

Military Surface Deployment and Distribution Command
Customer Advisory
January 22, 2013
CA-13-01/22-0013

Subject: Custom clearance for Defense Transportation System (DTS) cargo to Iraq by commercial air carrier, Air Mobility Command (AMC) channel and Special Assignment Airlift Mission (SAAM).

Purpose: Provide shippers updated guidance and procedures to request custom clearance for cargo entering Iraq via air transportation.

Be Advised: This CA supersedes CA-12-01/11-0006-Update, dated 27 Feb 2012. Customs clearance procedures for surface (ocean cargo) shipments are outlined in separate CA-12-12/14-0201-Update 1.

1. General. The following paragraphs describe custom clearance procedures and requirements for cargo (both Foreign Military Sales (FMS) and non-FMS) shipped into Iraq by commercial air, AMC channel and SAAM. It is imperative that all shippers adhere to these procedures when shipping DOD cargo into the country.

- a. Non-FMS shipments do not require a LEW. See paragraph 5 for those procedures.
- b. Only classified/sensitive cargo requiring Transportation Protective Services should be shipped into Iraq via AMC channel. General cargo should be shipped by commercial air or by surface.
- c. For FMS shipments by air, shippers must completely and accurately submit a Import Levy Exemption Waiver (LEW) Form – 4 November 2012) with all supporting documents to Office of Security Cooperation – Iraq (OSC-I), formerly Command Battle Box (CMD), to the following email address: osci.lew@iraq.centcom.mil.
- d. Upon receipt of the LEW Packet, OSC-I office will respond via email that LEW was received and assign a LEW Processor Number to the packet. Processor Number will be noted in the subject line of the email traffic.
- e. One LEW Request (per commercial air shipment or per pallet for channel movement, configured for C-130 to accommodate intra

theater airlift) must be submitted per email. Incomplete and/or incorrect information on the LEW Request will frustrate/delay the shipment at the Iraq point of entry until issue is resolved. LEW submitted as a .pdf or .jpg file will be returned to the shipper which will delay the approval process. NOTE: LEWs must be submitted in the original Microsoft Excel format as stated in #2 below. Contact OSC-I LEW Office(osci.lew@iraq.centcom.mil) to obtain original Microsoft Excel LEW file if you don't already have one.

f. For AMC channel/SAAM shipments, shippers will complete LEW request form, submit it to the OSC-I LEW office and then ship material in accordance with normal channel/SAAM movement procedures. For AMC channel shipments through Kuwait, the OSC-I LEW office will complete the LEW when onward movement from Kuwait is arranged.

2. FMS LEW Documentation Requirements:

- a. LEW Request Form (dated 4 November 2012) in its original MS EXCEL FORMAT. Do not make any changes to the format on the LEW Request Form.
- b. Supporting Documents:
 - (1) For vendor shipments. Copy of contract award page as well as any amendments. Shipper must provide OSC-I a scanned copy of the primary award page of the contract under which cargo is being imported into Iraq. The award page must be dated and signed showing the contract number and an expiration date or period of performance. The award page must contain the actual signature (by the contracting officer), as digital signatures are NOT recognized by Iraqi Customs. If no signature is available, shipper MUST state "contract does not include actual signature" in the body of the email traffic.
 - (2) Releasing Agency Authorization Memorandum (RAAM): On commercial air shipments, the shipper will provide a RAAM authorizing the carrier to be releasing agent for that shipment. For DCMA administered vendor shipments, the responsible DCMA office will issue the RAAM on its letterhead. For DLA depot shipments, the shipping DLA transportation office will issue the RAAM on its letterhead. Shippers are not responsible for RAAMs on AMC channel or SAAM shipments.

(3) Shipping Documents. Iraqi customs official require a link or relationship between shipper, consignee, contract, carrier, releasing agency, and cargo listed on the LEW. The link can be established via several means including submission of a combination of the below documents. Shipper should provide all available supporting documentation at the time of submission. Documents must show information for the supplier, shipper, consignee (name of organization, address, point of contact) and a good description of the cargo (e.g.. night vision goggles).

- (a) DD Form 1384, Transportation Control and Movement Document
- (b) DD Form 1348-1, DOD Single Line Item Release/Receipt Document
- (c) DD Form 1149, Requisition and Invoice-Shipping Document
- (d) Air Waybill
- (e) Manifest

3. Step by Step instructions for completion of LEW Request Form:

- a. Page Number: OSC-I will enter page number.
- b. Port Call File Number: For air shipments, enter "N/A"
- c. Case #: FMS Case number must be annotated in this block. If this field is left blank, OSC-I will not process the LEW request.
- d. Booking Number: For air shipments, enter N/A.
- e. Sponsor Organization: Type the name of the Military Unit or the name of the DOD agency/company that is initiating the shipment. Please do not enter entire mailing or street address due to lack of space.
- f. Point of Import: Please do not attempt to type this location. Click the box and choose the point of import from the drop down list for your shipment.
- g. Estimated Date of Import: Enter the estimated date that you believe the cargo will cross over the Iraqi Border (FORMAT: DD-MON-YYYY).
- h. Air Way Bill (AWB): If you have an AWB #, please enter it here. If you do not, please enter N/A.

i. Consignee (Receiver) Organization Name: Enter the Consignee Company Name ONLY as listed on the shipping documents (City, State or Province, and Country only). DO NOT ENTER POC information.

j. Contractor Name and Location: Enter the contractor name and location information as listed on the prime contract (City, State or Province, and Country only..

k. Shipper Name: Enter the name of the shipper as listed on the shipping documents. DO NOT enter address and POC information.

l. Releasing Agency Organization Name: For commercial air shipments, enter the name of the carrier that is charged with the responsibility to facilitate the movement of the shipment in Iraq at the point of import. For channel shipments, leave blank. For SAAMs enter N/A.

