

Up date as of 12 Oct 2011

Mission Planning Guide for Thailand and Transit

1. Purpose of this memorandum is to assist units coming to or transiting through Kingdom of Thailand. This document is not a stand alone document, but a check list to assist any units planning on coming or transiting through Thailand. If you have more questions, refer to “**JUSMAGTHAI Planning Guide**”
2. **THE MOST IMPORTANT THING TO REMEMBER FOR EVERYONE COMING TO THAILAND OR TRANSITING THAILAND: Let JUSMAGTHAI know that you are coming 60-90 days prior to your arrival and then maintain contact.** This is simply a result of the lead time that Thai organizations and agencies need to accept, process, and support your requirements. It is a time consuming process to make sure that all of the right people know you are coming. Stay in regular contact with JUSMAGTHAI Joint Ops. Don't send an e-mail 60-90 days out and then not talk to us again until you get here. **If you give JUSMAGTHAI 10days or less notice and you arrive with sensitive items (See list of sensitive items below) or other unique circumstances, there is a good chance that your mission will get delayed.**
3. **TRANSITING THAILAND (and using Customs Bond if necessary):**
This section is for personnel transiting through Thailand.
 - A. JUSMAGTHAI is the only US Military organization that should be talking directly with the air carriers (cargo or commercial) in Thailand. This is a direct request from the air carriers in Thailand. JUSMAG has a long standing, face-to-face relationship with these carriers. The carriers have specifically stated that they only want to deal with JUSMAGTHAI personnel because they get many e-mails/phone calls from units and individuals, and the carriers don't know who they are and can not maintain constant communication with them. LET JUSMAGTHAI talk to the carriers in Thailand.
 - B. **CHECKED BAGGAGE. If you have ANYTHING LISTED AS SENSITIVE ITEMS IN NUMBER 6/7 BELOW** (To include helmets, body armor, magazines, and batteries), these are considered weapons. Do not carry these items in checked baggage unless you have coordinated with JUSMAGTHAI 30-45 days prior to coming to Thailand.
 - C. **You will need written permission IN ENGLISH from the government or military of the country that you are traveling to that states that you can bring weapons with S/N and equipments into their country. This is your responsibly.**
 - D. You will need written permission from the airline that will depart Thailand to your final destination country saying you can transport those sensitive items in checked baggage on that airline.
JUSMAGTHAI will coordinate for this with the airlines after you have provided us with all of the necessary information. This is same

procedures for your return trip. **JUSMAGTHAI will make all necessary coordination's with the airlines for arrival and departure for all transit flights.**

- E. You must provide JUSMAGTHAI 30-45 days prior to coming to Thailand with a list of personnel, and copy of passport for all passengers (ADVON and MAIN BODY), list of all sensitive items (see Number 6 below), number and dimensions and weight of all boxes containing sensitive items, and flight itinerary. If you inform JUSMAGTHAI 30 days or less prior to your arrival, it is highly possible that your mission will be delayed or have serious problems once you arrive in Thailand.
- F. We highly recommend that you transport all sensitive items via CARGO carrier (FEDEX, etc) and not via commercial air carrier if at all possible.
- G. If you transit Thailand with sensitive items to your destination country using commercial air carrier, then you should transit Thailand back to home station using commercial air carrier. Plan on storing all your military equipment in the **customs bond** when transiting Thailand. If you transit Thailand with sensitive items to your destination country using cargo air carrier, then you should transit Thailand back to home station using cargo air carrier. Do not mix transit using commercial and cargo carriers going to and from Thailand. If you mix commercial and cargo, there are considerable problems with customs.
- H. If you transit Thailand with sensitive items to your destination country using one commercial carrier (For example, Malaysian Airlines), , then you should transit Thailand back to home station using the same commercial carrier (Malaysian Airlines, for example) Do not mix air carriers. If you mix air carriers, there are considerable problems with customs.
- I. Just because an air carrier at your home station (Thai Airways in the US, for example) tells you that everything is approved, you still must inform JUSMAGTHAI with all of the information described above 30-45 days prior to transit. Many times, the US-based offices do not know or do not bother with the regulation, which leaves you with many problems when you arrive in Thailand.
- J. **Stay in regular contact with JUSMAGTHAI Joint Ops. Don't send an e-mail 60-90 days out and then not talk to us again until you get here.**
- K. **Plan one day in Thailand during your IPC to coordinate with JUSMAGTHAI POC: Mr Larry Boudreaux (SOCPAC FLO to JUSMAGTHAI) for your transit through Thailand.**
- L. **Information and Documents that JUSMATHAI needs to process your transit**
 - Detailed flight itinerary
 - Copy of official passport for all passengers (ADVON and MAIN BODY).
 - Detailed list of weapons and equipment with S/N
 - Official letter from government or military of the country you are traveling to, authorizing you to bring weapons with S/N and equipment in support of your training. The date must

