

**Military Surface Deployment and Distribution Command**

**Customer and Carrier Advisory**

**January 16, 2024**

**CA-24-01-16/0009**

**Subject:** Updated Theater Booking Advisory for Cargo movement in the Kingdom of Saudi Arabia (KSA)

**Purpose:** To provide the Department of Defense (DoD) shippers, booking offices, and commercial carriers with updated guidance for shipping cargo into, out of, and via KSA, including cargo transiting KSA via the Trans-Arabian Network (TAN) land route to other CENTCOM-based destinations.

This advisory supersedes **CA-22-06-28/0066**.

**Be advised:**

- a) All inbound diplomatic/ non-diplomatic cargo consigned to Riyadh, KSA should be booked on door terms.
- b) All Export Traffic Release Requests (ETRRs) processed for consignees in Riyadh must include the statement below in the "Delivery Information to Carrier" and "Remarks to Booker" sections of the ETRR:

ATTN: U.S. Military Training Mission (USMTM)  
DSN 318.448.6488

**1. Title 22 or Non-Diplomatic Cargo (Excluding cargo routed via TAN)**

**A. General Information**

- 1) Carriers should consult with the U.S. Embassy, U.S. Military Training Mission (USMTM), and/or Shipper representatives to confirm whether the cargo is considered Title 22 (Foreign Relations and Intercourse) or non-diplomatic using the contact information below:

U.S. Embassy General Services Office (GSO)  
Deputy Chief, SDO/DAT Action Group (SAG)  
US Embassy Riyadh, KSA  
Office Phone: +966-11-835-4392  
Cell Phone: +966-55-446-5058  
Email: [RiyadhOMC@state.gov](mailto:RiyadhOMC@state.gov)

J4 Director, USMTM  
AL NAKHLA COMPOUND  
Riyadh, KSA  
DSN: 318-448-6488  
COMM: +966-55-010-8169  
Signal: +1-910-257-7786

- 2) Contact the USMTM J4 if the carrier's bill of lading (BOL) lists the following consignee information: U.S. Military Training Mission (USMTM), Unit 61309, Riyadh, Saudi Arabia

J4-Chief of Logistics, USMTM  
AL NAKHLA COMPOUND  
Riyadh, KSA  
DSN: 318-448-6479  
COMM: +966-50-306-4345

## **B. Customs**

- 1) Carriers must have Diriyah Joint Operating Center (DJOC) approval when delivering and picking up cargo within KSA. Shipments transiting KSA must be processed through the Ministry of Foreign Affairs (MOFA). Final approval for transport is granted by the Ministry of Interior.
  - a. Drivers with the following nationality on their ID card will not be authorized by KSA authorities to transport US military cargo: Ethiopia, Iraq, Lebanon, Liberia, Morocco, Palestine, Syria, Turkey, and Yemen.
- 2) Upon request, the 831st Transportation Battalion's CENTCOM Detachment can issue the following documents: Commercial Invoice Packing List (CIPL), Certificate of Origin (COO), Border Crossing Memo (BCM), and Authorization memo (approx. 5-day process).
- 3) Carriers shall submit all documents required for a DJOC/MOFA clearance to the 831st Transportation Battalion's Forward Strategic Transportation Officer (FSTO) via email at [usarmy.arifjan.595-trans-bde.list.840th-saudi-fsto@army.mil](mailto:usarmy.arifjan.595-trans-bde.list.840th-saudi-fsto@army.mil). The FSTO will email approved documents to carriers/carrier's representatives within 1 working day of receipt by KSA authorities. Carrier shall submit all required documentation prior to the below mentioned approval timelines. Failure to meet the required timelines may result in cargo delivery delays.
  - a. DJOC approval timeline 10 days.
  - b. MOFA approval timeline 30 days.
- 4) Cargo with any reference to Israel will be denied import/export/ transit approval by KSA officials.
- 5) Requests for intransit convoy stops (fuel, washracks, etc.) during host nation-supported security escort operations should be annotated on DJOC/MOFA paperwork.

## **2. Diplomatic Cargo (Excluding cargo routed via TAN)**

### **A. General Information**

Carrier's bill of lading (BOL) consignee information should read:

US Embassy  
United States of America  
Riyadh, Saudi Arabia  
Attn: GSO

**B. Customs**

- 1) USMTM, Director J4, Traffic Management Office completes customs exemption letters for this cargo and is responsible for customs clearance for all shipments consigned to the US Embassy, Riyadh, KSA.
- 2) Cargo with any references to Israel will be denied import/export/transit approval by KSA officials.

**3. Importing Vehicles into KSA**

**A. General Information:** The KSA Customs Department requires the following information to be stated on the Commercial Invoice Packing List (CIPL), Certificate of Origin (COO), and Customs Clearance Request (CCR) before vehicles will be accepted for import:

- Make
- Model/Type
- Wheel plan (no. of tires)
- Color
- Engine No
- VIN/Chassis/Frame No
- Type of Fuel
- Manufacturing Country
- Manufacturing Year

**B. Shipper's Responsibility:** Provide CIPL and COO with the vehicle's details as shown in Attachment D. The vehicle's information must be provided to the carrier prior to lift at origin. Without the required information, the cargo will not be customs cleared in KSA and will be subject to significant delays and additional charges (e.g., container detention (if containerized), port storage, etc.). If the shipper is not able to provide the required information after the cargo has reached the SPOD, 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 DJOC/MOFA clearance requests to prevent unnecessary delays in cargo movement.

