

APPENDIX I
Privately Owned Vehicle (POV)
Standard Operating Procedure (SOP)
for
Contractor Operated POV Sites

1. References.

- a. DOD Regulation 5030.49R,
- b. USEUCOM Directive 30-3,

2. The provisions of this SOP apply only to POV shipped from contractor operated facilities, and do not address POV that are shipped as a part of household goods (i.e. motorcycles, mopeds, etc.).

3. Overseas Agriculture Clearance of Privately Owned Vehicles. All POV belonging to the individuals identified in DOD Regulation 5030.49R, paragraph 8001a, being transported from Europe to the Customs Territory of the United States (CTUS) through DOD channels will be cleared at an overseas POV inspection facility.

a. Processing requires the POV to be inspected for agriculture concerns. The inspector must ensure the vehicle is free of all soil and agriculture pests, especially the undercarriage. When soil or other agriculture contamination is found, the owner will be shown the area requiring cleaning and the POV will be rejected, or the contractor will clean the offending area. If contraband, or a suspected contraband hiding area is discovered the military/security police will be immediately notified. The agriculture inspection will be accomplished by an agriculture trained inspector using a well lighted pit, ramp or lift.

b. The owner will turn the POV into the POV holding area once the vehicle is agriculture cleared. The POV holding area must be co-located on the same installation as the agriculture inspection facility. This will restrict POV movement to hard surface and reduce the risk of agriculture contamination while in transit to the POV holding area. The owner is responsible to ensure the vehicle does not become dirty while driving from the agriculture inspection point to the POV turn in point.

c. POV agriculture inspections will continue to be performed during extreme weather involving heavy snow and ice conditions. Should snow and/or ice collection on the undercarriage prevent the inspector from determining it to be clean, the following statement will be written in the remarks block, section B, of the DD Form 1252: "Unable to determine the status of the undercarriage because of snow/ice." The DD Form 1252 will not be red lined.

4. POV Holding Area. The POV holding area, to meet US Department of Agriculture standards, must be a hard stand or a gravel lot that is soil, weed and snail free. When a gravel lot is used it must have a minimum of six inches of gravel and be maintained to ensure soil does not seep up to the surface.

5. Contraband Finds. Positive contraband finds within POV will be reported in accordance with local law enforcement procedures. The USEUCOM Executive Agency for Customs will be telephonically notified when narcotics are found in POV (DSN 381-7466/8381). The report will include the following

information: Owner's name, rank, SSAN, unit, POV description, type and amount of narcotic found, location and description of how the narcotic was concealed and how the narcotic was discovered.

6. Completion of Documentation.

a. The POV owner is responsible for completion of Section A, DD Form 1252 (US Customs Declaration For Personal Property Shipments) or its successor form. In the open space on line 1 after Declaration for: the owner will print a brief description of the vehicle (e.g., 1992 Buick Skylark, 4dr) and the vehicle identification number (VIN). The owner must sign and date the form.

b. The agriculture inspector, after the POV passes inspection, will certify all copies of the DD Form 1252, by placing an agriculture stamp impression, using red ink, on the lower right corner in Section A. The POV site contractor will ensure the shipper, or shipper's representative, signs the declaration on the DD Form 1252.

7. Report Requirements.

a. A copy of the load list that identifies all POV shipped from the POV site will be forwarded to the USAREUR Provost Marshal Office, ATTN: AEAPM-MC, Unit 29931, APO AE 09086, NLT the 1st of each month for the preceding month.

b. Additionally, a cover letter forwarding the above material will provide the following information:

(1) Total number of POV shipped by the site for the month.

(2) The number of POV redlined for USDA concerns.

8. **Inspector Requirements.** Agriculture POV inspectors may be military personnel, DOD civilian employees, U.S. Government employees (i.e., local national civilian employees) or they may be contractor hired personnel. Agriculture POV inspectors are required to complete a four hour block of instruction. Two hours will be classroom instruction agriculture concerns and important agriculture pests and diseases, the MCI program, pertinent regulations and the art of inspection; two hours will be hands-on on-the-job training. Instruction will be provided by the Executive Agency for Customs, USAREUR Provost Marshal Office.

SENIOR MILITARY CUSTOMS INSPECTION (SMCI)

Contractor agriculture inspectors must attend an instructional four-hour course and be certified in accordance with all applicable laws and regulations prior to conducting agriculture inspections. The course is entitled Senior Military Customs Inspection (SMIC) course and will be provided by the government. Government Point of Contact for course availability and scheduling is the Contracting Officer.

9. Stamp Requirements.

a. The agriculture examination circular stamp is 5.5 cm in diameter; the word AGRICULTURE appears on the upper half and the word INSPECTED appears on the bottom half. The A/FPO number will be the A/FPO number of the local community in which the POV inspection site is located. This number will be centered on a top and bottom line and will appear through the middle of the stamp just below stamp center.

b. The stamp impression will be made using red ink. The inspector will use a normal single line date stamp to place the POV inspection date in the open space under the APO number. The inspector will sign his name in the open space, on the line above the APO number.

c. The stamp will be procured locally. The stamp is a controlled item and will be secured when not in use to ensure it is not misused.

b. Blank DD Form 1252 will **not** be stamped with the USDA inspection stamp.

