

# Military Surface Deployment and Distribution Command

## Customer and Carrier Advisory

April 1, 2024

CA-24-04-01/0023

**Subject:** Advisory for cargo movement within and to The Kingdom of Bahrain

**Purpose:** To provide the Department of Defense (DoD) shippers, booking offices, and commercial carriers guidance for shipping cargo within/to via Bahrain.

### 1. Shipping Documentation

- a. General Information:** Shipments require the following documents:
- Commercial Invoice Packing List (CIPL)
  - Certificate of Origin (COO)
  - Border Crossing Memo (BCM)
  - Authorization Memo (approx. 5-day process)
  - Duty Fee Exemption & Entry Clearance Request of US Military Cargo via the King Fahd Causeway (Bahrain-Saudi Arabia Land Border)

Upon request, the 831st Transportation Battalion's CENTCOM Detachment can issue a CIPL and COO within 24 hours.

- b.** Cargo moving to/from Sheikh Isa AB requires Bahrain Ministry of Interior (MOI) approval. All personnel requiring access require an escort from an organization assigned to the installation. Requests for access should be submitted to the requesting unit at least 10 business days prior to the requested date. Questions should be directed to the 831st Transportation Battalion's CENTCOM Detachment at [usarmy.bahrain.sddc.list.831st-centcom-det@army.mil](mailto:usarmy.bahrain.sddc.list.831st-centcom-det@army.mil).

**2. Cargo Requiring Special Import Permission.** The following items require additional permission prior to cargo clearance/movement:

- Communications Equipment
  - Weapons
  - Ammunition
  - Armaments
  - Explosives
  - Unmanned Systems (aerial, surface, underwater)
  - Robots
  - Vehicles (wheeled and tracked)
  - Weapons Magazines
- a.** Shipments containing any of the items listed above should be declared to the Host Nation Coordination Cell (HNCC) when the initial request for import is submitted for routing/approval. Attempting to import the cargo without

written preapproval will result in the cargo being frustrated and/or confiscated.

- b.** Requests for import of the items listed above can take up to **10 working days** (Sunday – Thursday), not including Bahrain holidays. Approval to import unmanned systems, drones, robots, and robotic parts can take up to 26 days.
- c.** A ground movement request (GMR) is required when transporting cargo identified above to/from a Bahrain Defense Force (BDF) location (Sheikh Isa AB, BDF Main Stores, Ranges, etc), Mina Salman Port (including the Finger Pier), Khalifa Bin Salman Port, or the King Fahd Causeway.
- d.** The NSA Bahrain Host Nation Coordination Cell (HNCC) will process MOI customs requests and GMRs together to align with the requested cargo movement timeline. Upon GMR approval, the HNCC will email the approval letter to the carrier/shipper. The carrier/shipper is required to coordinate a police escort with the Shore Battle Space via email at [jsc-bahrain@us.navy.mil](mailto:jsc-bahrain@us.navy.mil) / [jsc-bahrain@me.navy.mil](mailto:jsc-bahrain@me.navy.mil) or via DSN phone 439-3299 (Commercial +973 1785-3299). The carrier/shipper **MUST** retain a copy of the approved GMR in-hand when transporting the cargo.

### **3. Importing Vehicles into Bahrain**

- a. General Information:** The Bahrain Customs Department requires the following information to be stated on the CIPL, COO, and Customs Clearance Request before vehicles will be accepted for import:
  - Make
  - Model/Type
  - Wheel plan (no. of tires)
  - Color
  - Engine Number
  - VIN/Chassis/Frame Number
  - Type of Fuel (Gasoline, Diesel, LPG, Electric, etc.)
  - Manufacturing Country
  - Manufacturing Year
- b. Shipper's Responsibility:** Provide CIPL and COO with the vehicle's details as shown in Attachment A. The vehicle's information must be provided to the carrier prior to lift at origin since approval can take up to 60 days. Attempts to import vehicles without prior approval will result in the cargo becoming frustrated and incurring detention and/or storage charges. If the shipper is not able to provide the required information after the cargo has reached the port of entry, the container will have to be opened to retrieve the data, resulting in additional charges (e.g., shifting charges, un-stuffing/stuffing, etc.). This is done via joint survey by the carrier and USG representative on-

ground.