#### 4. **Cargo via Trans-Arabian Network (TAN)**

##### **A. General Information**

- 1) Unit cargo originating/destined outside of KSA (Bahrain/Iraq/Kuwait/Qatar/UAE) may be booked utilizing the TAN via KSA ports (Jeddah-PP1/Yanbu-PP2/PP3).
- 2) Sensitive cargo will **NOT** be booked on the TAN (door terms) via KSA ports. Sensitive cargo should be booked on port terms only
- 3) Unit cargo with destinations within KSA **MUST** be booked using Door terms.
- 4) Sensitive cargo with an origin/destination within KSA shall be booked on liner/port terms to KSA ports. Final line haul arrangements should be made utilizing the 1st Theater Sustainment Command's (1TSC) Heavylift (HL) contract, 831st Transportation Battalion's Stevedoring and Related Terminal Services (S&RTS) Contract, or other USG-owned/contracted assets. Requests for 1TSC support should be sent to [usarmy.arifjan.1-tsc.mbx.mcb-tan@army.mil](mailto:usarmy.arifjan.1-tsc.mbx.mcb-tan@army.mil).
- 5) Requests for intransit convoy stops (fuel, washracks, etc.) during host nation-supported security escort operations should be annotated on DJOC/MOFA paperwork.

##### **B. Customs for Door Only into Kuwait**

- 1) Carriers should provide BOL(s) and driver's documentation (passport, valid driver's license, and valid vehicle registration) to the 831st Transportation Battalion's KSA FSTO.
  - a. Carriers must provide documentation a minimum of 30 calendar days prior to the vessel's arrival into a KSA seaport (or requiring transit through KSA for land movements).
  - b. MOFA approvals are valid for 45 days.
- 2) Carriers should provide cargo documentation to the 831st TB's Qatar Detachment via email at [usarmy.bahrain.sddc.list.831-qatar-det@army.mil](mailto:usarmy.bahrain.sddc.list.831-qatar-det@army.mil) for Kuwait customs clearance (AK-302) through the Host Nation Office, ASG-Kuwait
  - a. Carriers must provide documentation a minimum of 14 days prior to the planned transit date in/out of Kuwait via a land border.
  - b. AK-302s are valid for 30 days from the approval date.

3) The 831st TB can provide, upon request, COO and CIPL. Requests for documentation should be sent to the 831st TB's Qatar Detachment via email at [usarmy.bahrain.sddc.list.831-qatar-det@army.mil](mailto:usarmy.bahrain.sddc.list.831-qatar-det@army.mil)

a. Carriers should allow up to 3 working days for documentation completion.

4) The 831st TB will notify carriers of AK-302 approval via email, so documentation can be collected in person by the carrier's representative in Kuwait.

**5. Inland Transit Requirements:** All breakbulk cargo (rolling stock) is required, by KSA government policy, to be transported on lowboy/double-drop/RGN conveyances. Ordering officers shall book all breakbulk cargo (rolling stock) with the applicable double-drop/RGN rates. Costing remarks for cargo requiring flatbed conveyance should state "Double drop/RGN conveyance rate applied". General cargo/non-rolling stock is booked on the applicable conveyance per the dimensional guidelines in USC-9 (Exhibit 3, Paragraph 7.G.2).

## **6. KSA Ports**

**A. Jeddah Islamic Port (PP1)** can only accept containerized cargo. Breakbulk/rolling stock destined outside of KSA should be booked via Yanbu (PP2/PP3).

1) Import:

- All import cargo with a final destination within KSA may be booked via Jeddah (PP1). Whenever possible, cargo should be booked on liner/door terms.
- All cargo consigned to USMTM or the US Embassy is booked via Jeddah and line hauled by the carrier under bond to Riyadh, KSA.
- Cargo booked on port terms will utilize liner terms whenever possible. Cargo booked on Liner/Port terms will be line hauled to the final destination by the 1TSC's HL contract. Customs processes are performed by the 1TSC's KSA LNO. Requests for support should be emailed to [usarmy.arifjan.1-tsc.mbx.mcb-tan@army.mil](mailto:usarmy.arifjan.1-tsc.mbx.mcb-tan@army.mil).

2) Export:

- All cargo from locations within KSA may be booked via Jeddah (PP1). Cargo should be booked on liner/door terms.

3) Transit:

- All containerized cargo to/from locations outside of KSA using the TAN may be booked via Jeddah (PP1). Cargo should be booked on liner/door terms, whenever possible.

**B. Yanbu Commercial Port and King Fahd Industrial Port (PP2/PP3)** can

accept all types of cargo, but containerized cargo is recommended to be routed via Jeddah Islamic Port (PP1).

1) Import/ Export:

- All cargo from/ into locations within KSA may be booked via Yanbu (PP2). Cargo should be booked on liner/door terms, whenever possible.
- Cargo booked on port terms will utilize liner terms. Cargo booked on Liner/Port terms will be line hauled to the final destination by the 1TSC's HL contract. Customs processes are performed by the 1TSC's KSA LNO. Requests for support should be emailed to [usarmy.arifjan.1-tsc.mbx.mcb-tan@army.mil](mailto:usarmy.arifjan.1-tsc.mbx.mcb-tan@army.mil).

**C. Dammam (PF6):** Unit cargo shall NOT be booked via this port.

1) Import:

- Cargo with destination locations within KSA are **not** booked via Dammam (PF6) due to operational constraints. Cargo routinely becomes frustrated upon arrival at this port and is then required to be diverted or re-exported.

