

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCE IN
EUROPE - AIR FORCES AFRICA**

**UNITED STATES AIR FORCES IN
EUROPE - AIR FORCES AFRICA
INSTRUCTION 24-655**



5 JULY 2023

Transportation

CUSTOMS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: USAF/USAFE-AFAFRICA/A4RT

Certified by: USAF/USAFE-
AFAFRICA/A4RT
(Col Adeleke O. Ekundayo)

Pages: 15

This publication implements DAFPD 24-6, *Distribution and Traffic Management*. It complements U.S. European Command (USEUCOM) Manual (ECM) 4504.01, Transportation Management within the USEUCOM Area of Responsibility. Additionally, this publication establishes the USAFE customs program and requirements for the duty-free movement of DoD cargo being imported, exported, or transported within the USEUCOM area of responsibility (AOR). This instruction applies to AF Active-Duty military and civilian personnel, non-appropriated fund employees, local national civilian transportation specialists, USSF, ANG and AFRC personnel assigned to a USAFE unit on an enduring basis who provide customs clearance support to U.S. Forces in the USEUCOM AOR. It also applies to AF units that deploy to/redeploy from the European Theater. This instruction may be supplemented by USAFE Wings with the approval of the OPR. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, Recommendation for Change of Publication; route DAF847's from field units through the appropriate functional chain of command to the OPR organization box: USAFE4.A4RTT.Transportation@us.af.mil. The authorities to waive wing, unit, delta, or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items, utilizing guidance identified in DAFMAN 90-161, *Publishing Processes and Procedures*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with IAW AFI 33-322, *Records Management and*

Information Governance Program, and disposed of IAW the Air Force Records Disposition Schedule located in Air Force Records Information Management System.

1. General Information.

1.1. Background of Duty-Free Customs Clearance.

1.1.1. North Atlantic Treaty Organization (NATO) Status of Forces Agreement Articles XI, XII, and XIII and NATO Allied Movement Publication 2(B), *Procedures for Movements Across National Frontiers*, authorizes the duty-free import, export, and in-transit movement of NATO member forces shipments with the use of a customs declaration, i.e., Form 302, *Import/Export Customs Declaration*. Each country has its own duty-free form that may or may not state that it is a Form 302. The DoD uses the U.S. Forces Form 302.

1.1.2. Every country within the USEUCOM AOR has its own unique customs requirements. The AOR includes NATO members and their military forces, countries of the European Economic Union, Partnership for Peace countries, and numerous other host nations. A customs declaration is required any time DoD cargo crosses a nation's border.

1.1.3. Importing and exporting goods across international borders is a legal process. For that reason, Form 302s and customs stamps are highly controlled to prevent abuse and unauthorized use. Only appointed Customs Clearance Officers (CCO) are authorized to sign and stamp the Form 302 in the USEUCOM AOR.

1.2. Eligibility for Duty-Free Customs Clearance.

1.2.1. For shipments to be afforded duty-free entry on a Form 302, the material in the shipment must be owned by the U.S. Forces at the time of entry and be in support of U.S. Forces. Material must be physically shipped to a U.S. Forces organization/agency/unit.

1.2.2. Annotating "United States Government" or "United States Air Force" on the first line of shipping documentation (e.g., commercial invoice, air waybill, military shipping label) will ensure Host Nations (HN) customs officials unfamiliar with DoD cargo can clearly and quickly identify shipments.

2. Roles & responsibilities.

2.1. Chief, USAFE-AFAFRICA/A4R Logistics Readiness Division:

2.1.1. Appoints a primary and alternate Customs Program Managers (PM) to manage and maintain visibility over subordinate LRS CCO managers and customs stamps IAW ECM 4504.01, *Transportation Management within the USEUCOM Area of Responsibility*, enclosure I.

2.1.2. Through Chief, Theater Logistics Branch, establishes and manages a customs program to provide guidance and oversee implementation of this instruction. Customs clearance is primarily executed by traffic management personnel and addressed within transportation regulations/instructions.

