

Military Surface Deployment and Distribution Command

Customer and Carrier Advisory

October 16, 2023

CA-23-10-16/0075

Subject: Customs Procedures for Department of Defense (DOD) Shipments to the Philippines.

Purpose: To advise all DOD shippers regarding current requirements for shipments to the Philippines.

Be Advised: This advisory applies to commercial shipments for DOD operating forces in the Philippines and to ships undergoing repair or overhaul in Subic. Following guidance is provided:

A. DOD Operating forces in the Philippines. Commercial shipments for the Operating forces should be addressed to:

**American Embassy
Manila, Philippines
For: FSO**

To prevent Customs delays when shipping to the Embassy address, always provide an advance copy of the Airway Bill (AWB) or Commercial Bill of Lading (CBL) & Commercial Invoice (CI) via email as soon as the shipment is created to:

**NAVSUP Fleet Logistics Center Yokosuka Site Manila/Subic
Manila Fleet Support**
mnlfleetsupport@state.gov

**U.S Embassy Manila
General Services Office/Transportation Unit (GSO/TU)**
ManilaShipping@state.gov

In addition, ensure weight and declared value is correct, and that nomenclature for ship and aircraft parts needs to be specific (**note: weight and specific description of the item must be the same on both air waybill and commercial invoice**). Also, request all DOD shippers ensure a Pre-Alert in the form of an advance copy of the Air Waybill (AWB) is sent regarding all FedEx and DHL shipments to Manila, Philippines. The following email addresses will be used for these notifications.

FLCY Site Manila/Subic Group E-mail Address:
MNLFleetSupport@state.gov

For DHLE Shipments: Customer Service Group E-mail Address:
ph.cs-usembassy@dhl.com

For FedEx Shipments: Customer Service Group E-mail Address:

phpss@fedex.com

phdcc@fedex.com SBU

These Pre-Alerts will enable commercial carriers and AMERICAN EMBASSY personnel to determine if shipment documentation requires adjustments or corrections. This action will minimize customs delays or seizure of DOD property being shipped to the Philippines.

B. DOD (USNS) ships that will be undergoing repair or overhaul in Subic can have their advanced cargo shipped directly to the address below and will be staged at NAVSUP FLCY Site Subic warehouse waiting for ship's arrival. The address is as follows:

**American Embassy
Manila, Philippines
For: FSO**

To prevent Customs delays when shipping, please provide an advance copy of the Airway Bill (AWB) or Commercial Bill of Lading (CBL) & Commercial Invoice (CI), pro forma invoice (if required); or packing list via email (MNLFleetSupport@state.gov) as soon as the shipment is created.

Any unit requiring their TP-1 material/cargo ship to this address, should have their Commander Task Force (CTF) send a Fleet Freight Routing (FFR) message change or update to the Fleet Locator at the NAVSUP GLS Transportation.

POC: ManilaShipping@state.gov

Expiration: N/A

Category: Customs