special Investigations (AFOSI) when customs violations or smuggling activity is suspected.
 - 2.3.6. Ensure aircraft and their contents (passengers, baggage and cargo) are secured on the aircraft and not downloaded without prior permission from CBP. Upon download, secure the contents of the aircraft in a secure sterile area to avoid installation customs entry violations.
 - 2.3.7. Ensure aircraft and their contents (passengers, baggage and cargo) are free of contraband, soil and pest infestation.
 - 2.3.8. Secure a location identified by the Installation Deployment Officer (366 FW/IDO) for customs inspections.
- 2.4. The 366th Operations Support Squadron Commander (366 OSS/CC) will:
- 2.4.1. Ensure 366 OSS/OSAA (Airfield Management) IAW Air Force Instruction (AFI) 13-213, *Airfield Management*, publishes customs/agriculture/immigration response agency, time and required notification actions in the Flight Information Publications (FLIP).
 - 2.4.2. Ensure 366 OSS/OSAA obtains all required information listed in paragraph **3.1.1** below from inbound aircraft to identify potential commercial and military aircraft arriving to MHAFB requiring customs and immigration.
 - 2.4.3. Ensure the responsibilities of 366 OSS/OSAA identified in this publication is included in applicable Airfield Management checklists.
- 2.5. AFOSI Detachment 221 will conduct appropriate investigation when customs violation or smuggling activity is suspected.
- 2.6. The 366th Fighter Wing Installation Deployment Officer (366 FW/IDO) will:
- 2.6.1. Activate the Deployment Control Center (DCC) as required, but NLT 2 hours prior to scheduled arrival time for passenger and cargo missions requiring customs. The 366 FW/IDO will determine necessary manning requirements to ensure managerial oversight of passenger and cargo missions when full DCC activation is not required.
 - 2.6.2. Monitor scheduled and en-route flight data for missions requiring customs clearance and/or monitor unscheduled missions until arrival once notified by Airfield Management Operations (AMOPS).
 - 2.6.3. Provide a secure area for customs inspection purposes and notify 366 SFS/S3OP and CBP as required.
- 2.7. The 366th Fighter Wing Command Post (366 FW/CP) will:
- 2.7.1. Ensure the following agencies are notified in the event an aircraft is in need of customs diverts to MHAFB when the airfield is closed:
 - 2.7.1.1. 366 AMOPS via the personnel standby letter on file in 366 FW/CP
 - 2.7.1.2. 366 SFS control center at 828-2256

2.7.1.3. 366 FW/IDO (208-371-2449) or the DCC (828-2888) for aircraft arrivals with known passengers and/or cargo

2.8. The 366th Comptroller Squadron (366 CPTS) will review the DMCIP/Support Agreement and funding annex between MHAFB and CBP.

3. Procedures:

3.1. AMOPS is responsible for initially identifying potential commercial and military aircraft inbound to MHAFB requiring customs and immigration clearance through the Prior Permission Required (PPR) process.

3.1.1. AMOPS will obtain the following information from inbound aircraft commander and issue a PPR number:

3.1.1.1. Aircraft call sign.

3.1.1.2. Type of aircraft.

3.1.1.3. Estimated Date/Time of Arrival.

3.1.1.4. International Origin (Last International Point of Departure).

3.1.1.5. Customs Requirements: If available, obtain the following information:

3.1.1.5.1. Number of passengers/pilots/crew members requiring customs and the nature of passengers (e.g., U.S. Armed Forces active duty personnel, guard/reservists, retired military, dependent, DoD civilians, other civilians and/or foreign nationals).

3.1.1.5.2. Type and quantity of cargo requiring customs (excluding baggage), to include garbage that must come off the aircraft.

3.2. AMOPS will notify organizations listed below of inbound aircraft and available information/requirements listed in paragraphs 3.1.1 through 3.1.1.5.2:

3.2.1. 366 FW/CP at 828-5800.

3.2.2. 366 SFS/S3OP at 828-1774.

3.2.3. 366 SFS Control Center at 828-2256.

3.2.4. 366 FW/IDO at (208-371-2449) or the DCC at 828-2888 for aircraft arrivals with known passengers and/or cargo.