2.2. USAFE Customs Program Managers:

2.2.1. Liaise between LRS CCO managers and USEUCOM Deployment & Distribution Operations Center, Intra-Theater Commercial Transportation Branch (ECJ4-EDDOC-ICTB).

2.2.2. Integrate HN customs requirements as an essential part of concept plans, operation plans, and operation orders. Concept plans, operation plans and operation orders must include provisions for the deployment of CCOs to prepare and stamp Form 302 IAW regulatory guidance.

2.2.3. Issue customs stamps to authorized personnel IAW USEUCOM Manual 4504.01, *Transportation Management within the USEUCOM Area of Responsibility*. CJ4-EDDOC-ICTB instructions. USAFE Customs PMs are the decision authority for appeals.

2.2.4. Maintain strict accountability of unassigned customs stamps and customs forms by storing them IAW Defense Transportation Regulation (DTR) 4500.9-R, Part V, *Department of Defense Customs and Border Clearance Policies and Procedures*, chapter 510, paragraph F.

2.2.5. Review monthly logs/reports from the units and take corrective action, as required. Units with stamps that are not utilized or underutilized are subject to having those stamps revoked.

2.2.6. Provide ECJ4-EDDOC-ICTB with a monthly report that includes the active CCO roster for each unit, an updated stamp status list, and all changes to customs stamp information, e.g., phone/fax number and email address.

2.2.7. Submit a monthly and annual reconciliation report for all units to ECJ4-EDDOC-ICTB. The monthly report is submitted no later than the last calendar day of each month; the annual reconciliation report is submitted no later than 31 January each year.

2.2.8. Report discrepancies, misconduct, or misuse of a customs stamp and/or Form 302 to ECJ4-EDDOC-ICTB upon discovery/notification. Provide all supporting documentation, to include a copy of the security forces report, if applicable.

2.2.9. Notify ECJ4-EDDOC-ICTB of a missing or lost customs stamp and provide the investigation report and memorandum of record IAW DTR 4500.9-R, Part V, chapter 510, paragraph L.

2.2.10. Conduct annual inspections of LRS CCO programs IAW DTR 4500.9-R, Part V, chapter 510, paragraph L.

2.2.11. Facilitate customs stamps, Form 302s, and other HN customs documents IAW DTR 4500.9-R, Part V, chapter 510, paragraph G.

2.2.12. Provide ECJ4-EDDOC-ICTB with a copy of all release/relief letters, associated memorandums documenting the status of open customs documents, and notification when all documents have been reconciled.

2.3. USAFE Logistics Readiness Squadron Commanders:

2.3.1. Appoint and oversee a primary and alternate CCO manager within the Traffic Management Operations office.

2.3.2. Maintain an active CCO program that enforces accountability and reliability.

2.4. Logistics Readiness Squadron Customs Clearance Officer Managers:

- 2.4.1. Maintain copies of and be thoroughly familiar and compliant with the references listed in [Attachment 1](#).
- 2.4.2. Provide management and oversight for all LRS CCOs and any other CCOs (e.g., postal unit, medical logistics) under their respective wing.
 - 2.4.2.1. Units other than the LRS with customs clearance requirements submit their requests to the LRS CCO Manager.
 - 2.4.2.2. If the LRS CCO Manager denies the customs stamp request, the unit commander may appeal the decision to the USAFE Customs PMs.
- 2.4.3. Prepare, review, and submit CCO appointment and release letters to USAFE Customs PMs.
- 2.4.4. Integrate HN customs and CCO requirements into unit deployments and mission planning.
- 2.4.5. Maintain positive control of all customs stamps and Form 302s until assigned to subordinate CCOs. Unassigned stamps must be issued to a CCO appointee within 14 days or returned to USAFE Customs PMs.
- 2.4.6. Communicate additional customs stamp and/or requirements with USAFE Customs PMs.
- 2.4.7. Report discrepancies, misconduct, or misuse of a customs stamp and/or Form 302 to USAFE Customs PMs upon discovery/notification. Include all supporting documents (e.g., Security Forces report).
- 2.4.8. Immediately investigate lost or stolen customs stamps and notify USAFE Customs PMs IAW DTR 4500.9-R, Part V, chapter 510, paragraph I.
- 2.4.9. Submit monthly and annual reconciliation reports for all subordinate CCOs to USAFE Customs PMs. Monthly reports must be submitted no later than the 20th calendar day of each month; the annual report must be submitted no later than 20 January each year.
- 2.4.10. Provide USAFE Customs PMs with the unit's active CCO roster and current stamp status list, including any changes to customs stamp information, e.g., phone/fax number and email address, on the first of every month. A negative response is required if there are no changes.
- 2.4.11. Conduct annual inspections of all CCOs IAW DTR 4500.9-R, Part V, chapter 510, paragraph L.
- 2.4.12. Maintain, order, and dispose of customs stamps, Form 302s, and other HN customs documents IAW DTR 4500.9-R, Part V, chapter 510.
- 2.4.13. Coordinate with USAFE Customs PMs via email and oversee transfers of customs stamps, Form 302s, and other HN customs documents.

