



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5030.1A
SES

16 JUL 2018

AIR STATION ORDER 5030.1A

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: CUSTOMS AND AGRICULTURE INSPECTION PROGRAM

Ref: (a) DoD Directive 5030.49 Customs Inspection Program
(b) Memorandum of Understanding (MOU) between U.S. Customs and Border Protection (CBP) and MCAS Cherry Point
(c) Guidelines for Military Customs Inspectors - Excepted
(d) DTR 4500.9-R DoD Customs and Border Clearance Policies and Procedures

Encl: (1) Foreign Arrival Aircraft Processing Checklist
(2) CBP Form 7507 General Declaration
(3) CBP Form 6059B

1. Situation. It is the responsibility of the Customs and Border Protection (CBP) Agency to inspect and grant immigration, customs, and agricultural clearance to all flights arriving at Marine Corps Air Station (MCAS) Cherry Point (CHERPT) from foreign locations, both civilian and military. The references establish policy and procedures, define responsibilities, and outline customs and certain agricultural inspection and entry requirements to eliminate the introduction of narcotics, drugs, and other contraband into the United States through DoD channels.

a. A Military Customs Inspector (MCI(E)), is an individual designated by the Installation Commander to perform specified customs functions at Regular or Limited Ports of Entry at Continental United States military locations.

b. Accordingly, CBP has found it advantageous to establish a MCI(E) program to help expedite the movement of passengers and cargo arriving at MCAS CHERPT.

2. Mission. To set forth terms by which CBP and MCAS CHERPT will conduct the DoD Military Customs Inspector Program (DMCIP) in order to achieve effective utilization of MCI(E) for the clearance of military aircraft, personnel, and equipment arriving at MCAS CHERPT from foreign locations.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure the clearance of military aircraft, personnel, and equipment is conducted in accordance with U.S. laws and regulations concerning customs, agricultural, and immigration border clearance requirements without causing unnecessary delays in movement of personnel and material.

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(2) Concept of Operations. Commanding Officers, the Provost Marshal, and the Director of Operations will ensure inspections are conducted by trained and properly accredited MCI(E), and that inspections are accomplished in a courteous and professional manner. MCI(E) will only inspect active duty military personnel and CBP personnel will inspect all other personnel. All passengers and crewmembers are subject to inspection and MCI(E) must be granted access to aircraft in all circumstances, in accordance with enclosure (1).

b. Coordinating Instructions

(1) Airfield Operations

(a) Notify MCAS CHERPT Police when an aircraft requiring a customs and agriculture inspection is due to arrive at MCAS CHERPT. This notification will include the type of aircraft and scheduled arrival time. Once the aircraft arrives, the MCI(E) will meet the aircraft at the Aerial Port Of Embarkation (APOE) or area designated by Airfield Operations. Upon notification of the pending arrival of an aircraft at MCAS CHERPT, the following actions will be taken:

1. Coordinate with the Provost Marshal's Office (PMO) and 2d Marine Aircraft Wing (2d MAW) designated representatives to identify and coordinate aircraft arrival dates and times.

2. Ensure all applicable orders and regulations are followed and properly coordinated between Airfield Operations, PMO, and 2d MAW prior to the scheduled aircraft arrival date and time.

3. If customs are for a tenant 2d MAW squadron:

a. Flight Clearance will contact PMO and the Squadron Operations Office (S-3) six (6) hours prior to arrival with updated times and location of the customs inspection.

b. Flight Clearance will update PMO and the Squadron S-3 approximately thirty (30) minutes before the actual arrival time.

c. The Operations Duty Officer (ODO) will coordinate aircraft marshalling in a designated Warmup Area when more than 4 tactical aircraft require Customs inspections. This facilitates aircraft flow for the hot brakes inspection followed by taxi to parking for the Customs inspections.

4. The ODO will be present NLT thirty (30) minutes before aircraft arrival and will remain until completion of the Customs inspection.

(b) Provost Marshal

1. Ensure the appropriate number of accredited MCI(E) are assigned to receive and process the aircraft, personnel, and cargo. Ensure at least one accredited MCI(E) is assigned to no more than two aircraft in an effort to expedite the inspection process.

2. Ensure that at a minimum, the Watch Commander or Patrol Supervisor, at least one accredited MCI(E), and a Military Working Dog (MWD) Team (not required for tactical aircraft) is assigned to each Customs and

Agriculture Inspection. The senior person present during each inspection will be of the rank of Sergeant or higher.

3. Ensure the inspection team is in place at the APOE or designated arrival area at least 30 minutes prior to the scheduled aircraft's arrival.

