

United Nations Command
Unit #15259
APO AP 96205



United Nations Command
Regulation 190-41

United States Force Korea
Unit #15237
APO AP 96205-5237



United States Forces Korea
Regulation 190-41

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Military Police

USFK CUSTOMS PROGRAM

***This regulation supersedes UNC/USFK Regulation 190-41, 1 September 2010.**

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Summary

a. This regulation establishes policies, details responsibilities, and prescribes procedures for implementation of and compliance with the Department of Defense (DOD) Customs and Border Clearance Program (CBCP) requirements of entry and exit for the support of United States Forces/Korea (USFK) and the host nation, Republic of Korea (ROK) through DOD and commercial channels.

b. This regulation establishes procedures for carrying out the provisions of Article IX, US-ROK Status of Forces Agreement (SOFA) which permits the duty-free importation of property for the official use of the US Armed Forces, for the personal use of USFK personnel, and for other

organizations or personnel who are authorized SOFA privileges which permit the duty-free export of items imported duty-free as specified above.

c. This regulation is punitive and violations of any provisions of this regulation may subject the offender of disciplinary action under the Uniform Code of Military Justice (UCMJ) or administrative action.

Summary of Change. This document has been substantially changed. A full review of its contents is required.

Applicability

a. This regulation applies to military members of USFK; members of the USFK civilian component; USFK invited contractors, technical representatives, non-Korean employees, USFK nonappropriated fund (NAF) and private organizations; commercial vendors and suppliers under contract to the DOD or USFK; USFK procurement agencies; the Neutral Nations Supervisory Commission, the American Red Cross, the United Service Organization (USO), the United Seamen's Service, third country contingents of the United Nations Command (UNC) Liaison Group, non-Korean personnel attached to the UNC in the ROK on TDY and non-Korean employees of these organizations; and dependents of all of the above.

b. This regulation applies to all civilian and military personnel who are authorized use of Defense Transportation System channels for travel and movement of their personal and official property entering the ROK and back into the Customs Territory of the United States (CTUS).

c. This regulation does not apply to personnel assigned to the American Embassy or the Joint US Military Advisory Group, Korea (JUSMAG-K) or their dependents. However, information regarding improper transfer of duty-free goods involving these personnel (i.e., American Embassy) will be forwarded through the appropriate commander/security officer to the Office of the UNC/USFK Provost Marshal, USFK Customs Division (FKPM-CD); hereafter referred to as "USFK Customs Division".

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from USFK Provost Marshal, USFK Customs Division (FKPM-CD), Unit #15237, APO AP 96205-5237.

Forms. USFK forms are available at <http://www.usfk.mil/usfk/>.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is USFK Provost Marshal, USFK Customs Division (FKPM-CD). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the USFK Provost Marshal, USFK Customs Division (FKPM-CD), Unit #15237, APO AP 96205-5237.

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Chapter I Introduction

1-1. Purpose

a. This regulation establishes policies, details responsibilities, and prescribes procedures for implementation of and compliance with the Department of Defense (DOD) Customs and Border Clearance Program (CBCP) requirements of entry and exit for the support of USFK and the host nation, ROK, through DOD and commercial channels.

b. This regulation establishes procedures for carrying out the provisions of Article IX, US-ROK SOFA which permits the duty free importation of property for the official use of the US Armed Forces, for the personal use of USFK personnel, and for other organizations or personnel who are authorized SOFA privileges which permit the duty free export of items imported duty free as specified above.

c. This regulation, with the concurrence of the United Nations Command (UNC), implements the provisions of paragraph 13 of the Agreement of Economic Coordination between the Republic of Korea and the Unified Command (24 May 1952). The agreement permits the duty free importation of property for the official use of the UNC and for the personal use of UNC personnel.

d. This regulation prescribes the forms and procedures to be used in the certification of duty free Customs clearance.

1-2. References

Related publications and required forms are listed in appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

Chapter 2 Policies and Procedures

2-1. Policy

It is the policy of the Commander, USFK, to –

a. Prevent the illicit flow of controlled substances, contraband, prohibited and restricted items and agricultural pests through DOD/US military channels, entering or leaving the ROK.

b. Cooperate fully with United States and foreign host nation border clearance agencies, United States Customs Service (USCS), the Department of the Treasury, the Department of Agriculture (USDA), Bureau of Alcohol, Tobacco, and Firearms (BATF), Drug Enforcement Agency (DEA), Fish and Wildlife Service, Department of Transportation (DOT), Environmental Protection Agency (EPA), U.S. Department of Homeland Security and other appropriate government agencies and activities involved in border clearance in enforcing US laws and Customs regulations within DOD.

c. Coordinate, as appropriate, with Korea Customs Service (KCS) and other law enforcement officials to ensure that contraband, prohibited and restricted items, excess property/unreasonable quantities, and US trademark/trade-name and copyright items, as defined in this regulation, are not imported/exported through DOD and/or USFK channels.

d. Advise and assist component commanders, as applicable, in the training of USFK Customs Division personnel, maintenance of quality control procedures, and perpetuation of an effective USFK Customs Enforcement Program (CEP).

e. Minimize inconvenience to DOD personnel and delays of DOD cargo, personal property, aircraft, and ships that may occur through enforcement of Customs regulations.

f. Ensure that Customs inspection or examination of personnel, personal baggage and cargo is accomplished as specified below:

NOTE: Because all conveyances (ships, aircraft, and other modes of transport), personnel, accompanied baggage, personal property, cargo and the associated documentation entering the Continental United States (CONUS) are subject to a complete Customs inspection upon arrival at the first US port of entry, inspections and examinations of outbound property/goods will be conducted on a case-by-case basis in accordance with (IAW) DTR 4500-9.R, Part V, Chap. 502 and paragraph 2-3 of this regulation. The USFK Customs Enforcement Program (CEP) will continue to support the enforcement of DTR policy to halt the flow of contraband and agricultural pests into the US and not allow shipment of unauthorized articles when detected.

(1) Inbound/outbound military and civilian passengers entering ROK and/or destined for the CONUS on DOD or DOD-controlled aircraft; crews of DOD watercraft and aircraft, including crews of military contract aircraft and watercraft are subject to inspection or examination of passengers and crews IAW subparagraph 2-3a(2); applicable outbound inspection/examination will be IAW DTR 4500.9-R, Part V, Chap. 502 and subparagraph 2-3a(2) below. (Exceptions are those persons exempted by DTR 4500.9-R, Part II, Chap. 202).

(2) Military and civilian passengers arriving in the ROK on DOD-sponsored aircraft from a high-risk, drug-trafficking area (as defined by the United States Department of State Travel warning website [/http://travel.state.gov](http://travel.state.gov)).

(3) Inbound/outbound accompanied baggage. Inbound inspection or examination of baggage IAW subparagraph 6a (2) below; when applicable, outbound inspection of baggage IAW subparagraph 6a.

(4) Inbound/outbound unaccompanied baggage (UB). Inbound/outbound household goods (HHG). Inbound inspection or examination of UB and/or HHG IAW subparagraph 2-3 below; when applicable, outbound inspection of UB/HHG shipments IAW subparagraph 2-3 below.

(5) Outbound DOD-sponsored cargo. When applicable, outbound inspection of cargo IAW DTR 4500-9.R, Part V, Chap. 502.

(6) Inbound/outbound DOD-sponsored shipments on a commercial bill of lading (CBL). Inbound/outbound duty free certification for DOD-sponsored shipments on a CBL IAW DTR 4500-9.R, Part V, Chap. 502.

(7) Inbound/outbound privately owned vehicles (POV). POV shipment at government expense (inbound/outbound) is coordinated and processed by the Transportation Officer (TO), Vehicle Processing Center (VPC), 20th Support Group, Taegu; POV shipment at personal expense is coordinated and processed by the owner IAW DTR 4500-9.R, Part V, Chap. 502.

(8) Ships and watercraft. Coordination for Inspection or examination is the responsibility of the service/command to which the ships are assigned that enter Korea through water ports.

(9) Defense courier service. Inspection or examination of couriers will be accomplished IAW DTR 4500.9-R, Part V, Chap. 504.

(10) Unit moves. Inspection or examination IAW DTR 4500.9-R, Part III, App Z; and instructions from the Assistant Chief of Staff (ACS), J4.

(11) Pets. Personnel who choose to bring pets must bring them into Korea by commercial means. USFK Customs has no capability to check pets at any military port of entry. As a result, pets must accompany the SOFA member on a commercial airline arriving at a Korean international airport or be shipped separately as freight. If shipped separately as freight, contact the area Customs clearance Officer for instructions on Customs clearance. The following documents are required for import of pets:

(a) Health certificate, less than 10 days old, when arriving to Korea (bring the original plus two copies)(For import and export).

(b) Rabies certificate, Rabies vaccination must be current and at least 30 days old but less than one year old (bring the original plus two copies)(For import and export).

(c) Bill of lading or certificate of excess baggage, original signature (if the animal is traveling unaccompanied) (Import).

(d) In addition to the United States Health Certificate, a Korean Health Certificate must be obtained from a Korean veterinarian at the airport quarantine office (for export).

g. USFK Customs (CCOs) and Alternate CCO(s) will be officially appointed on orders by the Chief, USFK Customs; see subparagraph 5c. Alternate CCOs may be needed to support USFK CCO(s) at their area(s) of responsibility (AOR) in cases of CCO(s) absence (personal/emergency leave or TDY).

h. USFK imports which enter the ROK on a SF 1103 (US Government Bill of Lading (GBL) - Privately Owned Personal Property) and/or via Military Sealift Command (MSC), or Air Mobility Command (AMC), or Military Traffic Management Command (MTMC) Universal Service Contract (USC) require no additional USFK duty free certification as these shipments are expressly understood to be for use by USFK.

i. Personal property, household goods shipments, and equipment for use by USFK and/or its personnel which enter or leave the ROK on a CBL will require Customs clearance certification. This will be done in accordance with (IAW): procedures outlined in paragraph 2-3 below.

2-2. Responsibilities

a. The Provost Marshal, UNC/USFK, will assume responsibility for developing, implementing, and supervising the USFK CEP for the Commander, USFK.

b. The Chief, USFK Customs Division, will :

(1) Establish Customs clearance procedures IAW this regulation and the ROK-US SOFA.

(2) Appoint USFK Customs CCOs for USFK in writing. CCOs must, be officers, SSG and above' or members of the civilian component in the grade of GS-9/KGS-09 and above with memorandum from the Chief, USFK Customs Division. KGS's 9 and above can be appointed by their command to sign USFK 95Ek's upon approval in writing from USFK Customs. US contractors are not authorized to perform the duties of CCO.

(3) Appoint USFK Alternate CCOs and Certifying Officials (COs) from USFK, Customs, and/or component areas. Written nominations may be requested by USFK service components and subordinate commanders for only those individuals whose reliability and integrity are above reproach. Because of the extreme sensitivity of this duty, Alternate CCOs and COs must, as a minimum--

(a) Be commissioned officers, warrant officers, staff sergeant and above or members of the civilian component, GS-9 or above. Certified USFK Customs personnel will wear the duty uniform or civilian clothing appropriate to the specific mission. The USFK Customs inspector will wear civilian business attire when conducting Official duties at international Airports, HHG inspections and when dealing with the host country custom agents. Unless authorized by statute or international agreement, soldiers performing Customs duties off military installations will not wear uniform due to threats of terrorism and the threat against military personnel who work off the installations.

(b) Have at least eight months remaining on their tour of duty in the ROK.

(c) Have had a Criminal Records Center check requested through the local Provost Marshal, Chief of Security Police, or Naval Criminal Investigative Service and results (including subsequent information) forwarded to USFK Customs (USFK-CD, Unit # 15750, APO AP 96205).

(d) Have had local favorable records and ration control check. Completed checks will be forwarded to USFK Customs.

(e) Have no derogatory information in their records (as determined by the Provost Marshal, USFK).

(f) Attend the USFK Customs Clearance Officer Certification Course conducted by USFK Customs, at the first opportunity.

(4) Provide staff guidance to USFK CCOs.

(5) Publish orders appointing CCOs.

(6) Forward signature cards of each CCO to KCS.

(7) Act as the point of contact for the USFK CEP.

(8) Develop policies and establish procedures for implementation of the DOD CBCP within USFK in compliance with DOD and other higher headquarters' directives.