- c. **Carrier's Responsibility:** Carriers must ensure that the vehicle's details are provided by the shipper/customer and are listed on the CIPL/COO prior to lift at origin (SPOE). Carriers should ensure this information is provided along with MOI clearance requests to prevent unnecessary delays in cargo movement.

#### 4. Cargo via Bahrain

- a. **General Information:** Ministry of Interior (MOI) approval is required for the following:

- 1) General military equipment, communications gear, weapons, ammunitions, armaments, explosives, unmanned systems (aerial, surface, underwater), and robots entering the Kingdom of Bahrain at any port of entry.
- 2) When moving general non-military/military cargo, AA&E, communications gear, or unmanned systems to/from a BDF location (Isa AB, BDF Main Stores, Ranges, etc.), Mina Salman Port (MSP / Finger Pier), Khalifa Bin Salman Port (aka KBSP), or to/from any other Bahraini facility.

#### b. Customs

- 1) Carriers should submit CIPL/COO, MOI customs request (Attachment B), Ground Movement Request [GMR] (Attachment C), vehicle/driver information enclosure (Attachment D), and cargo list per vehicle enclosure (Attachment E) to the Host Nation Coordination Cell via email [hncc\\_bahrain@us.navy.mil](mailto:hncc_bahrain@us.navy.mil).
- 2) The standard customs request timeline is **10 working days** from date of request. Customs requests are only accepted by the MOI office from the HNCC on Tuesdays and Wednesdays between 0800-1330.
- 3) If the cargo contains communications equipment, weapons, ammunitions, explosives, or unmanned systems, it must be declared in the MOI request in the item description section. This cargo must be a separate MOI request from general military cargo.
- 4) In urgent scenarios, if MOI customs approval is not received in time for an operationally required movement, the shipper should request an expedited customs request with an O-6 justification letter.
- 5) Once MOI custom is approved, the HNCC will provide approval letter to the carrier/shipper, and the MOI office will forward approval letter to Bahrain's Customs Office. Carrier must have a copy on hand.
- 6) MOI customs approvals are valid for 30 days.

### **c. Ground Movement Requests (GMR) / Police Escorts**

- 1) HNCC will process MOI customs request and GMR together to align with cargo movement timeline. Once GMR is approved, HNCC will provide approval letter to the carrier/shipper. The carrier/shipper will coordinate police escort with Shore Battle Space (SBS) by submitting an escort request (Attachment F) to [jsc-bahrain@us.navy.mil](mailto:jsc-bahrain@us.navy.mil). Carrier must have a copy on hand.

**\*\*Note:** SBS process is independent of the process to obtain MOI and GMR approvals. The carrier/shipper can coordinate police escort with SBS prior to MOI/GMR approval and adjust movement timeline as needed until MOI and GMR is approved.

- 2) The standard GMR timeline is 16 calendar days. US Forces are advised to refrain from conducting movements after normal working hours and on Bahraini holidays.
- 3) If GMR approval is not received in time for an urgent, operationally required movement, the shipper should request an expedited GMR with an O-6 justification letter.
- 4) Movements to/from Isa AB/Riffa requires approval letter, GMR paperwork, and cargo list to be emailed to [M-BA-CUSNC-ISAAIRBASE-OPSDEPT@US.NAVY.MIL](mailto:M-BA-CUSNC-ISAAIRBASE-OPSDEPT@US.NAVY.MIL) for coordination.
- 5) If the shipper/carrier needs a short-notice after SBS submits police escort schedule to MOI, the shipper/carrier can either submit an O-6 request (Attachment G) for an expedited approval or attempt to join another command with scheduled movement on the same day.
- 6) GMR approvals are valid for 72 hours before and after the scheduled ground movements.