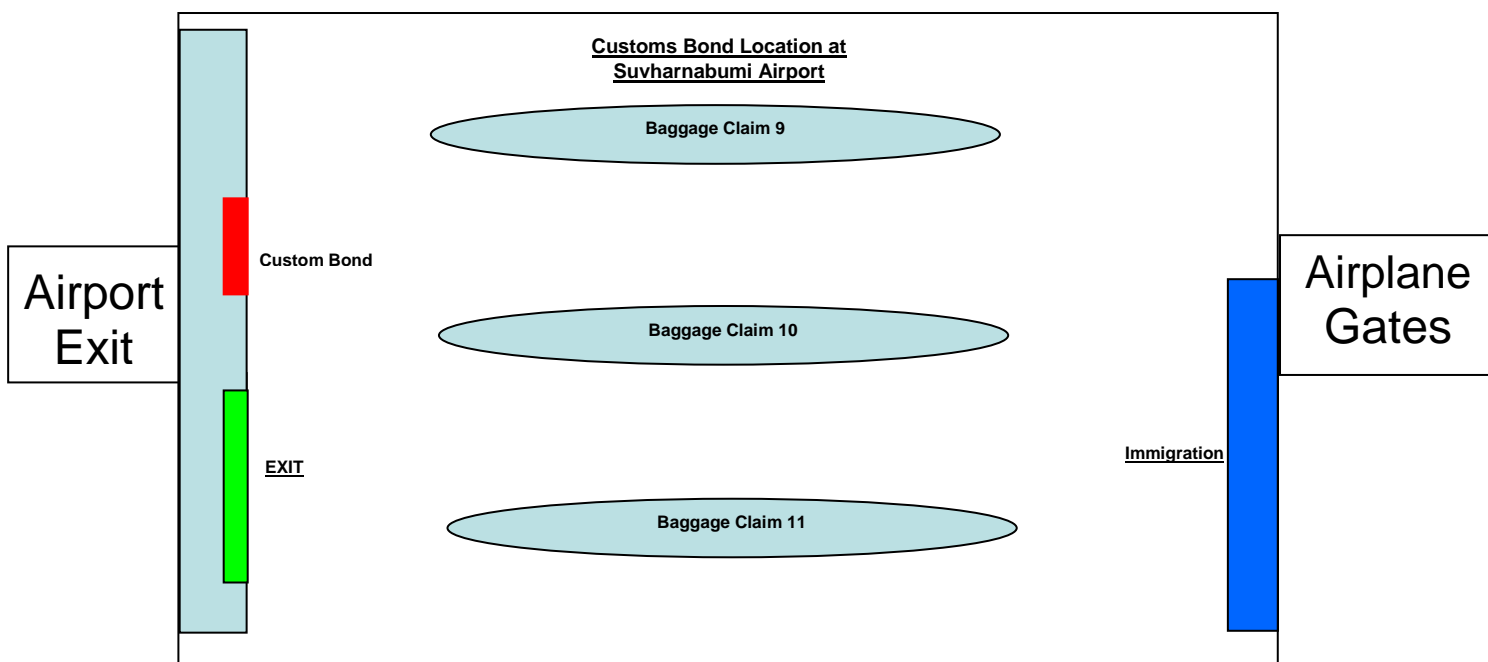
match your flight itinerary. Without this letter, Thai Airways will not let you fly with your weapons and equipment (**You are responsible for getting the letter to JUSMAGTHAI NLT 10 working days to your arrival to Thailand.**)