(9) Maintain liaison with the Commander, US Transportation Command (USTRANSCOM); the USCS; the USDA; U.S. Department of Homeland Security container security initiative team located at Pier 8 in Busan and other government agencies or activities to determine trends in the USFK CEP and how those trends affect USFK.

(10) Coordinate the inspection and enforcement programs of component services and subordinate commands.

(11) Maintain and supervise the SOFA Compliance Section. The section is responsible to:

(a) Implement the Command Referral Program (CRP) throughout USFK.

(b) Act as the focal point for law enforcement coordination to suppress black marketing IAW USFK Reg 60-1.

(c) Operate the Black Marketing Hotline 738-5118 or usarmy.yongsan.usfk.mbx.black-market-hotline-for-custom@mail.mil to transcribe and forward information received.

(d) Develop and publish a Black Marketing trend analysis.

(12) Develop and conduct Customs Inspector (CI) and CCO certification, training, and assistance to other law enforcement agencies.

(13) Describe the minimum standards for inspection/examination of all categories of personnel and/or baggage/property/goods/items/cargo.

(14) Forward copies of implementing instructions to USTRANSCOM within 90 days of the date of issue of supplemental instructions or changes of regulations/directives.

(15) Establish quality control procedures to ensure the effectiveness of the USFK CEP.

(16) Prepare written appointments for qualified applicant CIs who successfully complete the USFK Customs Inspector Certification Course.

(17) Withdraw CI appointments from inspectors and revoke the accreditation of installations, camps, and bases when standards required by DTR 4500.9-R and this regulation are not maintained.

(18) Ensure the USFK Provost Marshal is informed of the status of the USFK CEP, SOFA Compliance, or any new developments or changes affecting the programs.

(19) Issue and maintain accountability of CCO and Alternate CCO embossing seals and stamps.

(20) Perform staff visits at each base, camp, installation, or airport/air terminal to ensure compliance with current regulations and policies concerning Customs procedures. Inspections may be conducted on an unannounced basis or coordinated with appropriate officials.

(21) USFK Customs will work with the Korean immigrations and ensure the Korean Immigration Regulation are followed in compliance with the SOFA agreement, DOD CBP requirements of entry and exit for the support of USFK and the host nation, ROK, through DOD and commercial channels.

c. USFK component and subordinate commanders (refer to Figure 2-1) are responsible for implementing and enforcing the Customs program as directed by this regulation and DTR 4500.9-R. Conflicts between component service directives and USFK policy will be brought to the

immediate attention of, and be resolved by, the Chief, USFK Customs. For the purpose of this regulation, subordinate commanders are: Commander, Eighth Army, APO AP 96205; Commander, US Air Forces Korea, APO AP 96570-5000; Marine Forces MARFOR-K, APO AP 96205 and Chief, US Naval Forces Korea, APO AP 96205.

d. Component and subordinate commands including AMC, MTMC, and MSC are responsible for the following duties within their assigned functional areas of operation:

(1) Support and cooperate with USFK CIs and/or local law enforcement appointed Military Police/Security Forces (MP/SF) CIs in the performance of Customs inspections/examinations.

(2) Establish a sterile inspection area for CIs and prohibited items drop box in order to perform Customs inspections and examinations at AMC terminals; ensuring a controlled Customs inspection/examination can be performed in other areas (i.e., cargo receiving areas, storage facilities, warehouses, etc.).

(3) Institute an effective information program to inform command personnel of the USFK Customs Enforcement Program and how it affects them. All media will be utilized, including initial unit orientation briefings. The briefing should include:

- (a) Prohibitions
- (b) Restrictions
- (c) Trademark information
- (d) Personal exemptions (Leave, TDY, and PCS)
- (e) Firearms import restrictions
- (f) Agricultural restrictions
- (g) Pet and wildlife restrictions
- (h) Copyright restrictions
- (i) Drugs, narcotics, and controlled substances
- (j) Penalties and prosecution

(4) Ensure that subordinate elements, as specified in Figure 2-1 below, establish, enforce and maintain procedures on the USFK CEP within their assigned functional areas.

(5) Providing part-time and/or full-time personnel as CIs to support their proportionate share of the community/installation strength population for property (UB/HHG) shipments, air terminal and water ports of entry (passenger, baggage, cargo) Customs inspections (see Figure 2-1).

LOCATION	PERSONNEL	DUTY(S)
Area I, II (incl. Incheon Int'l Airport)	CIs/MPs	UB/HHG, Airport (Passenger), Cargo (Air/Sea), CCO
Osan AB (AMC Terminal)	Air Force SF/CIs	Air Terminal, UB/HHG
Area III Osan AB, Suwon AB, Cp Humphreys, Cp Long and Cp Eagle.	Air Force SF/CIs	UB/HHG
Kunsan AB	Air Force SF	UB/HHG, Air Terminal
Area IV (Cp Carroll)	CIs/MPs	UB/HHG
Area IV (Cp Walker, Cp Henry, Cp George)	CIs/MPs	UB/HHG
K-2 AB (Taegu)	Air Force SF	UB/HHG, Air Terminal
Chinhae NB	Navy	UB/HHG, Cargo (Air/Sea),
K-3 AB (Pohang)	Master of Arms	UB/HHG, Air Terminal
Area IV Pier 8, Kimhae AB, Kimhae Int'l Airport	CIs	UB/HHG, Air Terminal, Cargo (Air/Sea), CCO

Figure 2-1. USFK Customs Division Enforcement Program and Areas of Assignment

e. The Chief, USFK Provost Marshal Law Enforcement Division will—

(1) Ensure all military law enforcement agencies within USFK provide support to CIs reporting Customs violations and those violations are investigated IAW applicable service regulations.

(2) Coordinate with 8th Army and 7th Air Force for military working dog (K-9) support for Customs requirements.

f. The Field Office, US Army Criminal Investigation Division (USACID) and Commander, Air Force Office of Special Investigations (AFOSI), will –

(1) Notify the Chief, USFK Customs when an investigation into Customs related (including Black Marketing) activities is initiated, updated and closed.

(2) Provide a copy of completed investigation reports to the USFK Customs (FKPM-CUSTOMS , Unit # 15750, APO AP 96205).

(3) As requested, accomplish records checks on all personnel selected to perform duties as CIs and CCOs and provide results to the Chief, USFK Customs.

g. The Commander, 5th Preventive Medicine Unit (PMU), will :

(1) Conduct formal training for the USFK Customs Inspectors on the performance of medical/agricultural inspection of military vehicles, ships, aircraft, personnel, cargo, containers, and personal property to ensure compliance with USDA requirements and relevant regulations.

(2) Provide trained personnel to assist in the conduct of the medical/agricultural inspections of departing vehicles and cargo during the redeployment phase of exercises.

(3) During exercises, monitor inspections to ensure they are conducted IAW provisions of AR 40-12.

(4) Provide input for the USFK Customs message to participants regarding annual retrograde cargo inspection requirements.

(5) Provide the USFK Customs with an after-action report on medical/agricultural inspections of retrograde cargo not later than 90 days after completion of the inspections.

h. USFK Area CCOs will –

(1) Act as single points of contact for all administrative and operational matters pertaining to Customs operations within their AOR.

(2) Inform all CIs within their AOR of intelligence matters.

(3) Notify the Chief, USFK Customs, of all significant contraband seizures and all controlled substance and drug or narcotic seizures within 12 hours of the seizure.

(4) Ensure that names of questionable personnel scheduled for pack out are submitted to local law enforcement agencies when applicable. For a controlled delivery of a shipment that may contain weapons, weapon parts or drugs contact the C.S.I. (Container Security Initiative) office, Pier 8.

(5) Monitor each CIs performance and take necessary action to retrain or remove CI responsibilities (to include requesting revocation of orders) from those individuals who do not uphold required standards.

(6) Serve as local Customs point of contact during deployment and redeployment phases of major field exercises.

(7) Forward monthly Customs statistical reports to the Chief, USFK Customs.

(8) Forward an after action report (AAR) to the Chief, USFK Customs, at the conclusion of mission support for major field training exercises and major events within their AOR.

i. The ACS, J-4 has responsibility to ensure installation transportation offices (ITO), traffic management offices (TMO), and all DOD shipping activities:

(1) Counsel DOD members/employees and their Family Members on Customs/border clearance requirements and procedures, restricted and prohibited items, and member's responsibilities under the rules and laws of the foreign government where assigned, as well as all the provisions of this regulation.

(2) Support and comply with the "Customs Hold Program".

j. Installation Transportation Offices/Traffic Management Offices are responsible to:

(1) Ensure local CIs receive a copy of the UB/HHG delivery schedules not later than 24 hours in advance and notified of any delivery date and location changes.

NOTE: Area I, II, III, IV, V and VI ITOs/TMOs will fax or electronically send their daily local/area delivery schedule to their respective local office in their respective area USFK CCO office. (AREA I & II: 738-5105, AREA III & V: 753-7661, AREA IV & VI: 764-5238)

(2) Ensure local CIs are notified 72 hours in advance of any shipment that has been deemed a Customs Hold by the USFK Customs Clearance Officer. ITOs/TMOs schedule all delivery appointments with the member(s) after coordinating the time and date with the local Customs office.

(3) Ensure local delivery companies do not deliver or break seals on any Customs Hold shipment (aka. "PMJ Hold") until a qualified USFK CI is present.

(4) Quality Assurance (QA) personnel will notify the local Customs office if they see any restricted or prohibited items in a UB/HHG shipment during their QA inspection.

(5) Customs Hold(s) may be rescheduled at the request of USFK Customs or local Military Police or Security Police under extenuating circumstances (i.e., military exercises, command-directed missions, adverse road conditions, etc.,).

k. Customs Inspectors. Selection, training, and appointment of CIs will be accomplished IAW the provision of DTR 4500.9-R, Part V, Chap. 507. In addition, the following minimum criteria must be met:

(1) Selection

(a) CIs must be United States citizens or military members of the U.S. Armed Forces. Exceptions may be granted by the Chief, USFK Customs.

(b) CIs must have a minimum of 8 months remaining in the command upon completion of training.

(c) A local law enforcement agency check must be initiated and completed on appointed CIs prior to attendance of the CI course, and for locally trained CIs, prior to assumption of CI duties.

(2) Training.

(a) CIs must successfully complete the USFK Customs Inspector Certification Course conducted by the USFK Customs office.

(b) CIs must complete a minimum of 8 hours formal classroom training with successful completion of an examination conducted by USFK Customs plus 16 hours of supervised on-the-job training by certified customs personnel. This training must be fully documented and is subject to Customs accreditation inspection.

(c) As a minimum, refresher training will be conducted by USFK Customs on a semi-annual basis for all full-time and part-time CIs. The Customs Division will maintain attendance records and lesson plans on file for a minimum period of one (1) year for review. This training is in

addition to daily updates on Customs intelligence bulletins, Customs policy, procedure changes, or other command changes.

(3) Appointment

(a) CIs will be nominated by the commands listed in Figure 2-1 above.

(b) The Customs Division will appoint all CIs on orders.

(c) CIs are expected to maintain a discipline standard reflecting integrity and responsibility. Any CI who does not uphold required standards can be removed from the program as described in subparagraph 2-2j(5) above.

(d) Permanent CIs will be issued USFK Customs Inspector Credentials, USFK Form 54EK. Additional duty CIs will receive a training certification card.

I. Individual/Responsibilities. The individual member/employee and his family members are responsible to:

(1) Comply with the requirements as outlined in the Personal Property Consignment Instruction Guide (PPCIG), Vol. II, Ch. 65 (Korea).

(2) Comply with the requirements of USFK Customs directed Holds on UB/HHB shipments. Do not allow the delivery company to open crates, containers or boxes prior to the Customs Inspector's arrival.

(3) Inspect personal property during delivery, removing any prohibited or restricted articles and ensuring agricultural requirements are met (free of soil and pest infestations).

(4) Comply with the instructions of the CI for the return of confiscated items.

(5) Comply with trademark and copy right laws and not ship counterfeit items.

