



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

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ACCOUNTABILITY

AOCG Memo No. 291-2022

## MEMORANDUM

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**TO :** THE DISTRICT COLLECTORS  
ALL OTHERS CONCERNED

**FROM :** *for* ~~BIEN~~ *WENIDO* Y. RUBIO  
Director, Port Operations Service, AOCG &  
Officer Primary Responsible for Strategic Trade Management

**SUBJECT :** WEAPONS OF MASS DESTRUCTION (WMD) MATERIALS  
DISPOSITION NEEDS AND GAP ANALYSIS

**DATE :** 12 September 2022

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This has reference to the attached letter dated 06 September 2022 addressed to the Acting Commissioner (*Attention: Director, Port Operations Service, AOCG*) from Atty. Janice Sacedon-Dimayacyac, Officer-in-Charge, Director, Strategic Trade Management Office, Department of Trade and Industry (DTI-STMO) in relation to the upcoming in-country visit of Strategic Offensive Arms Elimination (SOAE) team of the United States Department of Defense's Defense Threat Reduction Agency (DTRA).

The team will visit the Philippines from October 03 to 14, 2022 to conduct gap analysis with regards to WMD and their related delivery systems, as well as the PH's national capacity to perform assessments and disposition of these WMD materials that may be transiting through the country and the regions.

As a border control agency, the BOC has been identified as one of the agencies that would provide valuable insights to the SOAE team. In line with this, this Office would like to seek your inputs and/or comments on the following:

- a. Whether or not your Ports including the subports, Freeport Zones, Customs Facilities Warehouses (CFWs) under your jurisdiction are potential destination/transit of WMD materials. If in the affirmative, please identify the particular subport, zone or warehouses;
- b. Possible date of port visit (subports, freeport zones and CFWs visits) that should coincide within the period of October 04 to 13, 2022; and
- c. List of BOC Personnel within your Port who will participate during the discussion with SOAE Team regarding the operating procedures, particularly on the interdiction, safe handling, transportation, and disposition of WMD Materials.

In addition, please provide inputs and answers on the attached general outline in which the SOAE team hopes to look at. Please note that the questions or observations provided therein are not all inclusive and will depend on the port and personnel involved.





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Likewise, please provide the name of your designated focal person on this matter including his/her contact details.

Kindly, submit your response thru this Office thru [pos@customs.gov.ph](mailto:pos@customs.gov.ph) on or before **21 September 2022**.

**06 September 2022**  
STPERD-LR254/07

**MR. YOGI FILEMON L. RUIZ**  
Commissioner  
Bureau of Customs  
Port Area, Manila



BOC-09-33546



**ATTN : MR. BIENVENIDO Y. RUBIO**  
Director, Port Operations Service (POS)

Dear **Commissioner Ruiz**:

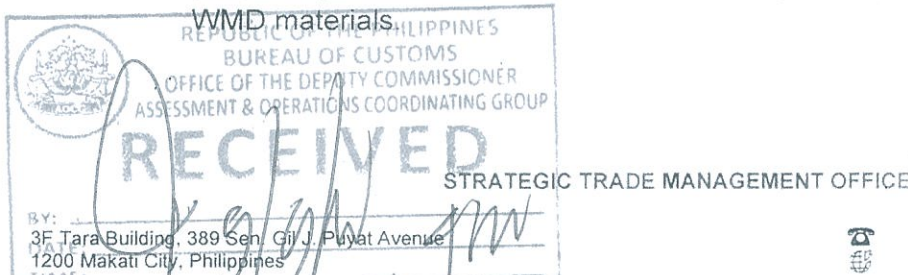
The US Defense Threat Reduction Agency (US-DTRA) under the US Department of Defense partnered with the Department of Trade and Industry – Strategic Trade Management Office (DTI-STMO) for the WMD Material Disposition Needs and Gap Analysis of their Strategic Arms Offense Elimination (SOAE) Program.

The SOAE Program aims to support the safe and secure elimination of WMD delivery systems, as well as related materials, technologies, and expertise. The team will be traveling to the Philippines on 03-14 October 2022 to gain a better understanding of the country's concerns with regards to WMD and their related delivery systems, as well as the Philippines' national capacity to perform assessments and dispositions of these WMD materials that may be transiting through the country and the region.

