

Military Surface Deployment and Distribution Command

Customer and Carrier Advisory

October 23, 2024

CA-24-10-23/0061

Subject: United Arab Emirates (UAE) Country Clearance Instructions and Country Requirements.

Purpose: To provide the shipping community of updated guidance when shipping cargo in UAE. This advisory supersedes This advisory supersedes customer advisory CA-24-01-22/0014.

Be Advised: The Port of Jebel Ali (PQ7) restricts the acceptance of UN1057 (Gas Lighters), IMDG hazard class 2.1 during the summer months. This restriction is generally in place from July through October each year but is subject to change as updates to the PQ7 port tariff are published by UAE authorities. Import and export shipments are only accepted on direct delivery terms (no port storage). Transshipments and imports/exports requiring port storage during the restricted period will only be accepted if the cargo is loaded into a reefer container that is capable of being temperature controlled.

All other guidance and requirements for tarping, scanning, country clearance and Al Dhafra Air Base (ADAB) access in UAE still applies.

A. Tarping Requirements

Reference: Defense Transportation Regulation Part V – DoD Customs and Border Clearance Policies and Procedures, Chapter 512 – UNITED STATES CENTRAL COMMAND (USCENTCOM)

- 1) Non-containerized cargo with military paint schemes and military vehicles must be covered with tarps during transport. They must move during the hours of darkness.
- 2) Carriers must conceal government or military markings on containerized cargo during transport. Container numbers that start with the letters USG or USA are not considered government or military markings. Examples of government or military markings include "US Army", flags, unit identification and military insignia.
- 3) Hours of darkness start at astronomical twilight in the evening and end at astronomical twilight the following morning. Military vehicles are vehicles in a military paint scheme or vehicles with government or military markings. The UAE government may place additional restrictions on these movements, including more restrictive hours and escort requirements. Any movement of

military cargo outside of an airport or seaport requires approval through usarmy.bahrain.sddc.list.831-uae-det@army.mil

B. Scanning Requirement for Import/Export Cargo for DODAACs N55591 and V50197 (Navy Yard Shed 57)

Reference: Defense Transportation Regulation Part V – DoD Customs and Border Clearance Policies and Procedures, Chapter 512, Para. U – UNITED STATES CENTRAL COMMAND (USCENTCOM) UNITED ARAB EMIRATES

All bookings for DODAACs N55591 and V50197 require 100% cargo security scanning in response to a security assessment for NAVCENT facilities in accordance with CENTCOM MEVA requirements. All cargo will be submitted to USTRANSCOM for one time only (OTO) modification to the USC booking to obtain rates for 100% scanning of cargo to and from the above mentioned DODAACs.

- 1) All import and export cargo entering the Naval Yard Shed 57 must be custom inspected and scanned by UAE customs and be 100% free of contraband.
 - a. Contractor will be responsible for coordinating cargo for 100% inspection through UAE Customs. Containers will be X-ray scanned and breakbulk cargo will be physically inspected.
 - b. Contractor will be responsible for ensuring customs inspection, including scanning, is reserved for cargo NLT 72 hours prior to scheduled lift or discharge of cargo.
 - c. For customs cleared cargo, the contractor will ensure the cargo is delivered to Shed 57 within 2 hours after completion of scanning; internal stops during duration of line haul are NOT authorized.
- 2) Contractor will provide adequate documentation to consignee confirming customs inspection and findings upon delivery of cargo.
- 3) When contraband is found and/or confiscated, the contractor will:
 - a. Immediately notify the 831st Transportation Battalion, OCCA-SWA, and the consignee.
 - b. Advise all parties of actions required to comply with UAE customs directives for confiscated contraband/cargo.
 - c. Provide report(s) to all parties identifying all pertinent details of the contraband that was found and/or confiscated.