2-3. Procedures

Inspection Procedures. The basic procedures outlined in DTR 4500.9-R, and this regulation will constitute minimally acceptable inspection and examination standards for all personnel assigned to perform Customs inspections duties within USFK for passenger and accompanied baggage entry, HHG and UB inbound shipments, inbound cargo, and inbound/import POVs. Outbound/export shipments destined to CONUS will be inspected for contraband and agricultural pests on a case-by-case basis.

a. Counseling and amnesty:

(1) Prior to Customs inspection or examination of accompanied baggage, HHG, and/or UB, the passenger and/or owner of the property will receive a Customs counseling/briefing sheet to read and sign and will be given an opportunity to declare and turn over or dispose of any contraband, prohibited or restricted items.

(2) Passenger terminal senior Customs Inspector (CI) and/or noncommissioned officers in charge (NCOIC) will ensure that prior to undergoing inspection/examination, all passengers are informed of items which cannot be brought into the host country or carried aboard the aircraft. Prior to the beginning of passenger and accompanied baggage examinations, all passengers will

be given an opportunity to dispose of any prohibited or restricted items into a Prohibited Items Box. A portable prohibited items box will be made available for alternant ports of entry that do not have a permanent prohibited items box. The prohibited items box will be checked after each flight.

(3) ITOs/TMOs are responsible for counseling DOD members/employees and their family members on UB/HHG/POV/weapons shipment requirements and procedures, restricted and prohibited items, and member's responsibilities under the rules and laws of the foreign government where assigned, as well as all provisions associated with imports to the host country.

b. Inspection/examination:

(1) Inspection/examination of passengers, crewmembers, and accompanied baggage (hand-carried and/or checked) at military AMC terminals and host nation military (air and water ports) ports of entry will be conducted by USFK certified Customs inspectors.

(2) All SOFA status passengers and crewmembers are subject to inspection. The degree to which accompanied baggage or equipment is inspected or examined is dependent upon the discretion and judgment of the CI.

(3) All passengers and crewmembers will be given USFK Form 96, USFK Customs Declaration Form (see Appendix B). Passengers must complete, sign and make official declarations on the USFK Form 96.

(4) A random selection technique will be used in conducting inspections and examinations of inbound passengers and their accompanied baggage.

(5) The single last digit of the passenger's social security number will be used. This number will be changed daily. If the security of the number is compromised, another number is selected. However, no more than one number will be used at a time.

(6) A minimum of 10 percent of accompanied baggage will be examined.

(7) As a minimum, examination of randomly selected baggage will consist of questioning the individual to determine the potential for Customs violation, checking the Customs declaration for completeness, and examining the baggage by an expeditious physical opening and a brief observation to the degree necessary to verify the absence of contraband and restricted or prohibited items. The degree of baggage examination is determined by but not limited to the following considerations:

- (a) High-risk traveler information.
- (b) Questionable Customs declarations.
- (c) Suspicious behavior of the traveler.

(8) Provisions of the random selection technique are not to be construed as limiting the number of bags to be examined by a CI. If the CIs judgment dictates the need to open and search every bag of those persons randomly selected, the CI is expected to perform these searches. The CIs judgment will be influenced by the traveler's response to questions, the demeanor of the traveler, and proper completion of the declarations.

(9) Passengers who are not randomly selected or identified as high risk, or identified by the CI as needing an examination, will be permitted to exit the Customs inspection area after routine questioning and review of the USFK Form 96 by the CI are accomplished.

c. Customs Signs:

(1) A professionally prepared sign will be conspicuously displayed in all passenger terminals. This sign, without deviation will read as follows: "All baggage is subject to a Customs examination. A random examination program is in effect in accordance with UNC/USFK Reg 190-41."

(2) For alternate ports of entry (water ports and flight lines) that do not have an operational passenger terminal, the sign will be posted near the portable prohibited items box in the vicinity of the baggage offload and claim area so it is visible to the passengers.

(3) The portable prohibited items box will be marked as follows "USFK Customs Prohibited Items Box".

d. Procedures for military exercises will be as follows:

(1) For personnel arriving at designated ports of entry in exercise plans, the CI can obtain a copy of the flight/vessel manifest (must list full name, rank, SSN, DOB, weapon serial number and type) and have the commander of troops (COT) sign off on a general declaration form (Customs Form 7507) in place of the USFK Form 96. The general declaration and manifest will be sent to the AREA CCO Customs office.

(2) Personnel arriving through international airports (Incheon and Kimhae) will complete the USFK Form 96. CIs will verify weapon serial numbers against travel/TDY orders. CIs will stamp in red ink "USFK Customs Cleared" on travel/TDY orders, date and sign. This will minimize delays during redeployment from Korea.

(3) U.S. Government equipment and supplies arriving in Korea, either at approved ports of entry or those entry points designated in exercise plans, require no USFK duty free certification, as this material is expressly understood to be for use by USFK, unless arriving on a CBL shipment.

(4) Personal property of participating personnel in military exercises which is hand carried and/or in checked/stowed baggage is subject to examination and inspection; US Government items/property used in military exercises will be listed on the US Government TDY orders and/or accompanying official documents by item name/type and identification/serial number.

(5) The Chief, USFK Customs, will coordinate requirements for Customs inspections with incoming units involved in exercises during the planning stages of the exercise. Normally, a waiver is granted by USFK Customs to units coming from another overseas area except those returning to CONUS, Alaska, or Hawaii. The waiver is granted if the unit receives a departure inspection at their homeport and is to be inspected again upon homeport reentry after exercise termination. However, individuals arriving for exercises may be required to complete a Customs declaration IAW the laws of the ROK.

(6) Personnel departing Korea from commercial international airports will be briefed by the CI to ensure they do not transport any type of ammunition or explosive devices on commercial aircraft. Personnel will also be briefed that the Korean Airport Security Screeners prohibit any type of liquid or gel products exceeding 100ml or any type of flammable liquid or gel products from

being brought on an aircraft in carryon baggage.

e. All hand-carried baggage may be either inspected or examined. The following procedures will be followed for processing the passenger's hand-carried baggage:

(1) A CI's examination will be selective in nature and will be based upon the experience and expertise of the CI.

(2) Terminal senior CI/NCOIC will monitor the hand-carried baggage examinations to formulate a conclusion as to whether or not prohibited items are routinely being found. If prohibited items are being found routinely, immediate action to increase the number of examination requirements will be taken.

(3) Inspections will be accomplished in a courteous and professional manner. "Dumping" of baggage contents is against DOD and USCS policy **and is prohibited**.

(4) Types of personal property that may be imported are extremely limited by Republic of Korea laws and USFK regulations. Any items listed below ((a) thru (k)) must be declared. Items restricted or prohibited from importation into Korea are, and not limited to: (specified) fresh fruits and vegetables; animal products such as unprocessed meats; endangered species or products made from endangered species; exotic pets; counterfeit currency; communist propaganda; material that may compromise the security of the ROK; pornographic materials; aphrodisiacs; narcotics; flammables; uncut stones; explosives; and weapons. Some medications and Drugs are not illegal in the US but are restricted in the ROK. Importation of items in excess of personal needs or unreasonable quantities is also prohibited. In such cases, USFK CIs use the following guidelines according to Korea Customs Laws (Article 3 – 7, Travelers and Crew Members Customs Clearance Regulations) which, if necessary, are enforceable and dutiable by the KCS:

(a) Currency. Not more than \$10,000 in negotiable currency, including traveler's checks.

(b) Tobacco. Not more than 200 cigarettes or 50 cigars or 250 grams of other tobacco products.

(c) Alcohol. Not more than 1 liter of alcoholic beverages.

(d) Perfume. Not more than 3 ounces of perfume/cologne.

(e) Firearms, knives, swords, ammunition and explosives.

(f) Prescription drugs, illicit drugs; cocaine, hashish, marijuana, etc.

(g) Agricultural products and/or animal products (including: meats, stuffed specimens, plants, fruits, vegetables, furs, skins, any product derived from an endangered species, etc.)

(h) Propaganda or material advocating insurrection or treason against the United States or the Republic of Korea and material which could compromise the national security of the United States to the Republic of Korea.

(i) Pornographic media (Books, magazines, photographs, video/computer media) displaying explicit sexual acts.

(j) Any goods for resale or gifts.

(k) Counterfeit currency or documents of any type.

NOTE: Decisions on enforcement action and disposition for personal property matters will be reviewed by the Chief, USFK Customs Division and should be evaluated on what a reasonable individual would import.

f. Questionable declarations:

(1) Questionable declarations will be redlined and annotated in the "For Official Use Only" block on the reverse side of the USFK Form 96 with the reason for redline and forwarded to the AREA CCO Customs office for assessment and Customs hold action.

(2) The AREA CCO will forward a copy (front and back) of the redlined USFK Form 96 to the USFK Customs Clearance Specialist.

(3) The AREA CCO will draft a Customs hold memorandum and forward to the USFK Customs Clearance Specialist for review and signature from the Deputy or Chief.

(4) The Customs hold memorandum will list:

(a) Service branch

(b) Last name, First name and middle initial

(c) Last 4 of SSN

(d) Customs hold code identifier

(5) The Customs hold code identifiers are:

(a) A: Category A weapons (firearms, ammunition, explosives)

(b) B: Category B weapons (knives, swords) that have blade lengths longer than four inches.

(c) C: Category C weapons (martial arts weapon)

(d) D: Large amounts of media items or pornographic material

(e) E: Excess property or something that appears suspicious or unusual

(f) O: Other as directed by the USFK Customs Deputy or Chief

g. Confiscated Property: All property/evidence confiscated by CIs will be released to the CCO or local/area CI (MP, SF, MPI) enforcement facilities, or unit arms rooms for safe keeping for category A weapons. The following procedures will be taken:

(1) Evidence. Items confiscated as evidence by CIs will be taken on a service-specific evidence/property custody/disposition documents (such as the DA Form 4137) and processed IAW service-specific procedures and regulations. The responsible investigative agency (i.e., MPI,

SFOSI, CID, OSI, NCIS and KCS) will be notified and the evidence released to that agency as soon as possible (Refer to Appendixes E, F and G for applicable Memorandum examples).

(2) Prohibited items. Items such as pornography, unauthorized weapons, and agricultural items will be taken on the appropriate form and processed for destruction. Pornographic material will be reviewed to ensure that the material does not contain sexually explicit depiction of children or illegal activity. Personnel will not import or attempt to import into the ROK any of the following items:

(a) Items that "disturb the national constitutional order" are prohibited. These items are defined as, but not limited to, North Korean propaganda or material advocating the overturn of or treason against the democratic governments of the ROK.

(b) Items that "disturb public morals" such as pornography are prohibited. Pornography is defined as "pictorial matter (computer image, video cassette, book, or magazine) devoted to the portrayal of sexual acts (oral, anal, or coital) in any manner, including homosexual or those with an animal". The definition does not include the mere exposure of the genitals, even in a grossly offensive manner. This prohibition also covers any media containing sexually explicit depiction of children. Sexual "penetration" is a reasonable starting point in determining whether a particular image depicts some sort of sexual act. Final judgment rests with the Customs inspector during the review of the material.

(3) Material that would compromise the security of the ROK is prohibited. These items are defined as, but not limited to, classified documents that deal with the defense/security of the ROK and held by persons not transporting said articles in an official capacity.

(a) Counterfeit currency of any type is prohibited

i. Agricultural/animal products are prohibited. The items prohibited under this section are fruits, vegetables, plants, dirt, wild or domestic animals or fish, furs, skins, horns, claws, and/or the fresh meats of such animals and fish. This prohibition includes internationally protected endangered animal or plant species or articles made or derived from such species (e.g. elephant tusks, tigers, cobras, turtles, crocodiles, coral, bears' galls, musk, or orchids). This prohibition does **not** limit the introduction of cooked/baked/dried and/or prepackaged items such as beef jerky, cookies, cakes, or candy bars. The final judgment rests with the Customs inspector.

ii. Illicit drugs such as cocaine, hashish, steroids, etc. are prohibited. If a military working dog capable of drug detection is available, the Customs inspector should consider requesting a check of the confiscated items as an initial field test unless other means are available. This prohibition does not limit the introduction of prescription or over-the-counter medications. This includes medication in unmarked containers or what appear to be medications mixed together in the same container. Such medications may be inspected.

(b) Prescription medication found during examination/inspection will be checked to ensure the name matches the individual carrying/shipping the medication and checking the expiration date. (Medication amount by prescribed usage equals the expiration date).

h. Prohibited weapons: The following types of weapons are prohibited or restricted in Korea and will be confiscated:

(1) Fully automatic firearms.