#### **POCs:**

##### **831st Transportation Battalion – CENTCOM (HHD) Detachment**

[usarmy.bahrain.sddc.list.831st-centcom-det@army.mil](mailto:usarmy.bahrain.sddc.list.831st-centcom-det@army.mil)

DSN: 318-439-4916/9809/3754

COMM: +973 1785-4916/9809/3754

##### **831st Transportation Battalion - S3 (Operations)**

[usarmy.bahrain.sddc.list.831st-ops@army.mil](mailto:usarmy.bahrain.sddc.list.831st-ops@army.mil)

DSN: 318-439-9202/4954/3816

COMM: +973 1785-9202/4954/3816

**OCCASWA/Quality Assurance:**

[usarmy.bahrain.595-trans-bde.mbx.occaswa-qa@army.mil](mailto:usarmy.bahrain.595-trans-bde.mbx.occaswa-qa@army.mil)

DSN: 318-439-6740/8321

COMM: +973 1785-6740/8231

**OCCASWA/Booking:**

[usarmy.bahrain.595-trans-bde.mbx.occaswa-booking@army.mil](mailto:usarmy.bahrain.595-trans-bde.mbx.occaswa-booking@army.mil)

DSN: 318-439-6639/8231

COMM: +973 1785-6639/8231

**USCENTCOM Customs Office (Agricultural Inspections)**

DSN: 318-480-4359

COMM: +966 2202-7301, then 480-4359

**Shore Battle Space**

[jsc-bahrain@us.navy.mil](mailto:jsc-bahrain@us.navy.mil)

DSN: 318-439-3485

COMM: +973 1785-3485

**Bahrain Host Nation Coordination Cell (HNCC)**

[hnccl\\_bahrain@us.navy.mil](mailto:hnccl_bahrain@us.navy.mil)

DSN: 318-439-7207

COMM: +973 1785-7207

**Sheikh Isa AB Ground Movement Requests (GMRs)**

[M-BA-CUSNC-ISAAIRBASE-OPSDEPT@US.NAVY.MIL](mailto:M-BA-CUSNC-ISAAIRBASE-OPSDEPT@US.NAVY.MIL)

**Expiration:** N/A

**Category:** Ocean/Barge

**Attachments:**

O-6 Justification Letter Template

Attachment A: Vehicle Information Required Sample

Attachment B: HNCC MOI Customs Template

Attachment C: HNCC GMR Template

Attachment D: Vehicle Driver Information Example

Attachment E: Cargo List Per Vehicle Example

Attachment F: SBS Escort Request

Attachment G: SBS O-6 Justification Sample Letter



## **Attachment B: HNCC MOI Customs Template**

**Host Nation Coordination Cell - Bahrain  
Customs and Movements Department  
Customs Request**

HNCC MOI/YY-SERIAL  
DD MMM YY

H.E. Sheikh Nasser Bin Abdulrahman Al Khalifa  
Undersecretary  
Ministry of Interior  
Kingdom of Bahrain

Your Excellency,

We are writing to forward an expedited/standard request for customs clearance and appropriate escorts for the following military/electronic equipment. We respectfully request the Ministry of Interior allow the military/electronic equipment listed here to pass customs inspection without fees or delays. [Include operational requirement justification for drones, as required.]

|                    |   |
|--------------------|---|
| <b>Origin</b>      | NSA I/II/III; Isa Air Base; Khalifa Bin Salman Port; Mina Salman Pier; Causeway; Etc. |
| <b>Destination</b> | NSA I/II/III; Isa Air Base; Khalifa Bin Salman Port; Mina Salman Pier; Causeway; Etc. |
| <b>Date(s)</b>     | DD MMM YY – DD MMM YY   |
| <b>Contact</b>     | Rank, Name, Email Address, Phone Number   |

| Quantity | Description/Nomenclature  | Serial # |
|----------|---|----------|
| #        | Address to Undersecretary, H.E. Sheikh Nasser bin Abdulrahman Al Khalifa<br>(Addressee and Honorific Drop Down Menu):<br>All electronic and electrical items to include cables, batteries, antennas, generators, communications gear (radios, iridium phones, sat phone, etc) | N/A      |
| #        | Address to Chief of Public Security, Lieutenant General Tariq Hassan Al Hassan<br>(Addressee and Honorific Drop Down Menu):<br>AA&E, General Military Gear (not electronic or electrical) to include HAZMAT, military vehicles, UAV and robots (not the accessories)          | N/A      |

Please address any questions to the Host Nation Coordination Cell Customs and Movement Department by phone at +973-1785-XXXX or via email at HNCC\_Bahrain@us.navy.mil. Please accept our continued appreciation for the Kingdom's unparalleled support, and be assured of my highest respect and warmest personal regards.

