

CHAPTER 39A

39A-1 ESTONIA (EST) - GENERAL INSTRUCTIONS

REVIEW DATE: 25 NOV 03

1. SHIPMENT INSTRUCTIONS:

- a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.
- b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.
- c. **HARD LIFT AREA:** No restrictions identified.
- d. **UNACCOMPANIED BAGGAGE (UB):** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** HHG, UAB, and POV are cleared through customs by GSO, American Embassy, Tallinn upon arrival. Incoming shipments for military members and DoD civilians are imported into Estonia under diplomatic privileges which means shipping containers and boxes are not opened or subjected to customs examination at the time of customs entry.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Tax free importation of up to 1 liter of alcohol of heavy spirit contents or up to 2 liters of wine or alcohol of light spirit contents is permitted.

b. **CIGARETTES/TOBACCO PRODUCTS:** Importation of up to 200 cigarettes or 50 cigarillos or 25 cigars or 250 grams of other tobacco products is permitted.

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

d. **FOODSTUFFS/MEATS:** Special permit must be acquired from Veterinary and Food Board for importation of some products of livestock and poultry breeding.

e. **MEDICATION (NARCOTICS) /PHARMACEUTICAL PRODUCTS:** Must accompany member, not be shipped in HHG/UB. CONTACT SPONSOR FOR FURTHER CLARIFICATION.

4. **ELECTRICAL EQUIPMENT:**

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

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

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

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** Entry of pets is authorized. No quarantine period is required. Pets must have a current health certificate or document certifying that the pet has undergone required examination and vaccination issued by the supervisory agency of the country of residence. Certificate must be presented to the veterinary supervisory official.

7. **PRIVATELY OWNED FIREARMS (POF):** Weapons and ammunition may be brought into the country upon obtaining permission of the Police Board through

application by the Ministry of Foreign Affairs. Permission must be obtained prior to inclusion of POF in shipment.

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

a. **POVs:** For customs clearance, the following data and documents must be provided: Model, make, vehicle identification number, year of production, color, engine capacity, maximum net power of engine (KW), weight and a copy of Certificate of Title for the vehicle.

b. **MOTORCYCLES/MOPEDS:** Motorcycles are considered POVs.

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

d. **INSURANCE/SAFETY REQUIREMENTS:** No restrictions identified.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Works representing minors in erotic or pornographic situations are prohibited.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Special permit must be acquired from the relevant authorities (Veterinary and Food Board, etc.) Contact sponsor for detailed information.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** No restrictions identified.

b. **AMATEUR/HAM RADIO:** Special permit required.

c. **MARS EQUIPMENT:** Special permit required.

d. **DISH ANTENNAS:** No restrictions identified.

e. **CORDLESS PHONES:** No restrictions identified.

12. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation, or relocating to Estonia 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 Estonia.

13. **OTHER:** None.

39A-2 AMERICAN EMBASSY, TALLINN, ESTONIA (EST)

REVIEW DATE: 25 NOV 03

MULTI-SERVICE

1. **GENERAL:**

- a. **GBLOC:** VSDK
- b. **DODAAC:**
- c. **E-MAIL:**
- d. **TWX:**
- e. **MAIL:** GENERAL SERVICES OFFICER, SHIPPING ASSISTANT
AMERICAN EMBASSY, TALLINN
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-4530
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None.
- g. **APOD:** Tallinn, **WPOD:** Tallinn,
- h. **DSN:** None **COMM:** Embassy 372-668-8100, GSO Shipping 372-668-8115
- i. **FAX:** **DSN:** None **COMM:** GSO 372-668-8266

2. **CONSIGNMENT INSTRUCTIONS:** This is a one-time-only (OTO) rate area. Submit OTO request for HHG via Code 4 and UB via Code 8 by message to CDRSDDC ALEXANDRIA VA//SDPP-PO. Consign to member, American Embassy, Tallinn, Estonia. For further information concerning OTO procedures, refer to Chapter VII, ITGBL Rate Solicitation Instructions and the Defense Transportation Regulation, Part IV.

3. **SPECIAL INSTRUCTIONS:** Refer to record 39A-1 ESTONIA (EST) - GENERAL INSTRUCTIONS.

59-6 NAVAL SUPPORT ACTIVITY, LA MADDALENA, ITALY (IT)

REVIEW DATE: 20 APR 04

MULTI-SERVICE

1. GENERAL:

- a. **GBLOC:** UCNC
- b. **DODAAC:** N32960
- c. **E-MAIL:** ppso@lamadd.navy.mil
- d. **TWX:** NAVSUPPACT LA MADDALENA IT//CODE 40//
- e. **MAIL:** PERSONAL PROPERTY SHIPPING OFFICE (CH)
SUPPLY DEPARTMENT
U.S. NAVSUPPACT LA MADDALENA
PSC 816 BOX 4100
FPO AE 09612-4100
- f. **CROSS REFERENCE OF APOs\FPOs SERVED:** APO 09618
- g. **APOD:** Olbia, IT - OLB (CH) **WPOD:** La Maddalena, IT - KG2
- h. **DSN:** 623-8XXX **COMM:** Within Italy 0789-798-XXX, Within Europe 0039-0789-798-XXX, from CONUS 011-39-0789-798-XXX, TO-333, Inbound- 322/432, Outbound-226/325, QC-323, Customs-242
- i. **FAX:** **DSN:** 623-8227 **COMM:** Within Italy 0789-798-227, Within Europe 0039-0789-798-227, from CONUS 011-39-0789-798-227

2. CONSIGNMENT INSTRUCTIONS:

- a. **DPM HHG, DPM BAGGAGE:** Consign to PPSO, US Naval Support Activity, La Maddalena, IT. M/F Member and unit of assignment. Pack baggage in corrugated fiberboard triple-wall boxes (Fed Spec PPP-b-640) or double wall, high strength, weather resistant boxes (Fed Spec PPP-b-1364b). Do Not ship in corrugated boxes larger than 45 cubic feet, because if larger it may be delayed at the APOE awaiting lift capability.
- b. **ITGBL HHG:** The primary method of shipment is Code 4. Consign to member at unit of assignment. Annotate PGGBL: "Carrier will notify PPSO, US Naval Support Activity, Supply Dept., PPO DIV., LA Maddalena, Sardinia, IT, prior to delivery to residence or placing in storage".
- c. **ITGBL BAGGAGE:** The preferred method of shipment is DPM/AMC.
- d. **PARCEL POST:** Do not consign to PPSO US Naval Support Activity, La Maddalena, IT. Consign to member c/o local address or unit of assignment.