- Detailed list of drugs/narcotics and name of the medic.

M. List of Airlines in Thailand authorizing weapons as check-in:

- **Thai Airways** (going to the following countries: Cambodia, Nepal, Malaysia, Bangladesh, and Sri Lanka)

Instructions for Customs Bond at Suvharnabumi Airport



1. After processing through immigration, go to your Baggage Claim area.
2. Once you have all your bags, proceed to the Customs Bond located between Baggage Claim 9 and 10 (See diagram).
3. Identify bags or boxes you would like to store in the Customs Bond (**All military equipment must be stored in the Customs Bond until you are ready to depart.**)
4. Only one person from your group can check in and out all your bags and boxes at Customs Bond. (**He will get a receipt for your bags, don't lose it. He'll need the receipt to check out your bags**)
5. When you are ready to depart, the same person who checked in is the **only person** who can check-out from Customs Bond. At the airline check-in counter they will escort him to Customs Bond (**Make sure he has some Thai Baht and the receipt with him. Customs will not take Dollars.**)

POC: for transit through Thailand is **Mr. Larry Boudraux** (Contact info below)

4. **BEFORE GOING TO THAILAND FOR A SITE SURVEY/PDSS,**
provide the following to JUSMAGTHAI Joint Ops Division 30-45 days prior:
 - A. Training Plan or Calendar. Have multiple copies
 - B. Names of Personnel (U.S), with passport numbers.
 - C. Flight itineraries.
 - D. **Don't send personnel who don't have experience conducting IPCs unless you send an experienced person with them.**
 - E. Go through the JUSMAGTHAI Planning Guide before leaving home station.
 - F. Stay in regular contact with JUSMAGTHAI Joint Ops. Don't send an e-mail 60-90 days out and then not talk to us again until you get here.
 - G. Review the DOD Foreign Clearance Guide, DOD 400.54-G, Thailand section for country / aircraft and personnel clearance requirements, and other policies / regulations. <http://www.fcg.pentagon.smil.mil>

5. **PLANNING CONFERENCE AND SITE SURVEY RECOMMENDATIONS:**
 - A. Don't leave the country without having a good Administrative Procedures Agreement (APA) between you and the Host Nation (HN)
 - B. **Have a good Logistics plan. Don't use the same one as the last team or unit. Every mission is different, so make sure it's your plan not someone else.**
 - C. Make sure the training plan you purpose is good with the HN. Don't just tell them, but ask them what other training they would like to do
 - D. Don't use the same medical plan as the last team or unit. Conduct your own site survey of the medical facilities in your training area.
 - E. Stop by the Resource Management (RM) office at JUSMAGTHAI to plan your MIPR and contracting requirements.
 - F. Before leaving Thailand make sure you schedule a out-brief with JUSMAGTHAI to go over any issues.
 - G. Provide the following to JUSMAGTHAI Joint Ops prior to departing Thailand: training calendar, APA, generic list of tasks that you will train on during mission execution.
 - H. **YOU WILL NOT:**
 1. **Do unilateral training in Thailand. You WILL train with the Thais.**
 2. **Reimburse the Thais for overtime.**
 3. **Reimburse the Thais for force protection.**

6. **PRIOR TO COMING TO THAILAND FOR A MISSION:**
 - A. Unless you are coming MILAIR, we highly recommend that you ship all sensitive items via **FEDEX Door to Door service** (Not DHL or other cargo carriers). FEDEX is very user friendly/most reliable and will deliver door to door in Thailand.
 - B. **30-45 days prior to your arrival in Thailand, provide JUSMAGTHAI with a complete list of sensitive items, including: weapons (with serial numbers), ammunition broken down by DODIC, body armor, radios, lasers, night vision equipment,**

weapon magazines, knives, Kevlar/Mitch helmets (these are considered weapons), and anything else that might be considered a weapon or for military use only.

