

1-7 COAST GUARD INTEGRATED SUPPORT COMMAND, KETCHIKAN, ALASKA(02)
REVIEW DATE: 20 SEP 04 MULTI-SERVICE

1. GENERAL:

- a. **GBLOC:** MAPK
- b. **DODAAC:** Z71117
- c. **E-MAIL:**
- d. **TWX:** COGARD INTSUPRTCOM KETCHIKAN AK//PPTO-TO// (CH)
- e. **MAIL:** COMMANDING OFFICER (CH)
ISC KETCHIKAN (PPTO)
1300 STEDMAN
KETCHIKAN AK 99901
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None
- g. **APOD:** Ketchikan, AK-KTN
WPOD: Ketchikan, AK-YB1
- h. **DSN:** None **COMM:** (907) 228-XXXX, Outbound - 6434, QA/TO/Inbound - 6433 (CH)
- i. **FAX:** **DSN:** None **COMM:** (907) 228-0285

2. CONSIGNMENT INSTRUCTIONS:

- a. **DPM HHG, DPM BAGGAGE:** There are no DPM agents for Southeast Alaska at this time. **DO NOT SHIP HHGS/BAGGAGE VIA AMC TRANSPORTATION.**
- b. **ITGBL/TGBL HHG, ITGBL/TGBL UB:** Ship HHG coming from OCONUS (other than Alaska) via Code 4 and UB via Code 7 or 8. HHG coming from CONUS ship via Code 2 and UB via Code 7 or 8. Consign to member c/o destination address or "SIT". Annotate GBL: "Carrier will notify T.O., CG ISC Ketchikan, prior to delivery or placing into storage". (For baggage see Note 4). Do not use AMC due to non-availability of an AMC system in Southeast Alaska.
- c. **DPM & ITGBL HHG & UB:** For the cities of Anchorage, Homer, Kenai, Palmer, Seward, Tok and Valdez: JPPSO-ANC (MBFL) is the responsible T.O. Please refer to JPPSO-ANC for information regarding HHG/UB shipments.
- d. **HIGH VALUE:** Consign to member (if shipped separately). Mark: "Hold for pickup at carrier terminal. Notify responsible T.O. upon arrival".
- e. **PARCEL POST:** Consign to member or member's agent c/o local address or unit of assignment. **Do not** consign to T.O.

3. SPECIAL INSTRUCTIONS:

- a. **NOTE 1:** Area of responsibility includes all areas of the state east of Cordova, AK to the Canadian/Alaska Border at the Saint Elias Mountains continuing down through the entire range of southeast Alaska commonly called the "panhandle".
- b. **NOTE 2:** Shipment of household goods for Coast Guard personnel to the Southeast of Alaska is prohibited prior to entry approval from the Housing Officer, USCG ISC Ketchikan.

c. **NOTE 3:** Member or member's agent must pick up parcel post shipments c/o the unit on assignment upon arrival. Adequate storage facilities are not available.

d. **NOTE 4:** UB or BA shipments: Do not ship UB/BA via AMC Transportation destined for Southeast Alaska. The required method for UB/BA shipments is "Code 7/8" Commercial.

e. **NOTE 5:** Questions regarding AOR, or methods of shipping HHG/UB, please refer to record 1-1 ALASKA(02) - GENERAL INSTRUCTIONS or contact the T.O. by phone or email.

1. **GENERAL:** (Responsible PPSO: JPPSO-Hawaii)

- a. **GBLOC: PTNZ** (CH)
- b. **DODAAC: N00604**
- c. **E-MAIL:** fisc_prlh_jppso@navy.mil
- d. **TWX:** JPPSO HAWAII PEARL HARBOR HI//CODE 600//
- e. **MAIL:** FLEET AND INDUSTRIAL SUPPLY CENTER
JPPSO-HAWAII CODE 600
1942 GAFFNEY STREET SUITE 100
PEARL HARBOR HI 96860-4549
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None
- g. **APOD:** Pago Pago Intl Airport, AQ-PPG **WPOD:** Pago Pago,
AQ-WB1; Manu'a, AQ-WB3; Aunu'u, AQ-WB4
- h. **DSN:** (315) XXX-XXXX **COMM:** (808) XXX-XXXX, HHG Dir-
473-4487, QA-473-4910, Outbound-473-4911, Inbound-473-2833,
TELEX: None
- i. **FAX: DSN:** (315) 473-4917/4902/4912 **COMM:** (808) 473-
4917/4902/4912

2. **CONSIGNMENT INSTRUCTIONS:**

- a. **DPM HHG, DPM UB:** Not Authorized.
- b. **ITGBL HHG, BAGGAGE:** DO NOT consign to JPPSO-Hawaii. Consign all shipments directly to American Samoa, (specific island), and mark for the member. Annotate the PPGBL: "Carrier will notify JPPSO Hawaii, upon arrival of shipment and prior to delivery to residence or placing into storage." Use ITGBL (OTO) Code 4 only for HHGS shipments and use ITGBL (OTO) code 8 only for baggage shipments. Indicate the specific island in the destination block of the PPGBL.
- c. **PARCEL POST:** Consign to member or member's agent, c/o local address (Island) in American Samoa. DO NOT consign to JPPSO-Hawaii.

3. **SPECIAL INSTRUCTIONS:**

- a. **NOTE 1:** Provide the member with the name, address, and phone number of carrier's destination agent. Instruct the members to immediately contact the destination agent upon arrival in American Samoa.
- b. **NOTE 2:** Refer to record 3-1 American Samoa(AQ) - GENERAL INSTRUCTIONS for additional information and instructions.