3. SPECIAL INSTRUCTIONS:

- a. **NOTE 1:** INTL/AIR/COMM/DPM is not acceptable as nearest international airport is located in Rome, IT. Customs clearance is extremely difficult and transportation of property from Rome to La Maddalena is very limited.
- b. **NOTE 2:** Refer to record 59-1 ITALY(IT) - GENERAL INSTRUCTIONS.

CHAPTER 66

66-1 KUWAIT (KU) - GENERAL INSTRUCTIONS

REVIEW DATE: 13 APR 04

1. SHIPMENT INSTRUCTIONS:

a. **WEIGHT RESTRICTIONS:**

(1) Army Personnel - Office of Military Corporation (OMC) Kuwait:

(a) **Accompanied tour:** SPC (greater than or equal to 2 years service) and above: 2,000 pounds plus PBPE plus 100 pounds excess accompanied baggage (for member and each dependent).

(b) **Unaccompanied tour:** Weight allowances for single/unaccompanied personnel is PVT-SSG 1000, SFC-SGM 1300, 01-02 1750 and 03-05 2000 pounds.

(2) US Air Force Personnel: 25 percent of JFTR weight allowance or 2000 pounds, whichever is greater.

(3) Navy Personnel: 25 percent of JFTR weight allowance or 2,000 pounds, whichever is greater. **NOTE:** A weight restriction will not apply unless it appears in the members' orders. Refer to NAVSUP Pub 490 for detailed guidance.

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

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

d. **UNACCOMPANIED BAGGAGE:** ARCENT-Kuwait has 2 year accompanied tour authorizations. All other tours are for 1 year unaccompanied. Accompanied tours: HHG Shipment allowance is 25 percent of full JFTR weight allowance or 4000 pounds, whichever is greater. 100 pounds excess accompanied baggage (for member and each dependent). Unaccompanied tour: UB weight limits for single/unaccompanied personnel is PVT-SSG 1000 lbs, SFC-CSM 1300 lbs, 01-02 1750, and 03-05 2000 lbs. (CH)

e. **OTHER:** Do not route personal property through Dhahran, Saudi Arabia.

2. CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:

a. **ARCENT-Kuwait, Camp Doha, Kuwait:** Government bill of lading is required on all personal property shipments. Send advance PPGBL to ITO ARCENT-Kuwait, Camp Doha, Kuwait. Provide airway bill (AWB) number, PPGBL number, carrier, and RDD by message as soon as possible. HHG and UB must be declared: "Used Personal Effects for Personal Use" on AWB and PPGBL. All inbound shipments are subject to a cursory inspection by Kuwait Customs Officials. All carrier agents in CONUS must use the carrier that SDDC has for Kuwait to avoid HHG/UB being stuck in customs warehouse for a long time and to avoid this transportation office having to go through extensive clearing procedures at customs warehouse.

b. **American Embassy, Kuwait, Kuwait:** Commercial bill of lading is required on all personal property shipments. Provide AWB number, PPGBL number, carrier, and RDD by message to GSO, American Embassy, Kuwait, Kuwait. HHG and UB must be declared: "Used Personal Effects for Personal Use" on AWB and PPGBL. Packing list must describe every item in each box or carton and show the aggregate value of the property. Do not describe contents in general terms such as miscellaneous, kitchen utensils, toys, etc. A separate packing list of all electrical items showing manufacturer's name and country of origin is also required. Noncompliance with these requirements will cause excessive delay and possible prohibition from entry into Kuwait.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Importation is prohibited.

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:** Pork is prohibited.

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):** Voltage in Kuwait is 240 Volts 50 cycle. This should be taken into consideration when shipping appliances. Limited transformers are available.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** Dogs and cats may be brought to Kuwait with a veterinary certificate of good health and rabies vaccination. It must be issued no less than 30 days prior to date of entry. For current information on importation of others animals write to the Embassy administrative section.

7. **PRIVATELY OWNED FIREARMS (POFs):** Importation is prohibited.

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

a. **POVs:**

(1) All ARCENT-K and OMCK personnel on a 2 year accompanied tour are authorized shipment of POV and will ship their POV through:

US ARMY, CAMP DOHA, KUWAIT 09889-9900
FOR: (POV owner's name)

Also indicate on the bill of lading whether the POV is DOOR-to-DOOR or PORT-to-PORT. (CH)

(2) **Prohibited** are POVs over 5 model years old (from year of manufacture to date of arrival in Kuwait not to exceed 5 years) and all pickup trucks.

(3) Parts and service for US-made vehicles other than Chrysler and GM products are not available locally. Check Post report or GSO for other vehicle import restrictions.

(4) Original and two copies of bill of lading, before the ship arrives in Kuwait and following information must be listed: POV's make, model, color, engine chassis number or serial number, value and name of owner. It should be consigned to the:

US ARMY, CAMP DOHA, KUWAIT 09889-9900
FOR: (POV owner's name)

b. **MOTORCYCLES/MOPEDS:** Post policy prohibits shipment of mopeds/motorcycles because of the extremely hazardous driving conditions in Kuwait.

c. **GASOLINE/CATALYTIC CONVERTERS:** Must remove catalytic converter.

d. **INSURANCE/SAFETY REQUIREMENTS:** No restrictions identified.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Prohibited.

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs AND MARS EQUIPMENT:** Importation is prohibited.

b. **AMATEUR/HAM RADIOS:** No restrictions identified.

c. **DISH ANTENNAS:** No restrictions identified.

d. **CORDLESS PHONES:** No restrictions identified.

12. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Kuwait 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 Kuwait.

13. **OTHER: Parcel Post:** Consign to member or Member's agent c/o Kuwait.