- (2) A shotgun with the barrel length less than 18 inches.
- (3) A weapon made from a shotgun (for example, by modification) having an overall length less than 26 inches or a barrel less than 18 inches in length.
- (4) A rifle having a barrel less than 16 inches in length.
- (5) A weapon made from a rifle (for example, by modification) having an overall length less than 26 inches or a barrel less than 16 inches in length.
- (6) Any type of BB guns, pellet gun, slingshots, bow and arrows, cross bows, spear guns and paintball guns.
- (7) Other weapons, except a pistol or revolver, from which a shot is discharged by an explosive charge the weapon is capable of being concealed on the person.
- (8) A noise suppresser for any weapon.
- (9) A Molotov cocktail or any gasoline or other flammable or combustible substance in a glass container or other breakable container that is configured with a fuse-type device.
- (10) A straight razor, a knife with a razor blade, a switchblade knife, a t-handle push knife, a hooked blade knife (carpet-type knife), a box knife, a "butterfly" knife with hinged handle sections that collapse around the blade, or any knife, sword or dagger with a 4-inch or longer blade.

Exceptions:

- A hunting knife, fishing knife, jackknife, sheathed knife or kitchen knife with a 4-inch or longer blade may be acquired, owned, possessed, and transported when used exclusively for hunting, fishing, camping, cooking and eating activities.
- A sheathed knife with a 4-inch or longer blade if required to perform military duties and carried or worn immediately to or from work.
- Ceremonial/decorative knives, swords, and daggers, regardless of size, may be acquired, owned, possessed, and displayed in home, office, or at official functions, but will not be carried or possessed in public places except to transport them to and from home, office, or an official function.
- A straight razor, when used for shaving only.

Note: The member is responsible for providing certification of intended use for all exceptions.

- (11) A club-type hand weapon (blackjack), brass knuckles and gloves or bracelets studded with hard or sharp metal objects.
- (12) A shooting pen (fountain pen or automatic pencil-style pen capable of discharging tear gas or similar substances) or any weapon capable of discharging any chemical agent. Weapons that discharge water and blanks, and defensive pepper spray devices, are exempted.
- (13) A shooting weapon or blade that can collapse, be telescoped, or shortened, or that is stripped beyond the normal extent required for hunting or sporting; or is concealed in other devices (for example, walking sticks, umbrellas, tubes, and others).
- (14) A shooting weapon with mounted searchlights.

(15) A hollow point cartridge, (whether opened or closed), for any firearm of more than 22 caliber (5.56 mm).

(16) An explosive, incendiary, gas bomb, grenade, missile, mine, or similar device or any rocket having a propellant charge of more than four ounces.

(17) A kung fu or Chinese fighting stick or nunchakus or similarly constructed items.

Exception: A martial arts kung fu or Chinese fighting stick and nunchakus or similarly constructed items are authorized if the item was acquired and is owned, possessed, transported, and used solely in connection with authorized sporting events, regularly scheduled martial arts training or practice.

Note: The member is responsible for providing certification of intended use for all exceptions.

(18) A metal Chinese throwing star or similarly constructed item having multiple sharpened appendages.

i. Authorized weapons.

(1) Personally owned weapons will be initially confiscated on DA Form 4137 or equivalent service component form and processed for safe keeping. The CI will:

(a) Brief the individual on the restrictions and registration requirements for privately owned firearms and weapons IAW USFK Reg. 190-16. All privately owned weapons secured in unit arms rooms will be registered in DBIDS.

(b) Brief US invited contractors that they are not authorized to secure personal weapons in military weapon storage facilities. They will have to coordinate with their local KNP station to secure their weapon(s).

(c) The AREA CCO will initiate a commander's notification letter (Authorized Weapons Instruction Package).

(d) Figure 2-2 shows the action taken by the CI to process authorized weapons.

(e) Figure 2-3 shows the action taken by the CI to process unauthorized weapons.

Category	DA FM 4137	Confiscation/Disposition Form	Sample Memorandum	Weapons Registration And Storage Requirements Memorandum	Make Copy Of Front Of ID Card	Prepare Sworn Statement DA FM 2823	Violation Notice of USFK Customs Procedures Memorandum For Commander
CAT-A Inbound	(a)Yes-PCS (b)N0-TDY	(a)Yes-PCS (b)N0-TDY	(a)Yes-PCS (b)N0-TDY	(a)Yes-PCS	Orders	No	No
CAT-B Inbound	No	No	No	No	No	No	No
CAT-C Inbound	N/A	N/A	No	N/A	N/A	No	No
CAT-A Inbound	No	No	No	No	Yes W/ Orders	No	No
CAT-B Inbound	No	No	No	No	Yes W/ Orders	No	No

Figure 2-2. Authorized Weapons

Category	DA FM 4137	Confiscation/Disposition Form	Sample Memorandum	Weapons Registration And Storage Requirements Memorandum	Make Copy Of Front Of ID Card	Prepare Sworn Statement DA FM 2823	Violation Notice of USFK Customs Procedures Memorandum For Commander
CAT-A Inbound	Yes	Yes	No	No	Yes	Yes	Yes Email to 1st Sgt/CO
CAT-B Inbound	(A)Yes	Yes	No	No	No	No	No
CAT-C Inbound	Yes	Yes	No	No	No	No	No
CAT-A Inbound	Yes	Yes	No	No	Yes W/ Orders	Yes	(B)Yes
CAT-B Inbound	Yes	Yes	No	No	Yes W/ Orders	Yes	(B)Yes

* If the member is *traveling TDY* to participate in ROK/US Training Exercises *do not* confiscate their military knife or KBAR if it is verified to be a part of their military training equipment/uniform. *All other situations confiscate the weapon.*

Figure 2-3. Unauthorized Weapons

j. Excess property:

(1) Excess items/unreasonable quantities entering at commercial airports (e.g., Incheon and Kimhae International Airport) and/or in unaccompanied baggage/household good shipments will be identified and confiscated.

(2) USFK-CD will review all matters and when applicable, release items directly to the KCS agent/representative at the appropriate CID office.

(3) The CI will provide the individual with a copy of the "Consent for Disposition of Excess Property" information sheet.

k. Outgoing personnel with contraband and restricted or prohibited items:

(1) If contraband consists of prohibited or restricted items, such as prohibited house plants, agricultural items, or restricted firearms which import documentation has not been obtained by the member, the CI will not allow the items to be included in the shipment.

(2) The CI will make an informal list of such items and return the items to the member.

(3) The CI will advise the member on how to secure proper import documentation for the items in questions that can be shipped with proper documentation.

(4) The CI will turn in the list of withdrawn items to the supervisor for review and the information included in applicable reports.

(5) If the member refuses to remove the restricted items from the shipment or baggage, the supervisor will be notified for further action.

(6) Prohibited articles will not be shipped under any circumstances. (Refer to the USFK Restricted and Prohibited Items List.)

l. Items confiscated by CI's.

(1) Items confiscated by CI's will be stored in a security storage container/safe for up to 30 days from the date of confiscation unless the item will be used as evidence for a case or action is pending.

(2) Area Customs Supervisor will contact owners of confiscated items after 25 days to give them a reminder that their item is still being held and to find out if it is their intent to retrieve the item or consent to destruction.

(3) Telephonic notifications will be documented on an MFR and email notifications will be printed and attached to the individuals Customs consent form and DA form 4137 and filed.

(4) After 30 days the items not retrieved by the owner will be processed for destruction and destroyed.

(5) The destruction will be witnessed by a disinterested person. Civil Engineers/DWP can cut metal items.

(6) The witness to destruction must sign the back side of the DA Form 4137.

(7) Pornographic material is illegal in Korea and will not be returned to the owner; it will be reviewed for child pornography, if no child pornography was detected it will be destroyed. If child pornography is found it will be turned over to local law enforcement (CID/OSI/NCIS) for investigation.

(8) If the owner elects to mail the confiscated item back to CONUS through the APO it will be at their expense, pornographic material cannot be shipped through APO.

(9) Agricultural and meat products confiscated by CI's can be brought to the local installation veterinarian clinic (Yongsan, Osan AB and Camp Walker) for disposal (Incheon and Kimhae IAP personnel can use the airport plant and animal quarantine service).

m. Inspection and examination of personal property shipments (UB/HHG/POV).

(1) Inbound.

(a) USFK Customs CCO(s) will review the UB/HHG inventory of each personal property shipment arriving in the ROK for pre-Customs clearance. The purpose of this review is to ensure the shipment has no contraband, restricted or prohibited items or items that appear suspicious or questionable.

(b) Shipments which have prohibited, restricted, or undetermined items will be placed on "Customs Hold" and the ITO/TMO will be notified. If the UB/HHG shipment is shipped at personal expense the carrier will be informed that the shipment has been placed on a Customs hold and will be inspected by CI. A time, date and location will be coordinated for the inspection.

(c) HHG containers and other containers will be examined to ensure they are clean and free from infestation and security seals have not been tampered with.

(d) Shipments should be checked closely for the introduction of excess property for personal needs. Personnel will not:

- Use duty-free privileges to import goods into Korea for the purpose of personal gain or profit, or for providing a gain or profit for any other individual. Importing commercial goods for resale is prohibited (i.e. Mary Kay cosmetic starter kits with order forms).

- Use their duty-free privileges to import duty-free property when the property is not intended for the personal use of the member or the SOFA member's dependents.

- Import goods into Korea in quantities that would exceed personal needs, the needs of their bonafide dependents, or reasonable quantities of bonafide gifts, maintenance, or welfare gifts as defined in USFK Reg. 643-2.

(2) Outbound.

(a) Outbound inspection procedures for personal property (UB/HHG) entering CONUS will be conducted when applicable and on a case-by-case basis IAW DTR 4500.9-R, Chap. 502 and paragraph 2-3 of this regulation.

(b) Customs Inspectors will conduct random checks of pack outs to ensure strict compliance with all regulations and directives.

(c) Unannounced inspections may be conducted by both the USFK Customs Supervisor and CI's to ensure stringent controls are being maintained at multiple pack out locations.

(d) The AREA CCO will contact the AREA transportation quality assurance/quality control sections when multiple shipments are found to contain restricted and prohibited items or if shipments contain numerous counterfeit items.

n. Inspection and examination of cargo being shipped to the CONUS and overseas areas.

(1) When applicable, inspections/examinations of DOD sponsored cargo will occur on a case-by-case basis at the direction of a USFK CCO and/or USFK CI.

(2) The intent of inspections is to deter illegal diversion of US Government property, to halt the flow of contraband and agricultural pests into the US, and to prevent shipments of unauthorized articles contained in DOD sponsored cargo.

(3) Contraband disposal. Contraband consists of materials, goods, plant and animal products, pets, and articles prohibited entry into the CONUS, including controlled substances as identified in 21 USC 812 and restricted items when the conditions of the restriction have not been met. The type or volume of contraband discovered will generally govern the action required.

(4) In dealing with contraband items, such as drugs, narcotics, or explosive devices, the safety of the CI and other personnel concerned is the most important consideration. The CI will:

(a) Maintain custody and control of the contraband.

(b) Prohibit handling of or tampering with the contraband by others in order to preserve the chain of custody.

(c) Immediately notify CID, OSI, NCIS, Explosive Ordnance Disposal (EOD) or Joint Police Information Center (JPIC) as appropriate.

(d) Surrender contraband to law enforcement officials and record events in the daily journal and the chain of custody will be accurately kept on the DA form 4137.

(5) If suspected government property is offered for shipment, the member will be requested to provide proof or other documentation identifying the item as personal property.

(6) If quantities or types of property being shipped create suspicion of being a commercial shipment, the CI will ask the member for an explanation. If the CI is not satisfied that the items are for the personal use of the member or the members' dependents or for use as unsolicited gifts, the CI will ask the member to remove those items in question from the shipment. The CI will document, for use in applicable reports, those items removed. If the member still desires to ship the items, the CI will immediately notify the supervisor and/or USFK-PM.

o. USFK Customs CCO and Alternate CCO stamp(s) and USFK CCO embossing seal(s).

(1) Area USFK CCO seals and CCO name stamps identify proper Customs review and clearance of import documents. KCS will maintain a list of authorized USFK CCOs and Alternate CCOs, their signatures, and sample embossing seals and name stamps. Import/inbound Customs

documents require an original CCO signature, CCO-stamped pages, and a CCO seal embossing the document pages for proper clearance.