2) Export:

- Cargo from locations within KSA may be booked via Dammam (PF6). All cargo should be booked on liner/door terms, whenever possible.

## **7. Accessorial Services**

**A. Customs Clearance:** Must be ordered for all import/export bookings, except for USMTM cargo (refer to paragraph 2.b). Carriers should coordinate with the organization responsible and the consignee for customs clearance of the cargo in accordance with timelines outlined in this document to avoid delays in movement of cargo.

**B. Cargo Washing/Rinsing (export only):** If the consignor does not have the capability to wash cargo at their facility, then washing/rinsing accessorial should be ordered for all "door" (origin) bookings (and cargo destination is CONUS). Consignors are required to wash cargo packed in containers. Carriers will only be responsible for washing the container's exterior. Carriers must ensure all cargo is washed IAW USC-09/USCBP requirements. USCENTCOM Customs personnel will provide an agricultural inspection and certify cargo for entry into CONUS. The approval is valid for 90 days from the date of approval. Cargo that fails/may fail to clear US customs within the 90-day window should be reinspected before leaving the CENTCOM theater.

- Consignors (or carriers) will obtain a US Customs Agricultural preclearance for all cargo destined for the CONUS. This approval should be obtained before the cargo is lifted on board to avoid delays in customs clearance upon arrival at a CONUS port. Questions regarding this

requirement should be directed to USCENTCOM Customs at DSN: 318-480-4359 (Commercial: +966 2202-7301, then 480-4359). IAW the USC contract, all cargo entering the US must be free from contaminated soil and pests and comply with 7 CFR 330.300, and Defense Transportation Regulation (DTR) 4500.9R, Part V, Chapters 502, 505, and 506.

- For “port” bookings, if the consignor does not have the capability to wash the cargo at their facility, washing should be coordinated by another USG-owned/contracted means, including through the 831st Transportation Battalion’s S&RTS contractor in KSA.
- IAW USCENTCOM Customs CCR 600-10 Custom and Border Clearance Program, the only approved wash rack in KSA for US equipment is located on Dammam and Jeddah seaports. Commercial carriers/consignors are not authorized to use any other wash rack facility without prior approval from USCENTCOM Customs officials. Questions regarding this requirement should be directed to USCENTCOM Customs at DSN: 318-480-4359 (Commercial: +966 2202-7301, then 480-4359).

### **C. Cargo Handling**

- If a consignee lacks capability to stuff/unstuff cargo from/onto carrier-owned containers/flat racks, the responsible OCCA should be notified in the booking request. Ordering Officers should add ‘cargo handling’ accessorial to the booking. Carriers stuff/unstuff all cargo into/from containers/flat racks at the port.
- If cargo handling import/export is not required by the commercial carrier, the USG is responsible to stuff/unstuff all cargo from commercial containers/flat racks at their facility (origin/destination). Clean empty containers must be returned to the carrier immediately to avoid detention or cleaning charges.

**D. Daily In-transit Visibility (ITV):** Ordered for all “door” bookings via the TAN and/or high-visibility unit cargo. Consignors may add as required by their agency.

**E. Tarping:** KSA has directed that all military equipment transiting KSA on the TAN must be tarped during transit. This applies to all cargo (import and export), except for containerized cargo.

## **8. Prince Sultan Airbase (PSAB) Entry Requirements**

**A. General Information.** Personnel travelling to KSA with a visiting/tourist visa are routinely denied access into PSAB.

**B. DJOC Approval:** Carriers should request a DJOC approval letter by emailing [378elrs.cargocustoms@psab.afcent.af](mailto:378elrs.cargocustoms@psab.afcent.af).mil. The 378th Expeditionary Logistics Readiness Squadron (ELRS) will assist with PSAB entrance passes.

**C. Documentation/Vetting:** After the 378th ELRS receives the carrier's DJOC approval letter, they will coordinate vetting requirements with 378th Expeditionary Contracting Squadron (ECONS)/Local National Vetting to enroll and vet drivers. Documentation requirements are based on length of base access requested. Carriers must submit the following documents via email to [378econs.lnvetting@psab.afcent.af.mil](mailto:378econs.lnvetting@psab.afcent.af.mil):

- 1) Short Term Access Requests (up to 5 days):
  - Iqama (State ID)
  - Passport
  - Completed Short Term Vendors Request (Attachment A)
- 2) Ongoing Access Requests (6 days or more):
  - Iqama (State ID)
  - Passport
  - Completed Ongoing Term Vendors Information (Attachment E)
  - Completed Biographical Data Form – BID (Attachment F)
  - Completed Installation Access Application – IAA (Attachment G)

**\*Note:** Individuals residing outside of KSA may be denied access. PSAB access decisions are entirely at the discretion of KSA authorities. Personnel requesting access should submit access requests at least 14 days before entry is required.

- 3) Additional Information:

Approving organizations may request additional documentation and information such as the driver's details, vehicle insurance, and manifest. Carriers may be required to call KSA approving officials on PSAB to provide clarification on any areas of concern. Additional documentation requirements may include (samples are attached to this document):

- A copy of driver's license and vehicle information
- Broker's Authorization Memo (Attachment B)
- Ground Movement Request, Arabic (Attachment C)
- Ground Movement Request, English (Attachment C)
- Truck and Driver Manifest (Attachment C)
- Packing List (Attachment C)

**\*Note:** To avoid potential delays in the approval process, agencies can provide the additional documents listed above at the time of initial submission.