1. GENERAL:

- a. **GBLOC:** SLDK
- b. **DODAAC:** HHAK3K
- c. **E-MAIL:**
- d. **TWX:** AMEMBASSY KUWAIT KU
- e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY KUWAIT
DEPARTMENT OF STATE
WASHINGTON DC 20521-6200
- f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None
- g. **APOD:** Kuwait International Airport, KU-KWT **WPOD:**
Al Sauwaihk, Ku-PN1
- h. **DSN:** None **COMM:** 011-965-539-5307, ext 2232 or 2270 (CH)
- i. **FAX:** **DSN:** None **COMM:** 011-965-539-8241 (CH)

2. CONSIGNMENT INSTRUCTIONS: See Special Instructions.

3. SPECIAL INSTRUCTIONS:

- a. **NOTE 1:** All US military and DOD civilian shipments should be consigned to ARCENT-Kuwait, Camp Doha marked for member at the American Embassy. Refer to record 66-2 for consignment instructions.
- b. **NOTE 2:** Government bill of lading is required on all personal property shipments. Send advance PPGBL to ITO ARCENT-Kuwait, Camp Doha, Kuwait. Provide airway bill (AWB) number, PPGBL number, carrier and RDD by message or email as soon as possible. HHGs and UB must be declared as, "Used Personal Effects for Personal Use" on the AWB and PPGBL.
- c. **NOTE 3:** Refer to record 66-1 KUWAIT(KU) - GENERAL INSTRUCTIONS

CHAPTER 86

86-1 NIGER (NG) - GENERAL INSTRUCTIONS

REVIEW DATE: 04 MAR 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 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**: No restrictions except for French or Japanese manufactured vehicles; recommended due to availability of parts and service. POV must be marked: American Ambassador (initials of employee), U.S. Embassy-Niamey, Niger and (for employee's full name). Consign to: The American Ambassador, US Embassy Lome via sea freight. Info Amembassy Niamey and Amembassy Lome 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 titles, registration, bills of sale or other documents concerning vehicles. All Documents will be needed to facilitate customs clearance and other procedures.
 - 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:** Not Available
- 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:** None
- h. **DSN:** None **COMM:** 011-227-73-3480
- i. **FAX: DSN:** None **COMM:** 011-227-73-3861/3167

2. CONSIGNMENT INSTRUCTIONS:

a. **HHG, UB:** Ship via INTL/AIR/COMM/DPM. 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(via Elso Antwerp). Consign to Elso. Send surface as far as Elso where shipment is expedited by air.

- b. **ITGBL HHG AND BAGGAGE:** None.
- c. **PARCEL POST:** DHL available. (CH)

3. SPECIAL INSTRUCTIONS:

a. **NOTE 1:** 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. (CH)

- b. **NOTE 2:** Refer to record 86-1 NIGER(NG) - GENERAL INSTRUCTIONS

CHAPTER 87

87-1 NIGERIA (NI) - GENERAL INSTRUCTIONS

REVIEW DATE: 04 MAR 04

1. **SHIPMENT INSTRUCTIONS:** There are no American flag carriers flying into Lagos. Routing should be through Europe and then on foreign flag carrier to Lagos.

a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.

b. **CONTAINER/CRATING REQUIREMENTS:** All personal property containers should be waterproof, to include caulking and the container interior (top, ends, sides) with the exception of the floor, lined with either a waterproof barrier paper or a lightweight plastic or polyethylene material.

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:** No restrictions identified.

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

a. All airway bills for HHG shipments to Lagos must be consigned American Consulate, Lagos, Nigeria (first name, last name). It will be impossible for the ministry to approve in future any consignment that may be addressed to carriers inclusive or its local agents, who to the best knowledge of this ministry do not have any diplomatic status. The consignee of any consignment is the legal owner of the goods being imported. If the consignee, nature of commodity, and handling information are not completed in this exact manner, long delays in clearing shipments in Lagos are likely. (CH)

b. Advance copy of airway bill, PPGBL, and packing list must arrive in Lagos 3 weeks before flight. PPGBL alone is not acceptable. The 3-week time lag between receipt of advance documents and arrival of goods provides Embassy time to get necessary approvals for the Nigerian Government and to begin customs processing. Also, send message to American Consulate providing shipping data, airway bill, and PPGBL number. In the case of ocean shipments, two originals of the carriers ocean bill of lading must arrive in the post 3 weeks before the vessel. Delay vessel booking to ensure this 3-week customs processing time to avoid demurrage charges pending customs clearance and member arrival. (CH)

c. Member should arrive in country 1 week before the goods, as Foreign Ministry will not accept document until member is at post. Goods should not be shipped prior to member arriving in country and arrival message sent. Temporary storage of goods may be required to ensure member is in country and registered with the Nigerian Ministry of Foreign Affairs prior to shipment. (CH)

d. Send documents via DHL or equivalent commercial air carrier service, not air mail. Address documents to American Consulate General, ATTN: GSO-Shipping, Lagos, Nigeria. (CH)

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Importation in personal property is prohibited.

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. **FOOD STUFFS AND 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:** No restrictions identified.

6. **PETS/QUARANTINE:** An import permit is required and must be obtained in advance of the arrival of the pet in country.

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

a. **HAND GUNS:** Importation is prohibited.

b. **RIFLES/SHOT GUNS:** Importation is prohibited.

c. **TOY RELATED GUNS:** No specifications identified

d. **OTHER (i.e. AMMO, EXPLOSIVES, ETC):** No specifications identified.

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

a. **POVs:** (includes data on prohibited vehicles, colors, etc.)

(1) POV shipments are duty-free and can only be booked to Lagos (ML1). Shipping documents must arrive at least 3 weeks before vessel arrives, as demurrage can run as high as several thousand of dollars per vehicle. Advance documents required are: Two original ocean bill of lading (OBL), certificate of ownership, value (cost & freight), engine and chassis number. Members must be in country before goods can be cleared. **Effective 29 Jun 2000, Nigerian law prohibits the importation of POVs over six years old.**

(2) POV shipments will be via surface and require copies of title or certificate of ownership, engine and chassis number, invoice of bill of sale or declaration of value in lieu of invoice or bill of sale to arrive at the Consulate 3 weeks prior to POV arrival in Lagos to allow for customs processing time at surface port. (CH)

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds are considered POVs. They can be imported in personal property shipment duty-free.

- c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified.
- d. **INSURANCE AND SAFETY REQUIREMENTS:** No restrictions identified.
- 9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.
- 10. **STUFF 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/RETIRES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Nigeria 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 Nigeria.
- 13. **OTHER:** None.

