

## CHAPTER 1

### 1-1 ALASKA (02)- GENERAL INSTRUCTIONS

REVIEW DATE: 18 JUN 04

#### 1. SHIPMENT INSTRUCTIONS:

a. **WEIGHT RESTRICTIONS:** Alaska is an overseas duty station and appropriate overseas JFTR weight entitlements apply. A single or unaccompanied member (regardless of rank) should contact the Base Housing Referral Office, prior to shipment of household goods. The member(s) may be authorized to reside off base, at which time their PCS orders should reflect full JFTR weight allowance authorized. Per the JFTR, DITY and partial DITY moves are authorized to Alaska.

(1) **Army personnel:** Full JFTR weight allowance for accompanied members single senior enlisted(E-7 and above) and all officers receiving Basic Allowance Housing(BAH), at the without dependent rate and who will reside off post are authorized full JFTR Household Good weight allowance. Single E-7s and above and all officers who elect to ship HHG weight in excess of weight identified in Part V are not authorized Non-temporary Storage at new PDS or return of HHGS to CONUS until subsequent PCS. Weight allowances for all other single/unaccompanied personnel are in accordance with weights listed in Part V.

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

c. **HARD LIFT AREA:** No restrictions identified.

d. **UNACCOMPANIED BAGGAGE:** Code J unaccompanied baggage(UB) is not available to Alaska. Ship UB using DPM.

2. CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS: No restrictions identified.

#### 3. CONSUMABLES:

a. **ALCOHOLIC BEVERAGES:** Regulations governing importation are the same as CONUS.

b. **CIGARETTES/TOBACCO PRODUCTS:** Regulations governing importation are the same as CONUS.

c. **COSMETICS:** No restrictions identified.

d. **FOODSTUFFS/MEATS:** No restrictions identified.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified.

#### 4. ELECTRICAL EQUIPMENT:

a. **HOME COMPUTERS:** No restrictions identified.

b. **TVs/VCRs:** No restrictions identified.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:**

a. For personnel assigned to Ft Greely: Oversized furniture will not fit in Government quarters. Advise member quarters have small entryways prohibiting access of items with bulk size, such as couches, freezers, or queen size beds unless they can be broken down. Washers and dryers are furnished and should not be shipped. Contact your sponsor for appropriate advice. No furniture items over the following sizes should be shipped:

(1) King size beds: 77"W x 80"L (if box springs are sectional, may be shipped)

(2) Couches: Overstuffed - 35 1/2"W x 36"H x 40"L or Sectional - 35"W x 36"H x 40"L

(3) Cabinetry (hutch-bookcase): 22" deep x 60"W x 78"L (unless it can be broken down into small sections)

(4) Freezers (chest or upright): 22" deep x 60" high/wide x 64" long/tall

b. For personnel assigned to Ft Richardson, Ft Wainwright, Eielson AFB or Elmendorff AFB: Oversized furniture will not fit in Government quarters. Members should be advised quarters have small entry ways prohibiting access of items with bulk size, such as couches, freezers, or queen size beds unless they can be broken down. Washers and dryers are furnished in Government quarters only. If you will be living on the economy (off-post) you may want to ship your washer and dryer. Contact your sponsor for appropriate advice.

6. **PETS/QUARANTINE:** No restrictions identified.

7. **PRIVATELY OWNED FIREARMS (POF):**

a. The following information is provided on transportation of firearms through Canada for those personnel traveling over the Alaskan Highway.

(1) Effective 1 January 2001, all members traveling through Canada will have to meet requirements of the Canadian Firearms ACT. This includes those members planning to travel to/from Alaska via Alaska Marine Ferry System. Canadian gun laws are quite strict and violators may have firearms confiscated or find themselves facing five-year terms of imprisonment and \$5000.00 (Canadian) fines.

(2) The new law recognizes three classes of firearms. Prohibited firearms, restricted firearms, and non-restricted firearms. Prohibited firearms are full automatics, converted automatics, handguns with a barrel length of 105mm (approximately four inches) or less, and others. No prohibited firearms or replicas of prohibited firearms may be taken into Canada.

b. All TMO/ITO Officers are to ensure that, when booking HHG shipments, containing firearms, with appropriate commercial carriers, that commercial carriers know that line hauling firearms through Canada, may require specific permits. If proper permits are not obtained, firearms could be confiscated; carriers fined or subjected to other strict laws of Canada.

c. Complete information on Canadian gun laws for residents and visitors, as well as fee lists and all required forms can be found on the Canadian Firearms Center Website at [www.cfc.ccaf.gc.ca/Default-en.html](http://www.cfc.ccaf.gc.ca/Default-en.html). Questions on taking firearms through Canada can also be answered by calling (403)862-723

or (867)667-3943. Travelers are advised to determine which class their firearms falls into, and apply for necessary forms advance of anticipated travel dates.

d. **HANDGUNS:** Restricted firearms are mainly handguns. To bring a restricted firearm into Canada you must be 18-years of age or older and acquire an Authorization to Transport from a provincial or territorial Chief Firearms Officer before you arrive at the point of entry into Canada. You cannot get the authorization at your point of entry.

e. **RIFLES/SHOTGUNS:** Non-restricted firearms include most ordinary rifles and shotguns. To bring non-restricted firearms into Canada, you must be 18-years of age or older, declare your guns at your first point of entry, complete a Non-resident Firearms Declaration form in triplicate, have it confirmed by a customs officer, and pay a fee of \$50 (approximately \$33 US).

f. **TOY-RELATED GUNS:** No restrictions identified.

g. **OTHER (i.e. AMMUNITION/EXPLOSIVES, ETC):** Members must ensure they contact Canadian authorities, identified in paragraph b, above for current information pertaining to moving ammunition or explosives through Canada, prior to arriving at Canadian Border Crossing.

#### 8. PRIVATELY OWNED VEHICLES (POVs):

a. **POVs:** (includes information on prohibited vehicles, colors, etc.)  
No restrictions identified.

b. **MOTORCYCLES/MOPEDS:** No restrictions identified.

c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENTS:** POVs destined to various installations in the Anchorage area must have the cooling system protected to -40 degrees Fahrenheit and POVs destined to various installations north of Anchorage (e.g., Eielson AFB, Clear AFS, Ft Wainwright, Ft Greely, etc.) must have the cooling system protected to -60 degrees Fahrenheit to prevent damage to the vehicle. (Recommended all POV be protected to -60 degrees Fahrenheit) Additionally, the following cold weather preparations are highly recommended prior to shipment of POVs:

(1) Purchase and installation of 110V battery warmer and/or 110V coolant system heater and/or 110V engine oil heater. Contact your sponsor for appropriate advice.

(2) Lubricate the vehicle for temperatures to -60 degrees Fahrenheit (e.g., engine, transmission, differential, and power steering system).

(3) Add a commercial gasoline/diesel anti-freeze compound to the fuel system prior to turn-in of the vehicle.

(4) Add only window washer fluid of anti-freeze type to -60 degrees Fahrenheit.

(5) Ensure the electrical system is in good operating condition (e.g., battery, generator/alternator, and wiring).

(6) Lubricate door seals with good low-temperature lubricant such as one of the products containing silicone.

(7) Lubricate door and trunk locks with powdered graphite.

(8) Include a set of jumper cables in the vehicle.