- 4) **Approving Authority:** After 378th ECONS/LN receives all required documents, they will prepare and send the documents to the appropriate approving agency listed in paragraph 4 below. Once drivers are approved for short term/long term base access, the approving organization will provide instructions to proceed. The 378th ELRS will coordinate driver



escorts from the front gate to their designated pick up/delivery location on PSAB.

**Approving Organizations:** Royal Saudi Air Force Office Management ([rsafoffice@rsafmil.com](mailto:rsafoffice@rsafmil.com)), Contractor Coordination Cell (Saudi Gate), US Air Force Security Forces, US Air Force Expeditionary Contracting Squadron

**\*Note:** Personnel with immigration stamps from Israel in their passport may be denied access onto PSAB.

**POC:** Questions regarding this advisory should be addressed to:

**831st Transportation Battalion - CENTCOM Detachment**

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

DSN: 318-439-4916/9198/3754

COMM: +973 1785-4916/9198/3754

**831st Transportation Battalion - Qatar Detachment**

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

DSN: 318-455-4208/4209

COMM: +974 4458-9555, then 455-4208/4209

**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

**831st Transportation Battalion - KSA FSTO:**

[usarmy.arifjan.595-trans-bde.list.840th-saudi-fsto@army.mil](mailto:usarmy.arifjan.595-trans-bde.list.840th-saudi-fsto@army.mil)

Mobile/Signal: +966 55 401 2461

**595th Transportation Brigade- S3 (Operations):**

[usarmy.arifjan.sddc.list.595th-soc@army.mil](mailto:usarmy.arifjan.sddc.list.595th-soc@army.mil)

DSN: 318-480-0736/0463/0322/4866

COMM: +966 2202-7301, then 480-0736/0463/0322/4866

**OCCASWA Booking Office/Quality Assurance Office:**

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

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

DSN: 318-439-8321/6639/6740

COMM: +973 1785-8231/6639/6740

**USMTM J4**

DSN: 318-448-6479

COMM: +966-50-306-4345

**US Embassy General Services Office (GSO)**

DSN: 318-488-6479

COMM: +966-11-835-4392

**1st Theater Sustainment Command (1TSC) Heavy Lift Contract**

[usarmy.arifjan.1-tsc.mbx.mcb-tan@army.mil](mailto:usarmy.arifjan.1-tsc.mbx.mcb-tan@army.mil)

**USCENTCOM Customs Office (Agricultural Inspections)**

DSN: 318-480-4359

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

**378th Expeditionary Logistics Readiness Squadron (ELRS)**

[378elrs.cargocustoms@psab.afcent.af](mailto:378elrs.cargocustoms@psab.afcent.af)

**378th Expeditionary Contracting Squadron (ECONS)**

[378econs.invetting@psab.afcent.af.mil](mailto:378econs.invetting@psab.afcent.af.mil)

**Royal Saudi Air Force Office Management – Prince Sultan Air Base**

[rsafoffice@rsafmil.com](mailto:rsafoffice@rsafmil.com)

**Expiration:** N/A

**Category:** Ocean/Barge

**Attachments:**

Attachment A: Short Term Vendors Request Form

Attachment B: Sample DLA Broker's Authorization Memo JOC

Attachment C (Page 1): Sample Ground Movement Request, Arabic version

Attachment C (Page 2): Sample Ground Movement Request, English version

Attachment C (Page 3): Sample Truck and Driver Manifest

Attachment C (Page 4): Sample Packing List

Attachment D: Vehicle Information Required

Attachment E: Ongoing Term Vendors Request Form

Attachment F: Biographical Data (BID) Form

Attachment G: Installation Access Application (IAA) Form



Attachment A -  
Short Term Vendors



Attachment B  
Sample DLA Broker's



Attachment C -  
Samples.pdf



Attachment D\_Vehicle Information Required.png



Attachment E -  
Ongoing Term Venc



Attachment F - BID  
Form.docx



Attachment G -  
Installation Access A

### **Attachment A: Short Term Vendors Request Form (Excel Format)**

| 378 ECONS LN VETTING VENDOR INFORMATION PERSONNEL ACCESS REQUEST - PSAB (**SHORT TERM**) |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
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| SHORT TERM (5 DAYS OR<br>LESS BAD / IAA NOT<br>NEEDED)                                   |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
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|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |
|  |       |  |                                  |                |                     |                         |                             |  |            |                                   |                    |              |            |                              |               |              |                                  |   |

### **Attachment B: Sample Broker's Authorization Memo DJOC**



**DEPARTMENT OF THE AIR FORCE  
378TH AIR EXPEDITIONARY WING (USAFCENT)  
PRINCE SULTAN AIR BASE, SAUDI ARABIA**

15 June 2023

FROM: 378 ELRS/KBR

Director, General Customs, Riyadh  
Airport, Kingdom of Saudi Arabia

SUBJECT: Administrative Authorization for U.S. Air Force Equipment and Cargo

Greetings,

1. I hereby endorse [REDACTED]. License number (XXXXX), to finalize all customs procedures, expedite transactions, submit all required documents, attend inspection and examination, pay customs duties, sign release cards, and received goods for the U.S. military in support of IOC L385. Origin: Fahad Causeway, Bahrain to Destination: Prince Sultan Air Base, Saudi Arabia. This authorization remains in effect from 15-28 June 2023 unless otherwise extended or revoked.
2. The authorized broker retains full responsibility for the validity of the information provided for customs clearances. The individual appointed in this memorandum will ensure that declarations and documents will be in accordance with applicable regulations.
3. Please direct any additional questions to [378ELRS.CargoCustoms@psab.afcent.af.mil](mailto:378ELRS.CargoCustoms@psab.afcent.af.mil) Or 318-460-3784. Please be assured of my continued high esteem and warmest personal regards and appreciation for our strengthened partnership