As a border control agency, the Bureau of Customs (BOC) has been identified as one of the agencies that would provide valuable insights to the SOAE team. In line with this, we are seeking your approval and preliminary inputs for the following:

- Identification of the ports, airports, warehouses/storage areas where WMD material could be found or interdicted;
- Approval to visit the identified ports, airports, warehouses/storage areas to observe procedures/processes; and
- Discussion with involved units within BOC regarding operating procedures, particularly on the interdiction, safe handling, transportation, and disposition of

WMD materials



The processes that the SOAE team will be looking at include: (1) documentation of policies, trainings or certifications, response, reach back capabilities, reporting procedures; (2) port security; (3) port safety; (4) intelligence and response for containers; and (5) port layout, security, inventory control and management in warehouses/buildings.

Attached herewith is a copy of the initial outline of what the SOAE team will be looking at. For questions, you may contact Ms. Samantha Castro at 0917 855 6123.

Thank you very much, and we are looking forward to your favorable response.

  
ATTY. JANICE SACEDON-DIMAYACYAC  
Officer-in-Charge, Director





DEFENSE THREAT REDUCTION AGENCY  
8725 JOHN J. KINGMAN ROAD, STOP 6201  
FORT BELVOIR, VA 22060-6201

MASTER COPY  
fmm

2 September 2022

Atty. Janice Dimayacyac  
Officer-in-Charge Director, Strategic Trade Management Office  
Department of Trade and Industry  
Republic of the Philippines

Dear Atty. Janice:

On behalf of the United States Department of Defense's Defense Threat Reduction Agency (DTRA), I am writing to thank you for agreeing to work with our Strategic Offensive Arms Elimination (SOAE) team in preparation for an in-country visit from 3-14 October 2022.

As you know, our SOAE team would like to meet with many parts of the Government of the Philippines to gain a better understanding of the Philippines' concerns with regards to weapons of mass destruction (WMD) and their related delivery systems, as well as the Philippines' national capacity to perform assessments and dispositions of these WMD materials that may be transiting through the country and the region. The information gathered from these collaborative meetings will be used to develop a cohesive plan to address these concerns and strengthen counterproliferation of these materials while advancing the vital U.S.-Philippines bilateral relationship.

Based on initial research and consultation with your office, we would very much like to meet with the following agencies in addition to your own: Department of National Defense, Bureau of Customs, Bureau of Fire Protection, Philippine National Police, Armed Forces of the Philippines, and the Philippine Space Agency. In addition, we believe it would be beneficial to visit the major ports and free zones. We will rely on your expertise to determine any additional offices or agencies that would be beneficial to this mission. Your team's assistance in arranging and planning these meetings would be sincerely appreciated.

Please continue to coordinate directly with our SOAE Project Manager, Mr. Alex Bednarek ([alex.e.bednarek.civ@mail.mil](mailto:alex.e.bednarek.civ@mail.mil)) as we move closer to this visit. Thank you very much for your invaluable assistance in the planning of this visit, and I look forward to a successful outcome.

Sincerely,

BECKER.PATRICK.A  
LLEN.1128047430

Digitally signed by  
BECKER.PATRICK.ALLEN.112804743  
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Date: 2022.09.02 07:08:51 -04'00'

Patrick A. Becker  
Department Chief, Security and Elimination  
Cooperative Threat Reduction

**Filipino Port Requirements**

Each port will have different training and response programs, but the following is a general outline of what our team hopes to look at:

Note - These questions/observations are not all inclusive and will depend on the port and personnel involved.

