

SUBJECT: Export/Import Procedures for Hand-Carrying Items Overseas for the Cooperative Threat Reduction (CTR) Program**Background:**

The Cooperative Threat Reduction (CTR) Program personnel, contractors, and U.S. Government collaborators occasionally transport supplies and equipment on commercial airlines, via checked or hand-carried baggage, to nations receiving technical aid. Hand-carried items include, but are not limited to, biological materials, reagents, laboratory supplies, thermal cameras, Ruggedized Advanced Pathogen Identification Devices (R.A.P.I.D.), testing devices, and other technical assistance items.

While it is mandatory to use the Single Shipper as the conveyance to ship technical assistance items and obtain duty free clearance, it is recognized that for a variety of reasons conducting hand-carries of certain articles may be the most cost-effective expeditious method or approach to delivering time-sensitive items to CTR technical aid recipients. Since 2005, CTR personnel, contractors, and collaborators have hand-carried more than 600 items to the CTR recipient nations.

There are significant risks to the traveler, as well as the Program, associated with hand-carrying technical assistance items into partner nations. Transport and packaging of specific items, e.g., biological material, are regulated by national, regional, and global legislation. Many countries have established import and quarantine guidelines to protect their valuable agricultural products. Countries possessing biological materials have enacted strict regulations to reduce the possibility that these materials will fall into the wrong hands. Some countries require permits for specific types of organisms and materials (e.g., Kazakhstan requires a veterinary certificate of analysis for animal-derived products).

Purpose:

To establish a Standard Operating Procedure (SOP) for hand-carrying items procured with CTR funding to the host-nation recipients of technical assistance. The SOP will require individuals who hand-carry technical assistance items for the CTR Program to comply with **all** applicable export/import laws and regulations, both in the United States and the country of ultimate destination. This should be accomplished by following procedures established by CTR Program Integration (J3CTI) (including the Defense Threat Reduction Offices (DTROs) and the Regional Cooperative Engagement Offices (RCEOs)) and outlined herein. Specifically, this SOP:

1. Identifies J3CTI for the development, publication, and maintenance of this Hand-Carry SOP encompassing Continental United States (CONUS) and Outside Continental United States (OCONUS) requirements for timely, cost efficient, and export/import-compliant conveyance;
2. Assigns responsibility to CTR Program Integration, Initiatives, and Logistics Support Branch (J3CTII), for the development and maintenance of hand-carry *export* procedures that will allow travelers to comply with all applicable export laws and regulations leaving CONUS; and

3. Assigns responsibilities to J3CTI, Defense Threat Reduction Regional Cooperative Engagement Offices (J3CTIE, J3CTIM, J3CTIP, J3CTIU) located OCONUS to develop and maintain procedures that will allow travelers to comply with all applicable host nation *import* laws and regulations in the country of ultimate destination. DTROs and RCEOs will provide updated country-specific information to maintain this SOP.

Applicability and Scope:

This SOP applies to all international cooperative projects or task orders that fall under the CTR Program that require technical assistance items be hand-carried in lieu of normal conveyance methods, such as the Single Shipper. Specifically, this SOP applies to program areas within CTR including: Program Integration (to include overseas offices); Strategic Offensive Arms Elimination (SOAE); Global Nuclear Security (GNS); Cooperative Biological Engagement Program (CBEP); Chemical Weapons Elimination Program (CWE); and the Weapons of Mass Destruction Proliferation Prevention Program (WMD-PPP). This SOP applies to hand-carries effected by J3CT Government, contractors, and collaborators whose travel is associated with the Programs listed above.

For purposes of this SOP, collaborators are defined as other Defense Threat Reduction Agency and the Strategic Command Center for Combating Weapons of Mass Destruction (DTRA/SCC-WMD), Department of Defense (DoD), or U.S. Government agencies or departments that are funded by CTR through Military Interdepartmental Purchase Requests (MIPR) or Inter-Agency Cost Reimbursement Orders (IACRO).

Policy:

In response to concerns identified with the risks associated with the hand carrying of items, J3CTI developed procedures that explain how to complete the hand-carry request and commercial invoice template required by U.S. export laws. This SOP identifies the required procedures, by country, for conducting exports/imports via hand-carry in support of CTR projects, and contains a Hand-Carry Request form.