V/r|

[REDACTED], CTR, USAF  
KBR | Traffic Management Office

**Attachment C (Page 1): Sample Ground Movement Request (Arabic)**

سري للغاية  
المملكة العربية السعودية  
وزارة الدفاع  
رئاسة هيئة الأركان العامة  
مركز عمليات الدرية المشتركة  
هاتف (٠١٢٩١٠٠٣) - (٠١٢٩١٠٣٤٢)  
طلب تحرك بري لخطة (١٥٥٥) (٧١٤٦) صيانة

١. التصريح ساريا ليوم الرحلة حسب التقويم زائد يومين اضافيين بمجموع (٧٢) ساعة.  
٢. سيتم تنسيق أي تغييرات بشأن الحملة.  
٣. سيتم تقديم قائمة بالأفراد العسكريين للسلطات السعودية عند طلبها في أي (منفذ حدودي سعودي، قاعدة، منشأة سعودية).  
٤. الحملة البرية معفية من جميع الرسوم الجمركية والقيمة المضافة وغيرها.

| التاريخ        | جهة القدوم | نقطة الدخول  | جهة المقصد                | العربات | الأفراد    | الاسلحة | الذخيرة |
|----------------|------------|--------------|---------------------------|---------|------------|---------|---------|
| ١٧ يوليو ٢٠٢٣م | الأردن     | منفذ الحديثة | قاعدة الأمير سلطان الجوية | ١٠      | (١٠) اردني | --      | --      |

\*الحملة عبارة عن قطع غيار ولا تحتاج إلى حماية عسكرية.

رئيس خلية التنسيق  
مركز عمليات الدرية المشتركة

مدير مركز عمليات الدرية المشتركة

سري للغاية

### Attachment C (Page 2): Sample Ground Movement Request (English)

PAGE 1 OF 1 REQUEST NO: REPAIR 2146  
NEG/640-2023/702  
Group 165

ALL REQUESTS IN SUPPORT OF CONPLAN 1555:  
PURPOSE OF MISSION: TO SUPPORT US TROOP OPERATIONS AT PSAB

**GROUND MOVEMENT REQUEST**

| DATE         | CALLSIGN | ORIGIN/DESTINATION | # VEHICLES | # PERSONNEL  | # WPNS | # ROUNDS AMMUNITION/TYPE |
|--------------|----------|--------------------|------------|--------------|--------|--------------------------|
| 17 JULY 2023 | NONE     | JORDAN TO PSAB     | 10         | 10-Jordanian | 0      | 0                        |

**BORDER CROSSING:** AL HADITHAH  
**CARGO:** GENERAL CARGO  
**MOD ESCORT TIME:** NONE  
**NOTES:** Vehicles are authorized to refuel along route as required.

XXXXXXXXXXXXXXXXXXXX  
MAJ, I.G/90A92  
ITSC KSA TAN LNO  
COORDINATION CENTER  
KSA JOINT OPERATIONS CENTER

XXXXXXXXXXXXXXXXXXXX  
Colonel  
SAAF HNCC LNO  
COORDINATION CELL  
KSA JOINT OPERATIONS CENTER

XXXXXXXXXXXXXXXXXXXX  
DIRECTOR, JOC, KINGDOM OF SAUDI ARABIA

REQUEST DATE: 13 JULY 2023

DATE:

FORM 4  
VERSION 9, Current as of 18 MAY 2021

### Attachment C (Page 3): Sample Truck and Driver Manifest

**TAN TRUCK AND DRIVER MANIFEST**

NEGEMCO - NEG/640-2023/716 Shipment No.165

POC: CUSTO MER NAME  
TEL: +1(555) 555-5555

ORIGIN: AMMAN, JORDAN

RLD 15-Jul-23  
RDD 17-Jul-23

DESTINATION: PSAB, KSA

CARGO: CL VII: MAJOR END ITEMS

| SR.# | TYPE | Truck Plate# | TailPlate# | Driver Name                     | Nationality | Civil ID# | PP#     | VISA EXP  | DL LIC EXP | Driver's Saudi Mob No. |
|------|------|--------------|------------|---------------------------------|-------------|-----------|---------|-----------|------------|------------------------|
| 1    | FB   | 60-51171     | 71-24226   | ALL NAMES LISTED ON NATIONAL ID | JORDANIAN   | 9999999   | R999111 | 09-Feb-24 | 06/11/2027 | 0-511111111            |
| 2    | LB   | 60-72912     | 71-96771   | ALL NAMES LISTED ON NATIONAL ID | PALESTINIAN | 9999999   | R999111 | 09-Feb-24 | 06/11/2027 | 0-511111112            |
| 3    | FB   |              |            |                                 |             |           |         |           |            |                        |
| 4    | FB   |              |            |                                 |             |           |         |           |            |                        |
| 5    | FB   |              |            |                                 |             |           |         |           |            |                        |
| 6    | FB   |              |            |                                 |             |           |         |           |            |                        |
| 7    | FB   |              |            |                                 |             |           |         |           |            |                        |
| 8    | FB   |              |            |                                 |             |           |         |           |            |                        |
| 9    | FB   |              |            |                                 |             |           |         |           |            |                        |
| 10   |      |              |            |                                 |             |           |         |           |            |                        |

**Attachment C (Page 4): Sample Packing List**

**NEGEMCO**  
For Engineering and Contracting Ltd



خريطة نيم للمصنعة والتجهيزات ذ.م.م.