- 4) Shippers will be fully aware of prohibited items for UAE outlined in DTR Part V, Chapter 512, Para. U and take the actions to ensure prohibited items are not shipped to/from UAE.
- 5) SDDC Ocean Cargo Clearance Authority (OCCA) Centralized Booking Offices will add scanning requirements to all bookings for DODAAC(s): N55591 and V50197.

C. Ministry of Defense (MOD) Cargo Import/Export Approval Process

In order for cargo to clear customs, the cargo must first receive MOD approval. It is incumbent upon the carrier to provide all the required documentation when requesting MOD approval. Carriers can submit MOD request prior to cargo arriving to either the air or seaport, as long as the carrier has the required information. The MOD approval process requires 10-15 business days from the date of the request. On 20 Aug 14, UAE Ministry of Defense (MOD) implemented policies and procedures when requesting MOD approval for cargo from transiting sea and air ports in and around UAE.

Transshipment cargo is excluded from this MOD process. However, if the cargo stays in UAE more than 24 hours, picture(s) are required. UAE law enforcement must know the type of cargo while awaiting transshipment.

Transshipment - refers to cargo that will be transferred from one vessel to another in Jebel Ali Free Zone.

Transiting - any cargo that will transit in UAE including Multi-Modal cargo from aircraft to vessel or from vessel to aircraft.

When requesting MOD approval, carriers are required to submit the complete packet as referenced below:

Types of MOD Approval Requests

| Type | Requirements |
|--|--|
| General Cargo | <ol style="list-style-type: none"> 1. MOD Request Form in Excel format 2. MOD Application Form 3. Airway Bill (AWB) or Bill of Lading (BOL) in .pdf format 4. Pictures of cargo in .pdf format |
| US Military Cargo/ Equipment/ Vehicles | <ol style="list-style-type: none"> 1. MOD Request Form in Excel format 2. MOD Application Form 3. AWB or BOL in .pdf format 4. Pictures of cargo US Military cargo/equipment/vehicles in .pdf format |
| Hazardous Cargo | <ol style="list-style-type: none"> 1. MOD Request Form in Excel format 2. MOD Application Form 3. AWB or BOL in .pdf format 4. UAE Arms & Dangerous Cargo Form in .pdf format |

| | |
|--------------------------------------|---|
| | 5. Pictures of cargo US Military cargo/equipment/vehicles in .pdf format |
| Convoy Requests for Security Escorts | <p>1. Carrier sends single black & white .pdf document containing BOL or AWB</p> <p>2. Carrier sends separate black & white .pdf document containing commercial invoice and packing list (CIPL)</p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> • Non-containerized cargo with US military paint schemes and US Military vehicles must be covered with tarps during transport. • Containerized cargo with US Military markings on containers must be concealed (unit names, "US Army", "US Air Force", etc.) • Convoys outside the Jebel Ali Free Zone for US Military cargo are required to move during the hours of darkness with a UAE Military Police escort • Approval requests should be sent <u>AT LEAST</u> 21 days prior to execution date. |

Shipper Responsibility:

- 1) Shipper is responsible for providing pictures of the cargo (includes package express shipments) as part of the shipping documentation. The packet must also be provided to the 831st Transportation Battalion prior to truck call and prior to carrier taking possession of the cargo.
- 2) Pictures are required for all cargo (Breakbulk and Containerized).
- 3) If contents are in a Shipper-Owned or Carrier-Owned Container, pictures must be of the contents. Pictures of the container, box, or crate are not acceptable. Pictures are required for each type of item.
- 4) When first-hand pictures of the cargo are not available, stock pictures/images may be used if they are the proper representation of the cargo (see Attachment C for examples of acceptable pictures).
- 5) National Stock Numbers (NSNs) are not acceptable replacements for the UAE photo requirement.
- 6) Shipper must clearly describe the details of the cargo on the Transportation Control and Movement Document (TCMD) and Commercial Invoice and Packing List (CIPL). Carrier fills out the MOD Request Form based on the information received from the shipper-provided documents. ***Note:** MOD will not accept vague descriptions for cargo (e.g., "VEHICLES/SEMI-TRLRS GT 2.5 TON CAP SPEC CAR"). See Attachment A for examples.