- C. Send names, passport numbers, complete sensitive items lists (see 5.B. above), and weight of equipment and flight itineraries to JUSMAGTHAI 30-45 days prior to coming to Thailand.
- D. If you are coming for mission execution, make sure everyone has a **90-day Visa to Thailand (no exception)**. This is not just for personnel flying COMAIR. This is for personnel flying MILAIR as well in the event that they must leave early for an emergency, or if they stay behind to close out and fly COMAIR home.
- E. For missions in Thailand, be very specific on your MIPR (Ie: MIPR is for medical supplies, reimbursement to the RTA for ammunition, food/water, vans, etc. Also highly recommend adding "Miscellaneous Items").

7. **ITEMS THAT ARE CONSIDERED WEAPONS AND/OR SENSITIVE ITEMS WHEN ENTERING, EXITING, AND TRANSITING THAILAND:**

- A. **Weapon Magazines**
- B. **Kevlar/Mitch helmets**
- C. **Batteries**
- D. **More than 2 computers**
- E. **Weapons**
- F. **Body Armor**
- G. **Body Armor plates**
- H. **Ammunition**
- I. **Narcotics**
- J. **2-way radios**
- K. **Lasers**
- L. **Night vision equipment**
- M. **LBE**
- N. **Weapon sights**
- O. **And anything else that might be considered a weapon or sensitive item by an un-trained airport employee!!!!!!!!!!!!**
- P. **Ensure that all items are placed in inconspicuous boxes that do not indicate that they contain military or sensitive items. Pelican Cases are fine.**
- Q. **Ammunition can not be transported on commercial air carriers.**
Ammunition can be transported on cargo air carriers with prior coordination.(Check with your unit S-4 right after IPC or PDSS)
- R. **Any box being transported on any commercial air carrier can not exceed 99lbs. It does not matter if you pay excess baggage or not. This is an every airline restriction that says that the baggage handlers do not have to move anything heavier than 99lbs. **Anything over 99lbs, is consider cargo!!****

8. **SHIP VISIT IMMIGRATION PROCEDURES**

- A. If you come to Thailand via U.S. Vessel, and you do not get immigration official to stamp your passport INTO the country, and you

then plan to depart Thailand via commercial air carrier from an international airport in Thailand, you must inform JUSMAGTHAI prior to going to the airport. **YOU WILL NOT BE ABLE TO LEAVE THE COUNTRY WITHOUT AN EXIT LETTER FROM JUSMAGTHAI.**

9. **SHIPPING PROCEDURES (FEDEX, DHL, and USING EXERCISE APO ETC.) FOR ITEMS YOU WANT DELIVERED STRAIGHT TO JUSMAGTHAI**

- A. When shipping with FEDEX or DHL, make sure you tell the shipping company that you require door-to-door service to cover any additional charges in Thailand. If you do not do this, your package will arrive in Thailand and then sit at the port of entry until you pay additional delivery charges.
- B. Do not ship any classified items to Thailand via commercial cargo carrier.
- C. Send a copy of your shipment documents and invoices to JUSMAGTHAI soon as possible.
- D. **JUSMAGTHAI will not pay for any charges related to your shipment.**
- E. **Address for shipping to JUSMAGTHAI:**

American Embassy
120 Wireless Road,
Bangkok 10330 Thailand
ATTN : JUSMAG / MSG Kyong, Chong Tel : 02-287-1034 EXT
300