(9) Keep a set of tire chains in the vehicle (between October and March).

e. **POV SHIPPING:** Advise soldiers of the two ports in Alaska (Anchorage and Fairbanks) and make sure they understand POV preparations necessary for each. All soldiers assigned to replacement units in Alaska should be aware that POVs are shipped to the location of the replacement unit stated in the orders. When the soldiers' ultimate assignment is different they must notify the transportation office as soon as possible to prevent possible delays in receiving their POVs. For all remote Alaskan locations, i.e., Bethel, Nome, Kotzebue, etc., POVs will be consigned to 833d USA Transportation BN, Seattle, WA, for onward shipment to remote locations (POVs cannot be driven from Anchorage to remote locations). For personnel assigned to Ft Greely, Ft Wainwright, or Eielson AFB: POV shipments are made to Fairbanks, AK, via Anchorage year round (YCY via YC6).

f. **POV ENTITLEMENTS VIA FERRY:**

(1) **THIS IS A TRAVEL ENTITLEMENT:** Driving a POV to Alaska via the Alcan Highway or using the Alaska Marine Highway System(Ferry) is an approved mode of travel and is reimbursable on a mileage basis as a travel entitlement IAW the JFTR Vol I, paragraph U5116C Transoceanic Travel 2/3,a, b, c, d, and f. This Does Not exhaust a member's entitlement to ship a POV at government expense.

(2) **THIS IS A SHIPMENT ENTITLEMENT:** The shipment of a POV at government expense from a VPC or SDDC Water Port is authorized in the JFTR Vol I, paragraph U-5410-A.

(3) Soldiers' may use the Alaska Marine Highway (Ferry) for transportation to AK. The ferry runs from Bellingham, Washington (approximately 80 miles north of Seattle) to Haines, AK (approximately 800 miles southeast of Anchorage). Members are entitled to their passage, passage for their dependents, a stateroom, and one POV by either Government procurement or reimbursable basis. Reservations should be made through your local commercial travel office (CTO) or by calling the Alaska Marine Highway at 1-800-642-0066.

(4) Soldiers planning to drive to and from Alaska should be advised Canadian Customs is conducting random computer checks of driving records. If DUIs/DWIs are found, service member must purchase a \$95.00 Canadian travel permit to travel Canadian highways. If other criminal activities are located during this random check of driving history, entry into Canada may be denied.

g. **POV TRAVEL IN CANADA:** Service members of families planning to travel to or through Canada for purpose of leisure or official travel should be advised of the following:

(1) Parents must have in their possession either a picture ID or birth certificate of each child.

(2) If service member and spouse choose different modes of travel or travel at different times and one parent is traveling through Canada with the couple's children, the parent with the children must have a notarized power of attorney from his/her spouse authorizing spouse to take children through Canada.

(3) Single parents having legal custody of children must have the custody papers in his/her possession.

(4) Service members wishing to take a friend's child through Canada must have a notarized power of attorney from the child's parents authorizing child to accompany service member.

(5) If additional information is needed, call the Canadian Border Patrol at (403) 862-7230.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:**

- a. **CBs:** No restrictions identified.
- b. **AMATEUR/HAM RADIOS:** No restrictions identified.
- c. **MARS EQUIPMENT:** No restrictions identified.
- d. **DISH ANTENNAS:** No restrictions identified.
- e. **CORDLESS PHONES:** No restrictions identified.

12. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS:** Shipments for retirees, separatees, non-sponsored dependents, and civilians should be coordinated with the responsible gaining PPSO to ensure members are appropriately advised of unique Alaska requirements not addressed within these General Instructions.

13. **OTHER, MOBILE HOMES:**

a. **Routing:** TL Shipments from CONUS to Alaska require an export release request from SDDC Deployment Support Command (DSC), Cargo Booking Office Fort Eustis, VA, at DSN 927-5348 or Comm 757-878-5348, before shipment is tendered to carrier. LTL shipments are to be consigned in accordance with the instructions provided in Volume I of the PPCIG for 833d USA Transportation Battalion, Seattle, Washington 98134 (record 48-4) for transshipment to Alaska, or as directed by export release. All shipping papers must direct drivers to prologde shipments at least 24 hours in advance of delivery by calling the 833d USA Transportation Battalion at (206) 764-6540 (commercial for a permit (or pass) number.

b. **Documentation:** Origin ITOs will forward one memorandum copy of the PPGBL to Commander, US Army Alaska (USARAK), ATTN: AFVVR-DL-TP, Ft Richardson, AK 99505, to enable US Army Alaska (USARAK) to arrange local drayage and other services required at ultimate destination. The consignee copy of the GBL is to be mailed to the Transportation Officer, 833d USA Transportation Battalion, ATTN: MTWSE-TM(CD), 4735 E Marginal Way S, Seattle, WA 98134-2391.

c. **AK Construction Standards:** Extremely stringent minimum mobile home standards are in effect in the State of Alaska and are applicable to all mobile homes constructed in AK and to new and used mobile homes brought into the State after 01 July 1974. The Weights and Measures Section of the Department of Commerce, Alaska, will inspect all mobile homes entering AK at the port of entry. Inquiries concerning the State of Alaska standards for mobile homes should be addressed to: State of Alaska, Department of Commerce, Weights and Measures Section, 2263 Spenard Road, Anchorage, Alaska 99503.

(1) **Approved:** A mobile home meeting the minimum standards will have affixed to it a State approval tag indicating it meets requirements. The cost of the tag is \$25. Personnel should be advised of the need to comply with the construction standards prior to movement of the mobile home to Alaska. Performance of the required modifications in Alaska may result in an outlay of personal funds equal to or in excess of the original purchase price of the mobile home.

(2) **Rejected:** A mobile home not meeting the minimum standards will be marked or tagged by the inspector as "rejected." The owner will be advised in writing by the inspector of each violation. A rejected mobile home may not be sold until officially reexamined or until the Department of Commerce, Alaska, issues specific written permission for the sale. **Rejected mobile homes remain under the control of the rejecting authority until violations are corrected,** within the time period specified by the Department of Commerce, or disposed of in a manner authorized. Violators of these provisions are charged with a misdemeanor and, upon conviction, punishable by a fine of not more than \$1,000.

14. **AOR LISTING:** (CH)

<b>CITY/BOROUGH</b>	<b>RESPONSIBLE PPSO</b>	<b>RESPONSIBLE GBLOC</b>	<b>OTO</b>
ADAK	Elmendorf AFB	MBFL	YES
ALLEUTIAN ISLAND CHAIN	Elmendorf AFB	MBFL	YES
ANCHOR POINT	Elmendorf AFB	MBFL	NO
ANCHORAGE	Elmendorf AFB	MBFL	NO
LORSTA ATTU	ISC Kodiak	MAPS	NO
BETHEL	Elmendorf AFB	MBFL	NO
BRISTOL BAY	Elmendorf AFB	MBFL	NO
CANTWELL	Elmendorf AFB	MBFL	NO
CHUGIAK	Elmendorf AFB	MBFL	NO
CLEAR AS	Eielson AFB	MAFL	NO
CORDOVA	ISC Ketchikan	MAPK	NO
DILLINGHAM	Elmendorf AFB	MBFL	YES
DUTCH HARBOR	Elmendorf AFB	MBFL	YES
FORT GREELY	Fort Wainwright	MBAT	NO
EAGLE RIVER	Elmendorf AFB	MBFL	NO
FORT RICHARDSON	Elmendorf AFB	MBFL	NO
GIRDWOOD	Elmendorf AFB	MBFL	NO
GLENALLEN	Elmendorf AFB	MBFL	YES
HAINES	ISC Ketchikan	MAPK	NO
HOMER	Elmendorf AFB	MBFL	NO
JUNEAU	ISC Ketchikan	MAPK	NO
KETCHIKAN	ISC Ketchikan	MAPK	NO
KODIAK	ISC Kodiak	MAPS	NO
KOTZEBUE	Elmendorf AFB	MBFL	YES
KUSKOKWIM	Elmendorf AFB	MBFL	NO
MATANUSKA-SUSITNA	Elmendorf AFB	MBFL	NO
MCCARTHY	Elmendorf AFB	MBFL	YES
NOME	Elmendorf AFB	MBFL	YES
PALMER	Elmendorf AFB	MBFL	NO
PETERSBURG	ISC Ketchikan	MAPK	NO
LORSTA PORT CLARENCE	ISC Kodiak	MAPS	NO
SEWARD	Elmendorf AFB	MBFL	NO
SITKA	ISC Ketchikan	MAPK	NO
SKAGWAY	ISC Ketchikan	MAPK	NO
SOLDONTA	Elmendorf AFB	MBFL	NO
LORSTA ST. PAUL	ISC Kodiak	MAPS	NO
STERLING	Elmendorf AFB	MBFL	NO
TOK	Elmendorf AFB	MBFL	YES
UNALAKEET	Elmendorf AFB	MBFL	YES
UNALASKA	Elmendorf AFB	MBFL	YES
VALDEZ	Elmendorf AFB	MBFL	YES
WASILLA	Elmendorf AFB	MBFL	NO
YAKUTAT	ISC Ketchikan	MAPK	NO