2.5. Appointed Customs Clearance Officers:

- 2.5.1. Maintain copies of and be thoroughly familiar and compliant with the references listed in [Attachment 1](#).

- 2.5.2. Maintain oversight and control over the customs stamp, Form 302s, and other HN customs documents IAW DTR 4500.9-R, Part V, chapter 510, paragraph F. Customs forms should be accounted for using an accountable form ledger (sample provided in [Attachment 2](#)).
- 2.5.3. Properly stamp, sign, and reconcile all issued customs documents IAW ECM 4504.01, enclosure I, paragraph 7. The Form 302 process is outlined in [Attachment 3](#).
- 2.5.4. Immediately report any/all changes to the customs stamp information, e.g., phone/fax number and email address, to the LRS CCO manager.
- 2.5.5. Report discrepancies, misconduct, or misuse of a customs stamp and/or Form 302 to the LRS CCO managers upon discovery. Appointed CCOs who willingly and knowingly violate customs rules may be subject to fines, imprisonment, or both by U.S. and HN customs-enforcement officials.
- 2.5.6. Immediately report missing or lost customs stamps to the LRS CCO managers. Provide a signed memorandum from the first O-5 in the chain of command IAW DTR 4500.9-R, Part V, chapter 510, paragraph I. Notify the LRS CCO managers of a missing or lost customs stamp.
- 2.5.7. Maintain a log of Form 302 and customs stamp use, including issue and reconcile dates, and submit a monthly reconciliation report to the LRS CCO managers. Form 302 and other HN customs documents must be reconciled within 30 days after shipment date. The monthly reconciliation must be provided to the LRS CCO managers no later than the 10th calendar day of each month.
- 2.5.8. Conduct an annual reconciliation report of all customs documents no later than 31 December of each year. The annual reconciliation must be provided to the LRS CCO managers no later than 10 January of each year.
- 2.5.9. Complete the transfer of customs stamps, Form 302s, and other HN customs documents in coordination with the LRS CCO managers and IAW DTR 4500.9-R, Part V, chapter 510, paragraph G.
- 2.5.10. Coordinate with and request assistance from the LRS CCO managers to annotate, account for, and destroy unusable copies of the Form 302 or other HN customs documents IAW DTR 4500.9-R, Part V, chapter 510, paragraph H. A sample certificate of destruction is provided in [Attachment 4](#).
- 2.5.11. Coordinate with the LRS CCO managers to prepare the documents described in DTR 4500.9-R, Part V, chapter 510, paragraph K for submission to USAFE Customs PMs.
- 2.5.12. Cooperate with HN customs authorities during inspections as described in DTR 4500.9-R, Part V, chapter 510, paragraph N. Provide advanced notification to the LRS CCO managers and the HN customs office when classified shipments are being moved. Classified shipments must be coordinated through ECJ4-EDDOC-ICTB and the HN customs office.

3. Customs Clearance Officers Eligibility and Appointment.

3.1. Appointment eligibility.

- 3.1.1. Appointment eligibility is established in ECM 4504.01, enclosure I, paragraph 11.

3.1.2. Appointees must have at least 9 months' retainability in the command. (T-2) Appointees with a shorter retainability may be appointed by the commander as an exception. More information is provided in [paragraph 3.2.3.2](#).