CHAPTER 3A

3A-1 ANGOLA (AO) - GENERAL INSTRUCTIONS

REVIEW DATE: 30 SEPTEMBER 2004

1. SHIPMENT INSTRUCTIONS:

- a. **WEIGHT RESTRICTIONS:** Per members orders.
- b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified
- c. **HARD LIFT AREA:** Hard lift area for Air Force. 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:** The customs clearance process can take between three and four weeks after submitting completed documentation to the shipping section for coordination through the Foreign Ministry, Customs Office and Airport/Port Customs Office. Post must be advised by fax and/or hardcopy receipt of all shipments routed to Luanda to avoid paperwork delays and costly airport/port warehouse storage charges. Please remember that all shipments should be consigned to American Embassy in Luanda, (Employee name or Embassy section), Rua Major Kanhangula no. 134, Luanda, Republica de Angola. UB should be packed in heavy-duty cardboard boxes, lined with waterproof plastic because of rain, and steel banded; HHG should be packed in plywood crates, lined with waterproof plastic to protect from rain and tropical humidity, steel banded then shipped air freight to Luanda. Fax or DHL airway bill, packing list, invoice, itemized statement of value for air freight shipments and bill of lading, packing list, invoice, Angola National Shippers Council for surface shipments to post.

3. CONSUMABLES:

- a. **ALCOHOLIC BEVERAGES:** Some restrictions apply, contact post prior to shipment for current restrictions.
- b. **CIGARETTES/TOBACCO PRODUCTS:** Some restrictions apply, contact post prior to shipment for current restrictions.
- c. **COSMETICS:** No restrictions identified.
- d. **FOODSTUFFS/MEATS:** No restrictions identified
- e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Narcotics are strictly prohibited, but some pharmaceutical products are allowed. Contact post prior to shipment for current restrictions.

4. ELECTRICAL EQUIPMENT:

- a. **HOME COMPUTERS:** No restrictions identified.
- b. **TVs/VCRs:** No restrictions identified.
- c. **OTHER (i.e. COMPATABILITY, ETC):** Houses have 220 volt current

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

6. **PETS/QUARANTINE:** No restrictions identified. Pet must have recent health certificate and proof of current shots
7. **PRIVATELY OWNED FIREARMS (POF):**
 - a. **HANDGUNS:** Strictly prohibited
 - b. **RIFLES/SHOTGUNS:** Strictly prohibited
 - c. **TOY-RELATED GUNS:** Strictly prohibited
 - d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Strictly prohibited
8. **PRIVATELY OWNED VEHICLES (POVs):**
 - a. **POVs:** There are no prohibited vehicles or colors. Vehicles must be left hand driven.
 - b. **MOTORCYCLES/MOPEDS:** No restrictions identified
 - c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified. Unleaded gasoline is available.
 - d. **INSURANCE/SAFETY REQUIREMENTS:** Third party insurance is required, contact post for further information
9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Strictly Prohibited
10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.
11. **TRANSMITTING EQUIPMENT:**
 - a. **CBs, AMATEUR/HAM RADIO, RADIO TELEPHONE, AND RADIO TRANSMITTERS:** 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 Angola 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 Angola Government.
13. **OTHER:** None.

1. **GENERAL:**

- a. **GBLOC:** TXDZ
- b. **DODAAC:** N/A
- c. **POC:**
- d. **E-MAIL:** usdaoluanda@state.gov
- d. **TWX:** USDAO LUANDA AO
- e. **MAIL:** US Embassy Luanda
2550 Luanda Place
Dulles, VA 20189
- f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None
- g. **APOD:** Luanda - LAD
WPOD: Luanda
- h. **DSN:** None **COMM:** 244-2-445-481
- i. **FAX:** **DSN:** None **COMM:** 244-2-448-217

2. **CONSIGNMENT INSTRUCTIONS:** This is a one-time-only (OTO) rate area, you must submit an OTO request message to CDRSDDC ALEXANDRIA VA//SDPP-PO. For further information concerning OTO procedures refer to chapter VII, ITGBL Rate Solicitation Instructions and the Defense Transportation Regulation, Part IV.

NOTE: Before sending shipment to post make sure copies of Airway Bill, Bill of Lading, Packing List, invoice, Angola National Shippers Council Form are faxed or scanned to post to void delays in releasing shipments in country.

3. **SPECIAL INSTRUCTIONS:** Refer to record 3A-1 ANGOLA - GENERAL INSTRUCTIONS.

7-4 337 AIR SUPPORT FLIGHT, CANBERRA, AUSTRALIA (AS)
REVIEW DATE: 05 OCT 04 MULTI-SERVICE

1. GENERAL:

- a. **GBLOC:** RAFK
- b. **DODAAC:** FY7650
- c. **E-MAIL:** tmo.Canberra@andersen.af.mil
- d. **TWX:** 337 ASUF CANBERRA AS//LGT//
- e. **MAIL:** TRAFFIC MANAGEMENT OFFICER
ATTN LGT
337 ASUF
US EMBASSY UNIT 11004
APO AP 96549-5000
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** USDAO, APOs 96549,
96551, and 96554 (See Special Instruction)
- g. **CROSS REFERENCE of OTO APOs/FPOS SERVED:** Perth WA, APO 96530;
Tasmania, Adelaide, SA, Darwin, NT, Brisbane, QLD, Townsville,
QLD, APO 96553; Learmonth, Exmouth, WA, APO 96553 (See Consignment
Instructions 2b) (CH)
- h. **APOD:** Richmond, AS-RCM **WPOD:** Sydney, AS-VC1, Brisbane,
AS-VC3, Melbourne, AS-VB2, and Adelaide, AS-VB1
- i. **DSN:** None **COMM:** 026-214-5879/5610 (in-country), 011 61-
26-214-5879/5610 (international)
- j. **FAX:** **DSN:** None **COMM:** 026-273-5231 (in-country), 011 61-
26-273-5231 (from overseas)