## CHAPTER 13

### 13-1 BARBADOS (BB) - GENERAL INSTRUCTIONS

REVIEW DATE: 19 MAY 04

#### 1. SHIPMENT INSTRUCTIONS:

a. **WEIGHT RESTRICTIONS:** As per member's order, in accordance with governing regulations.

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions.

c. **HARD LIFT AREA:** None applicable. This is not a hard lift area.

d. **UNACCOMPANIED BAGGAGE:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** Shipments can only be cleared after the member is announced to the Ministry of Foreign Affairs and are cleared within approximately eight (8) working days. (CH)

#### 3. CONSUMABLES:

a. **ALCOHOLIC BEVERAGES:** Shipments of alcoholic beverages should not be shipped at USG expense. Import license required when accompanied by service member.

b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions. (CH)

c. **COSMETICS:** No restrictions.

d. **FOODSTUFFS/MEATS:** A local permit must be obtained from Veterinary Services. (CH)

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified. Ship in original bottle/packaging whenever possible. (CH)

#### 4. ELECTRICAL EQUIPMENT:

a. **HOME COMPUTERS:** No restrictions.

b. **TVs/VCRs:** No restrictions.

c. **OTHER (i.e. COMPATIBILITY, ETC):** 120V. (CH)

5. **FURNITURE, OVERSIZED**: Only if restricted by carrier. (CH)
6. **PETS/QUARANTINE**: Dogs and cats must be quarantined for six (6) months in the United Kingdom. After quarantine, application for an import permit is required from the Barbados Ministry of Agriculture at least 30 days in advance of member's anticipated arrival date. The U.K. Ministry of Agriculture will supply a list of recommended quarantine kennels upon request. To import any other animal, a permit must be obtained from the Barbados Ministry of Agriculture before shipping the animal. Any pet that arrives in Barbados without having undergone the proper procedures will not be allowed overnight in Barbados. It will be shipped out the same day it arrives or it will be destroyed.
7. **PRIVATELY OWNED FIREARMS (POFs)**:
  - a. **HANDGUNS**: Strongly discouraged. Approval must be obtained from the Chief of Mission, after which permission and a license must be obtained from the Royal Barbados Police Force through the Ministry of Foreign Affairs before importing any firearms. After the firearm is imported, it must be registered and stored with the Police and a further license to have, use and carry it must be obtained. (CH)
  - b. **RIFLES/SHOTGUNS**: Same as for handguns. (CH)
  - c. **TOY RELATED GUNS**: No restrictions. (CH)
  - d. **OTHER (i.e. AMMO, EXPLOSIVES, ETC)**: Same as for handguns. (CH)
8. **PRIVATELY OWNED VEHICLES (POVs)**:
  - a. **POVs (includes data on prohibited vehicles, colors, etc)**: No restrictions identified. (CH)
  - b. **MOTORCYCLES/MOPEDS**: No restrictions identified. (CH)
  - c. **GASOLINE/CATALYTIC CONVERTERS**: No restrictions identified. (CH)
  - d. **INSURANCE/SAFETY REQUIREMENTS**: Third party insurance is required on all vehicles/motorcycles. (CH)
9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: Prohibited.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** A permit must be obtained from local Veterinary Services for the importation of meat and plant products. (CH)
11. **TRANSMITTING EQUIPMENT:**
- a. **CBs:** No restrictions.
  - b. **AMATEUR/HAM RADIOS:** No restrictions.
  - c. **MARS EQUIPMENT:** Must have permission and be registered with Government of Barbados. (CH)
  - d. **DISH ANTENNAS:** A license must be obtained locally from the Ministry of Telecommunications. (CH)
  - e. **CORDLESS PHONES:** No restrictions.
12. **SEPARATEES/RETIRES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Barbados should be counseled that all customs entry requirements to include payment of duties and taxes remain the responsibility of the member and is a personal matter between the member and the Government of Barbados.
13. **OTHER:** None.

13-2 AMERICAN EMBASSY BRIDGETOWN, BARBADOS (BB)

REVIEW DATE: 08 JUN 04

MULTI-SERVICE

1. GENERAL:

- a. **GBLOC:** OVDK
- b. **DODAAC:** HHAB2B
- c. **E-MAIL:**
- d. **TWX:** None (CH)
- e. **MAIL:** AMERICAN EMBASSY BRIDGETOWN (CH)  
CMR 1014  
APO AA 34055-3120
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None
- g. **APOD:** None **WPOD:** Bridgetown, BB-CP3
- h. **DSN:** None **COMM:** 011-246-436-4950
- i. **FAX:** **DSN:** None **COMM:** 011-246-429-5246

2. CONSIGNMENT INSTRUCTIONS:

- a. **DPM HHG:** Do not use. Ship via ITGBL only.
- b. **DPM BAGGAGE:** Ship via INTL/AIR/COMM/DPM. Consign to American Ambassador, American Embassy, Bridgetown, Barbados marked for service member.
- c. **ITGBL HHG, ITGBL BAGGAGE:** Consign to member. Annotate PPGBL: "Carrier will notify American Embassy, Bridgetown, Barbados, prior to delivery or placing in storage."
- d. **PARCEL POST:** None.

3. SPECIAL INSTRUCTIONS: Refer to record 13-1 BARBADOS (BB) - GENERAL INSTRUCTIONS.

61-9 FLEET AND INDUSTRIAL SUPPLY CENTER, DETACHMENT, SASEBO, JAPAN (JA)  
REVIEW DATE: 15 JUN 04 MULTI-SERVICE

1. GENERAL:

- a. **GBLOC:** QENF
- b. **DODAAC:** N68246
- c. **E-MAIL:** [fiscyds\\_ppty@yoko.fisc.navy.mil](mailto:fiscyds_ppty@yoko.fisc.navy.mil)
- d. **TWX:** FISC YOKOSUKA DET SASEBO JA//CODE 182.3//
- e. **MAIL:** PERSONAL PROPERTY TRANSPORTATION OFFICER  
ATTN CODE 182.3 BLDG 154  
FISC DET SASEBO JA  
PSC 476 BOX 6  
FPO AP 96322-1502
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** 96322 (See Special Instruction Note 1)
- g. **APOD:** Code J/T-Yokota, JA-OKO, DPM/AMC - Fukuoka JA-FUK (See Consignment instruction 2a)  
**WPOD:** DPM (HHG): Yokohama, JA-UM1, POV-Sasebo, JA-UQ2 via UM1 (See Special Instruction Note 4)
- h. **DSN:** 252-XXXX **COMM:** Into Japan 011-81-956-50-XXXX, Inbound/Outbound-3418, QC/Claims-3154, Traf Mgr-3151, TO-3152, COMM within Japan 0956-50-XXXX (CH)
- i. **FAX:** **DSN:** 252-3704 **COMM:** Into Japan 011-81-956-50-3704, Comm within Japan 0956-50-3704. Make voice contact with the base operator first, then request FAX EXT 3704. Otherwise the FAX will go to a private Japanese residence outside base. (CH)