87-2 AMERICAN CONSULATE LAGOS, NIGERIA(NI) (CH)
REVIEW DATE: 04 MAR 04

MULTI-SERVICE

1. **GENERAL:**

- a. **GBLOC:** TJDK
- b. **DODAAC:** HHAN5N
- c. **E-MAIL:** Not Available
- d. **TWX:** AMCONSUL LAGOS NI (CH)
- e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY LAGOS
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-8300
- f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None
- g. **APOD:** Lagos, NI-LOS **WPOD:** Apapa, NI-ML3
- h. **DSN:** None **COMM:** 011-234-1-261-1303/0257
- i. **FAX:** **DSN:** None **COMM:** 011-234-1-261-0257

2. **CONSIGNMENT INSTRUCTIONS:**

- a. **HHG, UB:** Ship via air. Consign to USDAO, American Consulate, Lagos, Nigeria. M/F member. Annotate PPGBL: "Carrier will notify American Consulate Lagos prior to delivery or placing in storage." In remarks section, specify personal effects of first name, last name. (CH)
- b. **ITGBL HHG AND BAGGAGE:** None.
- c. **PARCEL POST:** None.

3. **SPECIAL INSTRUCTIONS:** Refer to record 87-1 NIGERIA(NI) - GENERAL INSTRUCTIONS.

CHAPTER 96

96-1 PORTUGAL (PO) - GENERAL INSTRUCTIONS

REVIEW DATE: 03 MAR 04

1. SHIPMENT INSTRUCTIONS:

a. **WEIGHT RESTRICTIONS: Army Personnel:** Members on unaccompanied or accompanied tours to Lisbon, Portugal, are authorized to ship up to full JFTR weight allowance. No barracks or Government housing (base housing) is available at any command in the Lisbon area.

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).

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

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

3. CONSUMABLES:

a. **ALCOHOLIC BEVERAGES:** As per JFTR.

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 if shipped in HHGs.

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

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

5. FURNITURE, OVERSIZED: No restrictions identified. However, members should be aware that room sizes in Portugal are much smaller than commonly found in the US.

6. PETS/QUARANTINE: When entering Portugal, a certified APHIS Form 7001 must be immediately presented to the veterinarian authorities. No other documentation is required. For more detailed information please visit the APHIS website: www.aphis.usda.gov. Not more than thirty days may have elapsed from the date of the rabies vaccination to the date of entry into Portugal. Inform GSO/Embassy or your sponsor in advance. (CH)

7. **PRIVATELY OWNED FIREARMS (POFs)**: Importation of self-defense firearms is not authorized in HHG/UB shipments. Firearms may be imported only if they constitute part of a service uniform. Hunting rifles may be registered in Portugal, when legally exported and declared at customs upon arrival. Member should possess all original registration documents required and issued by Portuguese authorities as well as valid license to carry firearms. More information on this subject will be provided, if required.

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

a. **POVs**: (includes information on prohibited vehicles, colors, etc.)

(1) Shipment of one POV is authorized duty-free.

(2) Embassy assigned officers (except Olmsted Scholar and DLI/FAO students) are entitled to duty-free entry of one POV. With dependents, they may register an additional POV duty-free. These vehicles may be imported definitely and disposed of following necessary customs procedures after two years.

(3) Embassy assigned enlisted NCOs and Olmsted Scholar and DLI/FAO student officers are permitted duty free entry of one POV within the first six months after reporting for duty. With dependents, they may register an additional POV, again within the mentioned six months time frame. Vehicle(s) may be imported definitely and disposed of after two years following customs clearance, provided engine capacity is under 2,000 cubic centimeters. If over, vehicles may be imported definitely after four years upon customs clearance.

(4) POV should not be shipped in advance of members' arrival in Portugal, as port authorities will only release vehicle to the owner. Advance shipment will cause unnecessary extremely costly fees to the US Government. A valid drivers license (not expired) is required to operate the vehicle. (CH)

(5) Shipping activities must provide the following information to GSO, American Embassy Lisbon, or ITO, CINCSOUTHLANT/NATO in advance of POV arrival: make, model, year, vehicle serial number, motor number, and tag number.

(6) **Do not consign** POVs for Lajes Field, Azores to mainland Portugal. Instructions on shipments to Lajes Field, Azores (Terceira Island) can be found under PPCIG page for the Azores. (CH)

(7) **Vehicle MUST have origin tags upon arrival in Portugal.** Local law does not permit any type of vehicle circulating on Portuguese roads without license plates. (CH)

b. **MOTORCYCLES/MOPEDS**: Motorcycles and mopeds are considered POVs for duty-free registration purposes. Motorcycles should be packed and crated separately (not required for mopeds). All customs clearance requirements are the same as for POVs. Notify GSO of same items as directed in para 8a(5) above. (CH)

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

d. **INSURANCE/SAFETY REQUIREMENTS:**

(1) Full coverage insurance may be obtained locally if required.

(2) Vehicles must be inspected in Government Approved Inspection Processing Centers, four years after their first registration, on the sixth year, and annually thereafter. Vehicles with dark tinted windows are not authorized in Portugal. Required equipment includes safety warning triangle. Rear fog light is mandatory. Fines for not holding an inspection certificate range from \$350 to \$2,000 (US).

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:** No restrictions identified.

d. **DISH ANTENNAS:** No restrictions identified.

e. **CORDLESS PHONES:** No restrictions identified.

12. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS:** POVs and motorcycles/mopeds are not duty-free. However, HHGs and baggage can be imported duty-free. Submit original inventory translated into Portuguese to the closest Portuguese Consulate to be certified. Certification and copy of passport is required for customs clearance of HHG and baggage belonging to personnel transferring to Portugal on a status other than PCS. Importation and custom broker's fees are retiree's responsibility. Personnel contemplating retirement, separation or relocating dependents to Portugal 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 Portugal.

13. **OTHER:** None.

1. GENERAL:

- a. **GBLOC:** ULAK
- b. **DODAAC:** WK8GGL
- c. **E-MAIL:**
- d. **TWX:** AMEMBASSY LISBON PO
- e. **MAIL:** AMERICAN EMBASSY LISBON
GENERAL SERVICE OFFICER
PSC 83 BOX GSO
APO AE 09726
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None.
- g. **APOD:** Lisbon, PO-LIS **WPOD:** Lisbon, PO-KA1
- h. **DSN:** None **COMM:** 011-351-21-770-2504 (CH)
- i. **FAX:** **DSN:** None **COMM:** 011-351-21-727-7601 (CH)

2. CONSIGNMENT INSTRUCTIONS:

- a. **DPM HHG AND UB:** DO NOT USE AMC. Consign to GSO, American Embassy, Lisbon, PO, c/o UTS Gauntlett International Transportes, Lda., Apartado 76, 2766 Estoril Codex, Portugal. Mark for member's unit of assignment. (CH)
- b. **ITGBL HHG AND UB:** DO NOT USE CODE J. Use Code 4/Code 8. Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify GSO, American Embassy, prior to delivery or placing in storage."
- c. **PARCEL POST:** Consign to member, c/o destination address or unit of assignment. Do not consign to GSO.