**Packing List  
No.1**

Invoice No: NEG/640-2023/716

Date: 11/07/2023

|  |                                   |  |  |
|--|-----------------------------------|--|--|
| <b>APPLICANT :</b><br>CONTRACK WATTS INC<br>420 WATSON POWELL JR<br>WAY , SUITE 100<br>DES MOINES<br>IA 50309 USA            |                                   | <b>CONSIGNEE NAME &amp; ADDRESS :</b><br>FB4863 US Forces – 378 ELRS LGRDDC<br>Import#3504818 CP 0113184603784<br>1 Aerial Port Way<br>Prince Sultan AB<br>Riyadh Saudi Arabia 99999 |  |
| Documentary<br>Credit Number:<br><b>UIC000434239</b>   | P.O NO.<br><b>21006-6012-A-00</b> | NTP No.<br><b>21006-6012-A-00.01</b>   | Job No.<br><b>JS23-008</b><br><br>Shipment No.<br><b>(165)</b> |
| <b>Description of Goods and/or services :</b><br>CIP (PSAB)- Al Kharj- Kingdom of Saudi Arabia , Containerized Housing Units |                                   |  |  |

| NO | Item Description            | Unit | QTY. |
|----|-----------------------------|------|------|
| 1- | Containerized Housing Units | No.  | 22   |

Trucks numbers: 11  
 Total Net Weight : 37400 kg  
 Total Gross Weight: 37500 kg  
 Place of Taking in charge/Dispatch From: Amman/Jordan.  
 Place of Delivery : (PSAB)- Al Kharj- Kingdom of Saudi Arabia.  
 HS CODE : ( 94060090 )  
 The country of origin is Jordan.

NEGEMCO for Engineering and Contracting Ltd

XXXXXXXX



## **Attachment D: Vehicle Information Required**

[illegible]

**Attachment E: Ongoing Term Vendors Request Form (Excel Format)**

[illegible]

### **Attachment F: Biographical Data (BID) Form (3 Pages)**

| JEP Screening Biographical Data Form |  |                 |  |  |  |
|--------------------------------------|--|-----------------|--|--|--|
| Given Name:                          |  | Surname:        |  |  |  |
| Date of Birth:                       |  | Passport # :    |  | Previous Passport:                                       |  |
| Sub- Contractor:                     |  | Iqama ID # :    |  | Home Phone # :   |  |
| Prime Contractor                     |  | Religion:       |  | (1) (1) Phone Password:                                  |  |
| Access Badge                         |  | Nationality:    |  | KSA Mobile # :   |  |
| Job Title:                           |  | First Language  |  | (2) Phone Password:                                      |  |
| Driver license                       |  | Second Language |  | No. of Previous Screenings                               |  |
| E-mail:                              |  |                 |  | Prior Military   |  |
| Social Media ID:                     |  |                 |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |  |
| Social Media ID:                     |  |                 |  |  |  |
| Supervisor Name:                     |  |                 |  | Supervisor Contact # :                                   |  |

**Major Debts & Money Transfer Services**

|   |                 |                           |  |
|---|-----------------|---------------------------|--|
| Loan (Education, Car, Repair, House Maintenance): |                 | Mortgage:                 |  |
| Interest Rate:                                    | Balance Amount: | Terms: (Month/Years)      |  |
| Money Transfer Service Name:                      |                 | Transfer Money How Often: |  |

**Education**

| Graduation Date | Degree/Diploma | Name of School     | City and Country |
|-----------------|----------------|--------------------|------------------|
|                 |                | Secondary School - |                  |
|                 |                | College -          |                  |
|                 |                | College -          |                  |
|                 |                | Technical School - |                  |

Page 1 of 3

**All information must be completely typed or written legibly before submission**

[illegible]

| LEP Screening Biographical Data Form |            |             |         |              |                            |     |
|--------------------------------------|------------|-------------|---------|--------------|----------------------------|-----|
| Relationship                         | Given Name | Middle Name | Surname | City/Country | Job Title and Company Name | Age |
|                                      |            |             |         |              |                            |     |
|                                      |            |             |         |              |                            |     |
|                                      |            |             |         |              |                            |     |
|                                      |            |             |         |              |                            |     |
|                                      |            |             |         |              |                            |     |
|                                      |            |             |         |              |                            |     |
|                                      |            |             |         |              |                            |     |

**Foreign Travel**

| City/Country Visited | Duration of Stay (From – To) | Purpose of Travel | Accompanied By |
|----------------------|------------------------------|-------------------|----------------|
|                      |                              |                   |                |
|                      |                              |                   |                |
|                      |                              |                   |                |
|                      |                              |                   |                |
|                      |                              |                   |                |
|                      |                              |                   |                |
|                      |                              |                   |                |
|                      |                              |                   |                |