2. CONSIGNMENT INSTRUCTIONS:

a. **DPM HHG, DPM BAGGAGE:** Consign to TO, FISC Det Sasebo, JA, (QENF). Mark for member and unit of assignment. HHG and UB via INTL/AIR/COMM/DPM are not acceptable due to location and excessive distance from the international airport. UB shipments should be routed via DPM/AMC through Fukuoka, JA (FUK). Air eligible HHG shipments should be routed via DPM/AMC through Yokota AB, JA, (OKO) FFT Sasebo, JA. APOD for Code J/T shipments must be Yokota AB, JA (OKO).

b. **ITGBL HHG AND BAGGAGE:** Consign to member c/o destination address or unit of assignment. Annotate PPGBL: "Carrier will notify TO, FISC Det. Sasebo, JA (QENF), prior to delivery to residence or placing in storage."

c. **PARCEL POST:** Do not consign to TO, FISC Det. Sasebo, JA, (QENF). Consign to member or unit of assignment.

3. **SPECIAL INSTRUCTIONS:**

a. **NOTE 1:** When processing DD1299 for members assigned to any ship homeport at Sasebo, JA, use zip code FPO 96322 as the destination address in TOPs. Shipments are to be consigned to FISC Det Sasebo, JA (QENF).

b. **NOTE 2:** This installation serves personal property shipments for USAF members assigned to duty at 374th Communications SQ/SCBUS Sasebo, JA FPO AP 96322 and TO Japanese Air Self-Defense Force (JASDF) Nyu-Tabaru Air Base, Sadowara, Miyazaki-Prefecture, Kyushu Island, JA. Even though PCS orders indicate an incorrect Zip Code "APO AP 96328", the shipment should be consigned to FISC DET Sasebo, JA "FPO AP 96322". Do not ship to TMO Yokota AB, JA (APO AP 96328). Sasebo is located in the rate area JA02 and is 800 miles Southwest of Yokota AB, JA. It is strongly recommended the shipments (HHG/UB) for members who are assigned to JASDF Nyu-Tabaru AB, Sadowara, Miyazaki-Pref, should be shipped via DPM HHG/UB.

c. **NOTE 3:** Although the message address indicates this office, FISC Det Sasebo, JA (QENF) is a detachment of FISC Yokosuka, JA (QENQ), please be advised that FISC Yokosuka, JA (QENQ) is located in Honshu Island, JA (Rate Area JA01), and Sasebo (QENF) is located in Kyushu Island, JA (Rate Area JA02). Sasebo is 800 miles southwest of Yokosuka JA.

d. **NOTE 4:** POVs shipped to Sasebo JA (QENF) from other countries should be routed via Yokohama JA (UM1) for JA customs clearance. To initiate clearance, member must complete USFJ Form 380 at the Personal Property Office upon arrival in Sasebo JA. Due to remote location and size of installation of U.S. Naval Base Sasebo, there are no on-base facilities authorized to modify or inspect vehicles to meet Japan's emission and safety standards. The estimated cost per vehicle may be \$2000 to \$5000 based on 100 Yen to 1 US Dollar regardless of vehicle manufactured year, category A or B, as shown on Para 8 (POVs) of record 61-1 JAPAN (JA)-GENERAL INSTRUCTIONS. Members should be counseled on extremely stringent emission standards imposed. Members should also contact their sponsors concerning the current cost of owning and operating POVs in Japan.

e. **NOTE 5:** For more information for CUSTOMS RESTRICTIONS, STORAGE, PARTIAL WITHDRAWAL, POF and MOTORCYCLES/MOPEDS: Refer to record 61-1 JAPAN (JA) - GENERAL INSTRUCTIONS.

1. GENERAL:

- a. **GBLOC:** QXAK
- b. **DODAAC:** W81LYE
- c. **E-MAIL:** [QXAKCBO@korea.army.mil](mailto:QXAKCBO@korea.army.mil) (CH)
- d. **TWX:** CDR 34TH SPT GP SEOUL KOR//EANC-SA-SO-MV//
- e. **MAIL:** COMMANDER, AREA II SUPPORT ACTIVITY  
ATTN: EANC-SA-SO-MV, (BLDG 1230 CAMP KIM)  
UNIT #15333  
APO AP 96205-5333
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** USDAO, APOs 96260  
(Waegwan), 96224 (Tongduchon), 96251 (Munsan), 96258  
(Uijongbu), 96271 (Pyongtaek), 96297 (Wonju), 96208  
(Chunchon), 96259 (Pusan), 96218 (Taegu), FPO 96269  
(Chinhae)
- g. **APOD:** Osan AB, KS-OSN  
**WPOD:** Pusan, KS-UD6
- h. **Phone Numbers:**

	<b>DSN:</b>	<b>COMM:</b>
Ch, Mov Br	315-723-8901	011-822-7913-8901
NCOIC	315-723-8902	011-822-7913-8902
Inbound	315-723-8920/8919	011-822-7913-8920/8919
Outbound	315-723-8909/8915	011-822-7913-8909/8915
QA Sec	315-723-8923/8952	011-822-7913-8923/8952
PPPO	315-738-4838/4817	011-822-7918-4838/4817
- i. **FAX:** **DSN:** 315-723-8932 **COMM:** 011-822-7913-8932

2. CONSIGNMENT INSTRUCTIONS:

- a. **HHG:** Ship via ITGBL Code 3, 4, 5, T, or DPM. Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify CBO, Yongsan Transportation Division, Area II Support Activity, Unit # 15333, APO AP 96205-5333, prior to delivery to residence or placing in storage."
- b. **UNACCOMPANIED BAGGAGE:** Ship via ITGBL J, 7, 8, and DPM AMC. Do not ship via commercial DPM air. Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify CBO Yongsan, Transportation Division, Area II Support Activity, Unit # 15333, APO AP 96205-5333, prior to delivery to residence or placing in storage."
- c. **PARCEL POST:** Consign to Commander, Area II Support Activity, ATTN: EANC-SA-SOL-MV, Unit #15333, APO AP 96205-5333. M/F member at unit of assignment.

3. **SPECIAL INSTRUCTIONS:**

a. **NOTE 1:** Our responsibility is as an inbound and outbound UB and HHG transshipping office and centralized activity serving all PPSO's in Korea except for Osan and Kunsan AB. Forward all advance documentation or outbound tracers for all PPSO's in Korea except Osan and Kunsan AB, to Commander, Area II Support Activity, Unit #15333, APO AP 96205-5333 with an attention line of either the Inbound Section, or Outbound Section.

b. **NOTE 2:** Out-of-country calls to Yongsan must go through the Yongsan Operator, DSN 262-1101.

c. **NOTE 3:** Refer to record 65-1 KOREA(KS) - GENERAL INSTRUCTIONS

CHAPTER 86

86-1 NIGER (NG) - GENERAL INSTRUCTIONS

REVIEW DATE: 18 JUN 04

1. SHIPMENT INSTRUCTIONS:

- a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.
- b. **CONTAINER/CRATING REQUIREMENTS:** Size restrictions on lift vans/containers, crates of HHG, UAB, and consumables for air transportation can not exceed the following dimension: height 162cm, no limit for length or width. Crates taller than 162cm are sometimes laid on the side, which may damage contents, or crates can be refused by carrier.
- c. **HARD LIFT AREA:** Hard lift area for Army, Air Force, and Marine Corps. Air clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA).
- d. **UNACCOMPANIED BAGGAGE:** For UB only mark: American Ambassador (initials of employee), U.S. Embassy-Niamey, Niger(not Nigeria)West Africa. Routing usually via Paris, France.

2. CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS: No restrictions identified.

3. CONSUMABLES:

- a. **ALCOHOLIC BEVERAGES:** Shipments of alcoholic beverages between CONUS and overseas or within overseas countries may be shipped subject to host country requirements/restrictions identified. When undefined or in doubt, the TO/TMO will request clarification by message from the responsible transportation authority at destination.
- b. **CIGARETTES/TOBACCO PRODUCTS:** Shipments of cigarettes/tobacco products between CONUS and overseas or within overseas countries may be shipped subject to host country requirements/restrictions identified. When undefined or in doubt, the TMO will request clarification by message from the responsible transportation authority at destination.

c. **COSMETICS:** No restrictions identified.

d. **FOODSTUFFS/MEATS:** No restrictions identified.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified.

4. ELECTRICAL EQUIPMENT:

a. **HOME COMPUTERS:** No restrictions.

b. **TVs/VCRs:** No restrictions identified.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. FURNITURE, OVERSIZED: No restrictions identified.

6. **PETS/QUARANTINE**: Health certificate should be dated 5 days before departure and rabies vaccination within last 90 days of arrival are required. Pets arriving or departing Niger transiting through France must be tattooed or have a microchip inserted for identification purposes. (Per French Government regulations). (CH)
7. **PRIVATELY OWNED FIREARMS (POFs)**: Importation is prohibited.
8. **PRIVATELY OWNED VEHICLES (POVs)**:
  - a. **POV**:
    - (1) DoD OUTGOING POV SHIPMENTS are made using the Department of State shipping process in accordance with the Memorandum of Agreement (MOA) between Department of State and Department of Defense. (CH)
    - (2) DoD INCOMING POV shipments must be marked: American Ambassador (initials of employee), U.S. Embassy-Niamey, Niger and (for employee's full name). Consign to: American Ambassador, US Embassy Lome or Cotonou via sea freight. Info Amembassy Niamey and Amembassy Lome or Cotonou on all cable traffic. Employee should fax copies to Niamey of vehicle documents: Last registration; bill of sale; or title, so that pre-clearance procedures can begin. (Fax No. 011-227-73-31-68). Additional copies should be hand-carried by the employee, as well as original title, registration, bill of sale or other documents concerning vehicles. All documents will be needed to facilitate customs clearance and other procedures. (CH)
  - b. **MOTORCYCLES/MOPEDS**: No restrictions, but helmet must be worn during use. No headlights permitted during daylight hours.
  - c. **GASOLINE/CATALYTIC CONVERTERS**: No restrictions identified.
  - d. **INSURANCE/SAFETY REQUIREMENTS**: No restrictions identified.
9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: No restrictions identified.
10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS**: No restrictions identified.
11. **TRANSMITTING EQUIPMENT**:
  - a. **CBs**: Importation is prohibited.
  - b. **AMATEUR/HAM RADIOS**: No restrictions identified.
  - c. **MARS EQUIPMENT**: Contact Embassy before shipping.
  - d. **DISH ANTENNAS**: No restrictions identified.
  - e. **CORDLESS PHONES**: No restrictions identified.
12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Niger should be counseled that all customs entry requirements to include payment of duties and taxes remain the responsibility of the member and is a personal matter between the member and the Government of Niger.
13. **OTHER**: None.

1. GENERAL:

- a. **GBLOC:** TIDK
- b. **DODAAC:** DNKA00
- c. **E-MAIL:**
- d. **TWX:** AMEMBASSY NIAMEY NG
- e. **MAIL:** GENERAL SERVICES OFFICER  
AMERICAN EMBASSY NIAMEY  
DEPARTMENT OF STATE-NAMEY  
WASHINGTON DC 20521-2420
- f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None
- g. **APOD:** Niamey, NG-NIM **WPOD:** Port of Cotonou or Lome (CH)
- h. **DSN:** None **COMM:** 011-227-73-3480
- i. **FAX: DSN:** None **COMM:** 011-227-73-3861/3167

2. CONSIGNMENT INSTRUCTIONS:

a. **ITGBL HHG, UB:** This is a one-time-only (OTO) rate area. Submit OTO request for HHG via Code 6 and UB via Code 8 by message to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Consign to American Embassy, Niamey, NG. Embassy clears all shipments with its own personnel and equipment. This Embassy has problems with shipments being misrouted to Lagos, Nigeria. Shipments should be clearly marked: American Ambassador(initials of employees), U.S. Embassy-Niamey, Niger (not Nigeria), West Africa. For further information concerning OTO procedures, refer to Chapter VII, ITGBL Rate Solicitation Instructions and the Defense Transportation Regulation, Part IV. (CH)

b. **DPM HHG AND BAGGAGE:** DO NOT USE. (CH)

c. **PARCEL POST:** DHL available.

3. SPECIAL INSTRUCTIONS:

a. **NOTE 1:** Do NOT consign to any freight forwarders in Niamey such as AGS, ADV, NITRA and CET. (CH)

b. **NOTE 2:** Forward copy of airway bill(AWB) with employee's full name and Government bill of lading(GBL) to US Embassy Niamey, NG, prior to shipments arrival.

c. **NOTE 3:** Refer to record 86-1 NIGER(NG) - GENERAL INSTRUCTIONS

## CHAPTER 118

### 118-1 TURKEY (TU) - GENERAL INSTRUCTIONS

REVIEW DATE: 18 JUN 04

#### 1. SHIPMENT INSTRUCTIONS:

##### a. **WEIGHT RESTRICTIONS:**

(1) **Army Personnel:** Refer to AR 55-71 Appendix B29.B,c.

(2) **Air Force personnel:**

(a) **For ODC and Technical Liaison Office (JTLO), Ankara, Turkey only:** Limited to 2,000 lbs net or 25 percent of JFTR plus unaccompanied baggage (UB). Government quarters are provided. Quarters are fully furnished with exception of linens, flatware, china, etc. Electrical systems have built in transformers for 220V 50HZ outlet power. Major appliances (washer/dryer, refrigerator, freezer, range) are provided. Carpet (less bedroom) installed and drapes are provided throughout. ODC personnel must have sufficient funds available upon arrival to defray initial expense (recommend \$500.00).

(b) **DET 1 (USAFE) AFOSI, APO, DODDS and DECA personnel:** Full JFTR/JTR weight allowance is authorized for accompanied and unaccompanied tour. **Government quarters are not provided.** Major appliances (washer/dryer, refrigerator, freezer and range) are provided. All personnel must have sufficient funds available upon arrival, to defray initial expenses for hotel, meals and moving costs (recommend \$3,000.00).

(c) **Eskisehir personnel:** Authorized unaccompanied baggage (UB) only. Household goods (HHG) and privately owned vehicles (POVs) are **NOT authorized.**

(d) **Izmir personnel** are authorized 2,000 pounds or 25% of their full JFTR allowance, whichever is greater.

(e) **All other AF Personnel: Accompanied Tour:** Full JFTR allowance authorized. Major appliances provided.

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

c. **HARD LIFT AREA:** Hard lift area for Army (UB only). Air clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA).

#### 2. CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:

a. **TDY Personnel:** Turkish customs law does not allow customs clearance for members not permanently assigned to Turkey. Do not ship via ITGBL or DPM. TDY personnel are allowed to receive personal property only via mail. Use this paragraph as authorization for reimbursement of postage fees if member mails property to Turkey.

b. Personnel must ensure the following items with serial numbers as appropriate, are listed on carrier's inventory at origin.

