**SDDC OPERATIONS CENTER**

**CUSTOMER ADVISORY**

**July 10, 2006**

**CA-06-07/10-0136**

**Subject:** Cargo Descriptions and Consignee Addresses for International DOD Shipments

**Purpose:**  To advise shipping activities of requirements for additional information required for cargo descriptions and consignee addresses for overseas shipments.  Additional information is required to preclude shipments being frustrated during customs clearance process.

**Be Advised:**

1.  The purpose of this advisory is to provide cargo description and addressing guidance in order to reduce customs clearance problems at the Customs Clearance Offices in Germany.

2.  The recent establishment of Customs Clearance Offices in Germany has highlighted continuing problems with shipment documentation for International DOD shipments.  The offices have experienced serious problems in expeditiously clearing shipments through customs because of insufficient cargo descriptions, insufficient address information and shipments being offered that are not eligible for duty free entry into the host nation (ex. Consigned to a contractor, personal items, etc).  Vague or generic cargo descriptions and incorrect or incomplete consignee addresses hinder host nation customs clearance authorities in determining whether shipments entering their country are in fact DOD property entitled to duty free entry.  This also creates problems for designated DOD personnel responsible for authenticating and signing/stamping the customs clearance documents.  Accurate cargo descriptions and complete addresses are considered a requirement for all International shipments of DOD property, especially when commercial transportation is used.  In addition, it must be ensured that all cargo intended to be offered for duty free entry, be in fact eligible.  There is concern that the host nation will begin to question if the duty free system is being abused.

3.  To ensure success of the new Customs Clearance Offices and continued good relations with the local German customs officials, the following guidance should be implemented immediately.  Requirements have been formally coordinated during recent updates of the Defense Transportation Regulation (DTR) part II, cargo movement and DTR part V, DOD customs and border clearance.  It is important that Service/Agency contracting activities also pass this guidance on to contractor/vendor shippers.

4.  Cargo description:  The bill of lading must have a complete and detailed description of package contents for clearance by customs officials in the destination country.  Shippers must derive an accurate description of items to be transported from the requisition source data presented in order to display this description on the shipment documentation.  Use of terms such as not otherwise specified “NOS”, said to contain “STC”, freight all kinds "“FAK”, consolidated cargo, general merchandise, or no         description "blank" are not acceptable for customs clearances purposes.  Generic descriptions such as "aircraft part" or "electronic part" may result in delays in the customs clearance process and should not be used.  The most descriptive available                          nomenclature based on national stock number, manufacturer's part number, and other data presented by the supply activity or vendor should be used.  European Union as well as US laws require cargo identification to the level of detail that will allow host nation customs officials to be able to identify cargo classification to the first four digits of the Tariff for International Cargo (TRIC).

5.  Addresses:  For shipments of DOD property to DOD activities, the consignee is determined, usually from a document such as DD form 1348-1a, DD form 1149, requisition and invoice/shipping document, or a contract.  The correct consignee address is located in the Department of Defense Activity Address Code (DODAAC) database found at the following website: <https://www.daas.dla.mil/daasinq/dodaac.asp?cu=d>  listed in the Department of Defense Activity Address Directory (DODAAD).  The in-the-clear name of the consignee should be used in addition to the required DODAAC address.  As part of the in-the-clear addresses, shippers should ensure recognition of government to government shipment status by listing United States Government or United States Navy, Army, etc., as the first line of both the shipper and receiver addresses.  Shippers should avoid any use of acronyms, abbreviations, initials, and/or        jargon both in the addresses and any descriptive language or remarks.  If the size of the consignee address field in automated shipper system prepared bills of lading will not accommodate the name of the sponsoring service in the first line, then U.S. Government to U.S. Government customs and duty free status should be made clear elsewhere on the bill of lading.

6.  The greatest problem appears to be related to shipments from DOD organizations and vendors that do not move through established distribution activities and by procedures documented in the DTR.  Whenever possible, DOD activities should ship through the transportation/traffic management office at their installation to ensure correct procedures are followed.

7.  USTRANSCOM point of contact is Al Bane, DSN 779-1633, alan.bane@ustranscom.mil.

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**Expiration:**   N/A