2. CONSIGNMENT INSTRUCTIONS:

- a. The 337th ASUF will be responsible for all shipments to/from Australia except those active duty shipments destined for Alice Springs.
- b. Shipments to the following locations in Australia must be routed one-time-only (OTO) Code 4 HHG and OTO Code 8 UB only: Tasmania, South Australia, Western Australia, Northern Territory (excluding Alice Springs), and Queensland. All other areas route HHG Code 4 or Code T. Code T is the preferred method.
- c. **DPM HHG, DPM BAGGAGE:** Do not ship DPM household goods (HHG) or unaccompanied baggage (UB) shipments by surface mode. Consign all DPM AIR shipments to TMO 337 ASUF/LGT, American Embassy, Canberra, Australia (RAFK). M/F member and unit of assignment.
- d. **ITGBL HHG AND BAGGAGE:** Annotate PPGBL: "Carrier will notify TMO, 337 ASUF/LGT, American Embassy, Canberra, Australia (RAFK), upon arrival of shipment and prior to delivery to residence or placing into storage." Member should combine HHG and UB into a Code T shipment. Suggest UB type items be inventoried separately and placed in the number one container and annotate PPGBL: "Extra stop off/delivery of designated items authorized."

e. Personnel are normally assigned to fully furnished temporary lodging facilities upon arrival. Shipment of unaccompanied baggage may not be necessary. Code 8 to Australia is very costly. Recommend personnel assigned to areas in Australia that have a servicing APO, mail personal items in lieu of unaccompanied baggage, and apply for reimbursement IAW JFTR U5320D. Provide receipts with weight or each box at time of in-processing.

f. **PARCEL POST:** Do not consign to TMO. Consign to member's local unit address of assignment.

g. **Retirees, Separatees and Designated Location Dependents (DLDs):** 337ASUF is responsible for all retiree, separatee and DLD shipments into Australia. These shipments should be routed OTO-Code 4.

3. **SPECIAL INSTRUCTIONS:**

a. **NOTE 1:** ITOs should send all documents relative to personal property movements consigned to APO numbers in para 1g directly to the address in para 1f. Do not mail documents to the unit member is assigned to, as there are no TMO facilities at these detachments.

b. **NOTE 2:** Members considering shipment of POV to Australia are strongly encouraged to contact the 337th ASUF via e-mail for more details.

c. **NOTE 3:** Counselors and Members are cautioned to thoroughly read the General Instructions for Australia for POV shipment. Refer to record 7-1 AUSTRILA(AS) - GENERAL INSTRUCTIONS.

CHAPTER 16A

16A-1 BOSNIA AND HERZEGOVINA - GENERAL INSTRUCTIONS

REVIEW DATE: 23 SEP 04

1. SHIPMENT INSTRUCTIONS:

- a. **WEIGHT RESTRICTIONS:** As per JTR/JFTR
- 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:** No shipments can be cleared through BH customs office prior to the member's arrival at post. To avoid unnecessary demurrage charges, past strongly suggests shipments be timed to coincide with the employee's arrival at Sarajevo.

3. CONSUMABLES:

- a. **ALCOHOLIC BEVERAGES:** No restrictions identified
- b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions identified
- c. **COSMETICS:** No restrictions identified.
- d. **FOODSTUFFS/MEATS:** No restrictions identified
- e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified

4. **ELECTRICAL EQUIPMENT:** Primary power in Bosnia is 220V/50HZ. Voltage regulators and/or uninterruptible power supplies should be brought for sensitive electronic equipment, i.e., computers, stereos. Post issues two step-down transformers per housing unit for use with 110 volt appliances. A complete welcome kit is supplied for use until an employee's HHE shipment arrives. This kit includes kitchenware, a coffeemaker and toaster, china, glassware, flatware, iron, ironing board, bedding and towels.

- a. **HOME COMPUTERS:** No restrictions identified.
- b. **TVs/VCRs:** No restrictions identified.
- c. **OTHER (i.e. COMPATABILITY, ETC):** No restrictions identified

5. **FURNITURE, OVERSIZED:** Permanent housing in Sarajevo consists of short-term leased government-furnished quarters. The Embassy's Interagency Housing Board (IAHB) assigns housing in accordance with the space standards in 6 FAM 720. Housing assignments are usually finalized two months prior to the employee's arrival, provided that post has accurate arrival information. The IAHB makes assignments based on the units available at the time of the employee's arrival, considering employee preferences and special circumstances when possible. The embassy housing pool includes apartments, townhouses and some single family homes. The quality of available housing in Sarajevo has improved in recent years, but units with a lot of storage space continue to be hard to find. Some employees detailed or seconded to international organizations are on a living quarters allowance (LQA) and do

not receive embassy-leased housing. Employees must keep lack of storage in mind when planning shipments; post cannot provide warehouse space for employees' personal effects. Garages here tend to be smaller than in the United States and larger vehicles such as SUVs are sometimes a tight fit. Post provides major appliances, including, two-room air conditioners, refrigerator/freezer, washer and dryer and a microwave oven. Optional items such as portable fans and space heaters are available on request. The Post housing handbook gives a full listing of household furnishings and appliances provided by post. New arrivals are provided with a welcome kit, which includes flatware, silverware, basic kitchen appliances, vacuum cleaner, pots and pans, and bedding and bath linens until household effects arrive.

6. **PETS/QUARANTINE:** There is no prohibition on bringing pets into Bosnia. A recent vaccination record is required to import animals. Most hotels do not accept pets and most embassy residences do not have yards for larger animals. Procedures for shipping animals vary from airline to airline - check carefully when planning to bring in a pet. Employees are responsible for any pet damage to embassy housing or furnishings.. Good veterinary care is available in Sarajevo.

7. **PRIVATELY OWNED FIREARMS (POF):** Firearms and ammunition are prohibited at post.

