



HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131

SAMPLE LETTER OF APPOINTMENT

OFFICE SYMBOL

DATE

MEMORANDUM FOR RANK/TITLE, FIRST NAME, MIDDLE INITIAL, LAST NAME, SSN (IF APPLICABLE), COMPLETE MILITARY OFFICE ADDRESS, COMPLETE CIVILIAN OFFICE ADDRESS

SUBJECT: Appointment of Customs Clearance Officer

1. In accordance with USAREUR Regulation 55-355, USAFE Inst. 24-201 and CINCUSNAVEUR Inst. 4600.7F, you are hereby appointed as customs clearance officer for ... (insert command or unit). You will authenticate AE Form 302-1 (Import/Export Customs Declaration) for clearing U.S. Forces owned cargo entering, leaving or transiting ... (insert all European countries applicable for your command's foreseeable cargo routes, i.e. Germany, France, Italy, Austria, Spain, Hungary ...). You will also authenticate the C-88 United Kingdom customs form for shipments from/to (select the appropriate) the United Kingdom (if your command ships to the U.K., add this sentence only if your command has access to C-88 forms).
2. Customs stamp number ____ (insert identified stamp number) is issued for use in connection with the authentication of AE Form 302-1 (add "and C-88" if applicable) as described in above regulation. This stamp will be properly secured in a safe.
3. Effective date: _____ (insert applicable date, normally the same date as reflected on the memorandum above plus one week for mail & ICTB review) until officially released or relieved from this appointment. For any AE Form 302-1 issued to cover a shipment to/from/through Italy the waiting period to apply stamp and signature is a minimum of 45 days from the effective date.
4. This authority will not be delegated. Customs forms will be prepared, filed, accounted for, safeguarded, disposed and transferred in accordance with above cited regulation. The next sentence is optional, pending individual command's requirements: Notify the undersigned/the POC for this action/the admin clerk (identify an individual by position) at least 45 days (timeline to be determined by the command) in advance of any change to your current duty assignment that would affect this appointment.
5. POC for this action is ... (Rank/Title, First Name, Last Name, Military & Civilian Phone number, e-mail address)
Contact information for appointed individual: Military and Civilian Phone and Fax number, e-mail address.

JOHN DOE
LTC*, TC
Commanding

* by regulation the appointment letter has to be signed by at least an O-5 or equivalent

CF

1- Individual

1- CDR USAPPCE Roedelheim, Unit 25310, APO AE 09090

1- HQ USEUCOM, ECJ4-LO-ICTB, Unit 30400, APO AE 09131

Optional: identify any other internal distribution as designated by the command