

**BY ORDER OF THE COMMANDER
502D AIR BASE WING**



**JOINT BASE SAN ANTONIO
INSTRUCTION 13-101**

30 May 2025

Certify Current , 4 May 2026

**Nuclear, Space, Missile, Command and
Control Operations**

**AGRICULTURE INSPECTION AND
CLEARANCE OF AIRCRAFT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 502 OSS/DO

Certified by: 502 ISG/CC

Supersedes: JBSAI 13-101, 12 July 2019

Pages: 9

This publication implements Department of the Air Force Policy Directive (DAFPD) 13-1, *Command and Control Enterprise (C2 Enterprise)*. It establishes responsibilities, policy, and procedures for conducting agriculture, inspection, clearance, disinfection, and dissection of aircraft and cargo arriving at Joint Base San Antonio (JBSA-LAK) Lackland, Kelly Field (SKF), Texas from overseas areas. It also provides guidance for the transportation, storage, and disposal of international/foreign garbage (labeled as Regulated Garbage under 7CFR 330.400, *Regulation of Certain Garbage* and 9CFR 94.5, *Regulation of Certain Garbage*) by JBSA Lackland SKF activities. The provisions of this instruction apply to military and civilians of United States (US) and foreign governments. All personnel (military, civilian, and contractors) assigned to and/or transiting through or operating at JBSA Lackland SKF will comply with agriculture inspection and clearance of aircraft procedures outlined in this instruction. JBSA Lackland SKF is a special foreign clearance base for agriculture and customs clearance for aircraft arriving from locations outside the Continental US. All chemicals, equipment, personnel, and other treatment costs, including incineration, will be borne by JBSA Lackland SKF through the agency contracted for refuse disposal. Establish and reevaluate on an annual basis a Memorandum of Agreement (MOA) with the US Department of Homeland Security (DHS), Customs and Border Protection (CBP) and Agriculture Quarantine Inspection (AQI) office in San Antonio, Texas. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field

through the appropriate functional chain of command. This publication may not be supplemented or further implemented or extended.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include administrative updates to location and unit nomenclature.

1. Responsibilities.

1.1. US DHS Office, San Antonio, Texas.

1.1.1. Act as inspection and clearance for all arriving aircraft requiring foreign clearance at JBSA-Lackland. **Note:** Trained military customs or DHS certified inspectors will act as primary inspectors.

1.1.2. Provide overall guidance and training, when necessary, for military or civilian personnel working cooperatively under this instruction.

1.1.3. Establish compliance agreement requirements for JBSA Lackland agencies inspecting, handling, storing, or transporting international garbage.

1.2. 502d Operations Support Squadron (502 OSS) Commander (CC) (502 OSS/CC).

1.2.1. Ensure that appropriate 502 OSS activities, to include contractors, establish and enter into compliance agreements with the DHS CBP Kelly Field office for collection, transportation, and/or storage of international garbage as applicable.

1.2.2. Ensure international garbage is collected from transient aircraft and transported to the international garbage collection point per the requirements of this directive and DHS compliance agreement.

1.2.3. Provide a safe holding area for storage of international garbage within the 502 OSS area.

1.2.4. Ensure 502 OSS Airfield Management Operations (502 OSS/OSAA):

1.2.4.1. Coordinates with 802d Security Forces Squadron (802 SFS) on the estimated time of arrival (ETA) of all foreign-origin aircraft, giving the earliest possible notification.

1.2.4.2. Takes necessary action to notify the DHS CBP Kelly Field Office.

1.2.5. Ensure 502 OSS TA (Transient Alert) maintenance service contractor:

1.2.5.1. Notifies the 502d Civil Engineering Squadron Operations Flight (502 CES/CE5) office in a timely manner for international garbage pick-up. In case of an emergency, i.e., containers are full, bags received over a holiday weekend, etc., contact the 502 CES Emergency Management Control System (EMSC) at (210) 671-2288. Immediately notify 502 CES/CE5 office if the contractor fails to provide service or the proper bags or containers when called.

1.2.5.2. Maintains logs to record all acceptances, storage, and release activities/transactions accomplished within the international garbage collection point. As a minimum, record the names and organizations of individuals dropping off, accepting, or releasing garbage; aircraft tail numbers; dates; times; action being performed (drop-off, pick-up, release, contact 502 CES, etc.); and names of personnel contacted for pick-up.

1.2.5.3. Maintains the international garbage collection point in accordance with (IAW) DHS CBP Kelly Field Office requirements.