**1. Documentation:**

- Policies
  - Do they have policy documentation?
    - Can we look at the documents?
  - Are the documents/policies provided by the Gov, BOC (and/or PPA), PEZA or Individual ports?
  - Who is responsible for ensuring the policy documents are updated?
  - Where do the policy document updates come from?
  - Are they available to all employees?
  - When are the employees required to read/reread them?
  - Is there a form of checks on learning of policies?
  - Do the policy documents cover all the needs of the port?
- Procedures
  - Do they have procedural standards of operation?
    - Can we look at the documents?
  - Are they provided by the Gov, BOC (and/or PPA), PEZA or Individual ports?
  - Who is responsible for ensuring the policy documents are updated?
  - Where do the policy document updates come from?
  - Are they available to all employees?
  - When are the employees required to read/reread them?
  - Is there a form of checks on learning the procedures?
  - Do the procedural documents cover all the needs of the port?
- Training/Certification
  - What Standards are they using, Government, standardized Customs or individual port?
  - Is the training satisfactory?
  - How often is training carried out?
    - Initial?
    - Periodical?
    - Who carries out the training, is there a dedicated training officer?
    - How could training be better?
- Response
  - How is response to finding a possible WMD component handled?
  - What equipment PPE is carried for response?
  - Do they have containers for suspected WMD components?
    - Are they adequate?
    - Do they know what suspected WMD components should be placed in what container?
    - Do they know how to segregate suspected WMD components (chemical/biological) to ensure non-reaction?
  - Do they have a containment area for suspected WMD components?



- What is the notification process for suspected WMD components?
  - Supervisor?
  - Internal/external organizations?
  - Gov entities
- Reach Back Capabilities
  - Who do they call for assistance with unknown WMD components?
  - Is the reach back person responsive?
  - What do they do if they can't reach back?
  - What would help with reach back capabilities?
- Reporting Procedures
  - Who do they report the incident to?
    - Govt organization/headquarters?
    - External organization?
    - Internal organization?
  - Are the reports collated and stored?
  - Who keeps a record of the reports?
- Documentation/Lessons Learned Programs
  - How are responses documented?
  - Are responses discussed with all employees at the site?
  - Do they have a lessons learned site (repository for incidents)?
- 2. Security:**
  - Who is responsible for port security?
  - Do they have an intel section/person that identifies and disseminates possible threats?
  - Are all employees made aware of possible threats?
    - How?
  - What port security issues do they have?
  - Do they have daily/shift security briefings?
  - Response to security issues
    - Who responds?
    - Arrest/restraint procedures?
    - Do they work with local LE?
  - Security Training
    - Selection of personnel?
    - Training of personnel
      - Initial
      - Retraining
    - Equipment
- 3. Safety:**
  - Who is responsible for port safety?
  - Who provides training on port safety?
    - Is the training adequate?
  - How is safety training documented?
  - Is there a system for employees to report safety issues?
- 4. Containers** (Generally, most container ports only check a very small number of containers. The best way to identify suspect containers is by the use of intelligence):
  - Intelligence (this may be classified and the organizations may not be allowed to discuss)
    - Do they have an intelligence office

- How is intel conducted?
- Do they have a list of countries they consider unfriendly?
- Response
  - Do they have documented containers search procedures?
    - Can we see them?
  - Who conducts the container search?
  - How do they clear and cordon the area for search?
  - What are their search and clearance procedures
    - Can we see a demo?
  - Who trains these procedures?
  - Do they work with local Law Enforcement (LE)?
    - Can we talk o local LE about their response?
- Equipment – PPE
  - What equipment do they have for search?
  - Do they have non-invasive identification equipment (backscatter X-Ray etc)?
  - Is the equipment adequate?

## 5. Warehouses/Buildings:

- Port Layout
  - Warehouses with possible WMD components
  - Buildings for confirming WMD components (chem/bio lab etc.)
- Security
  - Access in and out
  - Access control
  - Cameras
  - Detection systems
  - Manual/Biometric locks
  - Actions on identifying intruders/unknown personnel?
- Inventory
  - How much possible WMD components do you currently hold
  - How is it managed
    - Held for a period of time?
    - Immediately released?
    - What happens if cargo is not collected?
  - How is it stored?
    - Separation of components by classification
    - Waste areas
    - Disposal areas
- Inventory Control/Management
  - Who controls the inventory?
  - How is the inventory controlled?
    - Manual
    - Digital
    - Can we see the system?
    - How often is a stock check performed?