EXPORT COMPLIANCE

Transportation of Military Mail – Domestic Rate (International Travel)

Rules which apply to Military and Diplomatic Mail

Customs Forms, Data Requirements – MPO/DPO

Domestic "Rate" not Domestic Rules

Mail sent to overseas Military and Diplomatic addresses travel internationally and must follow additional rules that usually may only apply to international mail.

Mail addressed to an overseas Diplomatic Post Office (DPO) address, Air/Army Post Office (APO), Fleet Post Office (FPO), or other Military Post Office (MPO) require the use of a Customs Form…

AND they must have data presented to the USPS for each package with required elements prior to acceptance by the USPS.

[specifically, D3/D4 data in the Shipping services file (SSF)]

See announcement from 2020:
https://about.usps.com/postal-bulletin/2020/pb22550/html/info_003.htm#ep1471527

Customs Forms, Data Requirements – MPO/DPO

What is different about these items?

- Mail containing goods is treated differently from Mail containing solely documents, and mail sent in letters cannot contain goods.

- Mail sent to APO, FPO, DPO addresses must follow rules for International Mail regardless of what postage rate is applied to a piece (Mail treated "as Domestic" in the DMM/IMM).

- Following rules for International mail means using customs forms and sending data for each piece – IMM Section 123 "123 Customs Forms and Online Shipping Labels" (https://pe.usps.com/text/imm/immc1_009.htm)
  - Sender & Recipient Name (using legal names or business name for sender)
  - Military address with proper formatting (see DMM 703.2)
  - Category of Items – and identification of Dangerous Goods
  - Sender's signature and date of signature
  - Other conditional data elements may be required.
  - Shipping Services File must be supplied to the USPS (using USPS software or some third-party software will automatically generate a Shipping Services File).

- Mailability standards of the DMM (Section 130) point to the IMM and Publication 52, Hazardous, Restricted, and Perishable Mail (https://pe.usps.com/text/pub52/welcome.htm) with specific attention paid to the fact that International Mail standards apply – these pieces fall under a different set of rules to which the USPS must adhere.

Customs Forms, Data Requirements – MPO/DPO
Commercial mailers, PC Postage Mailers, Retail Mailers

Customs Forms for International AND certain Domestic Rate packages:

1) USPS.com – customers create a label WITHOUT postage at Customs Forms Online
   a. https://cfo.usps.com/
   b. https://www.usps.com/international/customs-forms.htm

2) USPS WebTools – business customers may use USPS XML API's.

3) Third-Party Software submits a Shipping Services File (SSF) to the USPS containing all information required – see Publication 199 Intelligent Mail® Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers | PostalPro (https://postalpro.usps.com/pub199).

Software/ implementations/ companies creating forms for the first time must submit for approval to the National Customer Support Center – see application checklist: https://postalpro.usps.com/node/3972.

Customs Forms using an Intelligent Mail Package Barcode vary slightly from the standard international customs forms (which have a smaller "S-10" international barcode at the top), in that the barcode may be placed as shown (right).

Importance – Safety, Compliance.

Pieces of mail sent to overseas APO, FPO, DPO locations must comply with the international safety and security rules.

Military and Diplomatic Mail are a source of "Dangerous Goods" in the mail (some are allowed in the mail, some are not). Not allowable examples:
- Flammable Charcoal, lighter fluid, etc.
- Large Lithium-Ion tools and batteries for tools, vehicles, etc.
- Corrosive/ Flammable Chemicals/ cleaners, some auto-parts, some potentially hazardous or non-scannable items.
- Some gun parts, controlled items (without license), items which host countries will not allow.

Shippers, customers, and even some USPS staff may believe that USPS can carry potentially dangerous items to other locations, however one should rely on Pub 52 - https://pe.usps.com/text/pub52/welcome.htm for a full explanation of what may ship.

Airlines discover many items prior to loading onto a plane, but occasionally discover them after they have traveled part way around the world (at an airline hub).