1.2.5.4. Confirms that garbage accepted for holding in the international garbage collection point is properly contained and bagged IAW DHS CBP Kelly Field Office requirements.

1.2.5.5. Ensures spills or leaks are cleaned up immediately IAW DHS CBP Kelly Field Office requirements.

1.3. 502d Civil Engineering Squadron (502 CES) CC (502 CES/CC).

1.3.1. Ensure 502d Air Base Wing (502 ABW) maintains a MOA with the DHS CBP Kelly Field Office regarding roles and responsibilities relative to the inspection, clearance, disinfection, disinsection, collection, transportation, storage, and disposal of international garbage.

1.3.2. Ensure that appropriate 502 CES activities, to include contractors, establish and enter into compliance agreements with the DHS CBP Kelly Field Office for collection, transportation, and/or storage of international garbage as applicable.

1.3.3. Provide a primary and backup means for international garbage disposal that ensures the following:

1.3.3.1. Removal and transport international garbage to an approved disposal site from the secured holding area maintained by 502 OSS within 120 hours of being removed from the aircraft. If the primary 502 CES contractor cannot properly dispose of the international garbage within 120 hours after removal from the aircraft, contact the backup 502 CES contractor to meet the requirement.

1.3.3.2. Disposal of international garbage IAW federal, state, local, and DHS CBP Kelly Field Office compliance agreement requirements.

1.3.3.3. 502 OSS contractor provides suitable leak-proof containers that can be securely sealed to all JBSA Lackland activities responsible for the removal, handling, and storage of international garbage.

1.3.4. Assist DHS CBP Kelly Field Office by providing disinsection and disinfection of cargo or aircraft when required to meet various quarantine requirements. Under certain treatment requirements, facilities and materials will be made available to eliminate agricultural pest risks.

1.3.4.1. Ensure the appropriate pesticides, fumigants, and equipment are used and a certified applicator conforms to treatment requirements and DHS CBP Kelly Field Office specifications.

1.3.4.2. Ensure treatments and procedures previously stated are performed under DHS supervision unless specifically waived by a DHS CBP Kelly Field Office inspector.

1.4. 802d Security Forces Squadron (802 SFS) Commander (802 SFS/CC).

1.4.1. Provides primary customs inspection for all arriving U.S. aircraft requiring foreign clearance at JBSA Lackland SKF.

1.4.2. Coordinate with the DHS CBP Kelly Field Office to ensure a sufficient number of security forces are trained and certified as DHS inspectors.

1.4.3. If not otherwise provided, provide transportation of DHS/CBP/AQI inspector(s) to and from the Entry Control Point (ECP) on the Restricted/Controlled Area to the aircraft.

1.5. 433d Maintenance Group (433 MXG) Commander (433 MXG/CC).

1.5.1. Ensure that appropriate 433 MXG activities, to include 433 MXG regulated garbage contractor(s), establish and enter into compliance agreements with DHS CBP Kelly Field Office for collection, transportation, and/or storage of international garbage, as applicable.

1.5.2. Ensure international garbage is collected from aircraft and transported to an approved/authorized international garbage collection point per the requirements of this directive and DHS CBP Kelly Field Office compliance agreements.

1.5.3. Ensure spills or leaks are cleaned up immediately IAW DHS CBP Kelly Field Office requirements.

1.5.4. Ensure all personnel that handle international garbage are properly trained per compliance agreements and the requirements of this instruction.

2. Procedures.

2.1. Notification of Aircraft Arrival.

2.1.1. Department of Defense (DoD) Flight Information Publication Enroute Supplement, US, JBSA Lackland, SKF and Instrument Flight Rules (IFR) Regulations requires that aircraft from a foreign area file a flight plan and give advance notice of the need for customs/agriculture inspection. The request for inspection must come at the earliest possible time. In some circumstances, such as, aircraft diversion, short notice will be unavoidable; however, maximum possible lead time should be given to notify the appropriate agencies. In case of short-notice arrivals, the aircraft should remain closed and all personnel held on board until the agricultural inspector arrives.

2.1.2. 502 OSS/OSAA, when notified of an aircraft's ETA, will notify the 802 SFS Base Defense Operations Center and the DHS CBP Kelly Field Office. The minimum information necessary is ETA, parking location, aircraft type, point of origin, number of passengers and crew, and cargo on board or special requests pertaining to agriculture. 502 OSS/OSAA will advise 802 SFS if CBP Form 7507, *General Declaration (Outward/Inward) Agriculture, Customs, Immigration, and Public Health*, states "pre-cleared for agricultural purposes" when provided by the aircraft commander.