- 7) If pictures and an accurate representation of the cargo are not provided, cargo will be frustrated until sufficient approvals/documents are obtained. ***Note:** Pictures are not required for commercial food (edible). However, a clearly defined description for commercial food is required on the TCMD and CIPL to be exempted from the picture requirement.
- 8) **UN1057 Restrictions:** The Port of Jebel Ali (PQ7) restricts the acceptance of UN1057 (Gas Lighters), IMDG hazard class 2.1 during the summer months. This restriction is generally in place from July through October each year but is subject to change as updates to the PQ7 port tariff are published by UAE authorities. Import and export shipments are only accepted on direct delivery terms (no port storage). Transshipments and imports/exports requiring port storage during the restricted period will only be accepted if the cargo is loaded into a reefer container that is capable of being temperature controlled.

Tax Exemption:

- 1) Carriers must follow the Ministry of Defense (MOD) approval process described in the Defense Transportation Regulation (DTR) Part V, Chapter 512 in order to clear all types of cargo in UAE.
- 2) Certain import items will require FTA approval. Defense Transportation System (DTS) will automatically identify the need for the FTA approval when the commercial carriers file the goods description in the system.
- 3) If there are any "excisable" commodities (e.g., tobacco, tobacco products, liquids used in electronic smoking devices and tools, electronic smoking devices and tools, carbonated drinks, energy drinks, sweetened drinks, etc.), the carriers shall request a declaration certificate issued by UAE FTA (Declaration for Import of Excise Taxable goods into UAE) through the 831st UAE detachment in order to obtain tax exemption.
- 4) Shippers must report any and all excisable shipments that will enter UAE port(s) to the 831st UAE Detachment and 831st Transportation Battalion (refer to the below POC information), before the cargo leaves the origin.
- 5) If the 831st Transportation Battalion is not notified of required excisable commodity shipments before its arrival to UAE ports, cargo could be delayed for extended periods of time due to customs processing.
- 6) Shippers are required to submit the following documents to the carrier. The carrier will then consolidate and submit via e-mail to the 831st UAE Detachment at least 72 hours after departure from POE to obtain duty free exemption letter:
 - Commercial Invoice
 - Packing List

- Bill of Lading (BL) or Airway Bill (AWB) – carrier-provided document
 - Booking and Product Details (clear product pictures with barcode, nutritional information, ingredients, dairy percentage in dairy substitutes, etc. must also be provided.)
 - Ingredients Declaration Letter (applies only if the product is not already uploaded into the FTA system. A signature block of the manufacture official and an official manufacturer stamp is required.)
- 7) The carrier is also required to gather any additional information on excisable commodities if requested by the 831st Transportation Battalion.
- 8) Once the Declaration Letter for Import of Excise Taxable goods into UAE has been generated from the FTA system, the 831st UAE Detachment will send it to the Carrier.
- 9) At the time of cargo clearance, carrier will provide the FTA declaration letter along with CIPL and approved MOD paperwork (MOD approval) to UAE Customs for approval.
- 10) Bill of Entry is processed upon receipt of customs approval and carrier will schedule delivery with the Consignee.

D. Al Dhafra Air Base Entry Requirements

The security requirements for access to Al Dhafra Air Base (ADAB) have been refined by the Emirati Ministry of Defense. Procedures outlining identification and licensing requirements have been codified, and require the immediate attention of customers and carriers importing and exporting cargo at ADAB. All drivers applying for passes must be an Emirati resident and possess a valid Emirati driver's license. Additionally, cargo vehicles must have an Emirati registration and license plate. Documentation requirements for base passes vary according to the length of time each pass is valid for.