Color Television (Screen size 26 inches and over) (CH)  
Stereos (as sets or pieces - receiver, cassette deck, CD player, amplifier and speakers)

Video Cassette Recorder Unit  
DVD Unit  
Computer Set (as sets and pieces - CPU, monitor, printer)  
Air Conditioner  
Washers and Dryers  
Dishwasher  
Refrigerator  
Deep Freezer  
Microwave Oven

These items are customs-controlled and require recording on the USAFE Form 554 official NATO Beyanname. Recommend member obtain a current list of "Beyanname" items from their sponsor or gaining unit. Personal property must be accurately identified and complete documentation provided including transshipment manifests furnished by processing activities. Insufficient or erroneous documentation will delay customs clearance. (CH)

c. Property must arrive in Turkey not earlier than 2 months prior or 6 months after the arrival of the DoD member. Personal property arriving after 6 months requires permission from the Turkish Ministry of Customs. Obtaining this permission may take an additional 6 to 8 weeks after the property arrives. Turkish Ministry of Customs will not accept any request for permission to allow delivery of personal property that arrives after the 6-month period until after the property has physically arrived in country. In accordance with Turkish Customs regulations, individuals will be authorized to import their HHGs if such shipments arrive within 6 months of the special occurrences (like marriage or divorce) after arrival to Turkey. (CH)

d. It is very important that TMOs use extreme prudence when determining shipment RDD. Any shipment that will arrive based on constructive RDDs either more than 2 months prior or later than 6 months after the member arrives should be afforded the opportunity to be placed in SIT at origin. Household goods or unaccompanied baggage are stored in customs bonded warehouses. Turkish Customs laws allow unchallenged storage for the first 90 days. If any shipment needs to be extended, TMO will submit an "Extenuation Request" letter to the Customs Office to obtain permission from HQ Customs "for another 90 days" which can take a few months to receive approval. Therefore, shipments must be placed into SIT at origin if members' reporting dates will be delayed because of TDY enroute or other extenuating circumstances, in order to avoid excessive waiting time for permission from Customs and even possible seizure of the property. (CH)

e. **Joint Spouse Assignments:** Combine household goods as one shipment and combine baggage shipments also as the same shipment under the ranking members' name due to "Beyanname" problems with Turkish Laws.

f. Turkish customs law states shipment must arrive not later than 6 months after the arrival of the DoD member. If dependents do not travel concurrently with the member, any personal property shipments transported, whether under dependent travel orders or member's PCS orders, must be shipped in the DoD members' name. Strict compliance will prevent customs clearance problems, avoid possible shipment seizure, and eliminate unnecessary delays and hardship on the family. Also, all documentation must be in the name of the sponsor.

g. All members inbound to Turkey must have a copy of the inventory of each shipment and be aware that all "Beyanname" items being shipped into Turkey must either be shipped out when PCSing outbound regardless of its condition, transferred to another Dod member that is authorized duty-free import, or turned-in to the Turkish Customs.

h. Because of recent changes in Turkish laws, it is strongly advised that members be thoroughly briefed to not ship the following items to Turkey. Turkish Customs does not recognize these items as household articles nor privately owned vehicles; as such, they have not been allowing them duty-free entry into the country. To avoid additional handling and cost of returning these items to the states for storage, it is advised that these items be identified to go into NTS:

Jet Skis  
Snowmobiles  
Golf Carts  
Hang Gliders/Para Gliders  
Ultra Light Vehicles  
Boats  
Associated Trailers

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES AND CIGARETTES/TOBACCO PRODUCTS:** 1 bottle of 100 cl or 2 bottles of 75 or 70 cl of alcoholic drinks may be imported in personal property shipment (HHG or UB) duty free. Any excess, subjects the shipment to seizure by Turkish Customs. Cigarette/Tobacco Products, either domestic or foreign; 200 cigarettes (1 Box) or 50 cigars. In addition:  
200 gr cut tobacco and 200 cigar papers or  
200 gr pipe tobacco or  
200 gr tobacco or  
50 gr snuff,

may be imported in personal property shipment (HHG or UB) duty free. Any excess subjects the shipment to seizure by Turkish Customs.

b. **COSMETICS:** 5 bottles of eau de cologne, lavender, perfume, essence and lotion kept in bottles of maximum 120ml.

c. **FOODSTUFFS/MEATS:** 1.5 kg of coffee, 1.5 kg of instant coffee, ½ kg of tea, 1 kg of chocolate, 1 kg of food produced from sugar. Meat products are not allowed to be imported in personal property shipment (HHG or UB).

d. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Sick beds of the traveler, chairs with movable parts designed for disabled people either with or without an engine, medicines used for personal medical treatment, gas mask and similar protective equipment (maximum 2 units).

4. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions identified. Items will be recorded on the personal customs file.

b. **TVs/VCRs:** No restrictions identified. Items will be recorded on the personal customs file.

c. **OTHER (i.e. COMPATIBILITY, ETC):** Camcorder, CD-Man, Walk-Man, portable/small cassette players/recorders may be hand carried. However, individuals should be advised these items will be placed on their passport or stamped orders, and should be later transferred to their Beyanname. Failure to transfer will require these items to accompany member each and every time he/she departs/reenters Turkey.

5. **FURNITURE, OVERSIZED:** No restrictions identified. Items will be recorded on the personal customs file.

6. **PETS/QUARANTINE**: A passenger can bring along the following pets on condition that they are kept under control: cat, dog, bird and/or 10 aquarium fish. (They must have veterinary health certificate, origin and vaccine documents to include identification card, if any. Entry of pets (accompanied by the passenger) is authorized. A combined certificate of health and rabies vaccination is required. No pet care is provided at the airports/entry points; therefore, shipping pets through cargo is not advised. It is advisable to check with the sponsor on latest restrictions.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Prohibited from shipping or hand carrying any firearms into the country due to Turkish "Beyanname" Law.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs**:

(1) Single unaccompanied members assigned to Turkey under NATO-SOFA (Status of Forces Agreement) are only authorized to have one POV on their Turkish Customs records (USAFE Form 554-NATO Beyanname) for the duration of their tours in Turkey. Motorcycles and mopeds are considered as a vehicle for Turkish Customs, but those can be shipped as HHG. Accompanied members assigned to Turkey under NATO-SOFA are allowed to have a second POV on active duty member's Turkish Customs records (USAFE Form 554-NATO Beyanname) for use by spouses or dependents during the active members' tour length in Turkey. Dependents must be over 18 years old to benefit from this privilege. According to Turkish Customs rules of the unity of family, joint spouse assignments to Turkey are considered one family unit and each family unit is only allowed a maximum two vehicles on their Turkish Customs records (USAFE Form 554-NATO Beyanname). Joint spouses may have the vehicles put on their separate Turkish Customs records (USAFE Form 554-NATO Beyanname) and use their separate entitlements to ship their vehicles in and out of Turkey at government expense. Except motorcycles/mopeds shipped as HHG, second POV shipments of all other accompanied members are not entitled at government expense. Individuals who ship second vehicles to/from Turkey are required to comply with all Turkish Customs requirements concerning shipment of a POV at their own expense (such as hiring a commercial customs representative, paying transit, storage and port fees, etc). **Any additional POVs including motorcycles and 4-wheelers will have to be reshipped to the place of origin at the members expense.** (CH)

(2) **Selling POVs in Turkey**: Turkish Customs "Beyanname" laws state the Turkish Government retains the right to approve or disapprove the sale and/or transfer of POV's. Members anticipating doing so while assigned to Turkey are required to submit a request to the Turkish Ministry of Customs. The decision process takes approximately 6-8 weeks at a minimum. For this reason, members must start the process a minimum of 3 months prior to their departure, otherwise, the member can anticipate delays when clearing "Beyanname." (CH)

(3) Members shipping a vehicle that does not meet US Environmental Protection Agency (EPA) and the Department of Transportation (DOT) standards in addition to the above requirements are informed of the following options to consider when members are unable to sell and/or transfer their vehicles: dispose of their vehicle by obtaining a Customs Broker who's fees can be very expensive or ship the vehicle back to CONUS, and pay the cost of conforming the vehicle back to US EPA/DOT standards which is also very expensive.

b. **MOTORCYCLES/MOPEDS**: Motorcycles and mopeds are considered POVs but may be shipped in HHGs. **NOTE**: Only one POV for each military member and DOD civilian member is authorized duty free.