Page 3 of 3

**All information must be completely typed or written legibly before submission**



## Attachment G: Installation Access Application (IAA) Form (2 Pages)

| USAFCENT INSTALLATION ACCESS APPLICATION   |  |               |  |  |  |  |  |   |  |  |  |
|--|--|---------------|--|--|--|--|--|---|--|--|--|
| DATA REQUESTED BY THE PRIVACY ACT OF 1974<br>(Sections 3013, 3013, and 8013, Title 10, United States Code, Executive Order 9397, and U.S.C. Section 552a)  |  |               |  |  |  |  |  |   |  |  |  |
| AUTHORITY: DOD/OSI, AFM 31-101, CENTCOM/OPORD 15-02, USAFCEM 31-101 and Individual USAFCEM Installation Access Policies  |  |               |  |  |  |  |  |   |  |  |  |
| PRINCIPAL PURPOSE: To establish positive identification of all personnel requiring access to USAFCEM installations, including Host Nation Military and Civilian employees, Foreign National employees, and contractors supporting the U.S. Military mission at USAFCEM installations. Also included are non-official agencies and groups granted special installation access by the U.S. Government.   |  |               |  |  |  |  |  |   |  |  |  |
| MANDATORY DISCLOSURE REQUIREMENT: Failure to provide the below requested information, including social security number, passport number, Host Nation Government Identification number, and/or Native of Origin Identification Number, will result in the disapproval of the application. Disapproved applicants will be denied access to USAFCEM controlled facilities. Personal information such as SSAN, Passport or Government Civil Identification provides an individual with a unique identification and will be handled as OFFICIAL USE ONLY in accordance with U.S. Federal Statute.                                     |  |               |  |  |  |  |  |   |  |  |  |
| CONDITIONS APPLICABLE ON RECEIPT: By virtue of signing this application and upon receipt of a DAC, you understand the USAFCEM DAC is valid only through the expiration date indicated. Its intended use and authorizations are limited to those restrictions indicated in this form and the DAC. I understand that the USAFCEM DAC is a property of the U.S. Government, it is non-transferable, and if it is altered in any way access will be denied. It must be surrendered upon request of the U.S. Government, its designated representative or the issuing agency. I understand that while in an USAFCEM installation, I'm |  |               |  |  |  |  |  |   |  |  |  |
| SECTION 1 - ACCESS INFORMATION   |  |               |  |  |  |  |  |   |  |  |  |
| DBIDS Access Card:   |  |               |  | Escort Required  |  | Escort Privileges  |  | FPCON   |  |  |  |
| New <input type="checkbox"/> Renewal <input type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/>   |  |               |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |  | A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |  |  |  |
| Dates of Requested Access  |  |               |  | Work Hours Requested                                     |  | Work Days  |  |   |  |  |  |
| From: yyyy/mm/dd To: yyyy/mm/dd  |  |               |  | From: (24-hour time) To: (24-hour time)                  |  | Su M Tu W Th F Sa  |  |   |  |  |  |
| SECTION 2 - PERSONAL DEMOGRAPHICS  |  |               |  |  |  |  |  |   |  |  |  |
| Name: Last, First Middle   |  |               |  | Date of Birth: yyyy/mm/dd                                |  | Country of Birth:  |  |   |  |  |  |
| Nationality:   |  |               |  | Aliases:   |  | State / Province of Birth:                               |  |   |  |  |  |
| Race: White/Caucasian/Anglo <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Unknown <input type="checkbox"/>  |  |               |  |  |  |  |  |   |  |  |  |
| Height (Inches):   |  | Weight (Lbs): |  | Hair Color:  |  | Eye Color:   |  | Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/>   |  |  |  |
| Current Address:   |  |               |  |  |  | Telephone (Home/Cell):                                   |  |   |  |  |  |
| SECTION 3 - IDENTIFYING DOCUMENTATION AND TRAVEL DOCUMENTATION   |  |               |  |  |  |  |  |   |  |  |  |
| Passport Number:   |  |               |  | Local ID #:  |  |  |  |   |  |  |  |
| SECTION 4 - EMPLOYER INFORMATION   |  |               |  |  |  |  |  |   |  |  |  |
| Contract Number:   |  |               |  | Employer / Organization:                                 |  |  |  | Employer Phone Number:  |  |  |  |
| Employer Street Address:   |  |               |  | City/Country:  |  |  |  |   |  |  |  |
| Contract Expiration Date:  |  |               |  | Project Name:  |  |  |  |   |  |  |  |
| Supervisor's Name Last, First, MI:   |  |               |  | Supervisor's Phone:                                      |  |  |  |   |  |  |  |
| SECTION 5 - SPONSOR AND REQUESTING AUTHORITY   |  |               |  |  |  |  |  |   |  |  |  |
| Sponsor's Name: Last, First, M./Rank/Grade:  |  |               |  | R/A Name: Last, First, M./Rank/Grade:                    |  |  |  |   |  |  |  |
| Unit Org: 378 ECONS  |  |               |  | Unit Org: 378 ECONS                                      |  |  |  |   |  |  |  |
| Email Address: psab.afcent.af.mil  |  |               |  | Email Address: psab.afcent.af.mil                        |  |  |  |   |  |  |  |
| Sponsor's Signature:   |  |               |  | R/A Signature & Date:                                    |  |  |  |   |  |  |  |
| Requesting Category: <input type="checkbox"/> Category I (OCN) <input type="checkbox"/> Category II (Condition) <input type="checkbox"/> Category III (DoD CTR) <input type="checkbox"/> Category V (Commander's Exception)  |  |               |  |  |  |  |  |   |  |  |  |
| SECTION 6 - APPROVING AUTHORITY  |  |               |  |  |  |  |  |   |  |  |  |
| <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED   |  |               |  | Reason(s) for Disapproval:                               |  |  |  |   |  |  |  |
| A/A Name: Last, First, M. Rank/Grade:  |  |               |  | Unit Org:  |  |  |  |   |  |  |  |
| Approving Authority Signature:   |  |               |  | Date:  |  |  |  |   |  |  |  |
| SECTION 7 - BIOMETRICS / LEPS ENROLLMENT   |  |               |  |  |  |  |  |   |  |  |  |
| Registrar's Name: Last, First, M. Rank/Grade:  |  |               |  | VET Date:  |  |  |  | LEPS Date:  |  |  |  |
|  |  |               |  | DBIDS #:   |  |  |  |   |  |  |  |