3.1.3. Appointees will be required to deploy and/or travel for official business to enable customs clearance for all service components within the AOR. (T-2)

3.2. Appointment Process.

3.2.1. LRS CCO Managers with an unassigned customs stamp must begin the CCO appointment process IAW [paragraph 2.5.5](#) By ECJ4-EDDOC-ICTB delegation, USAFE Customs PMs are authorized to issue customs stamps to USAFE personnel. LRS CCO Managers with a new CCO requirement who do not have an unassigned stamp may request an additional stamp from USAFE Customs PMs.

3.2.2. Units that are involved with customs clearance of DoD material route CCO appointment requests through the LRS CCO managers.

3.2.3. LRS CCO managers submit the CCO appointment request, a Letter of Intent ([Attachment 5](#)), and waiver, if applicable, to USAFE Customs PMs via e-mail for approval.

3.2.3.1. The Letter of Intent must:

3.2.3.1.1. Include an explanation of the missions/operations that require a customs stamp;

3.2.3.1.2. Annotate the number of CCOs needed by the unit; and

3.2.3.1.3. Be signed by the first O-5 commander or civilian equivalent in the chain of command.

3.2.3.2. If the appointee has fewer than 9 months of retainability, a waiver request must also be submitted.

3.2.4. After approving the CCO appointment request, USAFE Customs PMs send the customs exam to the LRS CCO manager via e-mail.

3.2.4.1. The completed exam and assignment packet must be e-mailed back to USAFE Customs PMs within 10 business days of receipt.

3.2.4.2. LRS CCO manager issues the exam to the CCO appointee. **Note:** There is no time limit for completing the exam. **Note:** Information on first page of the exam is required for the test to be graded. The appointee must digitally sign their completed exam and submit it to the LRS CCO manager. The LRS CCO manager e-mails the digitally signed exam and assignment packet to USAFE Customs PMs. The assignment packet consists of the:

3.2.4.3. Appointment letter signed by the first O-5 commander or civilian equivalent in the chain of command. A sample is provided in [Attachment 6](#).

3.2.4.4. Good conduct letter from the local military authorities or, for local national employees, the local civilian police authorities. A sample is provided in [Attachment 7](#).

- 3.2.4.5. CCO appointee's signature sample.
- 3.2.4.6. Release letter (required if appointee is replacing a current CCO). A sample is provided in [Attachment 8](#).
- 3.2.5. USAFE Customs PMs review each CCO packet and e-mail it to ECJ4-EDDOC-ICTB to be graded and filed for records keeping purposes. ECJ4-EDDOC-ICTB notify USAFE Customs PMs if the assignee passed the customs exam.
- 3.2.6. After passing the exam:
 - 3.2.6.1. USAFE Customs PMs file/maintain all supporting documentation.
 - 3.2.6.2. The LRS CCO manager or USAFE Customs PMs issue a stamp to the appointee.
 - 3.2.6.3. ECJ4-EDDOC-ICTB finalizes the official assignment by informing the HN customs offices via email.
- 3.2.7. Each customs stamp is assigned to one appointed CCO; it cannot be shared by different individuals. **Note:** Appointed CCOs operating in Italy must wait 10 working days from the official assignment date to begin using their customs stamp.

GEORGE T.M. DIETRICH III, Brigadier General,
USAF
Director, Logistics, Engineering and Force
Protection

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

AFI 33-322, *Records Management and Information Governance Program*, 15 April 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

DTR 4500.9-R, Part V, *Department of Defense Customs and Border Clearance Policies and Procedures*, June 2021

ECM 4504.01, *Transportation Management within the USEUCOM Area of Responsibility*, 08 August 2013

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

NATO Form 302, *Import/Export/Transit Customs Declaration*

Abbreviations and Acronyms

AOR—Area of Responsibility

CCO—Customs Clearance Officer

DTR—Defense Transportation Regulation

ECM—USEUCOM Manual

EDDOC—USEUCOM Deployment and Distribution Operations Center

HN—Host Nation

ICTB—Intra-Theater Commercial Transportation Branch

PM—Program Manager

USAFE—United States Air Forces in Europe

USEUCOM—United States Europe Command

Office Symbols

ECJ4-EDDOC-ICTB—USEUCOM Deployment & Distribution Operations Center, Intra—Theater Commercial Transportation Branch

Attachment 2
SAMPLE CUSTOMS LEDGER

Figure A2.1. Sample Customs Ledger.