4. Collect CBP Form 7507, General Declaration Form, enclosure (2), Flight Order for Crew Members, Passenger Manifest (if applicable), Cargo Manifest (if applicable) and DD Form 1854 (U.S. Customs Accompanied Baggage Declaration) or CBP Declaration Form 6059B, enclosure (3).

5. Review crew and passenger Customs Declaration Forms and ensure they are complete, legible and accurate.

6. Examine the individual's baggage. Be diligent, but courteous. Interview the individual(s) and allow him/her to amend his/her declaration. Be alert for prohibited and restricted items.

7. After all the required paperwork has been obtained and examined, the crew and passengers will be allowed to disembark the aircraft and allowed to take their baggage off the aircraft to be inspected. Once the crew and passengers have removed their baggage, the MCI(E) will complete the inspection of the aircraft for insects and other pests; unauthorized food, plant, and animal material; soil and regulated garbage.

8. The baggage that has been removed from the aircraft will then be lined up on the deck either inside the APOE or outside the aircraft, depending on the weather and the number of passengers. If there are aircraft moving in the immediate vicinity of the passengers, all baggage must be moved inside the APOE in order to safeguard the passengers from traffic and noise hazards.

9. Once the baggage is lined up, an MWD team will inspect the baggage. If an MWD alerts during the execution of the sweep, a systematic examination of the baggage is conducted. If an MWD does not alert during the execution of the sweep, a minimum of 10% of the total baggage will undergo a physical inspection by the MCI(E).

10. In cases where an individual claims property subject to tax, the MCI(E) will inform them that the CBP Director will mail a tax bill to them after final review of their declaration. Their declaration form will be marked with a red marker by drawing a diagonal line from the top right corner to the bottom left corner (this mark automatically alerts CBP personnel to the fact that the individual(s) has imported taxable property. In these instances, it is imperative that a complete and legible mailing address is included on the declaration form.

11. Immediately report contraband discoveries (e.g., drugs, firearms, and/or explosives) to the CBP Port Director.

(c) Arriving Personnel

1. For aircraft, ensure enclosure (3) is completed and presented to the MCI(E) immediately upon exit from the aircraft prior to any engagement with personnel not previously inspected. Failure to comply with this measure will result in a degradation of the inspection process and potentially add inspections of receiving family members in order to maintain the integrity of the inspection.

2. IAW reference (d), the individual customer and his/her family members are responsible for complying with the rules and laws of the host country's entry requirements.

3. The aircraft commander is responsible for providing border clearance documentation and manifests of any onboard cargo to boarding CBP officials upon arrival at the first point of entry into the customs territory of the United States. The aircraft commander is also required to provide documentation such as crew and passenger lists. The aircraft commander will not:

a. Interfere with the performance of the duties of the CBP or CBCA/MCI(E) personnel (including Navy Afloat CBCAs).

b. Permit any cargo, baggage, or equipment to be removed from any vessel or aircraft without permission from the designated border clearance official.

c. Allow any passenger or crew member to depart from an aircraft prior to completion of arrangements for final border clearance processing. Aircrews usually have one crew member deplane to assist with aircraft block (i.e., gear pins, chocks) and then return to the flight deck. Removal of cargo or departure of personnel may be allowed should it become necessary for the safety or preservation of life or property.

(d) Arriving Command

1. Ensure awaiting family members do not interfere with the execution of the Military Customs Inspector Program.

2. Prohibit welcome home ceremony crowds from approaching aircraft until MCI(E) has completed required actions.

(2) Prohibited and Restrictive Importation into the United States. The importation of certain classes of merchandise is prohibited or restricted to protect community health, preserve domestic plant and animal life, and for other reasons. A list of prohibited/restricted items is provided by reference (d). All items deemed prohibited and restrictive will be seized by MCI(E) and turned over to U.S. Department of Agriculture personnel.

4. Administration and Logistics. The MCAS CHERPT Director of Operations and the Provost Marshal are the representatives and points of contact for matters related to this Order.

5. Command and Signal

a. Command. This Order is applicable to MCAS CHERPT, its subordinate and tenant commands, and all personnel arriving at MCAS CHERPT from foreign locations.

b. Signal. This Order is effective the date signed.



T. W. FERRY

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FOREIGN ARRIVAL AIRCRAFT PROCESSING CHECKLIST

The following is a summary that must be taken by the MCI(E) in processing aircraft arrivals:

1. Pick up aircraft documents. Check for completeness.

CF 7507 - General Declaration
Flight Order for Crew Members
Passenger Manifest (if applicable)
Cargo Manifest (if applicable)

2. Search Aircraft.

3. Review passenger and crew Customs Declaration for completeness and accuracy. Make sure it is legible. Determine what exemptions individual(s) is/are entitled to receive.