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

a. **POVs:** Employees assigned to Sarajevo may ship a POV no older than seven years to Post. Accredited diplomats may register their vehicles free of charge, there is a fee of about \$100. per year for registering a vehicle for those with administrative and technical status. Employees should hold a valid US driver's license to operate a vehicle in Bosnia. Cars older than seven years at the time of import must be exported upon the end of the employee's tour in Bosnia - they cannot be sold in Bosnia. For this reason post strongly recommends that personnel avoid importing cars older than seven years. Dealer service of US Spec vehicles is unavailable here, but local mechanics can fix many problems. Audis, Renaults, and Volkswagens are sold and serviced in the Sarajevo area. Four wheel drive vehicles are highly recommended as roads in Bosnia are rough and icy in winter.

b. **MOTORCYCLES/MOPEDS:** Motorcycles can be shipped to post with HHE, but be aware operating a motorcycle in Bosnia cannot be considered safe given local traffic conditions and rough roads.

c. **GASOLINE/CATALYTIC CONVERTERS:** Lead-free gasoline is readily available.

d. **INSURANCE/SAFETY REQUIREMENTS:** Bosnian law requires purchase of third party liability insurance from a local company. This insurance is available at a discount through an embassy contract.

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 RADIO:** Special permit required

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

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

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

12. **SEPARATEES/RETIREE ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation, or relocating dependents to Bosnia-Herzegovina 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 Bosnia-Herzegovina..

13. **OTHER:** None.

1. **GENERAL:**

- a. **GBLOC:** UKDZ
- b. **DODAAC:**
- c. **POC:**
- d. **E-MAIL:** CSSARAJEVO@STATE.GOV
- d. **TWX:** amembassy Sarajevo//gso//
- e. **MAIL:** GSO/Shipping
Department of State
7130 Sarajevo Place
Washington, DC 20521-7130
- f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None
- g. **APOD:** S arajevo International Airport - SJJ
WPOD: N/A
- h. **DSN:** None **COMM:** Embassy ++387 33 44 57 00
- i. **FAX:** **DSN:** None **COMM:** Fax ++387 33 44 57 00/2245

2. **CONSIGNMENT INSTRUCTIONS:** This is a one-time-only (OTO) rate area. Submit OTO request for HHG via Code 4 or 6 and UB via Code 8 by message to CDRSDDC ALEXANDRIA VA//SDPP-PO. Consign to member, American Ambassador, American Embassy, Alipasina 43, Sarajevo, Bosnia and Herzegovina, ATTN: Employee's name. 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 Bosnia-Herzegovina General Instructions

CHAPTER 16B

16B-1 BOTSWANA (BC) - GENERAL INSTRUCTIONS

REVIEW DATE: 20 SEP 04

1. SHIPMENT INSTRUCTIONS:

- a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.
- b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.
- c. **HARD LIFT AREA:** Hard lift area for Air Force. Air clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA).
- d. **UNACCOMPANIED BAGGAGE:** Must be accompanied by transport documents, inventory list, invoice or valuation certificate

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** The US Embassy is responsible for clearing shipments through customs. Supporting documents including invoice, inventory list, exemption certificate are required by Embassy to accompany the customs declaration

3. CONSUMABLES:

- a. **ALCOHOLIC BEVERAGES:** Shipment is strictly prohibited.
- b. **CIGARETTES/TOBACCO PRODUCTS:** Duty free importation allowance is 2000 cigarettes
- c. **COSMETICS:** No restrictions identified.
- d. **FOODSTUFFS/MEATS:** Importation for personal consumption only, limited to 10 kilograms.
- e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified.

4. ELECTRICAL EQUIPMENT:

- a. **HOME COMPUTERS:** No restrictions identified for personal use
- b. **TVs/VCRs:** No restrictions identified for personal use
- c. **OTHER (i.e. COMPATIBILITY, ETC):** Electrical power is 220 volt

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

6. **PETS/QUARANTINE:** Must have a veterinary permit and a health certificate. Rabies certificate cannot be more than one month old.

7. **PRIVATELY OWNED FIREARMS (POFs):** Firearms may be permitted upon approval. Contact sponsor for current details prior to shipment of firearms.

- a. **HANDGUNS:** Not permitted in shipment
- b. **RIFLES/SHOTGUNS:** Not permitted in shipment.
- c. **TOY-RELATED GUNS:** Not permitted in shipment.

- d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Not permitted in shipment.
8. **PRIVATELY OWNED VEHICLES (POVs):**
- a. **POVs:** No restriction on type, color, size of vehicle
 - b. **MOTORCYCLES/MOPEDS:** No restrictions identified.
 - c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified.
 - d. **INSURANCE/SAFETY REQUIREMENTS:** Third party liability insurance required. Contact Embassy for available companies.
9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Shipment is strictly prohibited.
10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Agricultural permits must be obtained. Contact sponsor for further information..
11. **TRANSMITTING EQUIPMENT:**
- a. **CBs:** No restrictions identified, must obtain license from the Telecomms Authority
 - b. **AMATEUR/HAM RADIOS:** No restrictions identified, must obtain license from the Telecomms Authority
 - c. **MARS EQUIPMENT:** Permit from Telecomms Authority and Office of the President required
 - d. **DISH ANTENNAS:** No restrictions identified.
 - e. **CORDLESS PHONES:** No restrictions identified.
12. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Botswana 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 Botswana.
13. **OTHER:** None.

16B-2 AMERICAN EMBASSY, GABARONE, BOTSWANA (BC)

REVIEW DATE: 20 SEP 04

MULTI-SERVICE

1. **GENERAL:**

- a. **GBLOC:** TRDL
- b. **DODAAC:**
- c. **E-MAIL:** N/A
- d. **TWX:** AMEMBASSY GABORONE
- e. **MAIL:** GSO Shipping
Department of State
2170 Gaborone Pl
Washington DC 20521-2170
- f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None
- g. **APOD:** Sir Seretse Khama International Airport
WPOD: Durban, South Africa
- h. **DSN:** None **COMM:** 267-3953982
- i. **FAX:** **DSN:** None **COMM:** 297-3956947 or 267-3953951

2. **CONSIGNMENT INSTRUCTIONS:** 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 member American Embassy, Gabarone Botswana. 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 BOTSWANA (BC) - GENERAL INSTRUCTIONS.