3. SPECIAL INSTRUCTIONS:

- a. **NOTE 1:** This office handles all personal property shipments for DAO, ODC, USMC, MSG DET, APO, and Olmsted Scholar and DLI/FAO students.
- b. **NOTE 2:** Do NOT consign shipments for personnel assigned to CINCIBERLANT to this unit. Those shipments are to be consigned to ITO, CINCUSNAVEUR DETACHMENT CINCIBERLANT SUPPORT COMPONENT, APO AE 09726.
- c. **NOTE 3:** Do NOT consign shipment to Lajes Field, Azores to this unit. Information for shipments to Lajes Field (Terceira Island), is contained in the PPCIG listing for the Azores.

d. **NOTE 4**: DO NOT ship UB via Code J. ITGBL Code 8 is the primary method for UB shipments. Use of DPM/BF should only be used if Code 8 service is not available.

e. **NOTE 5**: Refer to record 96-1 PORTUGAL(PO) - GENERAL INSTRUCTIONS.

CHAPTER 97

97-1 PUERTO RICO (RQ) - GENERAL INSTRUCTIONS

REVIEW DATE: 11 MAR 04

1. SHIPMENT INSTRUCTIONS:

a. **WEIGHT RESTRICTIONS: Army personnel:** Full JFTR allowance is authorized for accompanied members. Civilians with PCS and transportation agreement are authorized full JTR (Unless limited in PCS orders.) (CH)

NOTE 1: Housing units in the local economy are generally smaller than government quarters on base.

NOTE 2: All housing units on post are equipped with a refrigerator, washer/dryer and kitchen stove.

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

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

d. **UNACCOMPANIED BAGGAGE:** Currently Code 7 is the only authorized mode of transportation. (CH)

2. **DEPENDENT ENTRY APPROVALS:** Please advise Military members to arrange for temporary lodging before requesting dependent entry approval. The telephone for El Caney Lodge in Fort Buchanan, P.R. is 787-707-3633 or DSN 740-3633.

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

4. CONSUMABLES:

a. **ALCOHOLIC BEVERAGES:** Shipments of alcoholic beverages in HHG's or DPM baggage is prohibited by 27 USC & 122 Code. (CH)

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

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

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

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

5. ELECTRICAL EQUIPMENT:

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

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

6. **FURNITURE, OVERSIZED:** Please advise member most local economy housing will not accommodate oversize furniture. (CH)

7. PETS/QUARANTINE:

a. Animals authorized to be kept as pets in the family housing area are limited to common household pets, i.e., cats, dogs, and other small indoor animals.

b. If shipping a pet, contact the airline to get complete information including layovers, pet-care facilities, and cost.

c. Veterinary services are available at cost on Fort Buchanan. Advise member to call 787-707-2038 before shipping pets to get current entry requirements.

8. **PRIVATELY OWNED FIREARMS (POFs):**

a. Personnel shipping firearms in Unaccompanied baggage or HHG's to Puerto Rico should be made aware of the provisions of the "Weapons Law of Puerto Rico." The mere possession of a firearm without a license issued by the Chief of Police of Puerto Rico is a crime punishable as a misdemeanor. The bearing, carrying, or transporting of a firearm without a second license issued by a judge of a superior court of Puerto Rico is a crime punishable as a felony.

b. When a shipment of unaccompanied baggage or household goods containing firearms arrives in Puerto Rico, the firearms will be impounded at the agent's warehouse in the presence of the member by a representative of the Police Department. Shipping firearms to Puerto Rico can and will create delivery, warehousing and port clearance delays. Firearms may not be retrieved from Police Headquarters until proper authorization to possess the weapon is granted. Authorizations will take approximately six months to a year and will normally be granted for target shooting. No advance authorizations are granted by local government. Any storage fees are the member's responsibility. We strongly recommend weapons be stored in NTS for the duration of tour in Puerto Rico. (CH)

c. To facilitate identification of shipments including firearms, such items should be specifically listed on the descriptive inventory and shipping documents (PPGBLS/TCMDS). POF's should be packed in container number one (1) to expedite shipment processing and inspection by local government authorities.

9. **PRIVATELY OWNED VEHICLES (POV's):**

a. **POV's:** (Includes information on prohibited vehicles, colors, etc.)

(1) Service members or DOD civilians are not authorized to import more than one (1) POV on the same set of orders. Shipment of second POV is at member's expense. This is subject to DOD disciplinary action, a Treasury Department fine, and/or prosecution by the Commonwealth Department of Justice for violation of excise tax laws, among others. Only one (1) motorized vehicle either two or four-wheeled, can be imported tax-free for military or DOD civilians under PCS orders, unless both members of the family are service members, provided individual does not sell the same POV after arrival. If a sale of subject POV is made, taxes must be paid prior to Commonwealth title transfer. (CH)

(2) All POV shipments to Puerto Rico are to be consigned to Capitol VPC, San Juan, Puerto Rico. For status on your vehicle contact them at 1-888-872-6064, 787-792-1233, 787-782-6544, FAX 787-781-0688, on the internet visit www.whereismypov.com. The following documents are required when picking up your POV, plus additional POV information.

- (a) A copy of the orders
- (b) ID card
- (c) Registration or title
- (d) Copy of DD Form 788

(3) Excise taxes will have to be paid when vehicles arrive in Puerto Rico more than 90 days after member's arrival. An extension of up to six months may be granted in unusual cases. The excise tax must be paid by members not exempt under paragraph 8a(1) before the motor vehicle is moved from the port of entry. The Commonwealth of Puerto Rico exempts only one (1) vehicle per active duty service member or DOD civilian from excise tax. (CH)

Retirees and Separatees do not have any Tax exemptions in shipment of POV's (including motorcycles). Member may ship motorcycle as part of HHG shipment. (CH)

(a) These taxes are based on the "Black Book" value of all new and used cars imported into the island. Only certified check, money order, or cash prior to delivery to the owner can be used to pay the taxes.