4. Examine the individuals' baggage. Be diligent, but courteous. Interview the individual(s) and allow him/her to amend his/her declaration. Be alert for prohibited and restricted items.

5. If a violation is detected, determine whether it is petty or serious. Handle all petty violations on the spot by correcting the Customs Declaration. Follow your superior's instruction for serious violations.

6. Review all paperwork, making sure all documents are complete, accurate, legible, and contain all required notations.

7. Ensure all aircraft documents, Baggage Declarations, and other required paperwork is returned to the Desk Sergeant to be turned over to CBP personnel.

8. When in doubt, contact the CBP or U.S. Department of Agriculture representatives at (252) 726-5845.

DEPARTMENT OF HOMELAND SECURITY
 U.S. Customs and Border Protection
GENERAL DECLARATION
 (Outward/Inward)

OMB No. 1651-0002
 Expires 02/28/2015
 See back of form for Paper-
 work Reduction Act Notice.

AGRICULTURE, CUSTOMS, IMMIGRATION, AND PUBLIC HEALTH

19 CFR 122.43, 122.52, 122.54, 122.73, 122.144

Owner or Operator

Marks of Nationality and Registration Flight No. Date

Departure from Arrival at

(Place) (Place)

FLIGHT ROUTING
 ("Place" Column always to list origin, every en-route stop and destination)

PLACE	TOTAL NUMBER OF CREW	NUMBER OF PASSENGERS ON THIS STAGE 1)
		Departure Place:
		Embarking
		Through on same flight
		Arrival Place:
		Disembarking
		Through on same flight
		NUMBER OF SED's AND AWB's
		SED's _____ AWB's _____

Declaration of Health
 Persons on board known to be suffering from illness other than airsickness or the effects of accidents, as well as those cases of illness disembarked during the flight:

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.....

Any other condition on board which may lead to the spread of disease:

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.....

Details of each disinsecting or sanitary treatment (place, date, time, method) during the flight. If no disinsecting has been carried out during the flight give details of most recent disinsecting:

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.....

Signed, if required
 Crew Member Concerned

For official use only

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.....

I declare that all statements and particulars contained in this General Declaration, and in any supplementary forms required to be presented with this General Declaration are complete, exact and true to the best of my knowledge and that all through passengers will continue/have continued on the flight. **SIGNATURE** Authorized Agent or Pilot-in-Command

1) Not to be completed when passenger manifests are presented.

ENCLOSURE (3)

GENERAL DECLARATION

Notes and Specifications

- NOTE 1. An arrival-departure card (CBP Form I-94) for each passenger on board shall be presented to the immigration officer at the port of first arrival.
- NOTE 2. List surname, given name and middle initial of each crew member in the column headed "Total Number of Crew."
- NOTE 3. Air cargo manifests shall be attached hereto.
- NOTE 4. If copies of air waybills/consignment notes are attached, their numbers shall be entered on separate cargo manifest CBP Form 7509 to be attached hereto. If copies of air waybills/consignment notes are not attached to this form, a separate cargo manifest CBP Form 7509 completed to show the full information required shall be furnished.
- NOTE 5. If the airline or operator consolidates a shipment with other shipments, or encloses the goods in other wrappers or containers, either separately or with other goods, the changes in packing and/or marks and numbers must be clearly stated in the air way-bill/consignment note.
- NOTE 6. Declaration of Health (U.S. Public Health Service requirements):
This section is to be completed only as directed by the U.S. Centers for Disease Control and Prevention (CDC) in the event of a public health emergency.
- Conveyance operators should follow established procedures for reporting deaths/ill persons onboard an aircraft as required by 42 CFR Part 71.
- Third item--** If entry is duplicated, it is to be (a) initialed by person signing the general declaration or (b) signed by his authorized agent having knowledge of measures applied.
- NOTE 7. This General Declaration and/or attached manifests or air waybills should not bear erasures or corrections except those approved by the proper public authorities concerned nor contain interlineations or several listings on the same line. As many extra sheets may be added as necessary.

The information requested by the official General Declaration may be furnished on ICAO Annex 9, Appendix 1, provided the form approximates (but does not exceed) 8 1/2" x 14", and is printed on white paper of appropriate quality.

This form may be printed by private parties provided it conforms to official form in size, wording, arrangement, and quality and color of paper.

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0002. The estimated average time to complete this application is 5 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.