CHAPTER 19A

19A-1 BURUNDI (BY) - GENERAL INSTRUCTIONS

REVIEW DATE: 20 SEP 04

1. SHIPMENT INSTRUCTIONS:

- a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.
- b. **CONTAINER/CRATING REQUIREMENTS:** Containers used should be standard dimension (1X20' or 1X40')
- c. **HARD LIFT AREA:** Hard lift area for 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:** The US Embassy is responsible for clearing shipments through customs. Provide a copy of the PPGBL, AWB, inventory, estimated customs value of each shipment (UB, HHG and POV) number of pieces, cube and the weight (gross and net).

3. CONSUMABLES:

- a. **ALCOHOLIC BEVERAGES:** No restrictions identified.
- b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions identified
- c. **COSMETICS:** No restrictions identified.
- d. **FOODSTUFFS/MEATS:** No restrictions identified
- e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Narcotics are prohibited but no restrictions identified on pharmaceutical products

4. ELECTRICAL EQUIPMENT:

- a. **HOME COMPUTERS:** No restrictions identified
- b. **TVs/VCRs:** No restrictions identified
- c. **OTHER (i.e. COMPATIBILITY, ETC):** Electrical power is 220 volt

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

6. **PETS/QUARANTINE:** No restriction on importation of pets, but the owner must have a valid certificate of vaccination at least 15 days prior to importation in country

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

- a. **HANDGUNS:** Not permitted in shipment
- b. **RIFLES/SHOTGUNS:** Not permitted in shipment
- c. **TOY-RELATED GUNS:** No restrictions identified
- d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Not permitted in shipment

8. **PRIVATELY OWNED VEHICLES (POVs):**
 - a. **POVs:** No restriction on type, color, size of vehicle
 - b. **MOTORCYCLES/MOPEDS:** No restrictions identified.
 - c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified. Unleaded gasoline is available.
 - d. **INSURANCE/SAFETY REQUIREMENTS:** Third party liability insurance required. Contact Embassy for available companies.
9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Shipment is strictly prohibited.
10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified
11. **TRANSMITTING EQUIPMENT:** Importation of transmitting equipment must be approved through the Government agency A.R.C.T. Contact Embassy for more information.
 - a. **CBs:** Not permitted in shipment
 - b. **AMATEUR/HAM RADIOS:** No restrictions identified
 - c. **MARS EQUIPMENT:** Not permitted in shipment
 - d. **DISH ANTENNAS:** No restrictions identified, but you must pay administration fees before they will be released from customs.
 - e. **CORDLESS PHONES:** No restrictions identified.
12. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Burundi 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 Burundi.
13. **OTHER:** None.

19A-2 AMERICAN EMBASSY, BUJUMBURA, BURUNDI (BY)
REVIEW DATE: 20 SEP 04
MULTI-SERVICE

1. GENERAL:

- a. **GBLOC:** TZDL
- b. **DODAAC:**
- c. **E-MAIL:** N/A
- d. **TWX:** N/A
- e. **MAIL:** American Embassy Bujumbura
2100 Bujumbura Pl
Dulles VA 20189-2100
- f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None
- g. **APOD:** Bujumbura International Airport
WPOD: None
- h. **DSN:** None **COMM:** (0257) 24 3624 -21 9776 -24 36190-21 9303
- i. **FAX:** **DSN:** None **COMM:** (0257) 22 2926

2. CONSIGNMENT INSTRUCTIONS: 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 member American Ambassador, American Embassy, B.P. 1720, Bujumbura, Burundi: For (member's last name). 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 BURUNDI (BY) - GENERAL INSTRUCTIONS.

59-7 22ND AREA SUPPORT TEAM, ROME AREA ITO, ITALY(IT)

REVIEW DATE: 16 JUL 01

MULTI-SERVICE

GBLOC: UEAK: EFFECTIVE 01 OCT 01, the 43-4 EURO Theater, CPPSO assumes outbound, inbound and quality control responsibility for this area.

DEACTIVATED: All personal property shipment records have been transferred to the EURO Theater, CPPSO and/or appropriate Records Holding Area. Counseling services, including scheduling delivery, are provided at each respective PPPO. Refer to 43-4 EURO Theater, CPPSO, Note 6 for list of APO numbers served by each PPPO. Shipments for DoD customers assigned to American Embassy, Rome are the responsibility of WKAS EURO Theater CPPSO, record 43-4.
(CH)

CHAPTER 67

67-1 KWAJALEIN ATOLL, REPUBLIC OF THE MARSHALL ISLANDS (RMI) - GENERAL INSTRUCTIONS

REVIEW DATE: 17 AUG 04

1. SHIPMENT INSTRUCTIONS:

a. **WEIGHT RESTRICTIONS:** Weight restrictions are identified on member's orders. Since quarters vary in size, member should contact sponsor to determine quarter size prior to shipping. Basic Government-furnished appliances are available with exception of dishwasher. There is no authorized storage facility at this installation. (CH)

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

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

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

e. **OTHER, SHIPMENTS FOR MAJURO, MARSHALL ISLANDS:** Consign as DPM HHG to US Embassy Majuro, Marshall Islands 96960, M/F member. Add 38 days to transit time from CONUS to Majuro. Shipment should be coordinated with Kwajalein Range Services LLC, 3200 E. Regatta Blvd, Richmond, CA 94804 at COMM: (510) 970-3003, prior to movement. WPOD for Majuro is TK1. UB: Consign via DPM/AMC to Kwajalein Range Services LLC, US Army Kwajalein Atoll, M/F member, FFT Majuro, Marshall Islands. Advise member to contact USAKA upon arrival at Majuro through the US Embassy, Majuro. (CH)