(a) Acquisition. Unique USFK CCO seal(s) and stamp(s) will be produced and provided to the appointed USFK CCOs and Alternate CCOs by the USFK Customs Office.

(b) Accountability and control. USFK Customs will assign authorization numbers to USFK CCO seals and stamps. The Chief, USFK Customs, will institute the following procedures to ensure control and accountability of seals and stamps:

(2) Upon assuming duties, the Chief, USFK Customs, will conduct a joint physical inventory of all seals and stamps. The departing CCO will sign the inventory certificate. The CCO will maintain a current copy of the joint inventory on file at all times. Immediately upon transfer of responsibility for seals and stamps, a copy of the joint inventory will be sent to the Chief, USFK Customs Division, FKPM-CD, Unit # 15750, APO AP 96205.

(3) Seals and stamps will be issued only to appointed CCO(s). Each CCO performing CCO duties on a recurring basis will be assigned a specific stamp identified by name, grade/rank, title and area, which only that CCO will use. A single embossing seal will be assigned to the CCO for his area.

(4) Seals and stamps will be issued and controlled from one central office within each Customs activity. If a CCO stamp or group of stamps is required to be issued on a permanent basis to a unit, or organization, the stamp(s) will be hand-receipted to the responsible CCO. The responsible CCO will be provided a copy of this regulation, and the following notation will be entered on the hand receipt: "I have been provided a copy of UNC/USFK Reg. 190-41 and am fully aware of my responsibilities to properly safeguard and control the CCO seal(s) and stamp(s) for which I have received." The Customs supervisor will physically inventory hand-receipted seal(s) and stamp(s) at least every 6 months and forward a copy of the inventory to the Chief, USFK Customs. Hand receipts will be updated every 6 months.

(5) Each activity controlling seals and stamps will institute the following minimum control procedures:

(a) When not in use, seals and stamps will be secured (e.g., safe, cabinet with key-lock). Access to seals and stamps will be limited to the Customs supervisor and CCO.

(b) A daily sign-out/sign-in log will be maintained to ensure continuous accountability of seals and stamps to prevent inadvertent loss.

(c) Seals and stamps will not be removed from an activity or installation, except in the official performance of duty. This will be annotated on the daily sign out log.

(6) Each CCO will be thoroughly briefed on the provisions of (1) through (3) above. The Customs supervisor will maintain statements signed by the CCOs attesting to the fact that each CCO who controls a seal and stamp has been properly briefed. Signed statements will also be maintained indicating CCOs understand that failure to comply with requirements (1) through (3) above may be cause for administrative action and/or disciplinary action under the Uniform Code of Military Justice.

(7) Destruction of stamps. The Customs supervisor and a witness will destroy unserviceable stamps. A destruction certificate must be executed and a copy forwarded to USFK

Customs, immediately upon destruction of the stamp(s). A stamp is deemed unserviceable when the stamp is damaged or no longer legible, or when a CCO ceases his duties as USFK CCO.

(8) Missing seals and stamps. The local law enforcement agency and USFK CUSTOMS will be immediately notified telephonically of any lost, stolen, or misplaced seals and/or stamps. In addition, a written statement identifying the circumstances concerning the loss or theft of the seal and/or stamp will be provided within 48 hours to USFK Customs. Follow-on police/criminal investigation reports will be forwarded to the Chief, USFK Customs.

p. Duty free certification for CBL shipments

(1) For duty free certification of CBL shipments the following will be implemented when making certification of duty free import status, the CCO will--

(a) Take whatever action is necessary to ensure that personnel are authorized SOFA privileges. SOFA personnel will be required to present a valid ID card and US Government orders or USFK Form 175-R-E (Invited Contractor and Technical Representative Personnel Data Report). CCOs should refer to the monthly publication of the "Listing of Invited Contractors and Technical Representatives (DJ-15K)" published by HQ, USFK (DJ-SA) to ascertain if a contract is still valid. This publication is distributed IAW USFK Reg. 700-19.

(b) Ensure that only reasonable quantities of items are being imported. The CCO may initiate questioning/interviewing of what is a reasonable quantity. If at any time a question arises as to what constitutes a reasonable quantity, the CCO may require the individual to explain his position, or may consult with the commander, first line supervisor/responsible officer (RO), or contracting officer's representative (for Invited Contractors and Technical Representatives and their dependents) as to the validity of the items being imported. Additionally, the CCO will notify the Chief, USFK Customs, concerning the situation. The CCO may request further investigative support from MPI, CID, OSI, NCIS, or KCS. The CCO may also request assistance from the US SOFA Secretariat or SOFA Judge Advocate as to policy provisions under the SOFA. Items not cleared for import will be returned to the sender or a designated address (out of ROK) at the expense of the importer.

(c) Ensure that personal property to be imported duty free (under US-ROK SOFA) arrives prior to the individual having been in country for six months. This restriction was established under the SOFA and allows duty free import only during a period of six months from the date of first arrival. (UNC Forces not subject to the US-ROK SOFA are exempt from this six-month provision). This restriction does not apply to vehicles and parts for vehicles. These are exempt from the six-month rule.

(d) Maintain a signature card DA Form 1687 (Notice of Delegation of Authority) on file for authorized personnel who routinely sign for USFK shipments as "Designated Agents." These names will be sent to the USFK Customs clearance specialist for input in the centralized DA Form 1687 data base. "Signature must be updated annually"

(e) USFK Form 95EK (Import Declaration Certification USFK, ROK-US SOFA) (Instructions for completion of this form are at Appendix C) will be used to certify duty free import for government property which arrives in the ROK by means other than MSC, AMC, MTMC USC, or SF 1103 (US Government Bill of Lading - Privately Owned Personal Property).

(2) For contract personal or government property arriving or departing via commercial carrier with door-to-door (delivery) service, the USFK consignee/addressee/designated agent will--

(a) Provide advance notice of incoming commercial cargo in the Republic of Korea for processing Customs clearance forms and other shipping documents IAW DTR 4500.9-R, Part V, Chap. 511, Para H.; maintain current addresses, locations or points of contact with USFK CUSTOMS Clearance offices (Yongsan, Incheon, Camp Red Cloud, Camp Humphreys and Camp Henry).

(b) Establish procedures with commercial carriers to provide the consignee in advance the commercial (air/ocean) bill of lading CBL, invoice, and the Customs Clearance Form (USFK Form 95EK for completion instructions see Appendix C) of the incoming cargo.

(c) Provide (via FAX or digital sender) shipping documents and the completed USFK Form 95EK with the signature of the consignee to the USFK CCO Incheon, Yongsan, for air shipments or USFK CCO Camp Henry for sea/ocean shipments (Incheon: DSN: FAX 723-7978, Yongsan: DSN: FAX 736-5105, Daegu: DSN: FAX 764-5238, Camp Humphreys: DSN: FAX 753-7661).

(d) Ensure a valid signature card (DA Form 1687) is on file at the CCOs office(s) for individuals who are authorized to sign for import and export of US military cargo or material in support of USFK or USFK contracts.

(e) Present written authorization in the form of a memorandum from the commander or contracting officer of the unit concerned if no signature card is on file or they are acting as a "one-time" agent for the unit of consignment concerned to the CCO before clearance is granted. A copy of this authorization will be attached to the CCOs file copy of the clearance document. The CCO will identify the agent by comparing identification and signatures, and if necessary, contact the unit of consignment to determine validity of the agent's authorization.

(f) Deliver three copies of the Customs clearance form (USFK Form 95EK) and one copy of the shipping document to the local KCS (see Appendix D) officials for processing and release of the items.

(g) For Personal Property Shipments the designated agent may provide faxed copies of the consignee's US Government identification card (front and back side), US Government orders/Letter of Employment, and the shipping documents (other documents may be requested) to the appropriate area CCO Office. All personal effects shipped thru non-military carriers must be reasonable quantities and imported during a period of six months from the date of arrival in Korea.

(h) For automobile parts the designated agent may provide faxed copies of the consignee's US Government identification card, USFK Vehicle Registration (USFK Form 207 (Auto) and the shipping documents.

q. For contract personal or government property arriving or departing via commercial carrier port-to-port service (non door-to-door service), the USFK consignee/addressee/designated agent will;

(1) Obtain the original bill of lading/way bill and invoice from the commercial carrier office at the port of entry and complete (USFK Form 95EK) with the consignee signature.

(2) Bring the above mentioned shipping documents to the area USFK CCO. Individuals acting as an agent for importation/exportation Customs clearance of government or personal

property for another must have in his possession a legal power of attorney specifying that he may process the items in question.

(3) Ensure a valid signature card (DA Form 1687) is on file at the CCOs office(s) for individuals who are authorized to sign for import and export of US military cargo or material in support of USFK or USFK contracts.

(4) Present written authorization in the form of an official memorandum from the commander or contracting officer of the unit concerned if no signature card is on file or they are acting as a "one-time" agent for the unit of consignment concerned to the CCO before clearance is granted. A copy of this authorization will be attached to the CCOs file copy of the clearance document. The CCO will identify the agent by comparing identification and signatures, and if necessary, contact the unit of consignment to determine validity of the agent's authorization.

(5) Personal Property Shipments. Present copies to the Customs house in your area of the consignee's US Government identification card, US Government orders/Letter of Employment, and the shipping documents (other documents may be requested). All personal effects shipped thru non-military carriers must be reasonable quantities and imported during a period of six months from the date of PCS arrival.

(6) Automobile Parts. Present copies to the Customs office in your area of the consignee's US Government identification card, USFK Vehicle Registration and the shipping documents to the USFK CCO.

(f) After duty-free certification from the USFK CCO, the individual or his agent will hire a Customs broker to prepare the Korea Customs Import/Export Form (must be electronically completed by a certified Customs broker) and deliver these documents to the Korea Customs office at the port of entry where final import documents will be issued. The individual will be able to pick up the cargo from the carrier's warehouse. All expenses (e.g., storage fee, document handling charge, Customs broker's fee, etc.) must be paid in cash to each commercial agency for processing and release of the item(s).

r. Individuals purchasing a POV from the Post Exchange or Defense Reutilization Management Office (DRMO) or importing a POV at their own expense will obtain duty free certification in the following manner:

(1) Vehicles purchased at Post Exchanges or DRMO:

(a) Individual or his agent will bring the sale document to the area CCO.

(b) The CCO will review the ROK Import Customs Declaration. He will then sign, stamp, and seal the certification on each copy and on the purchase document.

(c) The individual or his agent will deliver these documents to the Korean Customs Service located in the district in which the vehicle was purchased (See Appendix D).

(d) The individual will be issued an import permit by the Korean Customs Service (ROK), which will enable him to register the POV with his area vehicle recorder. The individual will be instructed to take his POV to the nearest Customs House with the documents for a comparison of vehicle identification number (VIN) or serial number with purchase documents.

(2) Vehicle imported at personal expense.

(a) Individuals must bring the original bill of lading, purchase invoice, US Government orders, Letter of Employment, (USFK Form 700-19 A-R-E), US passport, and valid identification card to the CCO, Incheon or Daegu, depending on port of entry or where SOFA member is stationed. If necessary, proof of legal disposition of present/previous owned POV or an Exception to policy for 2nd POV (if applicable) will be required. Individuals must have more than 180 days remaining in Korea. The imported POV must be in port.

(b) The CCO will review and certify (with his signature, CCO stamp, embossed seal), the ROK Import Customs Declaration Form, bill of lading, invoice, and accompanied documents.

(c) The individual or his authorized agent will deliver these documents to the Korea Customs House at the port of entry of the POV. Import documents will be issued and the POV will be released. The member must register the POV with his area USFK Provost Marshal Vehicle Registration office within 10 days.

s. Duty free import certification

(1) Duty free import certification may be given to SOFA members on reasonable quantities of personal items during a period of 180 day from the date of their first arrival (PCS/TDY). Individuals in this category must bring their orders and ID card to the CCO who will certify the document.

(2) Duty free import certification may also be given to individuals returning from out-of-country leave who hand-carried items which were originally removed from the ROK. Proof of prior ownership must be presented (i.e., bill of sale, commander/RO/certifying document, HHG/UB inventory, etc.).