10. Additional USCS/USDA Requirements.

a. Monthly unannounced inspections will be conducted by the local MCI program responsible for personal property moves. The inspection will be documented similar to the warehouse inspections required by reference lb . The inspection will verify that:

- (1) Agriculture inspectors are properly trained.
- (2) Agriculture inspectors understand the POV examination requirements.
- (3) DD Form 1252 is completed correctly and blank forms are not stamped.
- (4) The inspection stamp is controlled.
- (5) The POV holding area meets USDA requirements.

b. Concerns identified during the monthly unannounced inspection will be identified to the Executive Agency for Customs.

c. The contractor POV site will be part of the USDA annual accreditation inspection process.

d. Interpretation of the above requirements or procedural changes will be coordinated with the USEUCOM Executive Agency for Customs and approved by the USDA.

**CUSTOMS AND AGRICULTURE INSPECTION
AND OPERATION PROCEDURES (EUROPE)**

**Military Customs Inspection Checklist
For Contracted POV Site**

A. <u>PROGRAM; GENERAL</u>	YES	NO
1. Is last year's technical inspection report available for the team to review?	_____	_____
2. Have all deficiencies noted during last year's inspection been corrected?	_____	_____
3. Is there one central POC (US military or DOD civilian - not contractor) identified for the site with whom EA can work with to correct any problems that develops?	_____	_____
4. Is the POC MCI trained?	_____	_____
5. Are all inspectors trained / certified by the Executive Agency? (how many inspectors work at this facility?)	_____	_____
 B. <u>STAMP CONTROL.</u>		
1. Is the inspection stamp design in the correct format? (obtain stamp impression)	_____	_____
2. How many inspection stamps are there? (maintain only the minimum number of stamps required to accomplish the mission)	_____	_____
3. Are the stamps secured in a key locked container which is secured to the building or is of sufficient size to minimize theft of the entire container?	_____	_____
5. Is access to the stamp container limited to the inspectors?	_____	_____
6. Is red ink used for the stamp impression?	_____	_____

**POV INLAND MOVEMENT PROCESSING FACILITY
MONTHLY INSPECTION CHECKLIST**

1. Time/date of SMCI check:
2. Location of POV facility:
3. Name/rank of SMCI:

AGRICULTURAL CLEARANCE

4. Do the agricultural inspectors have training certificates Yes [] No []
5. Is the POV facility equipped with a pit and adequate lights Yes [] No []
6. Does the POV inspector examine the vehicle undercarriage for agricultural infestation? Yes [] No []
7. Does the inspector have a handheld inspection mirror and working flashlight available? Yes [] No []
8. Does the inspector stamp the DD FM 1252 after USDA clearance and is red ink used for the stamp impression? Yes [] No []

STERILITY REQUIREMENTS/POV HOLDING AREA

9. Is the POV holding area soil, weed and snail free? Yes [] No []
10. If a gravel lot is used, is there a minimum of six inches of gravel? Yes [] No []

STAMP REQUIREMENTS

11. Are the proper agricultural examination stamps used? Yes [] No []
12. Is the stamp secured to prevent misuse? Yes [] No []

POV DOCUMENTATION

13. Does the owner print a brief description of the vehicle and the vehicle identification number (VIN) on line 1 of DD Form 1252? Yes [] No []
14. Does the owner date and sign DD Form 1252? Yes [] No []

POV Inspector: SMCI: _____
(name & signature) (signature)
(use reverse side of this sheet for remarks/comments on deficiencies and stamp impression)

**Agriculture Inspection Checklist
for
Privately Owned Vehicles (POVS)**

1. Inspectors should examine vehicles carefully for the following prohibited items:

- a. Soil/mud
- b. Insects
- c. Snails
- d. Plant material - leaves, grass, seeds, etc.
- e. Discarded food items - meat scraps, orange peels, food wrappers, etc.

2. Perform vehicle inspections in the following sequence:

- a. Exterior
- b. Interior - floor under seats trunk spare tire & spare tire well
- c. Engine compartment
- d. Undercarriage - tires and wheels fender wells behind bumpers axles and differentials frame rails transmission and transfer case spare tire & spare tire carrier (where applicable). The removal of **oil soaked** build up on drive train components and undercarriage is not required

3. Vehicles which fail inspection must be returned to owners for corrective action. Inspectors must identify deficiencies to owners and explain what action is necessary to make corrections. Customers should be provided an inspection rejection sheet with specific areas indicated for re-inspection. This will preclude the necessity for a complete re-inspections. Recommend customers returning for **partial** re-inspections be permitted to move ahead of the line for corrective, and in most cases, quick re-looks. Some re-looks of bumper areas/interiors do not require vehicles to be placed over a pit and may be accomplished on a hard stand near or adjacent to the inspection pit.

4. USDA does not have a requirement for POV to be steamed cleaned. **Steam cleaning** and/or high pressure hose may facilitate the cleaning; however it **is not a requirement**. Additionally, owners must be aware that steam cleaning may be harmful for some vehicles as it could remove protective undercoating or cause damage to vehicle parts.