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

3. CONSUMABLES:

a. **ALCOHOLIC BEVERAGES:** No restrictions on importation to Kwajalein. However, the Republic of the Marshall Islands (RMI) allows no importation to Kwajalein Atoll Islands to or part of Kwajalein Atoll under US control. (CH)

b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions on importation to Kwajalein. However, the Republic of the Marshall Islands (RMI) allows no importation to islands belonging to or part of Kwajalein Atoll under US control. (CH)

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

d. **FOODSTUFFS/MEATS:** Dry canned/packaged goods only. (CH)

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**: Pets are authorized but restricted to one pet per family (i.e. dog or cat). No other pets are authorized. Prior approval from the Provost Marshall is required and pets are subject to Republic of Marshall Islands quarantine laws. Before shipping pets, coordinate with sponsor and US Army Kwajalein Atoll Provost Marshall, at DSN 254-3530, COMM: (805) 335-3530. (CH)
7. **PRIVATELY OWNED FIREARMS (POFs)**: Importation is prohibited.
8. **PRIVATELY OWNED VEHICLES (POVs)**: POVs are prohibited.
9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: Importation is prohibited.
10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS**: Importation of plants are prohibited.
11. **TRANSMITTING EQUIPMENT**:
 - a. **CBs AND MARS EQUIPMENT**: No restrictions.
 - b. **AMATEUR/HAM RADIOS**: No restrictions identified.
 - c. **DISH ANTENNAS**: No restrictions identified.
 - d. **CELLULAR PHONES**: Shipment of cellular phones are not recommended since they are inoperable in Kwajalein. Cordless phones are operable and permitted.
12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Separating and retiring to Kwajalein is not authorized.
13. **OTHER**: Boats: Due to DPM method of shipment only, boats are prohibited utilizing government transportation. (CH)

1. GENERAL:

- a. **GBLOC:** PFAE
- b. **DODAAC:** W811AC
- c. **E-MAIL:**
- d. **TWX:** USAKA TRANSPORTATION KWAJALEIN MH//SMDC-RD-TE-CC// (CH)
- e. **MAIL:** INSTALLATION TRANSPORTATION OFFICER (CH)
ATTN SMDC-RD-TE-CC
US ARMY KWAJALEIN ATOLL
PO BOX 26
APO AP 96555-2526
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None
- g. **APOD:** Kwajalein-KWA **WPOD:** Kwajalein-TJ1
- h. **DSN:** 254-3444 (FROM CONUS), 480-3444 (WITHIN PACIFIC),
COMM: 805-355-3444
- i. **FAX:** **DSN:** 254-4623 **COMM:** 805-355-4623 (CH)

2. CONSIGNMENT INSTRUCTIONS:

- a. **DPM HHG: Surface shipments from CONUS, Europe, and South America:**
Consign to Kwajalein Range Services, LLC., 3200 E. Regatta Blvd, Richmond, CA 94804. Mark for Kwajalein Range Services, LLC. and transship to (insert member's name), US Army Kwajalein Atoll, Marshall Islands. See Special Instructions, Note 2. (CH)
- b. **DPM BAGGAGE:** Consign to Transportation Officer, US Army Kwajalein Atoll, Marshall Islands. Mark for member. See Special Instructions, Note 2.
- c. **ITGBL HHG, ITGBL BAGGAGE:** Not authorized.
- d. **PARCEL POST:** Mark for member and c/o US Army Kwajalein Atoll, Marshall Islands, APO AP 96555-2526.

3. SPECIAL INSTRUCTIONS:

- a. **NOTE 1: UNACCOMPANIED BAGGAGE:** DPM/AMC is the only air mode of service into and out of US Army Kwajalein Atoll. Unaccompanied baggage should be routed via AMC from CONUS-West Coast: APOE: SUU-Travis AFB, CA. Kwajalein is serviced three times per week by AMC flights. DPM/AMC shipments transit through HIK-Hickam AFB, Hawaii, therefore, add 7 days to the transit time. DPM UB shipments from the Far East and other overseas activities should reflect the origin APOE and reflect APOD as KWA as noted in para 1h above. (CH)

b. **NOTE 2**: **SPECIAL INSTRUCTIONS FOR DPM SURFACE SHIPMENTS FROM THE FAR EAST**: Due to routing from the Far East, shipment should debark at WPOD 3DT (Oakland, CA) and consigned to Kwajalein Range Services, LLC; 3200 E. Regatta Blvd, Suite E, Richmond CA 94804. Mark for transshipment to (Insert member's name) US Army Kwajalein Atoll, Marshall Islands. (CH)

c. **NOTE 3**: Refer to record 67-1 KWAJALEIN ATOLL, MARSHALL ISLANDS - GENERAL INSTRUCTIONS.

CHAPTER 82

82-1 NEPAL (NP) - GENERAL INSTRUCTIONS

REVIEW DATE: 28 SEP 04

1. SHIPMENT INSTRUCTIONS:

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

b. **CONTAINER/CRATING REQUIREMENTS:** HHG and UB should be shipped to Nepal by INTL/AIR/COMM/DPM. Containers should be in good condition, plastic-lined and properly caulked and banded with metal bands. A complete inventory and box count is required by the Government of Nepal for all incoming shipments.

c. **HARD LIFT AREA:** Hard lift area for all military services. 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:** 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, TVs/VCRs, AM/FM RADIO, AND STEREO EQUIPMENT:** No restrictions exist on importation. However, prior customs exemption is necessary before shipment can be cleared by Embassy. The Government of Nepal forbids the importation of any type of transmitting radio equipment for personal use.

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

5. FURNITURE, OVERSIZED: No restrictions identified.

6. PETS/QUARANTINE: No restrictions identified.

7. **PRIVATELY OWNED FIREARMS (POFs)**: The Government of Nepal allows diplomats to import certain types of firearms. However, GSO must be notified for supplemental instructions before, repeat, before shipment is made.

