

CUSTOMS DIRECTIVE

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CUSTOMS DIRECTIVE NO. 3220-004
DATE: DECEMBER 16, 1999
SUPERSEDES:
REVIEW DATE: DECEMBER 2001

SUBJECT: MANIFESTING OF INTERNATIONAL MAIL BY AIR
CARRIERS

1 PURPOSE. To provide requirements for the manifesting of international mail shipments via air carrier.

2 POLICY. The references and procedures outlined in this directive will be followed to ensure consistency and uniformity in this application.

3 AUTHORITIES/REFERENCES. 19 CFR 145, 19 CFR 122

4 RESPONSIBILITIES.

4.1 The Directors, Field Operations, Customs Management Centers, are to ensure implementation of this directive.

4.2 Port Directors will ensure local procedures accommodate these guidelines.

4.3 Port Directors will distribute this information through routine trade notification practices (i.e., information notices, trade notices, etc.).

5 PROCEDURES. The following procedures will be followed to ensure compliance with this application.

5.1 As of April 1, 1999, all international mail shipments destined for the U.S. are required to be manifested regardless of method of transportation.

5.2 Non-automated carriers will present a manifest for mail shipments to the local port. Billing documents that accompany international mail shipments may be used as the manifest as long as the documentation contains the required information (see 5.4). Mail must be referenced as such on the paper manifest (CF 7509).

5.3 Automated carriers are required to build an air waybill for mail shipments and transmit this electronically. Automated carriers are not required to provide related U.S. Postal Service (USPS) forms AV-7 or CN-38 (Delivery Bills) to Customs but are required to present them to the U.S. Postal Service facility. Electronic transmissions

should include a request for local transfer to the international mail facility's firms code (Attachment 1).

5.4 Mail manifest information must include at a minimum, country of origin, total number of mail bags/containers, total weight of mail bags/containers, and the final destination of the mail shipment. Non-automated carriers may submit USPS AV-7s or CN-38s in lieu of manifesting the above information on the paper manifest. Automated carriers will show in the description field, description of merchandise (mail) and the total number of containers (igloos) plus loose bags. Country of origin should be the centralized post office from which the mail was delivered to the carrier. The address field should be utilized to include the 2 alpha ISO country codes from where the mail was received at the centralized post office. Destination will be the postal service in the U.S. with corresponding address in the consignee field (Attachments 2 & 3).

5.5 Automated movements of mail in-bond must reflect a local transfer to the international mail facility at the port of destination.

5.6 In the event that the automated carrier cannot transmit mail information electronically, the carrier may present USPS AV-7s or CN-38s in lieu of the electronic air waybill (see 5.7, 5.8).

5.7 Automated carriers have 90 days from the date of this directive to program their systems to comply with the above requirements. Field personnel will not initiate penalty action for failure to meet the above requirements until the 90 day grace period has expired.

5.8 Exceptions may be made on a case by case basis, to be determined by the local ports. A completion date for system adjustments by the automated carrier is required on all exceptions.

5.9 Ports are reminded that total electronic processing is a priority of cargo operations and every effort should be made to ensure proper electronic filing by carriers.

6 MEASURES.

6.1 Directors, Field Operations are to ensure all ports under their jurisdictions are in compliance with this directive. An evaluation and audit of each port should be undertaken at the end of the grace period to determine compliance rate with this directive. The CMC will be responsible for verifying that ports perform annual audits regarding mail manifesting.

6.2 Port Directors will ensure compliance with this directive by all carriers via audit of Air Automated Manifest System records and paper manifest records at the end of the grace period. Subsequent audits should be performed at a minimum, annually, to ensure continued compliance.

Assistant Commissioner
Office of Field Operations