2.1.3. On a case-by-case basis, DHS will delegate clearance of aircraft and passengers to 802 SFS personnel. This determination will be made upon notification of aircraft arrival.

2.2. Agriculture Quarantine Inspection.

2.2.1. Upon landing, all personnel and cargo will be held on board the aircraft by the aircraft commander until released by the DHS. All doors and windows will remain closed except one forward door used by inspection personnel to enter the aircraft. Until the aircraft is cleared, only DHS or 802 SFS inspectors are allowed on board.

2.2.2. The agricultural quarantine inspection will consist of inspecting the flight deck, cargo and passenger area, all cargo, and baggage for plants, fruits, vegetables, animals, soil, snails, insects, garbage, or other potentially infectious agents.

2.2.3. If live or dead animals, insects, snails, or soil are found on the cargo or in the aircraft, the aircraft will be sealed and measures implemented by 502 CES as directed by the DHS CBP Kelly Field Office.

2.2.4. Fruits, vegetables, plants, eggs, milk, or meats will be collected, double bagged, and disposed of in a manner similar to the disposal of galley garbage.

2.2.5. 502 OSS/OSAA will maintain records of all foreign arrivals. 802 SFS will record inspections in the 802 SFS blotter. This information will be available for inspection upon DHS CBP Kelly Field Office request.

2.3. Disposal of Refuse.

2.3.1. The aircraft CC of subject aircraft is responsible for ensuring that all galley refuse (garbage) and any other prohibited agricultural material, such as, soil or vegetation, is gathered by the aircraft crew and double bagged (one plastic bag sealed inside another plastic bag) before landing. The aircraft CC is responsible to inform the DHS inspectors of contamination or infestation on-board aircraft or cargo and comply with requirements of agricultural quarantine as detailed in the references of this instruction. **Note:** It is the responsibility of the aircraft commander to provide for the removal of garbage from the aircraft, not the inspector's responsibility.

2.3.2. Transport collected regulated garbage from aircraft to the international garbage collection point maintained by the 502 OSS IAW DHS CBP Kelly Field Office requirements and procedures outlined in compliance agreements.

2.3.3. Hold regulated garbage collected in the international garbage collection point maintained by the 502 OSS for no more than 120 hours after being removed from an aircraft.

2.3.4. Collected regulated garbage will be picked up and transported by 502 CES resources to a disposal facility no later than 120 hours after being removed from an aircraft.

RANDY P. OAKLAND, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

7CFR 330.400, *Regulation of Certain Garbage*, 11 October 2024

9CFR 94.5, *Regulation of Certain Garbage*, 3 July 2024

DAFPD 13-1, *Command and Control Enterprise (C2 Enterprise)*, 21 April 2021

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Memorandum of Agreement (MOA), *The Military Customs Border Clearance Program*, 17 Feb 2025

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

CBP Form 7507, *General Declaration (Outward/Inward) Agriculture, Customs, Immigration, and Public Health*

Prescribed Forms

None

Abbreviations and Acronyms

AQI – Agriculture Quarantine Inspection

ABW – Air Base Wing

CBP – Customs and Border Protection

C2 Enterprise – Command and Control Enterprise

CES – Civil Engineer Squadron

DAFPD – Department of the Air Force Policy Directive

DHS – Department of Homeland Security

DoD – Department of Defense

ECP – Entry Control Point

EMSC – Emergency Management Control System

ETA – Estimated Time of Arrival

IAW – In Accordance With

IFR – Instrument Flight Rules

JBSA-LAK – Joint Base San Antonio Lackland

SKF – Kelly Field

MOA – Memorandum of Agreement

OPR – Office of Primary Responsibility

OSS – Operations Support Squadron

SFS – Security Forces Squadron

TA – Transient Alert/Aircraft

Office Symbols

433 MXG/CC - 433d Maintenance Group Commander

502 CES/CC - 502d Civil Engineering Squadron Commander

502 CES/CE5 – 502d Civil Engineering Squadron Operations Flight

502 OSS/CC - 502d Operations Support Squadron Commander

502 OSS/OSAA – 502d Operations Support Squadron Airfield Management Operations

802 SFS/CC - 802d Security Forces Squadron Commander

Terms

Transient Aircraft – Transient aircraft are those aircraft not assigned to a base that are enroute from one location to another that may require routine servicing. Aircraft are not considered transient aircraft when deploying to or staging from a base for the purpose of flying sorties or conducting training with a squadron assigned to the base, with or without the necessary maintenance support from the home base. Reference AFI 21-101, *Aircraft and Equipment Maintenance Management*.