Pass requests valid for up to two (2) weeks:

- 1) Carrier submits the following documents **AT LEAST 10 DAYS IN ADVANCE** to the 380 Expeditionary Security Forces Squadron (ESFS) Linguists at 380ESFS.Linguists@adab.afcent.af.mil:
- Completed Temporary Pass Memorandum (Attachment E)
 - One (1) color-photo copy of the individual's Passport and Emirati ID card
 - Completed OCN Pass Excel Sheet (Attachment F)
 - Must be submitted as an Excel spreadsheet
 - Incomplete or incorrectly formatted document will be rejected
 - Completed Material Entry Template (Attachment G) along with other corresponding shipping documents

- 2) On the day of the visit, proceed to the Emirati Gate 1 Visitor Center. The visitor will present their passport and receive a temporary visitor's badge in exchange from the Emirati guard. The gate guards will keep the individual's passport until the temporary badge is returned.
- 3) The short term pass can take up to eight (8) working days, not including Saturdays, Sundays, or after 1200 on Fridays. No status inquiries are available for eight (8) working days have passed. Visitors should have their reference number provided by UAE Base GHQ when arriving at the visitor's center.

***Note:** Carriers should include the 831st Transportation Battalion's UAE Detachment at usarmy.bahrain.sddc.list.831-uae-det@army.mil when submitting pass requests so assistance can be provided if required.

Pass requests for longer than two (2) weeks:

- 1) Carrier submits the following documents **AT LEAST 10 DAYS IN ADVANCE** to the 380 Expeditionary Security Forces Squadron (ESFS) Linguists at 380ESFS.Linguists@adab.afcent.af.mil:
 - Completed Permanent Pass request (Attachment H)
 - One (1) color-photo copy of the individual's Passport and Emirati ID card
 - Completed OCN Pass Excel Sheet (Attachment F)
 - Must be submitted as an Excel spreadsheet
 - Incomplete or incorrectly formatted document will be rejected
 - Completed Material Entry Template (Attachment G) along with other corresponding shipping documents
- 2) The long-term pass can take up to eight (8) working days, not including Saturdays, Sundays, or after 1200 on Fridays. No status inquiries are available for eight (8) working days have passed. Visitors should have their reference number provided by UAE Base GHQ when arriving at the visitor's center.

Questions or concerns should be addressed to the POCs below:

831st Transportation Battalion (SDDC)

Comm +973 1785-4954/9203, DSN: 318-439-4954/9203

Email: usarmy.bahrain.sddc.list.831st-ops@army.mil

831st UAE Detachment:

Comm +971-4-880-8943

Email usarmy.bahrain.sddc.list.831-uae-det@army.mil

Customs Officer/UAE FSTO:

Comm +971.56.681.9359

Email: usarmy.arifjan.sddc.list.595th-Inos@army.mil

595th Transportation Brigade, OCCASWA

Comm +973 1785-6639/6740/8231, DSN 318-439-6639/6740/8231

E-mails: usarmy.bahrain.sddc.list.occaswachiefs@army.milusarmy.bahrain.sddc.list.occaswabooking@army.milusarmy.bahrain.sddc.list.occaswaqa@army.mil**Expiration:** N/A**Attachment A: Sample of Vague and Clear Description in MOD Request Form**

| United States Liaison Office Customs Clearance Request Form | |
|--|---|
| Version 5 | 5.0.2 |
| Carrier | |
| AWB or B/L Number(s) | AIRWAY BILLS: 68600158432, 68600158476, BILLS OF LADING: 0147 |
| Description of Materials | VEHCLES/SEMI-TRLRS GT 2.5 TON CAP, SPEC CARGO |
| Point of Origin | AFGHANISTAN |
| Point of Arrival (Imports Only) | AL MAKTOUM INTERNATIONAL AIRPORT |
| Date of Arrival (MM/DD/YYYY) | 9/21/2013 |
| Point of Exit (Exports Only) | JEBEL ALI |
| Destination | US |
| Name of Vessel (Ships Only) | |
| Flight Number (Aircraft Only) | |
| Authorized to Collect (Clearing Agents Only) | |
| Value of Goods (US Dollars) | \$355,000.00 |