STAMP #	ISSUEING HOST NATION OFFICE	IMP/EXP	TC BD #	NAME & ADDRESS OF CONSIGNOR	NAME & ADDRESS OF CONSIGNEE	ISSUE DATE	CLOSING DATE	OPENED DATE	CARRIER	REMARKS
535	BOEBLINGEN	IMP	5128471	3-10TH SFG, PANZER KASERNE, BOEBLINGEN	3-10TH SFG, PLOVDIV, BULGARIA	09-Jan-17			6966 TTT	PRE-STAMPED
535	BOEBLINGEN	IMP	5128472	3-10TH SFG, PANZER KASERNE, BOEBLINGEN	3-10TH SFG, PLOVDIV, BULGARIA	09-Jan-17			6966 TTT	PRE-STAMPED
535	BOEBLINGEN	IMP	5128473	ARMY COE, PATCH BARRACKS, STGT	BRYAN HOUK, FT WORTH, TX-USA	11-Jan-16			HAPAG-LLOYD	PRE-STAMPED
535	BOEBLINGEN	IMP	5128474	1-10TH SFG, PANZER KASERNE, BOEBLINGEN	1-10TH SFG, TALINN, ESTONIA	20-Jan-17			6966 TTT	PRE-STAMPED
535	BOEBLINGEN	IMP	5128475	1-10TH SFG, PANZER KASERNE, BOEBLINGEN	1-10TH SFG, TALINN, ESTONIA	20-Jan-17			6966 TTT	PRE-STAMPED
535	BOEBLINGEN	IMP	5128476	1-10TH SFG, PANZER KASERNE, BOEBLINGEN	1-10TH SFG, TALINN, ESTONIA	20-Jan-17			6966 TTT	PRE-STAMPED
535	BOEBLINGEN	IMP	5128477	1-10TH SFG, PANZER KASERNE, BOEBLINGEN	1-10TH SFG, TALINN, ESTONIA	20-Jan-17			6966 TTT	PRE-STAMPED
535	BOEBLINGEN	IMP	5202591	NAVAIR SYS, PANZER KASERNE, BB	NAVAIR/BAE SYS, CHESAPEAKE, VA-USA	03-Jan-17			FEDEX	
535	FILDERSTADT	IMP	5202592	US ARMY SOCAFRICA, SAAF	US NAVY SPAWAR, FAYETTEVILLE, NC-USA	10-Jan-17			FEDEX	
535	FILDERSTADT	IMP	5202593	SPAWAR EUROPE, SAAF	SOUTHWEST MICROWAVE, TEMPE, AZ-USA	10-Jan-17			FEDEX	
535	STUTT GART	IMP	5202594	ERSC-DIA, PATCH BARRACKS, STGT	US NAVY SPAWAR, HANAHAN SC-USA	10-Jan-17			DHL	
534	BOEBLINGEN	IMP	5202595	HQ US MARFOREUR/AF, PANZER K, BB	TAMPA MICROWAVE, ST PETERSBURG, FL-US	11-Jan-17			FEDEX	
534	BOEBLINGEN	IMP	5202596	MISCELLANEOUS ORIGINS	MISCELLANEOUS UNITS	20-Jan-17			MULTIPLE CARRIERS	
534	BOEBLINGEN	IMP	5202608	SPAWAR EUROPE, SAAF	NAVAL SUPP. ACTIVITY, MANAMA, BAHRAIN	13-Jan-17			NATIONAL AIR CARGO	
534	BOEBLINGEN	IMP	5202609	NAVAIR, PANZER KASERNE, BOEBLINGEN	2JCS/MACDILL AIR FORCE, FLORIDA-USA	16-Jan-17			FEDEX	
534	BOEBLINGEN	IMP	5202610	NAVAIR, PANZER KASERNE, BOEBLINGEN	GLOBAL SERVICES CORP., FAYETTEVILLE, NC-USA	16-Jan-17			FEDEX	
535	BOEBLINGEN		5202612	SPAWAR EUROPE, SAAF	KOEYWELL US ELP RC, EL PASO, TX-USA	18-Jan-17			FEDEX	
534	STUTT GART	IMP	5202613	HQ USAFRICOM, KELLY BRCKS, STGT	DELL ARRCNASVILLE, LEBANON, TN-USA	19-Jan-17			DHL	
534	BOEBLINGEN	IMP	5202614	MISCELLANEOUS ORIGINS	MISCELLANEOUS UNITS	20-Jan-17			MULTIPLES CARRIERS	