(3) Duty free import certification may also be given to individuals receiving items through the postal mailing system during a period of 180 day from the date of their first arrival (PCS/TDY).

t. Duty free export certification

(1) Duty free export certification may be needed and is authorized for the following:

(a) Individuals working for the US Government in the ROK who are not authorized shipment of HHG/UB at government expense and who are departing the command permanently because of expiration or cancellation of contract.

(b) Contractors exporting company materiel used for government contracts not authorized to be shipped at US Government expense.

(c) Shipments of UB/HHG incident to permanent change of station of the individual concerned and for which transportation documents have been prepared are forwarded to the CCO for signature.

u. Black Marketing

(1) USFK Customs Clearance Officer/USFK Customs Inspectors are responsible for providing guidance and references to military law enforcement and Area Civilian Misconduct officer, or the Area commanders representative on suspected black marketing activities and assist with

obtaining information on suspected black marketing activities. USFK CCO's will forward all black marketing tips received through the AREA tip hotline to the Customs division deputy for coordination and action.

(2) AREA CCO's will:

(a) USFK wide and each area will establish and maintain a black marketing tip hot line with and answering machine for after duty hour's reports.

(b) Obtain an account to access PIMS-K (Personnel Information Management System Korea) from J-1 DATA Management through the Deputy USFK Customs.

(c) Release commissary purchase queries conducted on individuals to authorized law enforcement officials.

(d) Record queries conducted on all individuals from calls received on the tip hot line.

(e) Information on individuals found to have suspicious purchase activities will be forwarded to the main office for determination to initiate a CRP.

(3) The USFK Customs will be notified immediately of cases that will appear in the MP blotter or of cases or investigations being conducted by Korean Customs Service.

(4) Black marketing investigations and surveillance on and off military installations and government leased quarters off military installations is the responsibility of the component law enforcement activities within their perspective area. A good working relationship between MPI, CID, KCS and USFK Customs is necessary for mutual investigative support. There must be close coordination and free exchange of information between military law enforcement agencies and USFK Customs.

(a) MPI personnel will maintain valid Customs training provided by the USFK Customs Division.

(b) USFK Customs personnel are authorized to assist with an investigation upon request as authorized through the USFK Customs Deputy.

(c) Military law enforcement personnel are responsible for assisting USFK Customs in enforcing military and ROK Customs laws and regulations on USFK installations.

(d) Military law enforcement personnel will be responsible for identifying possible suspects of excessive purchasing of duty free goods for the purpose of black marketing or other illegal activities.

(e) Military law enforcement will be responsible for conducting excessive purchase/black marketing surveillance at applicable areas at least twice a month and as much as possible. MPI will record the dates, times and location of surveillance with the results and present the findings to the MPI NCOIC. Surveillance will be coordinated with consideration to the main mission of MPI, without excessively breaching the manpower guidance of AR 570-4.

(f) If during the course of duty activities MPI discover a possible black marketing drop house, MPI will promptly notify USFK Customs and the appropriate investigation agencies.

v. Tip Hotline Messages (Telephonic Recordings):

(1) The USFK Tip Hotline will be checked daily for incoming calls.

(2) All received calls will be recorded in a log book for status tracking. At a minimum the following information will be logged:

(a) Date and time call was received.

(b) Location of suspected activity. (Installation/PX/Commissary/Shoppette)

(c) Description of incident/activity.

(d) Action taken by Customs office.

(e) Name and telephone number of person leaving the tip. (If contact information was left on message)

w. Tip Hotline Messages (Person to Person):

(1) For calls received during duty hours the person making the call will be given the opportunity to remain anonymous or give the tip person to person or person to recording.

(2) At a minimum the following information will be obtained from the caller:

(a) Who is making the call/tip unless they wish to remain anonymous.

(b) What are/were they doing, type of activity.

(c) When was the activity observed, time and date.

(d) Where is the location the incident occurred.

(e) Short description of the incident and person(s) or vehicles involved.

(f) E-mail Tip Hotline:

(3) Messages received on the E-Mail tip hotline will be reviewed daily. All E-Mail tips will be printed, logged and filed. All findings in regards to excessive purchasing will be annotated.

x. Quarantine Procedures for Arriving Aircraft and Water Vessels

(1) To minimize the hazard of introducing or disseminating human diseases and arthropod vectors of medical importance by Armed Forces aircraft or water vessels, preventive measures will be emphasized at the port of embarkation. When flights are contemplated to foreign countries or landing is to be made at any port of entry not under Armed Forces jurisdiction, the aircraft commander will abide by the medical and agricultural quarantine regulations published for landing at the port of entry concerned. (See USAF Foreign Clearance Guide and OPNAVINST 3710.2E for individual country requirements.)

(2) Commanders of Armed Forces installations located in foreign countries will publish local directives to assure that agricultural and public health quarantine requirements and procedures of the host country are observed by arriving aircraft.

(3) [AR 40-562](#)/BUMEDINST 6230.15A/AFJI 48-110/CG COMDTINST M6230.4F, paragraph 2, task port commanders with the responsibility for ensuring that travelers meet the immunization requirements for the areas to which they are traveling.

(4) On each flight to the United States, its territories, commonwealth, or possessions, when illness has occurred characterized by the signs and symptoms in subparagraph (d)(1-3), the aircraft commander will send a radio message requesting an inspection by the military or public health quarantine inspectors. The request should be made at the earliest feasible time at which contact can be made with the port of arrival. Upon landing, all persons must be placed in a suitable isolation area by the aircraft commander until released by designated Armed Forces quarantine personnel.

(a) Has a temperature of 100° F (38° C) or greater accompanied by a rash, glandular swelling, or jaundice, or which has persisted for more than 48 hours.

(b) Has diarrhea, defined as the occurrence in a 24 hour period of three or more loose stools or of a greater than normal (for the person) amount of loose stool.

(c) Death due to illness other than battle casualties or physical injuries.

(5) Disinfection of aircraft is a quarantine procedure to prevent the transfer of live disease vectors from infested areas to non-infested areas. Aerosol disinfectants should always be used when leaving areas where yellow fever, malaria, or plague are known to exist unless the aircraft has been treated with a World Health Organization, or DoD approved residual disinfectant and is carrying certification to that effect. Disinfection should always be accomplished on leaving areas where yellow fever, malaria, or plague are known to exist. Materials and methods for disinfection are contained in BUMED and NAVMEDCOM instructions of the 6250 series.

(6) Officers in command of an embarkation area will take the necessary action to determine the presence of mosquitoes and other vectors and pests of medical importance in the vicinity of ports. Vector and pest control measures will be undertaken as indicated in the vicinity of military ports to minimize the possibility of such vectors and pests gaining access to the interior of aircraft and water vessels. The control methods will seek, so far as may be feasible, to eradicate these vectors and pests within reasonable distance of the airports.

(7) The appropriate Armed Forces commander or officer in command of debarkation areas where aircraft arrive from disease vector infested areas will require that:

(a) Breeding places readily accessible to vectors or pests of medical importance, which might be introduced or disseminated by aircraft and water vessels, be eliminated or otherwise rendered unsuitable for breeding to the extent that such procedures may be feasible.

(b) Continuous vector and pest surveillance be conducted. This will consist of the routine collection and identification of immature and adult forms of vectors and pests of medical importance with the objective of early discovery of introduced species at a time when eradication can most easily be effected.

(8) To prevent the introduction or dissemination of animal and plant diseases and pests, all ships and aircraft and their cargo, stores, garbage, and baggage are subject to inspection by Armed Forces quarantine personnel. When inspection discloses items prohibited or restricted by USDA quarantine regulations, reveals a plant or animal pest, or there is reason to presume such a pest is present, the inspector will require action to dispose of the prohibited or restricted item.

(9) Air installation commanders or commanding officers of ships will assure that all actions are taken to comply with the USDA requirements and regulations specifically in the following areas:

(1) *Baggage*. Baggage of all crew, passengers, or troops will be subject to inspection by the USFK CUSTOMS or Armed Forces quarantine personnel. These officers and employees must perform such functions as are necessary or proper on their part to carry out such regulations and orders of the USDA and the provisions of law under which they are made.

(2) *Cargo*. Cargo will not be loaded aboard in a foreign country unless it is free of animal and soil contamination or pest infestations as required by the USDA.

(3) *Stores*. Stores and in-flight meals which include foreign fruit, vegetables, and meat are prohibited entry and will be disposed of.

(4) *Garbage*. Garbage will be placed in leak proof, covered containers and disposed of following port procedures authorized by Armed Forces Quarantine Personnel.

(10) Customs inspectors will not board any aircraft or water vessels that have been identified as needing to be quarantined by flight operations or harbor/port masters.

(11) Customs inspectors will notify the area CCO in cases of quarantined aircraft or water vessels.

(12) Customs inspectors will ensure they wear rubber gloves when handling Customs declaration cards and while conducting inspections and examinations of carryon baggage, checked baggage and cargo. The Customs declaration cards will be placed in a plastic storage bag and any confiscated items will also be placed in plastic storage bags and marked to show item came from a quarantined aircraft or water vessel.

(13) Customs inspectors will board aircraft or water vessels only after it has been medically cleared by medical personnel.

2-4. Disagreements

If disagreements arise between USFK CCOs and ROK Customs officials, the Chief, USFK, CJPM-Customs, Customs will be contacted. If, after review and coordination, the matter cannot be resolved, the Chief, USFK, CJPM- Customs will forward all pertinent information to the SOFA Secretariat (DC-SA), USFK and/or the International Affairs Division of the Judge Advocate, USFK for review and further action through SOFA channels, to include referral to the Joint Committee.

Appendix A References

Section I. Required Publications

Article I, US-ROK SOFA

Article IX, US-ROK SOFA

Minutes of the Fifth Meeting, Joint Committee, US-ROK SOFA, 11 April 1967

Minutes of the Thirty-Seventh Meeting, Joint Committee, US-ROK SOFA, 22 April 1969

Agreement on Economic Coordination Between the ROK and the Unified Command, 24 May 1952

AR 40-12 / AFJI 48-104 / SECNAVINST 6210-2A (Quarantine Regulations of the Armed Forces)

DOD and USCS Memorandum of Agreement for support of the Military Customs Enforcement Program, 15 April 1974.

DTR 4500.9-R, Part V, DOD Customs and Border Clearance Policies and Procedures

Personal Property Consignment Instruction Guide (PPCIG), Vol II – Overseas (Ch. 65)
21 USC 812. Cited in subparagraph 2-2I(1).

USFK Reg. 190-16, Registration and Privately Owned Fire Arms

USFK Reg. 27-5, Individual Conduct and Appearance

USFK Reg 60-1, Ration Control Policy – Access to Duty-Free Goods

USFK Reg 643-2 (Transactions between Status of Forces Agreement Personnel and Personnel Not Entitled Duty-Free Import Privileges in the Republic of Korea).

Korea Customs Laws, Article 3 – 7 (Travelers and Crew Members Customs Clearance Regulation).

Section II. Related Publications

This section contains no entries.

Section III. Required Forms

USFK Form 95EK-E, Korean Customs Service Import Declaration

USFK Form 96E, USFK Customs Division Declaration

DA Form 1687 (Notice of Delegation of Authority)

DA Form 4137 Evidence/Property Custody Receipt

USFK Form 175-R-E (Invited Contractor and Technical Representative Personnel Data Report)

USFK FORM 207, USFK Vehicle Registration

Letter of Employment, (USFK Form 700-19 A-R-E

Appendix B
Instructions for USFK Form 96 - USFK Customs Division Declaration Form

USFK Customs Division Declaration Form

A copy of USFK Form 96-E is available at www.usfk.mil/ under the publications link.

B-1. Procedure

a. This form will normally be provided to the Command/Unit Liaison Officer in sufficient copies for all personnel. If not provided, the copy in this appendix may be duplicated in sufficient quantity to supply to personnel. This form is to be filled out prior to debarkation in Korea.

b. The form will be collected by the local USFK Customs representative or other designated individual, and after complete in processing of the unit, will be forwarded to HQ, USFK, ATTN: CJPM- Customs.

c. Completion of this form, or approved requests for exception for inbound exercise Customs examinations by this command does not preclude random spot checks to determine that the forms are being completed as intended.