To mitigate the risk of an incident and significant schedule delays, it is recommended to use the Single Shipper for all exports as required by CT SOP 2013-3, "Mandatory Use of the Single Shipper," dated May 2013. However, if that is not possible due to timelines, travelers must use the established hand-carry export process and comply with country-specific import regulations through J3CTI. In accordance with Attachment 2, each traveler must provide J3CTI (to include the overseas offices) advance notice identifying the potential items to be hand carried and receive approval to proceed.

Using the CTR Hand-Carry Request form (see Attachment 1), all travelers should identify exports/imports conducted via hand-carry to CTR's Export Administrator(s), copying the A&AS Export Licensing subject matter experts. Travelers are reminded to consult the procedures chart and follow the required advanced notice timeframes outlined in Attachment 2. Upon receipt of the request, an Export Administrator reviews all items and prepares the necessary U.S. export documents (e.g., Proforma Invoice). The Export Administrator will assist in coordinating documents with the appropriate J3CTI overseas office points-of-contact, but ultimately the traveler is responsible for ensuring all documents are completed and provided in the allowable timeframe outlined in Attachment 2. Please note, because of certifications, some items may take

longer than the proscribed timeframe. It is in the traveler's best interest to contact the RCEO Chief in advance to determine the accurate timeframe needed.

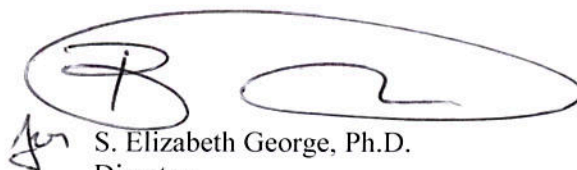
Prior to traveling, the traveler provides J3CTII with the completed forms for review and subsequent filing with requisite authorities. J3CTII retains a copy of the final signed document for recordkeeping purposes. The traveler receives a signed copy of the finalized Proforma Invoice and Automated Export System (AES) record, if required, authorizing the export via hand-carry. The travelers must declare and clear customs with luggage and hand-carried items when they arrive at their destination in accordance with the procedures chart located in Attachment 2. The traveler **must not** go through the "Green" line at Customs.

Implementation:

1. The CTR Director shall: Enforce compliance with this SOP throughout CTR.
2. The Program/Project Managers shall:
 - 2.1 Direct performing Cooperative Threat Reduction Integrating Contractor (CTRIC) and Biological Threat Reduction Integration Contracts (BTRIC) or other CTR contractors or collaborators to meet applicable regulations and implement the hand-carry procedures outlined in this document.
 - 2.2 Ensure that all contract program representatives (integrators, collaborators, Advisory and Assistance Services (A&AS)) who engage in hand-carry activities receive introductory and annual export compliance training.
3. The J3CTI shall:
 - 3.1 Ensure appropriate initial and follow-on export compliance training is made available to all contractors/collaborators working on behalf of the CTR Program.
 - 3.2 Process all requests to support hand-carry exports/imports.
 - 3.3 Ensure travelers conducting hand-carries have all necessary paperwork prior to departure.

Points of Contact (POCs):

Name	Title	Phone	Email
Josephine Wood	Deputy Chief, Program Integration, J3CTI	703 767-4524	josephine.b.wood.civ@mail.mil
Andrew Kotila	Program Support, J3CTIA	703 767-1193	andrew.r.kotila2.civ@mail.mil
Scott Anderson	CTR A&AS Support, J3CTIA	571-642-2475	scott.p.anderson37.ctr@mail.mil
Mike Bauer	CTR A&AS Support, J3CTIA	571-642-2881	michael.v.bauer2.ctr@mail.mil


S. Elizabeth George, Ph.D.
Director
Cooperative Threat Reduction, J3CT

Attachments:

1. CTR Hand-Carry Request Form
2. Hand-Carry Procedures by Country

ATTACHMENT 1

CTR HAND-CARRY REQUEST FORM

ADMINISTRATIVE	
Destination Country	
CTR Project Manager	
DTRA Program	
Is this a temporary export? (Will items be returned to the US)	
Requestor Details	Name: Phone: Email:
FLIGHT DETAILS	
Name of Traveler	
Date of Departure	
International Departure Airport	
Airline	
Flight Number	
Ticket or Itinerary Number	
END-USER DETAILS	
End-User (Final Destination) (Do not identify a warehouse – if more than one end-user, then provide the ultimate consignee details only)	Entity Name: Address:
Point of Contact	Name: Phone: Email:
Ultimate Consignee (Usually, Ministry of _____)	Agency Name: Address:
PURPOSE (END-USE) OF ITEMS AND SPECIAL HANDLING INSTRUCTION	

INVENTORY DETAILS

(Add additional lines as needed)

TO BE COMPLETED BY REQUESTOR								COMPLETED BY EXPORT OFFICE		
Line Item	Qty	Description	Model	Serial Number	Unit Price	Extended Price	Estimated Weight Per Line Item in Kilos	Schedule B Number	ECCN/USML Category	Export Authorization

ATTACHMENT 2

HAND-CARRY PROCEDURES BY REGION/COUNTRY

DTRA-supported travelers shall follow these procedures and not proceed through a green “nothing to declare” foreign customs line if they are permanently importing hand-carried items.