The most potentially dangerous of these errors involve lithium-ion batteries.
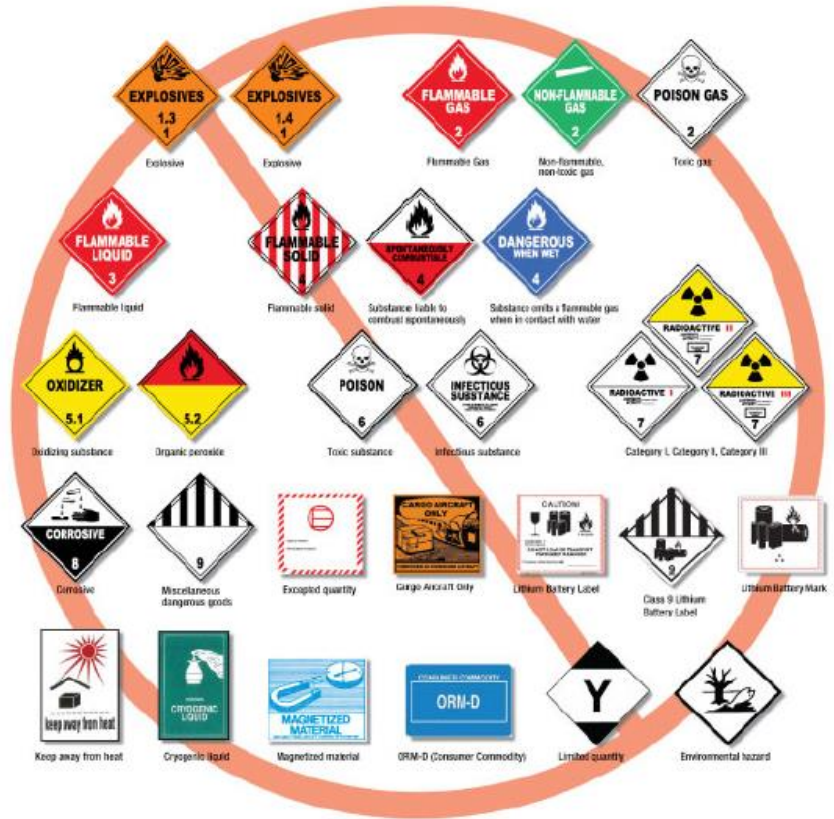
The labels on the outside of the box.

There are many levels of integration that a different software providers, PC Postage vendors, and consolidators may have with a shipper.

If, a company assists in labeling, boxing, or packaging in any way... this information is vital.

These labels are important to notice at any USPS location accepting mail, military locations accepting mail, and any other site/ manner that mail enters the mail-stream.

PROHIBITED in INTERNATIONAL MAIL
Dangerous Goods Warning Labels

MAILABLE to INTERNATIONAL
(Under Certain Conditions)

Class 9 Label (and Cargo Aircraft Only Labels):

- In general, <u>contents</u> of packages with these labels can <u>sometimes</u> fly (see mailability standards)... but the <u>labels themselves CAN NEVER FLY</u>.

- Some Excepted quantity items can fly (see pub 52)...

- Certain <u>NEW</u> Lithium-Ion Batteries if installed in their devices can fly (see Pub 52)....

- <u>However</u>, when these labels are on the outside of a box, the airline will expect documentation that the USPS is unable to provide.

- The presence of these labels (regardless of what is inside) means that these packages cannot fly to their destination on our contracted international airplanes as cargo (mail).

Dangerous Goods – Best Practice.

A USPS approved 2976 Customs Form for a Military Destination (left).

The "Category of Items" field is marked with a Dangerous Goods Category of Items (this marking takes the place of labels shown on the previous page).

Note the Detailed Description of Contents specifying that the device is <u>NEW</u> and that the battery is installed in the device.

The PS Form 2976 above has a Domestic IMPB (Intelligent Mail Package Barcode) on it.

This is an integrated Customs Form and Shipping Label (preferred to having separate labels on a package, especially where these labels may have different barcodes).

Shipping Software creating such a label will submit required Advance Electronic Data (AED) via a Shipping Services File to the USPS (see <u>Pub 199 specifications</u>).