



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 5840.2J
N3
20 Mar 2017

NAS PATUXENT RIVER INSTRUCTION 5840.2J

From: Commanding Officer, Naval Air Station Patuxent River

Subj: PASSENGER INSPECTION BY THE U.S. CUSTOMS SERVICE

Ref: (a) DTR 4500.9R, Part V, Chapter 507 Military Customs Inspectors-Excepted
(b) Interagency Memorandum of Understanding between the U.S. Customs Service, Baltimore, Maryland and the U.S. Navy, Patuxent Naval Air Station of 21 September 1987
(c) Compliance Agreement NAS Patuxent 2016, Regulated Garbage

Encl: (1) Garbage Turn in/Burn Log

1. Purpose. To standardize U.S. Customs procedures at NAS Patuxent River.
2. Cancellation. NASPAXRIV Instruction 5840.2H
3. Background. Per the reference, selected military personnel attached to the Air Operations Department are tasked with the duties of performing U.S. Customs inspections at NAS Patuxent River.
4. Action.
 - a. Flight Planning shall notify the Military Customs Inspector (Excepted) at least 72 hours in advance of the estimated arrival time of each flight known to require customs service. If the estimated arrival time subsequently changes, the aircraft operator or other agency receiving notice of such change shall notify the Flight Planning and U.S. Customs Inspector (Excepted).
 - b. Locally based commands/squadrons:
 - (1) May assign personnel to be Military Customs Inspectors (Excepted) under the cognizance of the Senior Military Inspector.
 - (2) A Customs Coordinator will be designated in writing as the point of contact for their respective command/squadron. The Customs Coordinator shall notify Flight Planning of all inbound aircraft that require customs service and the name/recall number of the duty Military Customs Inspector (Excepted).
 - (3) The Customs Coordinator shall advise the Senior Military Customs Inspector (Excepted) of all aircraft with other than U.S. military members on board. The Senior Military Customs Inspector in turn shall arrange customs service for the aircraft with U.S. Customs Department, Baltimore, Maryland.

(4) The Customs Coordinator shall ensure that inbound aircraft receive a list of items not allowed to be included in the regulated garbage.

c. Military Customs Inspector (Excepted) shall:

(1) Attend a military customs inspector class given by the U.S. Customs Service and recertify on an annual basis.

(2) Be designated in writing by the U.S. Customs Service on CBP Form 55.

(3) Inspect aircraft carrying U.S. military arriving from overseas ports, other than Puerto Rico, per the reference. Military Customs Inspectors (Excepted) are not authorized to perform personal searches, or to collect duties, fines, or federal taxes.

(4) Attend annual training in handling and burning of regulated garbage.

(5) Ensure that regulated garbage is collected and disposed of in accordance with this instruction.

d. Senior Military Customs Inspector (Excepted) shall:

(1) Be designated in writing by the Commanding Officer.

(2) Attend a military customs inspector class given by the U.S. Customs Service and recertify on an annual basis.

(3) Arrange for a Military Customs Inspector (Excepted) for aircraft hosted by Air Operations, all aircraft with other than U.S. Military members on board, and aircraft hosted by locally based commands/squadrons that, for any reason, cannot provide customs service.

(4) Be the point of contact for any assistance concerning customs.

(5) Be responsible for processing all paperwork, conducting all monthly closeouts and dispatching to U.S. Customs Department, Senior Inspector, Baltimore, Maryland.

(6) Attend annual training in handling and burning of regulated garbage.

(7) Be responsible for ensuring that all aircraft requiring customs handle regulated garbage in accordance with this instruction.

(8) Ensure that all Military Customs Inspectors (Excepted) have attended the annual customs inspector class and are designated in writing by U.S. Customs Service CBP Form 55 prior to clearing any aircraft.

(9) Ensure that all Military Customs Inspectors (Excepted) have attended the annual Regulated Garbage training.

e. Regulated Garbage.

(1) Regulated garbage is defined as any garbage that is generated on flights that have originated outside of the U.S. and land directly at NAS Patuxent River.

(2) Regulated garbage shall be collected in 3 mil plastic bags and tagged with the date and flight number.

(3) Regulated garbage shall be placed in the plastic, leak-proof container in Building 139 as soon as it is cleared from the aircraft.

(4) Regulated garbage shall be incinerated in the SmartAsh incinerator within 72 hours.

(5) If SmartAsh incinerator is out of service, then Baltimore Customs and Border Protection Office must be notified by calling 410-865-2100. Please ask for an Agriculture Specialist or the Agriculture Manager.

(6) Prior to incinerating regulated garbage, basic preventive maintenance shall be performed on the SmartAsh incinerator.

(7) Military Customs Inspectors (Excepted) are required to complete the Garbage Turn in/Burn Log (enclosure (1)) for each incinerator use.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 52101.1 of January 2012.

5. Review Authority. The Airfield Manager shall review this instruction annually, recommending changes as necessary.



S. B. STARKEY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via

<https://directives.navair.navy.mil>

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International Garbage Turn In/Burn Log

Date of receipt _____

Date of incineration _____

Aircraft call sign and command _____

Aircraft call sign and command _____

Aircraft call sign and command _____

Aircraft call sign and command _____

Garbage total weight _____ Number of bags turned in _____

Waste handled by _____

Incinerator maintenance completed by _____

Military Representative's Name _____

Signature _____ Date _____