3.3. AMOPS will make the above notifications IAW the following criteria and timelines:

3.3.1. Immediately upon initial receipt of a PPR request or other notice of a mission requiring customs.

3.3.2. Immediately upon notice of an arrival time and/or date change for a mission requiring customs.

3.3.3. On the day of the arrival, usually in the beginning of the day or upon opening if the operation is on a day where the airfield is normally closed.

3.3.4. When an aircraft requiring customs is 50 miles out, notify 366 FW/IDO. Time permitting, notify 366 SFS/S3OP. Note: 50-mile notifications are received by air traffic

control and are considered additional services based upon local aircraft priorities as listed in MHAFFBI 11-250, *Airfield Operations and Base Flying Procedures*, and controller workload.

3.4. 366 FW/IDO is responsible for notifying CBP of inbound aircraft missions requiring CBP approval and/or support according to the below timelines. 366FW/IDO will provide CBP with the data in paragraphs 3.1.1 through 3.1.1.5.2.

3.4.1. Immediately upon initial notice of a mission requiring customs.

3.4.2. Immediately upon notice of an arrival time and/or date change for a mission requiring customs.

3.4.3. Upon validation of information with 366 OSS/OSAA, make the following notifications:

3.4.3.1. At 24 hours prior to scheduled arrival time, confirm mission arrival time.

3.4.3.2. At 12 hours prior to scheduled arrival time, confirm mission arrival time.

3.4.3.3. At 2 hours prior to arrival, confirm mission arrival time.

3.5. Upon notification from the 366 FW/IDO, 366 SFS/S3OP will notify main gate security personnel of the expected arrival time of CBP agents 2 hours prior to CBP arrival to ensure no delay at gate.

3.6. 366 SFS MCI-E coordinator or trained on-site MCI-E inspector is responsible for receiving, transporting and storing regulated foreign garbage from the aircraft commander pending disposal.

3.7. 366 LRS/LGRDAS, Small Terminal Operations (STO) will collect all regulated foreign garbage from personnel identified in para 3.6 and coordinate bulk regulated foreign garbage trash disposal in accordance with the current Agricultural Regulated Foreign Garbage Agreement guidance. 366 LRS/LGRDAS will also maintain all regulated foreign garbage areas and trash logs, make payment arrangements for trash disposal and notify the DMCIP if any assistance is required. STO will also pay for disposal by approved agency and will replenish all materials and disinfectant as required.

DAVID R. IVERSON, Colonel, USAF
Commander

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

AFI 13-213, *Airfield Management*, 1 June 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 48-102, *Medical Entomology Program*, 1 July 2011

DoD 4500.9-R, Part V, *DoD Customs and Border Clearance Policies and Procedures*, January 2011

MHAFBI11-250, *Airfield Operations and Base Flying Procedures*, 10 May 2011

SA001-08185-0544, *U.S. Customs and Border Protection Support Agreement*, 2 October 2009

Prescribed Forms

No forms are prescribed in this publication.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

AFRIMS—Air Force Records Information Management System

AMOPS—Airfield Management Operations

CBP—Customs Border Patrol

CC—Commander

CONUS—Continental United States

CP—Command Post (366 FW/CP)

DCC—Deployment Control Center

DMCIP—Domestic Military Customs Inspection Program

DoD—Department of Defense

DTR—Defense Transportation Regulation

FLIP—Flight Information Publications

FW—Fighter Wing (366 FW)

IAW—In Accordance With

IDO—Installation Deployment Officer (366 FW/IDO)

LRS—Logistics Readiness Squadron (366 LRS)

MCI-E-Military Customs Inspector — Excepted

MDOS—Medical Operations Squadron (366 MDOS)

MHAFB—Mountain Home Air Force Base

OPR—Office of Primary Responsibility

OSAA—Airfield Management (366 OSS/OSAA)

OSS—Operations Support Squadron (366 OSS)

POC—Point of Contact

PPR—Prior Permission Required

RDS—Records Disposition Schedule

S3OP—Police Services (366 SFS/S3OP)

SFS—Security Forces Squadron (366 SFS)

STO—Small Terminal Operations (366 LRS)

U.S—United States