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

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

(1) Nepal has recently adopted Euro I vehicle emissions standards. At this time the GON allows only brand-new vehicles to be imported. The vehicle also must have a Euro I compliant certification from the manufacturer to be able to clear Nepalese customs. This new mandatory regulation came into effect from December 23, 1999.

However, the GON has recently provided a concession to the diplomats for above rule. Diplomats can now import used vehicles up to seven years old. The vehicles must meet the required Euro I emission standard, and the importer must provide a guarantee to the GON that such vehicles will not be sold locally, but will be exported upon completion of his/her tour of duty in Nepal. (CH)

(2) POVs must be shipped to Calcutta, India. Consign to American Embassy, Katmandu, Nepal. Notify party on the bill of lading(B/L) should read: Shaik and Pandit, 1/3 Bankshall Street, Calcutta, India. Post clearing and forwarding agent will arrange for customs clearance and on forwarding by road from Calcutta to Katmandu. Please note all POVs must be containerized.

(3) POVs must be shipped to Calcutta, India. Consign to American Embassy, Kathmandu, Nepal, c/o American Consulate General, Calcutta, India (QB2). The American Consulate will process all port papers and prepare necessary papers for movement of POV by road to Kathmandu. The individual is responsible for transporting his/her POV from Calcutta to Kathmandu.

b. **MOTORCYCLES/MOPEDS**: There are no restrictions on importation of motorcycles or mopeds in personal effects. However, these must be crated separately and the airway bill must describe the shipment as "personal effects and motorcycle/moped". The packing list/invoice should also contain the serial (VIN) and engine number of the cycle. Motorcycles/mopeds are considered to be motor vehicles by the GON and therefore, if any employee intends to ship or buy a POV, a motorcycle/moped should not be shipped until importation permission is granted by the Ministry of Foreign Affairs.

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, AMATEUR/HAM RADIOS, and MARS EQUIPMENT**: The Government of Nepal forbids the importation of any type of transmitting radio equipment for personal use.

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

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

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

13. **OTHER:** None.

82-2 US DEFENSE ATTACHE OFFICE, KATHMANDU, NEPAL (NP)

REVIEW DATE: 28 SEP 04

MULTI-SERVICE

1. **GENERAL:**

- a. **GBLOC:** SKDK
- b. **DODAAC:** HHAN1N
- c. **E-MAIL:**
- d. **TWX:** USDAO KATHMANDU (CH)
- e. **MAIL:** US DEFENSE ATTACHE OFFICE (CH)
6190 KATHMANDU PLACE
DEPARTMENT OF STATE
WASHINGTON DC 20521-6190
- f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None
- g. **APOD:** Kathmandu, NP-KTM **WPOD:** Calcutta, IN-QB2
- h. **DSN:** None **COMM:** 011-977-1-222961 (GSO), 011-880-2-888930
(USDAO)
- i. **FAX:** **DSN:** None **COMM:** 011-977-1-228674, 011-977-1-419963

2. **CONSIGNMENT INSTRUCTIONS:** This is a one-time-only(OTO) rate area and you must submit an OTO request message to CDRSDDC ALEXANDRIA VA//SDPP-PO//. For further information concerning OTO procedures refer to Chapter VII, ITGBL Rate Solicitation Instructions and Defense Transportation Regulation, Part IV. Consign to GSO, American Embassy Kathmandu, Nepal. Mark for member.

3. **SPECIAL INSTRUCTIONS:** Refer to record 82-1 NEPAL(NP) - GENERAL INSTRUCTIONS.

105-2 US NAVAL REGIONAL CONTRACTING CENTER, REPUBLIC OF SINGAPORE (SN)
REVIEW DATE: 06 OCT 04 MULTI-SERVICE

1. GENERAL:

- a. **GBLOC:** RINL
- b. **DODAAC:** N68047
- c. **E-MAIL:** rinl@nrccsg.navy.mil
- d. **TWX:** NAVREGCONTCEN SINGAPORE//CODE N423//
- e. **MAIL:** TRANSPORTATION OFFICER
US NAVAL REGIONAL CONTRACTING CENTER
ATTN PERSONAL PROPERTY DIVISION
PSC 470 BOX 2100
FPO AP 96534-2100
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** FPO AP 96522-2200
(Outbound) and FPO AP 96534-2050, 96534-2100, 96534-2175,
96534-2200, 96534-2250, 96534-2300, 96534-2400, 96534-2700,
96534-2800, 96534-3057, and 96534-3067
- g. **APOD:** Changi Intl Airport, (Commercial) SN-SIN,
Paya Lebar Airbase (AMC), SN-QPG
WPOD: Singapore, SN-RB1
- h. **DSN:** 421-2523 **COMM:** 011-65-6750-2523
- i. **FAX:** **DSN:** 421-2635/2080 **COMM:** 011-65-6750-2635/2080 (CH)

2. CONSIGNMENT INSTRUCTIONS:

a. **HHG AND UB:** Ship ITGBL, HHG via Code 4 and UB via Code 8. Consign to TO, US Naval Regional Contracting Center, Singapore (USNRCC). M/F member. Annotate PPGBL: "Carrier/agent must notify PPD/USNRCC, prior to delivery or placing in storage."

b. **MARKINGS:** The following markings should be placed on all incoming personal property shipments: TO, US Naval Regional Contracting Center, PSA Sembawang Terminal, Bldg 7-4, Singapore 759657, (Full name of assignee), SSN number.

c. **DPM HHG, DPM BAGGAGE:** None.

d. **PARCEL POST:** Do not consign to US Naval Regional Contracting Center, Singapore. Consign to member or member's agent c/o local address or unit of assignment.