Clear Description of Material



| United States Liaison Office Customs Clearance Request Form | |
|---|---|
| Version 5 | 5.0.2 |
| Carrier | |
| AWB or B/L Number(s) | AIRWAY BILLS: 68600158432, 68600158476, BILLS OF LADING: 0147 |
| Description of Materials | 4 X MRAP, 2 X HUMMV, 1 X WATER TRAILER |
| Point of Origin | AFGHANISTAN |
| Point of Arrival (Imports Only) | AL MAKTOUM INTERNATIONAL AIRPORT |
| Date of Arrival (MM/DD/YYYY) | 9/21/2013 |
| Point of Exit (Exports Only) | JEBEL ALI |
| Destination | US |
| Name of Vessel (Ships Only) | |
| Flight Number (Aircraft Only) | |
| Authorized to Collect (Clearing Agents Only) | |
| Value of Goods (US Dollars) | \$355,000.00 |

Attachment B: MOD Application Form



| <p>تطبيق نموذج طلب الإفراج عن المواد الواردة / الخارجة من موانئها وجوازات عبورها APPLICATION FORM FOR THE RELEASE OF INCOMING / OUTGOING MATERIALS THROUGH UAE PORTS AND CUSTOMS</p> | | | |
|--|-------------------|-------------------|---|
| رقم المرجع : | Ref. No : | | |
| 1 | CUSTOM OFFICE | مكتب الجمارك | 1 |
| 2 | AWB No. - B/L | | 2 |
| 3 | DESC OF MATERIALS | وصف البضائع | 3 |
| 4 | CARRIER | الناقل (الناقل) | 4 |
| 5 | POINT OF ORIGIN | المنشأ | 5 |
| 6 | POINT OF ARRIVAL | نقطة الوصول | 6 |
| 7 | DATE OF ARRIVAL | تاريخ الوصول | 7 |
| 8 | POINT OF EXIT | نقطة الخروج | 8 |
| 9 | DESTINATION | الوجهة | 9 |

SIGNATURE
SDDC OFFICIAL SEAL STAMP



التوقيع
ختم وزارة الدفاع

Attachment C: Airway Bill Sample



Illustrative Pictures for Items inside Containers, Boxes, and Crates

AMZA123456789

CLASS IX REPAIR PARTS





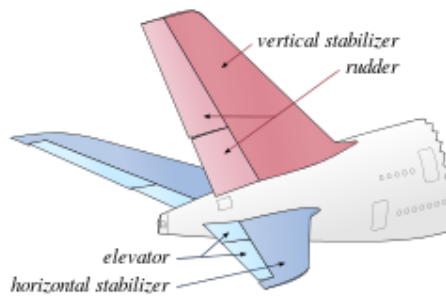
Sphere Plain Bearing



Clothing Locker



Case Filing Transfer
Straight



Stabilizer



Headless Pin

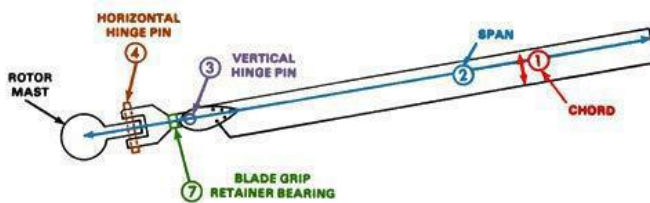


FIGURE 2-11. FULLY ARTICULATED ROTOR SYSTEM.



