## Date \_\_\_\_\_\_\_\_\_\_

## MEMORANDUM FOR <members name>\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## FROM: CPPSO-Kaiserslautern

##  86 LRS/LGRDB

 Unit 3122

 APO AE 09034

## SUBJECT: Memorandum of Understanding Concerning Shipment of Alcohol

1. I understand the United States Customs & Border Patrol permits importation of alcohol in household good shipments at government expense when I obtain prior approval and provide advance documentation to the Transportation Service Provider (TSP). I know I’m subject to State, Federal and U.S. Customs taxes, fees and restrictions and solely responsible for paying fees and obtaining documentation/clearances.

## 2. I understand I must submit the following documentation to the TSP (local agent) ***no later than the first day of packing:***

## POA for my TSP to clear the alcohol through U.S. Customs. I will print and complete the POA.

## Completed Alcohol Inventory; I will complete each column of the alcohol inventory and annotate the number of liters. I understand the inventory must be typed to ensure legibility. Both of the above items can be found here: <http://www.ramstein.af.mil/About/FactSheets/Display/Article/774938/household-goods-outbound/>

* Written permission from the applicable State authorizing importation of alcohol in household goods. Contact information for each State’s Alcohol, Beverage, and Control (AB&C) Board can be found at the following link: <http://www.ttb.gov/wine/state-ABC.shtml>.
* Signed DD Form 1252, *Customs and Border Protection Declaration for Personal Property Shipments* that clearly states **within the remarks block**, ***“This Shipment Contains Alcohol”***, with the ***total amount of liters annotated in Block 9.***

3. If I fail to provide all documentation to the TSP (local agent) ***no later than the first day of packing****,* ***the TSP can/will refuse the alcohol for shipment.*** Under these circumstances, I may obtain a Power of Attorney (POA) to designate an individual to act on my behalf to arrange an additional shipment (subject to excess costs) after I depart the local area or I may perform a Personally Procured Move (PPM) (prior ITO approval required). If I elect a PPM, I’m responsible (and will not receive reimbursement) for issues related to the Status of Forces Agreement (SOFA), use of U.S. Carriers, import/export processes, tariffs and customs clearance/fees, and/or special services (refrigeration, air shipments, etc.).

4. I will refer any questions to my Personal Property Processing Office at DSN: 480-2163/5509

Member’s printed name/date and signature \_\_\_\_­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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