F. **PROCEDURE FOR SETTING UP AN EXERCISE APO BOX IN THAILAND**

If sending items to JUSMAGTHAI in support of an exercise, planners may request an **Exercise APO Box**. Please provide the following information to JUSMAGTHAI **NLT 45 days** from your mission start date (POC is the JUSMAGTHAI Joint Operations NCOIC, see POC list for contact information)

- Exercise name and projected start/end dates
- Specify that the location for mail delivery is JUSMAGTHAI
- Projected number of exercise participants.
- Primary service component that will participate in the exercise (ie: USA, USMC, USAF, USN). If more than one, specify the primary.
- POC information for your unit's primary mail handling person. This person must be mail handler certified. **(Unit mail handler needs to be in Thailand before main body arrives to handle all incoming and outgoing mail for your exercise).**
JUSMAGTHAI will not be responsible for your mail processing.

- A signed letter from the Exercise Mission Commander or Executive Agent, on unit letterhead, with the names of all authorized mail handlers who may process mail for your exercise.

Once the above information is received, JUSMAGTHAI will forward your request for an Exercise APO Box to the US embassy Bangkok Post Office. Your unit will be responsible for coordinating any additional transportation and manpower required to process mail in the event that your ship excessive amounts of packages and mail.

10. **THAILAND VISA INFORMATION FOR OFFICIAL TRAVEL**

- A. You do not need **VISA** if you are coming to Thailand last then 30 days.
- B. **If your travel to Thailand is 30 days or more, it is USPACOM / JUSMAGTHAI policy to have 90 days VISA prior to coming to Thailand, no exception.**
- C. You are **not authorized** to get VISA in Thailand.

If you cannot find an answer to any of your questions on this document or in the JUSMAGTHAI Planning Guide, contact any one of the following personnel below before coming or sending any cargo to Thailand.

POCs at JUSMAGTHAI Joint Operations Division

MAJ “Lumpy” Lumbaca (Ground Operations OIC)
Including US Army, Navy, USMC SOF Operations
Email: JLumbaca@jusmagthai.org
Cell: 66-81-645-2136
Office: 66-2-287-1036 EXT 302

MSG Chong, Kyong (Joint Ops NCOIC)
Email: mchong@jusmagthai.org
Cell: 66-81-840-0563
Office: 66-2-287-1036 EXT 300

MAJ John Duncan (Air Ops OIC)

Email: Duncan@jusmagthai.org
Cell: 66-8981-51041
Office: 66-2-287-1036 EXT 316

LCDR Starmer Jason (Naval Ops OIC)
Email: starmer@jusmagthai.org
Cell: 66-8163-61691
Office: 66-2-287-1036 EXT 303

Mr. Larry Boudraux (SOCPAC FLO to JUSMAGTHAI)
Email: LBoudreaux@jusmagthai.org
Cell: 66-82-704-7684
Office : 66-2-287-2036 EXT 324

JUSMAGTHAI TRICARE STAFF

Nurse Thida
Email: Nursetida.th@jusmagthai.org
Cell: 66-817-510-963
Office: 66-2-287-1036 EXT 512

Nurse Pranee
Email: nursepranee.ctr.th@jusmagthai.org
Cell: 66-81-633-3797
Office : 66-2-287-1036 EXT 511

JUSMAGTHAI CONTRACTING SUPPORT

- **MIPRs and MLSR shall be forwarded to:**

HQ JUSMAGTHAI
Director Resource Management
APO AP 96456-5000

Email: apoints@jusmagthai.org
leena.th@jusmagthai.org
dlowry@jusmagthai.org

Tel: 011-66-2-287-1036 x141 FAX: 011-66-2-286-9271)

- Contact MAJ Adam Points, Director of the Resource Management and Contracting Division at 011-66-2-287-1036 x141, or apoints@jusmagthai.org; for questions or additional support.