B-2. Instructions

Instructions for completing the form are as follows:

- a. Your arrival date is the date you actually entered the country.
- b. Your flight number in on your boarding pass.
- c. Line 1: Is self explanatory.
- d. Line 2 : Is self explanatory.
- e. Line 3 : If you are Military it is your SSN for dependants or civilians it is your passport number.
- f. Line 4: Is located on your PCS orders, for dependants and civilians leave blank.
- g. Line 5: Is the country you were born in.
- h. Line 6: Is self explanatory.
- i. Line 7: Is self explanatory.
- j. The items to declare section check either yes or no and check the appropriate box(s).
- k. Make sure to read the back of the Customs Declaration Form before signing it. If you have any declarations you must sign in front of the Customs Inspector.

Appendix C
Instructions for completing USFK FORM 95EK-E Korean Customs Service Import Declaration

The following information must be placed on USFK Form 95EK.

NOTE: Lettered boxes correspond to the following:

- a. Box #2 - Date of transaction. (When you filled out this document)
- b. Box #3 - Bill of lading number (found on top right hand corner of airway bill).
- c. Box #4 - Vessel or aircraft name. (Normally the airline that brought your product/property into the country)
- d. No box # - Nationality of vessel or aircraft.
- e. This code is provided by the shipping company.
- f. Box #5 - Country of shipment. (The first country that your product/property started from, normally for US Soldiers it is the United States)
- g. This code is provided by the shipping company.
- h. Box #6 - Entry port/airport name. (Where you entered the country)
- i. This code is provided by the shipping company.
- j. Box #7 - Country of production.
- k. This code is provided by the shipping company.
- l. Box #8 - Where items are stored awaiting clearance.
- m. This code is provided by the shipping company.
- n. Box #21 - Self explanatory. (For vehicles add the VIN)
- o. Box #22 - Self explanatory.
- p. Box #23 - Self explanatory.
- r. Box #24 - Self explanatory.
- s. Box #25 - Self explanatory.
- t. Place fabricated stamp (as shown). This shows goods for use by USFK.
- u. Self explanatory.
- v. Self explanatory.
- w. USFK Customs Clearance stamp with space for signature of CCO and date.

2.	입항 DATE OF ENTRY:	부호 CODE NO.	<p style="text-align: center;">대한민국</p> <p style="text-align: center;">KOREAN</p> <p style="text-align: center;">CUSTOMS SERVICE</p> <p style="text-align: center;">주한 미군용 수입 신고서</p> <p style="text-align: center;">IMPORT DECLARATION</p> <p style="text-align: center;">CERTIFICATION USFK,</p> <p style="text-align: center;">ROK-US SOFA</p>				11.	세관부호 CUSTOMS CODE NO.	
3.	선화증권번호 B/L NO.:						12.	수입종별 SORT OF IMPORT	
4.	적재선(기) 명 NAME OF VESSEL (Aircraft)						13.	신고번호 DECLARATION NO.	
	적재선(기) 국적 NATIONALITY OF VESSEL (Aircraft)						15.	신고 DATE OF DECLARATION:	
5.	적출국(지) COUNTRY OF SHIPMENT						계 주 무 파 장		
6.	입항지 PLACE OF ENTRY						결		
7.	생산지 · 원산국(지) COUNTRY OF PRODUCTION						재		
8.	장치장소 PLACE OF STORAGE								
21. 품명 및 규격 DESCRIPTION OF ARTICLES & GRADE		22. 중량 WEIGHT	23. 수량 QUANTITY	24. 단위 UNIT	25. 신고가격 DECLARED VALUE	27. 세번 HEADING	28. 부호 CODE		
(1)					CIF \$				
(2)					CIF \$				
(3)					CIF \$				
35. 비고 (REMARKS):		계 TOTAL			CIF \$				
45. 기호, 번호, 포장 종류와 개수 MARKINGS, NUMBERING, TYPE AND NUMBER OF PACKAGES					48. 첨부서류 ATTACHED HEREWITH IF ANY				
<p style="text-align: center;">상기 물품은 SOFA 제9조, 제2항에 의거 주한 미군용으로 수입 되는 것임을 증명함.</p> <p style="text-align: center;">I hereby certify the import of the above goods for use of USFK in accordance with the ROK-US SOFA. Article IX, Paragraph 2.</p>					<p style="text-align: center;">송 품 장 INVOICE</p> <p style="text-align: center;">포장명세서 PACKING LIST</p> <p style="text-align: center;">원산지 증명 CERTIFICATE OF ORIGIN</p> <p style="text-align: center;">운임 명세서 FREIGHT SHEET</p> <p style="text-align: center;">보험 영수증 RECEIPT OF INSURANCE</p> <p style="text-align: center;">선화증권 사본 COPY OF B/L</p> <p style="text-align: center;">OTHERS</p>				
								신고자 성명 및 서명 NAME AND SIGNATURE OF DECLARANT	
신고자 주소 ADDRESS OF DECLARANT		부대명 DEPARTMENT		47. 면허 및 면허 일자 IMPORT PERMITTED, SIGNATURE & DATE					

USFK FORM 95EK-E, 1 DEC 82

REPLACES JK FORM 331, 1 FEB 75, WHICH WILL BE USED UNTIL EXHAUSTED.

Figure C-1. Sample of USFK FORM 95EK-E Korean Customs Service Import Declaration

Appendix D
Location of Korea Customs Service Houses

Name of Korean Customs	Service Office	Location
Seoul Customs Office	02-510-1114	Seoul City
Incheon Customs Office	032-452-3114	Incheon City
Incheon Airport Office	032-722-4114	Incheon International Airport
Busan Customs Office	051-460-6114	Busan City
Kimpo Customs Office	02-6930-4900	Seoul City, Kimpo Airport
Masan Customs Office	055-240-7021	Masan City, Kyung Sang Nam-do
Yosoo Customs Office	061-660-8600	Yosoo City, Cholla
Makpo Customs Office	061-460-8515	Makpo City, Jon La Nam-do
Kunsan Customs Office	063-730-8700	Kunsan City, Jon La Buk-do
Cheju Customs Office	064-797-8812	Cheju City, Cheju-do
Woolsan Customs Office	052-278-2237	Woolsan City, Kyong Sang Nam-do
Daegu Customs Office	053-664-5114	Taegu City, Kyong Sang Buk-do
Suwon Customs Office	031-547-3900	Suwon City
Bupyon Customs Office	032-509-3733	Branch of Seoul Customs House

Appendix E

USFK Customs Division Violation Notice, Authorized Weapons Packet and work sheets

UNITED STATES FORCES, KOREA
PROVOST MARSHAL JOINT
COMBINED JOINT PROVOST MARSHAL-CUSTOMS DIVISION

DATE: _____

LOG #: _____

I, _____, fully understand that the item(s), described on the attached DA Form 4137 (Evidence/Property Custody Receipt), are being confiscated because they may be prohibited or strictly controlled IAW USFK Regulation 27-5 (Individual Conduct and Appearance); USFK Regulation 190-16 (Registration and control of privately owned firearms); or Article IX of the Status of Forces Agreement and the laws of the Republic of Korea.

_____ **PORNOGRAPHIC MATERIAL: (CONSENT FOR REVIEW AND DESTRUCTION)** Persons importing items that offend the public conscience such as pictorial matter that displays sexual penetrative acts and/or importing illegal sexual material can be charged under the Uniform Code of Military Justice and/or by the Korean Court System for violations of Korea Customs Statutes. I hereby consent to the review and destruction of these items by USFK Customs Division under the UCMJ and/or Korean Laws.

NOTE: Only computers and laptops may be returned to owner after review and disposition of pornographic material, i.e. files, downloads, etc.

_____ **DRUGS, SUBSTANCES, MEDICATION, etc.,: (CONSENT FOR REVIEW AND DESTRUCTION)** Persons importing illegal substances can be charged under the Uniform Code of Military Justice and/or by Korean authorities for violations of Korea Customs Statutes. I hereby consent to the review and destruction of these items by USFK Customs.

_____ **PROHIBITED/AUTHORIZED PRIVATELY OWNED WEAPONS AND AMMUNITION: (CONSENT FOR DISPOSITION)** Persons importing such items are subject to administrative action and/or punitive action under the UCMJ. I voluntarily make one of the following choices for disposition of this item(s) in order to avoid such action(s):

_____ I consent to the destruction of this item(s) by USFK Customs Division.

_____ I consent to paying the cost of sending this item(s) back to its origin. I further understand that it is my responsibility to make these arrangements and if my weapon(s) has not been shipped out of the Republic of Korea by __, USFK Customs Division will destroy it, regardless of the circumstances.*

_____ I fully understand that I have **thirty (30) days** to contact USFK Customs Division, to arrange for the release/disposition of my **authorized** property IAW the Memorandum for Owners of Privately Owned Weapons. I further understand that it is my responsibility to make these arrangements and if my weapon(s) has not been picked up by _____, USFK Customs Division will destroy it or turn it in to the appropriate agency, regardless of the circumstances.

- (*)USFK Customs Division is not responsible if you are unable to ship the item out of the Republic of Korea due to the rules and regulations of your chosen shipping agent or other government agencies, such as the US Postal Service or US Customs Service. In this case, you will have to consent to the destruction of the item or face penalties.
- USFK Customs Division can be reached at DSN () or CELLULAR (). ***APPOINTMENTS ONLY* for disposition of confiscated item(s).**

OWNER: NAME, GRADE, AND SIGNATURE:

CI / MP / SF / MA: NAME, GRADE, AND SIGNATURE:

**Appendix F
Consent for Destruction of Agricultural/Animal Products**

DATE: _____

LOG #: _____

I, _____, fully understand that the item(s), described on the attached DA Form 4137, Evidence/Property Custody Receipt (or equivalent), are prohibited under the provisions of Article IX, Status of Forces Agreement and the laws of the Republic of Korea. Specifically, agricultural and animal products are prohibited. The items prohibited are fruits, vegetables, plants, dirt, wild or domestic animal or fish furs, skins, horns, claws, and/or the fresh meats of such animals and fish. This prohibition includes internationally protected endangered animal or plant species or articles made or derived from such species. For example: tigers, cobras, turtles, crocodiles, coral, bears' galls, musk, or orchids. Persons found importing such items can be charged by Korean authorities for violations of Korea Customs Statutes. I hereby consent to destruction of these items by USFK Customs Division in order to avoid potential prosecution under the UCMJ, US Customs, or in the Korean Court System.

OWNER: NAME, GRADE, and SIGNATURE

CI / MP / SP / MA: NAME, GRADE, and SIGNATURE

NOTE: Only items with official documents (from the US Fish & Wildlife Service, National Parks Service, taxidermist-approved agencies, etc.) may be returned to the owner.

**Appendix G
Consent for Disposition of Excess Property**

CONSENT FOR DISPOSITION OF EXCESS PROPERTY

DATE: _____

LOG #: _____

I, _____, fully understand that the item(s), described on the attached DA Form 4137, Evidence/Property Custody Receipt (or equivalent), are being confiscated because they are prohibited IAW USFK Regulation 27-5, "Individual Conduct and Appearance", UNC/USFK Regulation 190-41 (USFK Customs Program" and the ROK-US Status of Forces Agreement. Specifically, persons importing quantities of personal property in excess of personal need are subject to administrative action and/or punitive action under the Uniform Code of Military Justice. I voluntarily make one of the following choices for disposition of this item in order to avoid administrative action and/or punitive action under the UCMJ.

_____ I consent to destruction of this item by USFK Customs Division.

_____ I consent to paying the cost of sending this item back to its origin (subject to rules and regulations for sending such items in international mail channels or commercial shipping agencies*). I further understand that it is my responsibility to make these arrangements and if my property has not been shipped out of the Republic of Korea by _____, USFK Customs Division will destroy it, regardless of the circumstances. I can reach USFK Customs Division at DSN: (738-5101) to make arrangements.

_____ I wish to have my case reviewed by the Chief, CJPM-Customs Division, USFK Customs Division. I acknowledge that if the Chief, CJPM-Customs Division deems my property as excess, then I must elect one of the aforementioned options. I understand that if no coordination to review the circumstances is made within 30 days, the property will be destroyed by USFK Customs Division.

OWNER: NAME, GRADE, and SIGNATURE

CI / MP / SP / MA: NAME, GRADE, and SIGNATURE

* USFK Customs Division is not responsible if you are unable to ship the item out of Korea due to the rules and regulations of your chosen shipping agent or other government agencies such as the US Postal Service or US Customs Service. In this case, you will have to consent to destruction or face penalties.