Attachment 3**USEUCOM CUSTOMS CLEARANCE PROCESS****A3.1. Opening the Form 302 - Origin.**

A3.1.1. The origin U.S. CCO presents all six copies of the Form 302 to the origin HN customs office.

A3.1.2. The origin HN customs official signs and stamps the back of all copies.

A3.1.3. Copies 4 (blue) and 6 (pink) remain with the origin U.S. CCO and origin HN customs office, respectively. These copies also represent their respective suspense files.

A3.1.4. Copies 1, 2, 3, and 5 accompany the cargo to the destination.

A3.2. Destination.

A3.2.1. The destination U.S. cargo consignee takes all copies to the destination HN customs office.

A3.2.2. The destination HN customs office stamps and signs the back sides of the forms.

A3.2.3. The U.S. cargo consignee at destination mails Copies 1 (white) and 2 (green) back to the origin US CCO.

A3.3. Closing the Form 302 - Copies and Suspense Files.

A3.3.1. The origin U.S. CCO pairs Copy 1 with their suspense file (Copy 4).

A3.3.2. The origin U.S. CCO provides the origin HN customs office with Copy 2. The origin HN customs office pairs Copy 2 with their suspense file (Copy 6). This completes all required actions and closes the form.


A3.3.3. The destination HN customs office retains Copy 3 (pink).

A3.3.4. The U.S. cargo consignee at destination retains Copy 5 (yellow).

Attachment 4

SAMPLE CERTIFICATE OF DESTRUCTION


Figure A4.1. Sample of Certificate of Destruction.

	<p>DEPARTMENT OF THE AIR FORCE 123RD EXAMPLE SQUADRON PLACEHOLDER AIR FORCE BASE [USE APPROVED ORGANIZATIONAL LETTERHEAD]</p>	DD Month YYYY				
MEMORANDUM FOR [Customs Clearance Officer's Name]						
FROM: ORG/SYMBOL Organization Street Address City ST 12345-6789						
SUBJECT: CERTIFICATE OF DESTRUCTION						
References: (a) Defense Transportation Regulation 4500.9-R, Part V, Chapter 510, <i>Customs</i> , 22 April 2022 (b) USEUCOM Manual 4504.01, <i>Transportation Management within the USEUCOM Area of Responsibility</i> , 08 August 2013 (c) USAFE-AFAFI 24-655, <i>Customs Management</i> , XX XXX 2023						
1. In accordance with references (a) through (c), I have verified that the below listed Form 302 was destroyed on [date] because [reason].						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Serial Number</th> <th style="width: 50%;">Destroyed Date</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"> </td> <td> </td> </tr> </tbody> </table>			Serial Number	Destroyed Date		
Serial Number	Destroyed Date					
2. The unit customs clearance officer (CCO) manager will be provided a copy of this certificate.						
3. The CCO, [name], will annotate the destruction of the above listed form in their accountable forms ledger and maintain a copy of this certificate until they have been released/relieved of CCO duties.						
4. If you have any questions, please contact me at [contact information].						
FIRST M LAST, Rank, USAF Duty Title (Align w/ third character of 2nd line) [1st Ind official's signature block]						
Cc: [Unit CCO manager rank and name, ORG/SYMBOL] [CCO]						

Attachment 5

SAMPLE LETTER OF INTENT


Figure A5.1. Sample Letter of Intent.