3X Rotary Blade

Attachment E: UAE Arms & Dangerous Cargo Form

UNITED ARAB EMIRATES
MINISTRY OF FOREIGN AFFAIRS



الإمارات العربية المتحدة
وزارة الخارجية

ARMS & DANGEROUS CARGO DECLARATION FORM

FORM NO (03)

نموذج رقم (03)

| | | |
|--------|--|------------|
| REF NO | | رقم المرجع |
| Date | | التاريخ |

| CARGO DESCRIPTION: | | | | وصف البضاعة : | | | |
|---------------------------------------|------|----------|-----------|----------------------------------|--------|-------|---------------|
| CLASS | TYPE | QUANTITY | UN NUMBER | رقم تصنيف الأمم المتحدة | الكمية | النوع | الصف |
| ARMS | NONE | | | | | | السلح |
| AMMUNITION | NONE | | | | | | الذخيرة |
| WEAPONS | NONE | | | | | | الأسلحة |
| DANGEROUS MATERIAL | | | | | | | المواد الخطرة |
| PHOTOS & ELECTRONIC EQUIPMENTS :- N/A | | | | المعدات الإلكترونية والتصويرية : | | | |
| OTHERS :- | | | | أخرى :- | | | |

| | | | | | |
|---------------------------------|-----|----|-----|-----------------------------------|---|
| CARGO TO BE OFFLOADED IN UAE :- | YES | NO | نعم | لا | سيتم إزال البضاعة في دولة الإمارات العربية المتحدة :- |
| IF YES SPECIFY AGENCY IN UAE :- | | | | إننا نعم حدد لأي جهة في الدولة :- | |

Attachment F: Temporary Pass Memorandum



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 380TH AIR EXPEDITIONARY WING
AL DHAFRA AIR BASE UNITED ARAB EMIRATES**

DD Month YYYY

MEMORANDUM FOR [REDACTED] RI, AIR BASE SECURITY,
AL DHAFRA AIR BASE

FROM: (UNIT SECTION/TITLE)

SUBJECT: Request for Temporary Pass for Other Country National (OCN).

1. The following individual requires base entry to conduct official business with the United States Air Force. (State specific reason here).
2. The period of this visit will be for (input dates here, maximum of one week time frame).
3. Kindly provide passes for the personnel listed below through Gate 1 and 2.

| Name | CTV/Rank | Nationality | Passport # |
|-------------|----------|-------------|------------|
| Last, First | XXX | XXX | XXXXXXXXXX |

4. Should you or your staff have any questions, please feel free to contact POC Rank, Name and Phone number.

(Sign here)
FIRST M. LAST, Rank, USAF
Office/Duty Title, 380 XXX

1st Ind, 380 ESFS/CC

[REDACTED]
Commander, 380 ESFS

Attachment G: OCN Temporary Pass

| جدول الزيارات اليومية | | | | | | | |
|---|--------------------------|------------------------|---|-------------------------|---------------------------------|----------------------------------|---|
| مرسل الي : ركن/2 أمن قاعدة الظفرة الجوية | | | | | | | |
| التاريخ 4/20/2022 | | | | | | | |
| اسم الشركة الرئيسية / Company Name: المحاربة للنقلات العامة اسم الشركة من الباطن مؤسسة المهارة للنقلات العامة | | | | | | | |
| يرجي السماح للزوار المذكورين أدناه بالجدول الدخول الي قاعدة الظفرة الجوية من تاريخ 24/04/2022 وحتى تاريخ 15/05/2022 | | | | | | | |
| ت # | اسم الزائر Visitor Name | الرقم الموحد ID Number | الصورة الشخصية Personal Pic | رقم الهاتف Phone Number | الشخص المزار 380 ESFS Commander | الجهة الممثلة بالزيارة Work Area | الغرض من الزيارة Purpose of Visit |
| 1 | شامجيت بوز هاكل الاكادان | |  | | الرتبة: راند | قاعدة الظفرة الجوية | اصلاح اتوبيسات نقل الجنود بالجانب الامريكي. |
| | | | | | الاسم: دانيال ابلس | | |
| | | | | | الاسم: دانيال ابلس | | |
| | | | | | الاسم: دانيال ابلس | | |
| ملاحظات أمنية: | | | | | | | |
| أ. يتحمل المعني بالزيارة المسؤولية الكاملة تجاه الزوار وعملهم داخل قيادة قاعدة الظفرة الجوية ووحداتها في النواحي الأمنية. | | | | | | | |
| ب. يرسل طلب الزيارة اليومي الي مكتب أمن البوابة الرئيسية قبل موعد الزيارة ب(24) ساعة وتتحمل الجهة الطالبة للزيارة أي تأخير في اجراءات الدخول. | | | | | | | |
| ج. يجب علي الزوار انتهاء الزيارة والخروج من المعسكر قبل نهاية الدوام الرسمي. | | | | | | | |
| د. السلك الدبلوماسي يخضع لموافقة مديرية الأمن العسكري. | | | | | | | |
| هـ. يمنع علي الزوار دخول أي وحدة أخرى غير المعنية بالزيارة. | | | | | | | |
| و. يمنع علي الزوار ادخال الهواتف النقالة المزودة بكاميرا اثناء الزيارة. | | | | | | | |
| ز. يتم ارسال مندوب من قبل طالب الزيارة في الوقت المحدد ولن يسمح بدخول الزائر الا بوجود موافق من قبلكم. | | | | | | | |
| (مصدق من ركن/2 أمن القاعدة) | | | | | | | |
| التوقيع: | | | | | | | |
| الرتبة: | | | | | | | |
| الاسم: | | | | | | | |