(b) There is a minimum tax of \$750.00 if the book value of the car is \$5,844.00 or less.

(c) Book value from \$5,844.00 up to \$10,130.00, tax is \$750.00 plus 13% of the excess over \$5,844.00.

(d) Book value from \$10,130.00 up to \$20,260.00, tax is \$1,307.00 plus 25% of the excess over the \$10,130.00.

(e) Book value from \$20,260.00 to \$42,546.00, tax is \$3,840.00 plus 40% of the excess over \$20,260.00.

(f) Book Value over \$42,546.00, tax is 30% of value.

(g) Multiple use vehicles, such as SUV's, 4X4, "Minivans", pay 13% provided the Black Book cost does not exceed \$20,000.00. If it does, the tax is \$2,600.00 plus 20% of the excess over \$20,000.00. (CH)

(h) Tax information is provided by the Commonwealth Tax Bureau (Hacienda). It is highly recommended that prior to taxable POV shipment, the decision-making individuals double-check with Hacienda on the tax due. Call Hacienda at (787) 783-3288/3010 before release of any imported taxable POV from the SDDC Terminal San Juan, PR. This does not apply to members with authorized shipment of POV. (CH)

b. **MOTORCYCLES/MOPEDS:** Mopeds or motorcycles shipped as HHG's must be packed separately from other HHG's since they must be cleared by the Puerto Rico Tax Authority. The service member or DoD employee will have to pay an excise tax of 6.6% of the vehicle's book value before shipment can be cleared for delivery.

c. **GASOLINE/CATALYTIC CONVERTERS:** Regular and premium unleaded gasoline and diesel fuel are available in Puerto Rico.

d. **INSURANCE/SAFETY REQUIREMENTS:**

(1) ACAA sticker, can be purchased at any tax office (Colecturia). All motor vehicles are required to have Puerto Rico Medical Liability Insurance, called "ACAA" at a cost of \$35.00 per year. No vehicle is released to the owner until this fee is paid. In addition to the ACAA, each vehicle must have a mandatory liability insurance (Seguro compulsorio) that costs \$99.00 a year.

(2) The owner must get plates and registration sticker and safety inspection within 72 hours of the individual picking up the vehicle.

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

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

12. **TRANSMITTING EQUIPMENT:**

a. **CB's:** No restrictions identified.

b. **AMATEUR/HAM RADIOS:** No restrictions identified.

c. **MARS EQUIPMENT:** No restrictions identified.

d. **DISH ANTENNAS:** No restrictions identified.

e. **CELLULAR/CORDLESS PHONES:** No restrictions identified.

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

a. Storage-in-transit (SIT) for retirees/separates shipping personal property into Puerto Rico must be used at origin. SIT at destination will not be authorized beyond 180 days except for emergency circumstances beyond the control of the member. After 180 days, storage will be converted to member's expense. (CH)

b. All DD 1299's MUST include in blocks 8.g and 8.h current in transit telephone number and mailing address. Members need to be reminded of the requirement to contact the personal property office immediately upon arrival in the area.

c. An OTO is required for direct shipments into the Carribean Islands of: Anguilla, Antigua, Aruba, Bahamas, Barbados, Bermuda, Caymen Islands, Curacao, Dominica, Grenada, Guadolope, Guyana, Haiti, Jamaica, Martinique, Montserrat, St. Barthelemy, St. Eustatius, St. Kitts and Nevis, St. Lucia, St. Martin, St. Vincent, Trinidad and Tabago, and Tortola. **Do not ship HHG's into Puerto Rico for further transfer.** Please advise all members, any and all customs requirements for local taxes and awareness of local firearms laws and requirements for permits, etc., will be the responsibility of the member. All shipments with the destination of any of the above islands must be routed through the "OTO" system. Annotate your ITGBL, block 18, to the specific island desired. Annotate block 20 with ORAK/WF3HBO DOL, Transportation Division, 218 Brook Street, Fort Buchanan, PR 00923. (CH)

(1) Please be aware the TOPS computer system will not correctly route OTO shipments. **Do not** send the shipment directly to Puerto Rico because it will take an OTO to re-route it to its destination.

(2) If any questions arise when processing a member to one of the above, please call the transportation officer in Fort Buchanan, at DSN: 740-4003, comm.: 787-707-4003, FAX 787-707-3007. Telephone calls are much cheaper than misrouted shipments. (CH)

d. Ensure retirees, separatees and members shipping designated location shipments to Puerto Rico, are thoroughly counseled on excise tax information. Please refer to: 14.a.(1).

14. **OTHER:**

a. **EXCISE TAX INFORMATION:**

(1) Only DoD civilians and US military who have PCS orders to Puerto Rico will be exempt from Puerto Rico excise tax. Personal property of all other service members, DOD civilians and dependents, which is imported into Puerto Rico, will be subject to the excise tax. Service members transferring to a Duty Station not in Puerto Rico, and elect to transfer dependents to Puerto Rico are subject to the excise tax. The tax must be paid prior to scheduling the property for delivery to the member. (CH)

(2) The Excise Tax on personal property is 6.6% of the appraised value of the taxable items. The tax on motor vehicles may be from fourteen (14) to eighty-five (85) percent of the vehicle's taxable price in Puerto Rico.

(3) To obtain Puerto Rico excise tax exemption, the service member or civilian employee must present Puerto Rico tax authorities with his/her ID card, copies of PCS orders, and in the case of motor vehicles, the corresponding title registration documents, and DD 788 POV shipping/inspection documents. Generally, military members and civilian employees entitled to excise tax exemption will be cleared through the tax office by the carrier's agent or DPM contractor.

(4) Motorcycles, mopeds, personal watercrafts, boats and mobile homes shipped to Puerto Rico under any type of orders are subject to an excise tax of 6.6% of the item's book value. The Puerto Rico Tax Authority will not clear the shipment for delivery until taxes are paid in full.

b. **PLEASURE BOATS:** Pleasure boats are authorized to be imported into Puerto Rico as household goods. Upon introduction into the Commonwealth of Puerto Rico, boats are subject to an excise tax of 6.6%. Boat owners must have in their possession a valid state registration and a bill of sale. Lack of these documents will cause undue delays in the turnover of the boat and costly storage fees.