DTRA AFRICA (J3CTIE)	COUNTR(IES)	PROCEDURES
	ALL AFRICA COUNTRIES WHERE CTR HAS PROGRAMS	No established procedure. If possible, travelers should use the Single Shipper. If time is of the essence, travelers should contact the POCs in the SOP and work through the shipping office in the U.S. Embassy for individual countries. No established timeline.
DTRA MIDDLE EAST/SOUTH ASIA (J3CTIM)	COUNTR(IES)	PROCEDURES
	JORDAN	No established procedure. If possible, travelers should use the Single Shipper. If time is of the essence, travelers should contact the POCs in the SOP and work through the shipping office in the U.S. Embassy for individual countries. No established timeline.
DTRA ASIA/PACIFIC (J3CTIP)	COUNTR(IES)	PROCEDURES
	SINGAPORE BRUNEI CAMBODIA LAOS INDONESIA THAILAND MALAYSIA	No established procedure. NO HAND CARRIES TO CAMBODIA AND INDIA- Travelers must use the Single Shipper. For other countries, if possible, travelers should use the Single Shipper. If time is of the essence, travelers should contact the POCs in the SOP and work through the shipping office in the U.S. Embassy. No established timeline.
DTRO-India	INDIA	NO HAND CARRIES TO INDIA. Travelers must use the Single Shipper.
DTRO-Philippines	PHILIPPINES	No established procedure. If possible, travelers should use the Single Shipper. If time is of the essence, travelers should contact the POCs in the SOP and work through the shipping office in the U.S. Embassy. No established timeline.

DTRO-Vietnam	VIETNAM	No established procedure. If possible, travelers should use the Single Shipper. If time is of the essence, travelers should contact the POCs in the SOP and work through the shipping office in the U.S. Embassy. No Established timeline.
DTRA EURASIA (J3CTIU)	COUNTR(IES)	PROCEDURES
DTRO-Astana	KAZAKHSTAN	Established procedure: 1. Ensure items are not on the list of items prohibited for hand-carry. 2. Travelers submit the following to the DTRO office at least 30 days prior to arrival for permanent imports and 60 days prior to arrive for temporary imports: a. Copy of itinerary b. Copy of all documents generated in the U.S. to support the hand-carry (licenses, Proforma Invoice, AES record, etc.) c. Copy of any required certificates of analysis (for animal-derived items/reagents/etc.) 3. DTRO-A will assist with any customs clearance paperwork, as needed. 4. Traveler declares items with Kazakhstani Customs upon arrival.
DTRO-Baku	AZERBAIJAN	Established procedure: 1. Travelers submit the following to the DTRO office at least 10 days prior to arrival: a. Copy of Proforma Invoice identifying all items hand-carried for import b. Copy of passport page identifying passport number and full name of the person hand-carrying the items c. Copy of flight itinerary d. Statement as to purpose of the visit 2. The U.S. Embassy General Services Officer (GSO) executes a letter, in Azerbaijani, to the Chief of the Customs Office at the Baku airport requesting permission for items to be imported via hand-carry. 3. The DTRO Chief executes a letter, in English and Azerbaijani, to the ministry partner requesting their assistance with customs for the items being imported via hand-carry. 4. The DTRO Office sends the signed and scanned version of both letters to the traveler.