(1) **Motorcycle/Moped Safety Requirements:**

- (a) **Mirrors:** At least one mirror is mandatory.
- (b) **Brakes:** Must work.
- (c) **Lights:** Any installed light system must work.

(2) **Motorcycles:** Headlight, brake light, and license plate light are required.

(3) **Mopeds:** Small (under 50 cc) mopeds are only required to meet bicycle standards (headlight and rear reflector); larger mopeds must meet motorcycle standards.

- (a) **Body:** Free of rust, dents, scratches, etc.
- (b) **Windshield:** Not required, but if installed it must be free of cracks, etc.
- (c) **Horn:** Must work.
- (d) **Safety Items:** Motorcycles require first aid kit. Mopeds no requirements.
- (e) **Motor and chassis number:** Same as automobiles.
- (f) Motorcyclist's drivers license and Safety foundation course (specialty/state equivalent) is required.

c. **GASOLINE/CATALYTIC CONVERTERS:** Removal of catalytic converters is no longer recommended since unleaded gas is available throughout Turkey.

d. **INSURANCE/SAFETY REQUIREMENTS: POV inspection requirements:** A safety inspection is part of the initial vehicle registration process in Turkey. Re-inspections are conducted every 2 years for automobiles and every year for vans and trucks. If any deficiencies are noted during the initial inspection, inspection will start all-over. In addition to automobile requirements, trucks and vans must have mud-flaps on both rear wheels.

(1) **Exterior:** Must be free of rust, holes, dents, and scratches, and must be in good condition and clean.

(2) **Windshield:** Free of cracks, holes, etc.

(3) **Lights:**

(a) Headlights must be identical in size and color. High beams must be capable of illuminating a distance of 20 meters. Low beams must be in working condition.

(b) Safety lights must be in working order.

(c) Turn indicators, parking lights, brake lights, and a license plate light are required.

(4) **Exhaust System:** The muffler must be free of holes and must be noiseless. The exhaust pipe should be pointing back or to the left side, not

the right side (not bent down or up), and must extend to the edge of the rear bumper.

(5) **Trailer Hitch:** Must be removed from the vehicle, unless you actually have trailer in Turkey, then you must register the trailer at the same time you register the vehicle.

(6) A horn is required; however, air horns, musical horns, and excessively loud horns are prohibited.

(7) **Wheel Alignment:** No more than five-percent deviation to left or right.

(8) **Brakes:**

(a) **Foot Brakes:** The brakes on all wheels must engage when the brake pedal is applied.

(b) **Hand Brakes:** Must be strong enough to hold car in place when low gear is engaged and gas is lightly applied.

(9) **Safety items required at inspection point:**

(a) Two warning reflectors.

(b) First aid kit.

(c) Flashlight.

(d) Towing wire.

(e) Snow chains for tires (unavailability acceptable at non-snow areas).

(f) Spare tire.

(g) Extra bulbs for headlight, parking, signal and stop lights.

(h) Fire extinguisher.

(10) **Side and rearview windows:** Must be free of cracks and in working condition. All windows glass must be transparent from inside and outside.

(11) **Windshield wipers:** Must work.

(12) **Doors:** Must work.

(13) **Motor and chassis identification numbers:** Must have both numbers on vehicle, number must be readable, and vehicle owner must know where numbers are to show the inspectors at the inspection station. Indication of location of motor number on engine block on the DD 788 Form is advised. Non-availability of motor number on DD 788 may delay customs clearance at the entry ports.

(14) **Windows should not be filmed.** Factory tint (smoke or light tone) is permitted.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Special considerations and appeals are not permitted under Turkish Customs laws. Turkish Customs law

prohibits pictures, engravings, publications, advertisements, photographs, movie pictures, or other obscene documentation against decency and shame. Personnel should be counseled on this prohibition. Turkish customs may seize pornographic material, if shipped.

10. **TRANSMITTING EQUIPMENT:**

- a. **CBS:** Subject to advance permission of Turkish Authorities.
- b. **AMATEUR/HAM RADIOS:** Subject to advance permission of Turkish Authorities.
- c. **MARS EQUIPMENT:** Subject to advance permission of Turkish Authorities.
- d. **DISH ANTENNAS:** Importation is prohibited. Item(s) will be recorded on the personal customs file.
- e. **CORDLESS PHONES:** GSM-cellular phone (with SIM cards) are approved.

11. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS:**

- a. Transportation Officers must ensure the GBL states "Retirement Shipment", "Separation Shipment" or "Early Return of Dependent" as applicable.
- b. DoD personnel who are shipping under ERD, retirement or separation orders and ship their personal property on a GBL, are exempt from the customs agreement between the United States Government and Foreign countries. ERD, separatees, or retirees will clear HHG thru Turkish Customs on their own. Members in these categories must contact the nearest Turkish Consulate or Embassy, or call destination TMO in Turkey to verify the updated responsibilities and restrictions.
- c. If the separatee/retiree has a spouse or dependent who holds a Turkish Passport and wants to use special privileges of importing household goods into Turkey duty-free; they should have the Turkish Consulate's approval stamped on the residence and/or work permission documents (of two years or over permanent residency/stationing out of Turkey) before arriving in Turkey. Turkish passport holder's name should be indicated in block 18 on the GBL and final manifest, and the origin port agent should indicate Turkish passport holder's name on ocean bill of lading and final manifest, in order to clear customs.
- d. Members are to check with Turkish Consulate or Embassy for updated importing procedures on HHG and POV.

12. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Importation of stuffed wildlife, animals and plants are subject to "Certificate of Health" of appropriate official agencies of the sending State.

12. **OTHER:** Intratheater household goods shipments destined to Turkey must be containerized. There are no commercial storage-in-transit facilities suitable for storage of loose lot household goods within Turkey. ITGBL HHG, intratheater HHG via rail and truck, and intratheater and CONUS retrograde TP4 HHG consignment instructions are the same as for DPM HHG.

118-4 39 TRANSPORTATION, INCIRLIK AIR BASE, ADANA, TURKEY (TU)

REVIEW DATE: 08 JUN 04

MULTI-SERVICE

NO TDY SHIPMENTS ALLOWED

1. GENERAL:

a. **GBLOC:** UQAZ

b. **DODAAC:** FB5685

c. **E-MAIL:** tmo.pax@incirlik.af.mil

d. **TWX:** 39LRS INCIRLIK AB TU//LGRT//

e. **MAIL:** TRAFFIC MANAGEMENT OFFICER (CH)  
ATTN LGRT  
39 LRS INCIRLIK AB  
UNIT 7085 BOX 105  
APO AE 09824-0105

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** 09824, 09822, 09827 and 09821.  
(CH)

g. **APOD:** Incirlik, TU-ADA **WPOD:** Izmir, TU-LR1 (HHG, UB, and POVs)

h. **PHONE:**

**DSN** 676 XXXX Inbound/Outbound/QC - 6847/6038/6612 (CH)

i. **FAX:** **DSN:** 676-8475 **COMM:** 011-90-322-332-7509

2. CONSIGNMENT INSTRUCTIONS:

a. **DPM HHG, DPM BAGGAGE:** Consign to 39 LRS, Incirlik AB, TU. M/F member c/o unit of assignment. Turkey destinations are DPM Zones 01-04.