	<p>DEPARTMENT OF THE AIR FORCE 123RD EXAMPLE SQUADRON PLACEHOLDER AIR FORCE BASE [USE APPROVED ORGANIZATIONAL LETTERHEAD]</p>	<p>DD Month YYYY</p>
<p>MEMORANDUM FOR USAFE Customs Program Managers</p>		
<p>FROM: ORG/SYMBOL Organization Street Address City ST 12345-6789</p>		
<p>SUBJECT: LETTER OF INTENT</p>		
<p>References: (a) Defense Transportation Regulation 4500.9-R, Part V, Chapter 510, <i>Customs</i>, 22 April 2022 (b) USEUCOM Manual 4504.01, <i>Transportation Management within the USEUCOM Area of Responsibility</i>, 08 August 2013 (c) USAFE-AFAFI 24-655, <i>Customs Management</i>, XX XXX 2023</p>		
<p>1. In accordance with references (a) through (c), [ORG/SYMBOL] intends to appoint [Rank/Title FIRST MI LAST] as Customs Clearance Officer (CCO). Personnel information is as follows:</p>		
<p>Rank/Title Last ORG/SYMBOL Organization Unit XXXX APO, AE XXXXX-XXXX</p>		
<p>2. This action will allow [ORG/SYMBOL] to avoid shortfalls during peak season, reduce cargo ship/receive time, and enhance flexibility to perform additional tasks, which enables a broader execution radius for unforeseen/unexpected missions.</p>		
<p>3. Request your office review eligibility and, upon approval, identify a customs stamp number to below POC so my unit may initiate the appointment process.</p>		
<p>4. My POC for this action is [Rank/Title LAST NAME, DSN: XXX-XXXX, Comm: XXXXX XXXXXX, email address].</p>		
<p>FIRST M LAST, Rank, USAF Duty Title</p>		
<p>Cc: [Intended Appointee]</p>		

Attachment 6

SAMPLE CCO APPOINTMENT LETTER


Figure A6.1. Sample CCO Appointment Letter.

	<p>DEPARTMENT OF THE AIR FORCE 123RD EXAMPLE SQUADRON PLACEHOLDER AIR FORCE BASE [USE APPROVED ORGANIZATIONAL LETTERHEAD]</p>
	<p>DD Month YYYY</p>
<p>MEMORANDUM FOR [Appointee's Rank/Title FIRST MI LAST]</p>	
<p>FROM: ORG/SYMBOL</p>	
<p>SUBJECT: APPOINTMENT AS CUSTOMS CLEARANCE OFFICER (CCO)</p>	
<p>References: (a) Defense Transportation Regulation 4500.9-R, Part V, Chapter 510, <i>Customs</i>, 22 April 2022 (b) USEUCOM Manual 4504.01, <i>Transportation Management within the USEUCOM Area of Responsibility</i>, 08 August 2013 (c) USAFE-AFAFI 24-655, <i>Customs Management</i>, XX XXX 2023</p>	
<ol style="list-style-type: none"> 1. In accordance with references (a) through (c), you are hereby appointed as a CCO for [UNIT ORG/SYMBOL]. As such, you will prepare, sign, and stamp the Form 302 to enable the duty-free clearance of U.S. Forces-owned cargo to and from U.S. Forces entities in European countries that recognize/accept the Form 302. 2. Duty-free customs stamp number [XXXXXXX] is issued to you for use in connection with the Form 302 as described in references (a) through (c). The stamp must be secured properly in a safe when not in use. 3. Your appointment is effective as of [date] until you are officially released/relieved from the appointment. 4. CCO authority shall not be delegated. The above-referenced duty-free customs stamp may not be used or help by any other individual. All Form 302s must be prepared, filed, accounted for, safeguarded, disposed of, and transferred in accordance with references (a) through (c). 5. My POC for this action is [Rank/Title LAST NAME, DSN: XXX-XXXX, Comm: XXXXX XXXXXX, email address]. Please notify my POC no fewer than [X] days in advance of any change to your current duty assignment that would affect this appointment. 	
<p>FIRST M LAST, Rank, USAF Duty Title (Align w/ third character of 2nd line) [1st Ind official's signature block]</p>	
<p>Cc: [Appointee] [USAFE Customs Program Managers]</p>	

Attachment 7

SAMPLE GOOD CONDUCT LETTER


Figure A7.1. Sample Good Conduct Letter.