1. GENERAL:

- a. **GBLOC:** OSNC
- b. **DODAAC:** WF3HBO (CH)
- c. **E-MAIL:** buchppso@buchanan.army.mil
- d. **TWX:**
- e. **MAIL:** DOL-TRANSPORTATION DIVISION (CH)
PERSONAL PROPERTY SHIPPING OFFICE
WELCOME CENTER, BLDG 152
218 BROOKS ST.
FORT BUCHANAN PR 00934
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** ZIP 00934
(Fort Buchanan), ZIP 00901 (San Juan)
- g. **APOD:** LMM Int'l Airport, RQ
WPOD: San Juan, RQ-CK1
- h. **PHONE:**

PHONE TYPE	COMM	DSN
Inbound	787 707 3587	740 3587 (CH)
Outbound	787 707 4004/4005	740 4004/4005 (CH)
QC/Claims	787 707 3892	740 3892 (CH)
Customer Service	787 707 4006	740 4006 (CH)
QA	787 707 3892	740 3892 (CH)

i. **FAX:**

PHONE TYPE	COMM	DSN
Inbound	787 707 3750	740 3750 (CH)
Outbound	787 707 4007	740 4007 (CH)

2. CONSIGNMENT INSTRUCTIONS:

- a. **DPM HHG, DPM BAGGAGE:** Consign to DOL-Transportation Division, Fort Buchanan, PR, Mark for: La Grande Moving & Shipping, Carr. #2, Km. 19.7, Sector Acunas, Barrio Candelaria, Toa Baja, Puerto Rico 00949, 787-251-5555/6. M/F member and activity/unit of assignment. Pack baggage in corrugated fiberboard triple-wall boxes (FED SPEC PPP-B-640) or double-wall, high strength, weather resistant boxes (FED SPEC PPP-B-1364B). Do not ship in corrugated boxes larger than 45 cubic feet or in wooden boxes. (CH)
- b. **ITGBL HHG AND BAGGAGE:** Consign to member c/o destination address or activity/unit of assignment. Annotate PPGBL: "Carrier will notify TO, US Army Fort Buchanan, Puerto Rico (OSNC), upon arrival of shipment and prior to delivery to residence or placing into storage." (CH)
- c. **POVS:** Consign all POVs to VPC Capitol Transportation, San Juan, Puerto Rico (888)-872-6064, (787)-792-1233.

d. **PARCEL POST:** Consign to member or member's agent.

3. **SPECIAL INSTRUCTIONS:**

a. **NOTE 1:** Active Duty members assigned to Curacao are authorized to ship 600lbs of Unaccompanied Baggage through One-Time-Only or Code 8. Shipment of POV is not authorized.

b. **NOTE 2:** All DPM surface/water freight shipments, HHG or baggage shall be consigned to La Grande Moving and Shipping, Carr. #2 KM 19.7, Sector Acuna, Barrio Candelaria Toa Baja, PR 00951. (CH)

c. **NOTE 3:** DPM Code 7 is the only authorized method of shipments into Puerto Rico. (CH)

d. **NOTE 4:** For Milgroups/Embassies Central and South America. Fort Buchanan Area of Responsibility includes administration of the Personal Property Traffic Management Program for U.S. military/civilian personnel with duty assignment in Central and South American countries and US Embassies. (CH)

(1) **FROM CENTRAL AND SOUTH AMERICA:** Fax customer's DD Form 1299 and orders to: (787)-865-3750/4007. These shipments will be routed through One-Time-Only (OTO). Allow at least two weeks to obtain the reply to the OTO requests. Members can obtain assistance from the closest Embassy to fill out DD Form 1299. (CH)

(2) **TO CENTRAL AND SOUTH AMERICA:** Refer to Note 1. Shipments going to these areas MUST have an address or contact phone number to avoid delays and extra charges. (CH)

(3) **PANAMA SHIPMENTS:** This PPSO is in charge of shipments from/to Panama. Inbound customers should provide destination address and/or phone number to avoid delays and customs problems. Member must be physically in Panama to arrange customs clearance and payment of Panamanian import taxes. Member is responsible for payment of all import and customs bonded storage charges. This is a personal matter between the member and the Government of Panama. Consign shipments for PCS members to the US Embassy in Panama. For instructions on shipments leaving Panama, refer to Note 1 above. (CH)

(4) **MILGROUP LOCATIONS:** Individuals with orders to any of the MILGROUP locations such as: Argentina, Bolivia, El Salvador, Panama, Brazil, Colombia, Belize, Chile, Ecuador, Mexico, Santo Domingo, Peru, Paraguay, Uruguay, Costa Rica, Guatemala, Honduras, Nicaragua, and all of the Caribbean Islands, should consider the following prior to shipping their personal belongings.

(a) Shipments should not arrive to destination if the member is not going to be available. Customs will demand the presence of the service member for clearance of the shipment.

(b) Shipment may incur demurrage charges and port charges.

(c) Property shall be held in SIT at origin until member is available to take delivery or property may be placed in NTS at origin until member performs his/her next PCS transfer. (CH)

(d) The origin TO must exercise good judgement in evaluating the time when the customer will arrive to destination and transit time of the shipment.

e. **NOTE 5**: Shipments destined for these areas: St. Croix, St. John, and St. Thomas must be routed through the OTO system. Block No. 18 on the GBL must show members name with actual destination i.e., St. Thomas, etc. Do not show Fort Buchanan PPSO information. Consignment instructions for these islands can be found in records 124-2 St. John and 124-3 St. Croix. Ship OTO/Code 4 for HHG's or OTO/Code 7 or Code 8 for UB. Shipments arriving onto the island of Puerto Rico erroneously must be re-booked through the OTO system here, causing great delays to members and members families and double/triple the expense to the Government.

f. **NOTE 6**: For shipments to Puerto Rico for civilians (Civil Service, Civil Engineers, Teachers etc.) ship via Code 4 for HHG's and Code 7 for UB.

g. **NOTE 7**: Refer to record 97-1 PUERTO RICO(RQ) - GENERAL INSTRUCTIONS.