Very respectfully and  
Sincerely yours,

R. A. Edwards  
Director  
Customs and Movements Department  
Host Nation Coordination Cell

## **Attachment C: HNCC GMR Template**

**Host Nation Coordination Cell - Bahrain  
Customs and Movements Department  
Ground Movement Request**

HNCC BDF/23-XXX  
27 September 2023

Rear Admiral Mohammed Yousif Al Asam  
Director of Military Cooperation  
Headquarters, Bahrain Defence Force  
Kingdom of Bahrain

Dear Rear Admiral Mohammed,

We respectfully request access for the following ground movement. Please provide approval to include 72 hours before and after the scheduled time. The Ministry of Interior will provide escorts for this movement.

|                  |   |
|------------------|---|
| ORIGIN           | Bahrain Customs Border  |
| INTERMEDIATE     | N/A   |
| DESTINATION      | Isa Air Base  |
| TIME/DATE        | 1000/ August 09, 2023   |
| CARGO            | See Enclosure (1)   |
| VEHICLES         | See Enclosure (2)   |
| POINT OF CONTACT | POC Rank and Name<br>+973 1111-1111 (must be Bahraini phone number, no DSN or US) |

Please address any questions to the Host Nation Coordination Cell Customs and Movement Department by phone at +973-1785-7207 or via email at HNCC\_Bahrain@us.navy.mil. Please accept our continued appreciation for the Kingdom's unparalleled support, and be assured of my highest respect and warmest personal regards.

Very respectfully and  
Sincerely yours,

R. A. Edwards  
Director  
Customs and Movements Department  
Host Nation Coordination Cell

(1) Enclosure: Vehicle/Driver Information (should include year/make/model/color/plate # w/ country for the vehicle, name and ID #, and citizenship for driver)

(2) Cargo List Per Vehicle (excel document preferred if more than 5 line items; description, qty, serial number/hull number/NEW)





**Attachment F: SBS Escort Request**

**CTF SBS ESCORT REQUEST TEMPLATE**

CC the JSC-Bahrain email address on your requests

[JSC-BAHRAIN@US.NAVY.MIL](mailto:JSC-BAHRAIN@US.NAVY.MIL)

Confirm all movements with the JCTC MOI Escort Scheduler(Mr. Mohammed)  
**+973-3218-7545**

\* All escort movements taking place **after 1000L** must be confirmed by the movement POC 90mins prior to movement.

\* All escort movements taking place **from 0700 to 1000** must be confirmed by the movement POC the previous day before 2200.

**ESCORT REQUEST**

REQUESTING COMMAND: **(CTF-SBS)**

POC Present During Escort: **LT Squared Away**

POC Non-DSN Phone Number: **+973-1234-5678 or WhatsApp +1-123-456-7890**

POC EMAIL: **squared.away.mil@us.navy.mil**

MOVEMENT TIME: **1000**

DATES: **21OCT2021**

# of Vehicles: **1**

START LOCATION: **(i.e. NSA II CCW)**

END LOCATION: **(i.e. NSA III AV UNIT)**

| QTY | FULL NOMENCLATURE ( NO ACRONYMS) |
|-----|----------------------------------|
|-----|----------------------------------|

|   |  |
|---|--|
| 1 | DRAKE Counter-UAS Receiver/Transmitter |
|---|--|

|   |              |
|---|--------------|
| 1 | Control Unit |
|---|--------------|

|   |           |
|---|-----------|
| 1 | Cable Set |
|---|-----------|

**Attachment G: SBS O-6 Justification Expedite Letter**

*COMMAND LETTERHEAD*

6 November

2023

From: **Commanding Officer / Officer In Command, Command Name**  
To: Colonel Christopher Floyd, Senior Defense Official/Defense Attaché  
Defense Attaché Office  
U.S. Embassy, Manama  
Kingdom of Bahrain

Subject: Justification Letter For Expedited Approval

1. **Command Name** respectfully requests expedited processing of customs approval and import of mission critical military gear requiring repair. Due to limited asset inventory, Shore Battle Space requires expedited repair to continue its mission. With this equipment not mission capable, there is an immediate risk to U.S. and allied personnel and assets.
2. **POC: LT Dylan Orr, USN; DSN: 318-439-3299; Dylan.orr@me.navy.mil**

sign  
FI. SI. LASTNAME