(1) **Zone 01:** Incirlik AB (APO 09824). Consign to 39 LRS, Incirlik AB, TU. M/F member c/o unit of assignment. NOTE: Do not use INTL/AIR/COML or parcel post for baggage shipments. All Air Force/Army UB should be routed via Code J. (CH)

(2) **Zone 02:** Izmir ABS (APO 09821). Consign to TMO, 425ABS, Izmir, TU. M/F member c/o unit of assignment.

(3) **Zone 03:** Ankara (APO 09822). Consign to TMO/LGTT (ASF) Ankara, TU. M/F member and unit of assignment. UB will move via Code J with DPM/AMC as an alternative code.

(4) **Zone 04:** Istanbul (APO 09827). Consign to TO, 39<sup>th</sup> LRS OL-B Istanbul, TU. M/F member at unit of assignment. (CH)

**NOTE:** Above instructions applicable for USAFE AIRPS DET 4, 39<sup>th</sup> LRS/OL-B, AFOSI DET 6905, US Marine Security Guard DET-American Consulate at APO 09827 and 528<sup>th</sup> USAFAG, 70<sup>th</sup> ORD. CO, 10<sup>th</sup> USAFAD, 21<sup>st</sup> USAFAD, 14<sup>th</sup> USAFAD, CG Loran Station Kargabarun at APO 09838.

b. **ITGBL HHG and BAGGAGE:** Consign to customer at destination unit of assignment (city or installation). Do not show Incirlik, TU in Block 18 of PPGBL unless member is assigned to APO AE 09824, or has a delivery address in Incirlik, Adana area.

(1) **Personnel assigned to Incirlik AB, TU:**

(a) **ITGBL HHG:** Consign to member c/o unit of assignment. Annotate Block 25 of PPGBL: "Carrier will notify Incirlik PPSO prior to delivery or placing in SIT."

(b) **ITGBL Baggage:** Use Code J.

(c) **Parcel Post:** DO NOT USE. There are no storage facilities available and parcel post will be returned to sender. Post office space is limited.

(2) **Personnel assigned to Izmir ABS, TU:**

(a) **ITGBL HHG:** Consign to member c/o unit of assignment. Annotate Block 25 of PPGBL: "Carrier will notify TMO, 425 ABS, Izmir, TU prior to delivery to residence or placing in customs SIT." Request all UB and HHG shipped military air destined to Izmir, TU, be routed to Incirlik CDI, TU (ADA), for onward movement by surface transportation to Izmir, TU. (See Note 3)

(b) **ITGBL Baggage:** Use Code J.

(c) **Parcel Post:** Consign to member or member's agent c/o APO address and unit of assignment.

(3) **Personnel assigned to Ankara, TU:**

(a) **ITGBL HHG:** Consign to member c/o unit of assignment. Annotate Block 25 of PPGBL: "Carrier will notify TMO/LGTT (ASF), Ankara, TU prior to delivery to residence or placing in customs SIT."

**NOTE:** Ankara TMO is not responsible for US Embassy shipments except for the following: Marine Guards, USDAO, and DCSG personnel.

(b) **ITGBL Baggage:** Consign all other ITGBL baggage to TMO/LGTT (ASF), Ankara, TU. M/F member and unit of assignment.

**NOTE:** Air Force and Army US will move via Code J with DPM/AMC as an alternate mode.

(c) **Parcel Post:** Consign to member c/o TMO/LGG(ASF), APO AE 09822.

(4) **Personnel assigned to Istanbul, TU:**

(a) **ITGBL HHG:** Consign to member c/o unit of assignment. Annotate Block 25 of PPGBL: "Carrier will notify TO, 39<sup>th</sup> WG, OL-A, at 011-212-664-9030, prior to delivery to residence or placing in customs SIT."

(b) **ITGBL or DPM/INTL Baggage:** DO NOT USE. All baggage shipments to Istanbul, TU should be routed DPM/AMC exclusively.

(c) **Parcel Post:** Consign to member at unit of assignment except Balikesir, TU APO AE 09816, which is the responsibility of TO, Izmir, TU.

(d) **POVs:** All personnel assigned to 528<sup>th</sup> USAAG, APO AE 09838, require prior written approval from the Commander for POV shipments.

(e) **Personnel assigned to Headquarters, NATO Rapid**

**Deployable Corps - T (TURKEY) (2HX21):** Duty station is Istanbul, Turkey. This is a 12-month, dependent-restricted tour. Family travel is not authorized. Soldier should be port called to Istanbul International Airport, Istanbul, Turkey. Soldier is authorized full payment of civilian clothing allowance prior to departure from CONUS. Soldiers are authorized to obtain a regular fee passport while in a travel status based on designation of Turkey as a high threat location IAW Appendix N, para 2, JFTR; fee for such passports are reimbursable upon submission of travel claims (keep receipt) IAW CH 5, para U5212.5, JFTR. Per EUCOM, effective immediately, original NATO travel orders are required for entry into Turkey and MUST contain a unit stamp and orders approving official signature prepared in BLUE ink. Individuals with improper NATO travel orders will experience unnecessary delays at Turkish customs and be charged visa fees up to \$50 per person. The Household Goods allowance for this location is the greater of 2000 lbs or 25% of the soldier's maximum allowance based upon their grade. POVs are NOT authorized. (CH)

3. **SPECIAL INSTRUCTIONS:**

a. **NOTE 1:** Refer to record 118-1 TURKEY (TU)-GENERAL INSTRUCTIONS

b. **NOTE 2:** **Avoid Delayed or Misconsigned Shipments:** In order to expedite the in-country movement of Turkey shipments, the AF Air Clearance Authority will no longer approve Turkey destined shipments without complete and specific ATCMD information. If shipments are sent to the APOE without clearance, the shipment will be frustrated until proper documentation can be obtained. All inbound shipments must be consigned to the appropriate destination city or duty station. Use **Note 4** to determine correct destination city for Block 18 of the GBL. For TOPS generated shipments, it is imperative that the delivery city field contains the customer's actual duty station, location or city/country name. This will ensure the correct destination of the shipment is printed in Block 18 of the GBL. For separation or retirement shipments (refer to Country Instructions for customer counseling and direction), Block 18 must also include the numerical postal code for the destination city/country.

c. **NOTE 3:** **Code 8 UB shipments destined for Izmir, Turkey:** Should be consigned to Izmir, DODAAC FB5531. They should be addressed/sent to Izmir Int'l Airport (ADB) through Istanbul/Ankara airports. UB arriving at Istanbul or Ankara airports are being diverted to Izmir in-transit; customs process takes approximately 2 to 3 weeks to complete, this causes extreme hardship on members. Shipments originating in Europe should be sent directly to Izmir. Further, commercial shipments should be used as a last resort due to the customs process in Turkey.

d. **NOTE 4:** APO Listing by PPPO. Instruct all customers to contact their servicing PPPO immediately upon arrival at their new duty station. Please provide customers the PPPO inbound phone numbers furnished below in lieu of the inbound number printed by TOPS in the remarks block, DD 1299.

<b>APO AE</b>	<b>CITY</b>	<b>RESPONSIBLE PPPO</b>	<b>PHONE</b>
09821	IZMIR	TMO, IZMIR ABS	DSN: 675-XXXX Comm: 90-232-484-5360 (switchboard) Inbound: 3291 Outbound/QC: 3312 DSN FAX: 675-1110 ext 3635 Comm: 90-232-441-7033

09822	ANKARA	TMO, ANKARA	DSN: 672-3266/3182 Comm: 90-312-287-9966 DSN FAX: None Comm: 90-312-287-2527
09827	ISTANBUL	TMO, ISTANBUL	DSN: 627-1110 ask for Istanbul Consulate Operator and commercial or military number TMO: 663-0930/0928 Comm: 90-212-663-0930 DSN FAX: None Comm: 90-212-663-0930