CHAPTER 100

100-1 RUSSIA (RS) - GENERAL INSTRUCTIONS (formerly the Soviet Union)
REVIEW DATE: 26 NOV 03

1. SHIPMENT INSTRUCTIONS:

- a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.
- b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.
- c. **HARD LIFT AREA:** No restrictions identified. (CH)
- d. **UNACCOMPANIED BAGGAGE:** No restrictions identified.

2. CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:

a. Embassy employees' shipments are subject to the Russian Ministry of Culture's regulations on the import and export of cultural items. The GSO/shipping section will assist you with the registration of items such as antiques and works of art, which must have an export permit for outgoing shipment at the end of your tour. The Ministry has denied a few export permits; therefore, the Embassy recommends that you do not bring extremely valuable or rare antiques and art works into the Russian Federation. (CH)

b. Customs regulations prohibit the clearance of personal effects unless the person is physically in the country and registered with the Ministry of Foreign Affairs. All losing posts are requested to pouch a copy of Transfer Travel orders, GBL and DD Form 1299 to American Embassy Moscow, PSC 77 (GSO), APO AE 09721 ASAP after the assignment. Losing posts are requested to time shipments to coincide with the duty reporting date of personnel assigned to Russia. If personal effects arrive in Moscow before the owner, they are stored at Russian Customs accruing expensive storage. (CH)

3. CONSUMABLES:

- a. **ALCOHOLIC BEVERAGES:** No customs restrictions for personal use only. (CH)
- b. **CIGARETTES/TOBACCO PRODUCTS:** No customs restrictions for personal use only. (CH)
- 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:** To bring a pet into the Russian Federation employees must have the Veterinary Certificate (International Health Certificate). The International Veterinary Certificate must contain the information about last rabies shot. **NOTE:** Rabies shot must be more than one month old and less than a year old.
7. **PRIVATELY OWNED FIREARMS (POFs):** Importation is prohibited.
8. **PRIVATELY OWNED VEHICLES (POVs):**
 - a. **POVs:** No restriction on the type, age or color of the vehicle. (CH)
 - b. **MOTORCYCLES/MOPEDS:** Motorcycles are considered POVs. (CH)
 - c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified.
 - d. **INSURANCE/SAFETY REQUIREMENTS:** No restrictions identified.
9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Importation is prohibited. (CH)
10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.
11. **TRANSMITTING EQUIPMENT:** Importation is prohibited.
12. **SEPARATEES/RETIREEES/ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Russia 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 Russia.
13. **OTHER:**
 - a. Russian regulations permits must be obtained for items of cultural value(ICV) that are exported from Russia. ICV are: paintings, sculptures, icons, hand-made carpets, books and editions more than 50 years old, musical instruments, samovars, objects of decorative art, etc.
 - b. The representative of the moving company visits the employee's residence, identifies, lists and photograph ICV, takes the list and photographs to the Ministry of Culture. According to the contracts, that the Embassy currently has with three moving companies for shipments of HHE/UAB for non-military personnel we pay, on average, USD 188 per one shipment for

this service. Please note that some items the Ministry of culture can send for expertise to an appropriate museum in Moscow and this will create additional costs.

c. As soon as the moving company will submit the DD619 form for us, we will verify, on case by case basis that this service has been rendered and will return them the signed form.

1. GENERAL:

- a. **GBLOC:** **STDK**
- b. **DODAAC:** **HHAU2U**
- c. **E-MAIL:**
- d. **TWX:** USDAO MOSCOW RS
- e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY MOSCOW
APO AE 09721
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None
- g. **APOD:** Moscow (RS-MOW), Moscow-Domodedovo (RS-DME),
Moscow-Sheremetyevo (RS-SVO)

WPOD: None
- h. **DSN:** None **COMM:** 011-7-095-728-5074 **TELEX:** None (CH)
- i. **FAX:** **DSN:** None **COMM:** 011-7-095-956-5077 (CH)

2. CONSIGNMENT INSTRUCTIONS:

- a. **HHG:** Ship via DPM/Surface. Consign to American Embassy, Moscow, RS (STDK), M/F member's last name, first name, middle initial, USDAO. Mail advance paperwork to USDAO American Embassy, APO AE 09721. Also, mail two copies of DD Form 1299 and two copies of orders to Commander, Bremerhaven Terminal, ATTN: Cargo ACCTG/Claims Branch, Postfach 310250, 2850 Bremerhaven, GE, APO AE 09069. **See NOTE 3** (CH)
- b. **UNACCOMPANIED BAGGAGE:** Ship via INTL/AIR/COMM/DPM. Consign to American Embassy, Moscow, RS (STDK). M/F member's last name, first name, middle initial, USDAO. Please note that UAB cannot be cleared until employee is at post. Storage charges accrue, unless freight forwarder confirms that the employee is in Moscow before forwarding UAB. **See NOTE 2** (CH)
- c. **ITGBL HHG AND ITGBL BAGGAGE:** None.
- d. **PARCEL POST:** None.

3. SPECIAL INSTRUCTIONS:

- a. **NOTE 1:** Effective 01 April 2003, shipments originating in Europe will be moved under tender of service Europe, appendix F-4. Paying office will be US Army Defense Finance and Accounting Office Europe, Vender pay, Site Army, Transportation & Subsistence Pay, Kleber Kasern, Building 3208, 67657 Kaiserslautern Germany. Also mail two copies of DD Form 1299 and two copies of orders to Commander, Bremerhaven Terminal, ATTN: Cargo, ACCTG/Claims Branch, Postfach 310250, 2850 Bremerhaven GE, APO AE 09069. (CH)

b. **NOTE 2**: Request all incoming air shipments for military personnel for the Embassy **not**, repeat, **not** be assigned to Emery Worldwide Air Freight. Air shipments consigned to any intermediary company are delayed due to the mishandling of shipments and incur extra expense because of needless additional bureaucracy. Consign all future air shipments to Moscow simply: American Embassy Moscow For (employee's name and department).

c. **NOTE 3**: International Express and Parcel Post services. All agencies and employees that use international express and parcel post services to ship any kind of materials to Moscow must use DHL Express Service only. Other "express service" companies (Fedex, UPS, etc.) do not provide (in Moscow) any service neither to the Embassy or to the accredited employees of the Embassy. All shipments that have been sent to Moscow by other services than DHL will be sent back to the shipper and the shipper will incur delivery fees for sending the shipment back.

d. **NOTE 4**: Refer to record 100-1 RUSSIA(RS) - GENERAL INSTRUCTIONS.