**Appendix H
Sample Memorandum of Request Return of Confiscated Property**

HEADER

OFFICE SYMBOL

DATE

MEMORANDUM FOR CJPM Customs Division

SUBJECT: Request Return of Confiscated Property

1. The below listed individual has been counseled on the proper use and storage of property confiscated by USFK Customs Division.

(ONLY INCLUDE APPROPRIATE STATEMENT LISTED BELOW)

FOR CATEGORY “A” WEAPONS: *“I have briefed my soldier that the aforementioned Category A weapon will be registered at installation level within 72 hours and must be stored in an arms storage facility and may not under any circumstances be kept in BEQ, BOQ, or family housing or Off-Post housing as specified in USFK Regulation 190-16.”*

FOR CATEGORY “B” WEAPONS: *“I have briefed my soldier that the aforementioned Category B weapon will be used exclusively in conjunction with hunting, fishing, camping, cooking, or military duty as specified in USFK Regulation 27-5.”*

FOR CATEGORY “C” WEAPONS: *“I have briefed my soldier that the aforementioned Category C weapon will be used exclusively in conjunction with sporting events or regularly scheduled martial arts training or practice, as specified in USFK Regulation 27-5.”*

RANK NAME (LAST, FIRST, MI) Last 4 of SSN UNIT DUTY PHONE

2. “The property to be returned is as follows:

(QUANTITY) ITEM – DESCRIPTION (serial number, color, length, etc.)”

3. “The property will be stored in (**location** i.e.: Unit Arms Room, BOQ/BEQ (Bldg No. and Room No., off-post address) and will be transported from the releasing location to storage location via (**mode of transportation** i.e.: GOV, POV, bus, taxi, etc.).

NOTE: CATEGORY “A” WEAPONS WILL **NOT** BE STORED IN BOQ, BEQ, OR FAMILY HOUSING”.

4. POC for this memorandum is _____ at DSN: _____.

SIGNATURE BLOCK OF COMMANDER

**Appendix I
Violation Notice of USFK Customs Division Procedures**



**DEPARTMENT OF THE ARMY
OFFICE OF THE COMBINED JOINT PROVOST MARSHAL
UNITED STATES FORCES, KOREA
UNIT #15750
APO AP 96205-5750**

REPLY TO
ATTENTION OF:

USFK-CD

DATE: _____

MEMORANDUM FOR _____

Last 4 of SSN: _____

SUBJECT: Violation Notice of USFK Customs Division Procedures

1. The Status of Forces Agreement between the United States and the Republic of Korea establishes the guidelines for Customs procedures for incoming USFK personnel. Those guidelines state that USFK members in SOFA status may only import those items allowed by Korea Customs Law. DTR Regulation 4500.9-R, Part V, "DOD Customs and Border Clearance Policies and Procedures", UNC/USFK Regulation 190-41, "USFK Customs Program," and USFK Regulation 27-5, "Individual Conduct and Appearance," also establishes standards for importation of personal property and effects.

2. During a routine Customs inspection on _____ at _____, you were found to be in possession of the following prohibited or restricted items (a copy of the DA Form 4137 (or equivalent) will be provided):

3. Possessing and attempting to import these items is a violation of applicable Korean law and U.S. regulations governing the conduct of US Forces. As a result, you may face administrative actions and/or non-judicial or judicial punishments. When given the opportunity to declare such items, you (did) (did not) declare these items on the USFK Form 96, USFK Customs Declaration.

4. A copy of this letter along with appropriate details will be sent to the appropriate authorities for action.

USFK Customs Division Inspector

CF: Sponsor's Unit Commander

Local Provost Marshal Office/Security Force Operations
NCOIC Customs, CJPM-CD

Internal Use Only		
Was Korea Customs Notified?	YES	NO

Appendix J USFK Customs Division Pre-Inspection Briefing



USFK CUSTOMS PRE-INSPECTION BRIEFING

Good morning. I am (Inspector _____), with the US Forces Korea Customs. I am here to inspect your UB/HHG/TMO shipment. Please pay close attention to the brief that you are about to receive and bear in mind that if you answer falsely to any question, you can be prosecuted.

Do you have any of the following items in your shipment?

- Any knives, excluding butter/kitchen knives, must be declared; this includes multi-tool style knives (Leatherman, Gerber, SOG, Buck), sheathed knives, and swords. This does not mean that all of these items will be seized, however they must be declared.
- Any firearms and ammunition must be declared.
- Must declare all prescription drugs and over the counter drugs (does not include any vitamins or muscle annesser's).
- Any illegal drugs.
- Animal and agricultural products to include un-processed meats, plants, soil, furs/skins, and horn, or by-products from any endangered species.
- More than 1 bottle of any alcoholic beverage, or one liter, whichever is greater.
- More than 1 carton of cigarettes, or one roll of snuff, or 10 pouches/tins of chewing tobacco, or more than 50 cigars, or 250 grams of other (pipe) tobacco.
- Pornography "pictorial matter" (computer image, VHS, DVD, CD-R/RW, book, or magazine) devoted solely to the portrayal of sexual acts, including homosexual acts or sexual acts with an animal. It does not include mere nudity. This prohibition also covers any media containing sexually explicit depictions of children. Final judgment of what can be considered pornographic during this inspection rests with the Customs inspector.
- Commercial goods for either resale or gifts.
- If you have brought any items to resell in the Republic of Korea, you must declare them.
- Currency in excess of \$10,000 USD, or its equivalent in any type of monetary instrument.

- BB guns, pellet guns, slingshots, bow and arrows, cross bows, and paintball guns.
- Other weapons, except pistols and revolvers, from which a projectile is discharged by explosive/mechanical means if the weapon is capable of being concealed on the person.
- Straight razors, knives with straight razor blades, switchblades, T-handle push knives, hooked blade knives (carpet-type), box knives, butterfly knives or knives with hinged handle sections which collapse around the blade.
- Knives, swords or daggers with a 4 inch or longer blade, and knives, swords and daggers with blades less than 4 inches whose only purpose it to cause bodily injury.
- Club type weapons, brass knuckles, gloves or bracelets studded with hard or sharp metal objects, shooting pens (pens capable of discharging tear gas or similar substances) or any weapon capable of discharging any chemical agent, and Kung-fu or martial art fighting sticks, nunchuka, and throwing stars.

My signature below signifies that I have been briefed and have read the above list of prohibited items.

I DO____ DO NOT____ have anything to declare.

Receiver of shipment:

USFK Customs Inspector:

NAME:

CI/MP/SF/MA Name:

DATE:

TIME:

GBL#:

Last 4 of SSN:

Rank:

Unit:

Tel#:

BLDG

RM:

Status: Random_____ Customs Hold_____

Results:

**Appendix K
SOFA Customs Clearance for Unaccompanied Pet of SOFA Member**



**DEPARTMENT OF THE ARMY
OFFICE OF THE COMBINED JOINT PROVOST MARSHAL
US FORCES KOREA
(YONGSAN) SEOUL, SOUTH KOREA UNIT #15750
APO AP 96205-5750**

REPLY TO
ATTENTION OF:

USFK-CD

DATE:

MEMORANDUM FOR Record

SUBJECT: SOFA Customs Clearance for Unaccompanied Pet of SOFA Member

1. This is to certify that the below listed individuals is covered under the US/ ROK SOFA and may import free of duty reasonable quantities of his /her household goods and personal effects during the a period of six months from the date of first arrival to Korea in accordance with Agreed Minutes, Paragraph 3 (a), Article IX of the Status of Forces Agreement.

2. Request that the pet(s) of the below listed SOFA member be cleared through Korean Customs without paying any duty tax.

Name:

Rank:

Unit:

Date of arrival:

Pet information:

Flight #:

3. The point of contact for this counseling is the undersigned at below.

“Local area CCO signature block”

Glossary

Section I. Abbreviations

ACS	Assistant Chief of Staff
AMC	Air Mobility Command
AOR	Area of Responsibility
CBCP	Customs and Border Clearance Program
CBL	Commercial Bill of Lading
CCO	Customs Clearance Officer
CEP	(USFK) Customs Enforcement Program
CI	Customs Inspector
CID	Criminal Investigations Division
CJPM	Combined Joint Provost Marshal
CJPM-CUSTOMS	Combined Joint Provost Marshal Customs Division
CONUS	Continental United States
CONUS	Customs Territory of the United States
CRP	Command Referral Program
DOD	Department of Defense
DTR	Defense Transportation Regulations
DRMO	Defense Reutilization Management Office
HHG	Household Goods
IAW	in Accordance with
ITO	Installation Transportation Office
JUSMAG-K	Joint United States Military Advisory Group, Korea
KCS	Korea Customs Service
MP	Military Police
MPI	Military Police Investigations

MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NCOIC	Noncommissioned Officer in Charge
OSI	Office of Special Investigations
PM	Provost Marshal
POV	Privately-owned vehicle
PPCIG	Personal Property Consignment Instruction Guide
RO	Responsible Officer
ROK	Republic of Korea
CD	Customs Division
SF	Security Forces
SOFA	Status of Forces Agreement
TMO	Traffic Management Office
TO	Transportation Officer
UB	Unaccompanied baggage
UNC	United Nations Command
USC	Universal Service Contract
USCS	United States Customs Service
USDA	United States Department of Agriculture
USFK	United States Forces Korea
USTRANSCOM	United States Transportation Command

Section II. Terms

Black marketing. The act of reselling duty-free goods purchased in USFK duty-free facilities except as provided in applicable regulations.

Command Referral Program. Administrative process identifying potential abusers (purchasing items in excess of personal needs) of the Ration Control Program and ration system to member's unit and/or area commanders for appropriate action.

Customs accreditation visits. Visits by the Chief, USFK, CJPM-Customs Division, along with the USCS advisor, whenever practicable, to each base, camp, or installation to ensure compliance with current regulations and policies concerning Customs procedures.

Customs Inspector (CI). Commissioned officers, warrant officers, and NCOs with the rank of E-6 or above; or enlisted security or military police personnel, regardless of rank, who have satisfactorily completed a USFK Customs -approved training course and work under direct supervision of a noncommissioned officer; and DOD civilian employees who are citizens of the US with GS-7 or above grade. USFK Customs Division may grant a waiver for appointment of enlisted personnel below the grade of E-4: OJ-T-PPC.

Examination. The process of scrutinizing personal property and other DOD cargo, to include physically opening baggage, cartons, and containers; disassembling articles, as required; and ascertaining the contents thereof. Examination of personnel involves the physical search for contraband.

Inspection. The detailed observation of person, personal property, and other DOD cargo, noting markings and outer physical characteristics. The inspection process involves observation, oral questioning, document review, in determining the person's potential for a Customs violation(s).

CJPM Hold Inspection. A mandatory Customs inspection on a member's personal property (UB/HHG) shipment, in which specific date, time, and location are pre-arranged between the ITO/TMO, the member, the delivery company, and USFK, CJPM-CUSTOMS, Yongsan. The member's property cannot be delivered/unpacked without the presence of a USFK CI. Deeming a shipment a "Customs Hold". A USFK CCO(s) determines by inspection/review of a member's inventory list contains, and/or suspicious/questionable prohibited/restricted items that are identified in his property inventory list; or a USFK CI determines a member's personal property shipment contains restricted/prohibited items at time of initial inspection/interview at a port of entry; or a member declares shipment of prohibited/restricted items in his personal property shipment when arriving at a port of entry; or member personally notifies USFK, CJPM-Customs before shipment arrives that his shipment contains restricted/prohibited items.

Redline. A red line drawn from the lower left hand corner to the upper right hand corner of the USFK Form 96EK and/or (ROK) Import Declaration Form to alert USFK-CD deeming a shipment a "Customs Hold". A USFK CCO(s) determines by inspection/review of a member's inventory list contains, and/or suspicious/questionable prohibited/restricted items that are identified in his property inventory list; or a USFK CI determines a member's personal property shipment contains restricted/prohibited items at time of initial inspection/interview at a port of entry; or a member declares shipment of prohibited/restricted items in his personal property shipment when arriving at a port of entry; or member personally notifies USFK, CJPM-Customs before shipment arrives that his shipment contains restricted/prohibited items.

Weapons Categories.

A: Any device that will eject a projectile by any explosive or mechanical means.

B: Any type of knife or sword with a blade in excess of four (4) inches and that by its nature be used as a deadly weapon

C: Any type of martial arts weapon.