J3CTIU DTRA EURASIA	COUNTR(IES)	PROCEDURES
DTRO-Georgia	GEORGIA	Established procedure: 1. Travelers submit the following to the DTRO office at least 30 days prior to arrival: a. Copy of itinerary b. Copy of all documents generated in the U.S. to support the hand-carry (licenses, Proforma Invoice, AES record, etc.) c. Copy of passport page of the person hand-carrying the items 2. DTRO submits the received documentation to the U.S. Embassy GSO. 3. GSO appoints an expeditor same day for the specific visitor and begins the due process prior to the traveler's arrival. 4. GSO expeditor generates an embassy letter to Georgian officials asking them to consider importation of the items under the GG-US Technical and Humanitarian Assistance Agreement and attaches all documents. This happens 5 days prior to arrival. 5. Government of Georgia officials review the shipment: a. In event of approval, the GoG notifies GSO green light to carry in, and the GSO expeditor meets the team/traveler at the airport to expedite the items in through customs. b. In event additional details needed, GSO needs 5 days to explain the shipment and/or request additional paperwork from the traveler to allows the items into country. 6. The GSO expeditor notifies the DTRO office about the import the following morning. 7. Travelers submit the following to the DTRO office at least 30 days prior to arrival: d. Copy of itinerary e. Copy of all documents generated in the U.S. to support the hand-carry (licenses, Proforma Invoice, AES record, etc.) f. Copy of passport page of the person hand-carrying the items 8. The DTRO submits the received documentation to the U.S. Embassy GSO. 9. GSO appoints an expeditor same day for the specific visitor and begins the due process prior to the traveler's arrival. 10. GSO expeditor generates an embassy letter to Georgian officials asking them to consider importation of the items under the GG-US Technical and Humanitarian Assistance Agreement and attaches all documents. This happens 5 days prior to arrival. 11. Government of Georgia officials review the shipment: c. In event of approval, the GoG notifies GSO green light to carry in, and the GSO expeditor meets the team/traveler at the airport to expedite the items in through customs. d. In event additional details needed, GSO needs 5 days to explain the shipment and/or request additional paperwork from the traveler to allows the items into country. 12. The GSO expeditor notifies the DTRO office about the import the next day.

J3CTIU DTRA EURASIA	COUNTR(IES)	PROCEDURES
DTRO-Kyiv	UKRAINE	Established procedure: 1. Declare items "official goods" at the point of entry into country by filling out the customs declaration form. 2. A Ukraine Customs officer will review the declaration and decide whether to stamp it and clear you through, or to leave the declared item(s) at customs storage and initiate paperwork. 3. Leave the items with the customs post upon decision of the Customs officer. 4. Contact the sponsoring section (DTRO) and provide the paperwork generated by the customs officer. 5. The GSO/Customs & Shipping Office in the U.S. Embassy works with customs to clear the items. 6. Items delivered to the U.S. Embassy for collection by the traveler. The entire process, including delivery to the U.S. Embassy, may take 2-3 days after the paperwork is received by the GSO/Customs & Shipping Office.
	RUSSIA	No established procedure. If possible, travelers should use the Single Shipper. Anyone making a hand-carry for DTRO purposes and according to some technical assistance bilateral agreement must coordinate with local authorities prior to arrival. The traveler should have proper documents in hand confirming that bringing the items into country is agreed and allowed. If the person making a hand-carry has diplomatic status, he/she can act as a diplomatic courier and carry the items in a diplomatic pouch. The items must be properly sealed and identified as diplomatic cargo. The traveler must have a courier letter from the State Department.
DTRO-Tashkent	UZBEKISTAN	Established procedure: If possible, travelers should use the Single Shipper. If time is of the essence, travelers should contact the POCs in the SOP and work through the shipping office in the U.S. Embassy. 1. Travelers submit a copy of Proforma Invoice identifying all items hand carried for import and requiring declaration to the DTRO office at least 30 days prior to arrival. 2. Travelers complete a customs declaration form provided either upon entry or in-flight prior to arrival. This is for basic items (not defined). 3. Complex items (not defined) hand-carried for import must be identified to the DTRO office at least 30 days prior to arrival for coordination with the appropriate agencies to obtain approval to import.
J3CTIU DTRA EURASIA	COUNTR(IES)	PROCEDURES
DTRO-Yerevan	ARMENIA	Established procedure: 1. Ensure items for hand-carry are not on Armenia's prohibited items list, which changes regularly. 2. Travelers submit the following to the DTRO office at least 12 days prior to

		arrival: a. Copy of Proforma Invoice identifying all items hand-carried for import b. Copy of invoices for all transportation costs 3. DTRO verifies that documentation is correct. 4. Upon arrival, the traveler declares the items at customs. 5. The customs agent takes possession of the items and puts them into storage until all customs procedures are completed (usually this process takes 8-10 days). 6. DTRO prepares official letter verifying custom tax exemption status of declared items and provides it to Armenian Customs Officials. 7. The items are not subject to any taxation/custom duties per the bilateral agreement, however, potentially expensive brokerage fees must be paid.
--	--	---