	<p style="text-align: center;">DEPARTMENT OF THE AIR FORCE 123RD EXAMPLE SQUADRON PLACEHOLDER AIR FORCE BASE [USE APPROVED ORGANIZATIONAL LETTERHEAD]</p>
DD Month YYYY	
MEMORANDUM FOR USAFE Customs Program Managers	
<p>FROM: ORG/SYMBOL Organization Street Address City ST 12345-6789</p>	
SUBJECT: GOOD CONDUCT LETTER	
<p>References: (a) Defense Transportation Regulation 4500.9-R, Part V, Chapter 510, <i>Customs</i>, 22 April 2022 (b) USEUCOM Manual 4504.01, <i>Transportation Management within the USEUCOM Area of Responsibility</i>, 08 August 2013 (c) USAFE-AFAFI 24-655, <i>Customs Management</i>, XX XXX 2023</p>	
<p>1. In accordance with references (a) through (c), [Rank/Title FIRST MI LAST] is in good standing and has no criminal record nor pending disciplinary/court martial actions that would conflict with his/her appointment as a Customs Clearance Officer (CCO).</p> <p>2. My POC for this action is [Rank/Title LAST NAME, DSN: XXX-XXXX, Comm: XXXXX XXXXXX, email address].</p>	
<p>FIRST M LAST, Rank, USAF Duty Title</p>	
Cc: [Intended Appointee]	

Attachment 8

SAMPLE RELEASE OR RELIEF OF DUTY LETTER

Figure A8.1. Sample Release or Relief of Duty Letter.

	<p>DEPARTMENT OF THE AIR FORCE 123RD EXAMPLE SQUADRON PLACEHOLDER AIR FORCE BASE [USE APPROVED ORGANIZATIONAL LETTERHEAD]</p>	<p>DD Month YYYY</p>
<p>MEMORANDUM FOR USAFE Customs Program Managers</p>		
<p>FROM: ORG/SYMBOL Organization Street Address City ST 12345-6789</p>		
<p>SUBJECT: RELEASE/RELIEF OF DUTY FOR [Rank/Title FIRST MI LAST]</p>		
<p>References: (a) Defense Transportation Regulation 4500.9-R, Part V, Chapter 510, <i>Customs</i>, 22 April 2022 (b) USEUCOM Manual 4504.01, <i>Transportation Management within the USEUCOM Area of Responsibility</i>, 08 August 2013 (c) USAFE-AFAFI 24-655, <i>Customs Management</i>, XX XXX 2023</p>		
<p>1. In accordance with references (a) through (c), [Rank/Title FIRST MI LAST], stamp number [XXXXXXX] is hereby released/relieved of duty as a customs clearance officer (CCO) for [Unit, ORG/SYMBOL]. This individual is being released/relieved of duty due to [reason].</p> <p>2. [Unit, ORG/SYMBOL] will assign the above referenced customs stamp to [Rank/Title FIRST MI LAST] as the newly appointed CCO, effective [date]. OR</p> <p>2. [Unit, ORG/SYMBOL] will retain and secure the above referenced customs stamp under a new CCO is appointed. OR</p> <p>2. [Unit, ORG/SYMBOL] will return the above referenced customs stamp immediately to USAFE Customs Program Managers via [certified mail, hand-carry].</p> <p>3. [Unit, ORG/SYMBOL] verifies that the transfer of all accountable and related documentation was conducted in accordance with references (a) through (c).</p> <p>4. My POC for this action is [Rank/Title LAST NAME, DSN: XXX-XXXX, Comm: XXXXX XXXXXX, email address].</p>		
<p>FIRST M LAST, Rank, USAF Duty Title</p>		
<p>Cc: [CCO to be Released/Relieved]</p>		