Carrier Releasing Agency Information

FedEx Falcon Express BIAP Office
964-7901605347
Clearance-iq@falcongroun.bz

Polar/DHL Mohammed Fared, Erbil Int'l Airport, DHL Express IRAQ,
Erbil-Iraq (main entry to Iraq for Polar/DHL)

07702896666

mohammed.fared@dhl.com

Polar/DHL Omar Khamees, Baghdad Int'l airport, DHL Express IRAQ,
Baghdad-Iraq

07901933238

(Documents)

Omar.Khamees@dhl.com

UPS Ali Jameel

964-7901842612

ali.jameel@moveoneinc.com

m. Releasing Agency POC name and Cell Phone Number: Enter name and cell phone number of the Releasing Agencies P.O.C. in Iraq as shown in the table above.

n. Delivery Address: Ensure delivery address is current and accurate.

o. Origin POC Name and Number: Enter valid origin POC name and phone number. If available, type email address. Please do not leave this block blank.

p. Destination P.O.C. (US and Iraq) Name and Number: PLEASE ensure POC information is current and valid. Ensure to state both US and Iraqi P.O.C. information.

q. Shipment Information:

(1) CLIN: If the shipment has a CLIN (contract line item number), please enter this information; otherwise enter N/A.

(2) Quantity: Please enter the number of pieces of cargo. Use only numerical value.

(3) Type of Goods: Please provide a detailed description of the cargo to include how the cargo is packaged (i.e., carton, pallet, skid, TRIWALL). If the cargo is vehicles, cranes, loaders, graders, etc., you must provide: Make, Model, Year, Color, VIN, and serial number. If the cargo is armored or non-armored, you must state armored or non-armored and provide Certificates of Origin for vehicles with LEW Packet. For Generators, provide make, model, and serial number.

(4) DO NOT ENTER DIMENSIONS, WEIGHT, AND TCN INFORMATION.

(5) When using the "multiple pages" form, there are 100 lines. DO NOT delete any lines that you do not use. Do not delete the "NOTHING FOLLOWS" line or the "Unique Contract Number" Line.

(6) Unique Contract Number: For air shipments, enter N/A.

4. Approval Process:

- a. Submit the required documents via e-mail to: Office of Security Cooperation – Iraq (OSC-I), formerly Command Battle Box (CMD), to the following email address: osci.lew@iraq.centcom.mil.
 - b. Upon receipt of the LEW Request Packet, OSC-I will verify all documents for completeness. If no corrections or errors, Iraqi Customs Officials will stamp, sign, and date the LEW. OSC-I will return the approved and stamped LEW to the shipper via e-mail.
 - c. If there are corrections or errors, OSC-I will notify the shipper via e-mail. Shipper has 10 days from notification to correct the error or provide the supporting document(s). If shipper fails to respond within the 10 day timeframe, LEW request will be cancelled and shipper must resubmit the entire LEW Request Packet unless the shipper is in communication with the OSC-I LEW Office.
 - d. For LEW inquiries, it is imperative the processor number (e.g., 120107001) be used to request LEW status. Processor Number is in parenthesis at the beginning of the subject line when your e-mail is returned acknowledging receipt of LEW request.
 - e. The shipper must provide the approved LEW to the commercial air carrier at time of pickup. The commercial air carrier or the carrier's agent will provide the waiver to Iraqi Border Customs Agent. The LEW must match the BL/AWB. If not, the cargo cannot clear customs and will delay the shipment.
 - f. Approved LEWs remain valid for 90 days after the Estimated Date of Import.
5. Non-Foreign Military Sales (FMS) Shipments.
- a. Non-FMS shipments require a Diplomatic Note (Dip Note) Approval.
 - b. Required Shipping Documents:
 - (1) ATCMD, DD Form 1384, or DD Form 1149
 - (2) Bill of Lading (ground, air, or seaway bill)
 - (3) Commercial Invoice or Commercial Packing List
 - (4) HAZMAT Documents, if applicable
 - c. Dip Note Approval Process:

- (1) Shipper sends shipping documents via email to OSC-I/J4 Office (j4tmr@iraq.centcom.mil)
- (2) OSC-I /J4 generate DIP Note request via eService on DOS OPENet
- (3) General Service Office (GSO) process the request from eService (process could take up to 96 hrs/4 days).
- (4) Upon approval by GSO, packet is forwarded to Iraqi Ministry of Foreign Affairs (MFA). Process could take up to 120 hrs/5 days). Upon approval, packet is returned to GSO.
- (5) GSO forwards the packet to Iraqi Ministry of Finance (MFIN). Process could take up to 96 hrs/4 days. Upon approval, packet is returned to GSO.
- (6) GSO conducts a final processing of the packet (could take up to 96 hrs/4 days). Upon approval, packet is returned to OSC-I/J4 office.
- (7) OSC-I /J4 will forward the approval packet via email to the shipper/requester.
- (8) If there are any corrections, errors, modifications, the packet must be resubmitted to OSC-I/ J4.
- (9) For commercial air cargo, do not ship until approval is received from OSC-I/J4.

USTRANSCOM POC: Al Bane, (618) 220-4806, DSN 770-4806, alan.bane@ustranscom.mil

HQ AMC POCs for commercial air issues: Cathy Mitterer, mary.mitterer@us.af.mil, Ed Garcia, eduardo.garcia@us.af.mil, and Larry Bala, lawrence.bala@us.af.mil, commercial (618) 229-4684, DSN 779-4684.
HQ AMC POCs for channel issues: Wayne Lilly, wayne.lilly.1@us.af.mil, Commercial (618) 229-4434, DSN 779-4434

Expiration: Updates and revisions to this advisory will be published as necessary.