USAFCENT Installation Access Application (IAA) Apr 2022

Page 1 of 2

| USAFCENT INSTALLATION ACCESS APPLICATION   |  |  |  |           |  |  |  |  |  |  |  |
|--|--|--|--|-----------|--|--|--|--|--|--|--|
| SECTION 8 - ACCESS CARD HOLDER ACKNOWLEDGEMENTS  |  |  |  |           |  |  |  |  |  |  |  |
| <p>As USAFCEM facilities must provide the necessary documentation as requested within this Installation Access Application (IAA) and as defined by the Installation Access Policy. This documentation may include personal identification documents, sponsorship, and complete security background checks. Disclosure is voluntary; however failure to provide any requested information may result in the rejection of the applicant's request for access. All information will be handled as OFFICIAL USE ONLY and in accordance with applicable U.S. Federal Statute. Any information retained as a result of the applicant's background investigation may result in rejection of the applicant's request for access. Any information requested by USAFCEM for the purpose of determining my suitability for access to USAFCEM installations:</p>   |  |  |  |           |  |  |  |  |  |  |  |
| <p><b>Acknowledgement of USAFCEM DBIDS Access Card Holder Responsibilities</b></p> <p>Upon signing this form and accepting a USAFCEM DBIDS Access Card (DAC), I acknowledge the following:</p> <ol style="list-style-type: none"> <li>All persons, their personal property, U.S. Government property, Commercial Business Property, and vehicles may be searched upon entry, while within the confines of, and/or when leaving the U.S. Forces Installations. Persons attempting to gain entry, who refuse to identify themselves, provide biometric verification data, or consent to be searched will be denied access or removed from the installation.</li> <li>If I am authorized escort privileges, I understand I am agreeing to monitor those persons. I am charged with escorting, monitoring their actions at all times and I accept FULL responsibility for those individual(s) conduct while they are on the installation.</li> <li>DACs are U.S. Government property. Any Military Police Officer, Law Enforcement, Security Forces Member, or Access Control person may confiscate a DAC that has expired, is being used fraudulently, is being used in any way other than intended, is being used by any person other than to whom it was issued, or if it has been altered, damaged, mutilated or photocopied.</li> <li>I MUST surrender my DAC when:             <ol style="list-style-type: none"> <li>It is replaced (except when lost or stolen)</li> <li>I no longer require access (i.e. If I am debarred or suspended)</li> <li>My sponsor or status changes</li> <li>I resign, am terminated, or no longer officially sponsored</li> </ol> </li> <li>If I lose my DAC or it is stolen, I must immediately notify either Security Forces personnel or the DBIDS Installation Access Registration Office. Failure to do so may be grounds for denying a replacement card.</li> <li>Violations of USAFCEM security policies, procedures, or instructions may be grounds for denying access to U.S. Forces Installations and may lead to the revocation and confiscation of the DAC.</li> <li>I acknowledge by my signature I have read and understand the policies, requirements and responsibilities listed above.</li> </ol> |  |  |  |           |  |  |  |  |  |  |  |
| <p>(Print Name) Last, First, MI _____ Signature _____ Date _____</p>   |  |  |  |           |  |  |  |  |  |  |  |
| Section 9 - SSM OFFICE USE ONLY  |  |  |  |           |  |  |  |  |  |  |  |
| Applicant's Name: Last, First, MI/Rank/Grade:  |  |  |  | Unit Org: |  |  |  |  |  |  |  |
| Signature:   |  |  |  | Date:     |  |  |  |  |  |  |  |
| Issued by: Last, First, MI/Rank/Grade:   |  |  |  | Unit Org: |  |  |  |  |  |  |  |
| Signature:   |  |  |  | Date:     |  |  |  |  |  |  |  |
| VERIFYING DOCUMENTS ATTACHED   |  |  |  |           |  |  |  |  |  |  |  |
| <input type="checkbox"/> Copy of Passport (Photo, Data, and Residency pages)<br><input type="checkbox"/> Copy of Civil ID (Front and Back)<br><input type="checkbox"/> Entry Visa with Entry Stamp<br><input type="checkbox"/> Original Sponsor Letters (English and Arabic)<br><input type="checkbox"/> Contractor Support Letters (English and Arabic)   |  |  |  |           |  | <input type="checkbox"/> Copy of LOA, or Orders<br><input type="checkbox"/> Copy of Driver's License<br><input type="checkbox"/> Copy of National ID<br><input type="checkbox"/> Signature Card Verification<br><input type="checkbox"/> Other |  |  |  |  |  |

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