Attachment H: Material Entry Template



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 380th AIR EXPEDITIONARY WING
APO AE 09853-5000

إلى: قسم أمن قاعدة الظفرة الجوية

نموذج (دخول/خروج) مواد

Material (Entry):

Please allow the below listed material to (Enter) Al-Dhafra Air Force base.

Departing From: **Off base facility**

Going to: **US Phantom, 380 EMS**

Movement Date: **01 July 2021**

Driver's name: **MSgt LAST NAME**

Vehicle license plate #: **00000000000**

Vehicle make and model: **MAKE/MODEL**

POC name and rank: **[REDACTED] S**

Contact phone number: **484-7458**

| Notes / ملاحظات | Number/العدد | Name of Article/اسم المادة | # |
|-----------------|--------------|----------------------------|---|
| | 100 | Aircraft parts | 1 |
| | | | 2 |
| | | | 3 |
| | | | 4 |
| | | | 5 |
| | | | 6 |
| | | | 7 |
| | | | 8 |
| | | | 9 |

تصديق مكتب أمن الوحدة

الرتبة:

الاسم:

التوقيع:

ختم قسم الأمن:

|

تصديق الوحدة المستفيدة/ Approving Authority

Major

:Rank / الرتبة

:Name / الاسم

380 ESFS Commander

:Position / الوظيفة

:Signature / التوقيع

:Stamp / ختم قوات الأمن

Attachment I: Permanent Pass Template



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 380TH AIR EXPEDITIONARY WING
APO AE 09853-5000**

DD Month 2021

MEMORANDUM FOR SECURITY OFFICE, EMIRATI GATE ONE, AL DHAFRA AIR
BASE

FROM: 380 ESFS/CC

SUBJECT: Request for Permanent OCN Badge

1. The following individual requires base entry to conduct official business with the U.S. Air Force. (State specific reason on here) related to the contract number (XXXXXXXXXXXXXXXXXX) expires on (XX-XX-XXXX).
2. The period of this visit will be from (XX-XX-XXX to XX-XX-XXXX).
3. Kindly provide passes for personnel listed below through Gate 1 and 2:

| # | Name | Nationality | Passport # |
|---|------|-------------|------------|
| 1 | | | |
| 2 | | | |

4. Should you or your staff have any questions, please feel free to contact POC Rank and Name at XXX-XXXX.

FIRST M. LAST, Rank, USAF
Office/Duty Title, 380 XXXX

1st Ind, 380 ESFS/CC

Approved/Disapproved

Commander, 380 ESFS