3. SPECIAL INSTRUCTIONS: Refer to record 105-1 SINGAPORE(SN) - GENERAL INSTRUCTIONS.

CHAPTER 108

108-1 SRI LANKA (CE) - GENERAL INSTRUCTIONS

REVIEW DATE: 27 SEP 04

1. SHIPMENT INSTRUCTIONS:

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

b. **CONTAINER/CRATING REQUIREMENTS:** HHG/POV personal property shipped via surface should be packed in strong wooden cases/crates with waterproof inner linings and shipped as containerized cargo. Containers should be strong enough to withstand rough handling and contain adequate waterproofing to combat possible water damage.

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

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

e. **OTHER:** Embassy needs copies of airway bill and/or bill of lading and packing list(s) for obtaining pre-clearance approval from host government for all incoming UAB/HHG shipments of personnel assigned to Colombo. Sri Lankan MOFA is disinclined in granting the necessary clearance on shipments arriving prior to the employee. Post recommends all UAB/HHG shipments of personnel assigned to Colombo be made to coincide with member's arrival or to arrive shortly thereafter.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** The Embassy must obtain a formal diplomatic certificate of clearance from the Sri Lanka Ministry of Foreign Affairs prior to clearance of HHG/UB/POV of all Embassy and DAO personnel. To assist the Embassy in securing this necessary clearance, it is required a packing list of items contained in all personal property shipments be forwarded to post, in advance of consignee arrival, together with a copy of the airway bill and bill of lading. Further, it is requested documents reflecting mode of shipment, routing, and estimated date of arrival accompany packing list. The aforementioned documents are also required by Sri Lanka Customs officials prior to release of HHG/UB/POV shipment to consignee once in country. Recommend all documents be sent via courier service to American Embassy, ATTN: GSO/Shipping, Colombo, Sri Lanka.

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:** 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:**

a. Valid health and rabies certificates must accompany the pet upon arrival for screening by duty veterinarian at the airport. Health and vaccination certificates applicable to the United States will suffice.

b. To assist the Embassy in securing necessary Ministry clearance, it is required copies of the health and vaccination certificates and pet's flight arrival information be provided in advance to facilitate in the process of the clearance and to permit Embassy to alert duty veterinarian at the airport.

7. **PRIVATELY OWNED FIREARMS (POFs):** The Government of Sri Lanka has issued a decree no member of the Embassy or USDAO is permitted to possess, purchase, or import firearms into Sri Lanka.

8. **PRIVATELY OWNED VEHICLES (POVs):** (7-10 working days for clearance and registration). (CH)

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

(1) The following information and documents are required to process the diplomatic certificate of clearance on POVs: Only right-hand drive vehicles, must be three years old, engine/motor number, chassis number, make, model, year of manufacture, certificate of title/registration and purchase price paid (supported by invoice). (CH)

(2) The following restrictions apply to vehicles:

(a) Shipment of vehicles more than three years old is prohibited.

(b) Left hand drive vehicles (steering wheels on left) are prohibited. Right hand (British style) vehicles only.

(c) POVs with tinted windows and roll bars are prohibited.

b. **MOTORCYCLES/MOPEDS:**

(1) **MOPEDS:** There are no restrictions on importation of mopeds in HHG personal property shipments.

(2) **MOTORCYCLES:** Motorcycles are considered motor vehicles; therefore, they cannot be imported in HHG personal property shipments. Importation of motorcycles larger than 350cc is restricted.

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, AMATEUR/HAM RADIOS, AND MARS EQUIPMENT:** Equipment capable of receiving and transmitting wireless communications must be licensed by the Government of Sri Lanka (e.g., ham equipment, CB, MARS, etc.). Prior to pickup and shipment of transmitter/receiver equipment, the Embassy Personnel Office recommends they be advised at least 60 days prior of the technical data (make, model, operating frequencies, international license/operator information). The communications equipment must be approved prior to importation from the Director, Telecommunications Traffic and the Ministry of Defense.
- b. **DISH ANTENNAS:** No restrictions identified.
- c. **CORDLESS PHONES:** No restrictions identified.
12. **SEPARATEES/RETIREEES/ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Sri Lanka 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 Sri Lanka.
13. **OTHER:** None.

1. GENERAL:

- a. **GBLOC:** SPDK
- b. **DODAAC:** HHAS7S
- c. **E-MAIL:** opsco@itmin.com
- d. **TWX:** USDAO COLOMBO CE
- e. **MAIL:** TRANSPORTATION OFFICER
USDAO COLOMBO SRI LANKA
6100 COLOMBO PL
DULLES VA 20189-6100
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None
- g. **APOD:** Colombo Intl Airport, CE-CMB
WPOD: Port Colombo, CE-QD1
- h. **DSN:** None **COMM:** 011-94-1-448007, EXT 241/442/443
- i. **FAX:** **DSN:** None **COMM:** 011-94-1-437298

2. CONSIGNMENT INSTRUCTIONS:

a. **HHG AND UB:** Ship via INTL/AIR/COMM/DPM. Consign to USDAO, American Embassy, Colombo, Sri Lanka. M/F member.

b. **MARKINGS:** Freight shipments moving via air and/or surface should be clearly marked and consigned to American Ambassador, American Embassy, Colombo, Sri Lanka, along with member's name.

c. ROUTING:

(1) **Air freight shipments:** The preferred routes for air HHG/UB personal property shipments to Colombo is from points in Europe, Singapore, Hong Kong, and Tokyo as there are frequent wide-bodied aircraft operating on these routes. Embassy does not recommend routing HHG/UB personal property shipments via India.

(2) **Surface freight shipments:** HHG/POV personal property shipped via surface should be packed in strong wooden cases/crates with waterproof inner linings and shipped as containerized cargo. Containers should be strong enough to withstand rough handling and contain adequate waterproofing to combat possible water damage. Shipments originating from CONUS should preferably be made on American President Line vessels. Standard dimension of van(s) should not exceed 6 feet (beam) X 7 feet (height) and 8 feet in length. In addition, weight should not exceed 2 tons.

d. ITGBL HHG AND BAGGAGE: None.

e. PARCEL POST: None.