POLICY AND PROCEDURES FOR THE PPCIG VOL II, OVERSEAS
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CHAPTER 1
1-1 ALASKA (02)- GENERAL INSTRUCTIONS

1-2 FORT GREELY, ALASKA(02)

1-3 3 LOGISTICS READINESS SQUADRON, JOINT PERSONAL PROPERTY SHIPPING OFFICE ANCHORAGE, ELMENDORF AFB, ALASKA(02) (CH)

1-4 US COAST GUARD INTEGRATED SUPPORT COMMAND, KODIAK, ALASKA(02)

1-5 354 TRANSPORTATION SQUADRON, EIELSON AIR FORCE BASE, ALASKA(02)

1-6 FORT WAINWRIGHT, ALASKA(02)

1-7 COAST GUARD INTEGRATED SUPPORT COMMAND, KETCHIKAN-JUNEAU STAFF, ALASKA(02)

CHAPTER 2

2-1 ALGERIA(AG) - GENERAL INSTRUCTIONS

2-2 US DEFENSE ATTACHE OFFICE, ALGIERS, ALGERIA(AG)

CHAPTER 3
3-1 AMERICAN SAMOA(AQ) - GENERAL INSTRUCTIONS

3-2 AMERICAN SAMOA(AQ)

CHAPTER 4
4-1 ANTIGUA(AC) WEST INDIES - GENERAL INSTRUCTIONS

4-2 ANTIGUA(AC), WEST INDIES

CHAPTER 5
5-1 ARGENTINA(AR) - GENERAL INSTRUCTIONS

5-2 AMERICAN EMBASSY, BUENOS AIRES, ARGENTINA(AR) (CH)
5-3 CDR US MILITARY GROUP, BUENOS AIRES, ARGENTINA(AR)

CHAPTER 6
6-1 ASCENSION ISLAND - GENERAL INSTRUCTIONS

6-2 ASCENSION ISLAND, ATLANTIC OCEAN

CHAPTER 7
7-1 AUSTRALIA(AS) - GENERAL INSTRUCTIONS

7-2 5 SWS WOOMERA, AUSTRALIA(AS)

7-3 ALICE SPRINGS, AUSTRALIA(AS)

7-4 337 AIR SUPPORT FLIGHT, CANBERRA, AUSTRALIA(AS)

CHAPTER 8
8-1 AUSTRIA(AU) - GENERAL INSTRUCTIONS

8-2 US DEFENSE ATTACHE OFFICE, VIENNA, AUSTRIA(AU)

CHAPTER 9
9-1 AZORES(AZ) - GENERAL INSTRUCTIONS

9-2 65 LOGISTICS READINESS SQUADRON, LAJES FIELD, TERCIERA ISLAND, AZORES(PO) (CH)

CHAPTER 10
10-1 BAHAMAS(BF) - GENERAL INSTRUCTIONS

10-2 AMERICAN EMBASSY, NASSAU, BAHAMAS(BF)

10-3 ANDROS ISLAND, BAHAMAS(BF)

CHAPTER 11
11-1 BAHRAIN ISLAND(BA) - GENERAL INSTRUCTIONS

11-2 US NAVAL SUPPORT ACTIVITY, MANAMA TOWN, STATE OF BAHRAIN(BA)

CHAPTER 12
12-1 BANGLADESH(BG) - GENERAL INSTRUCTIONS

12-2 US DEFENSE ATTACHE OFFICE, DHAKA, BANGLADESH(BG)

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

13-2 AMERICAN EMBASSY BRIDGETOWN, BARBADOS(BB)

CHAPTER 14
14-1 BELGIUM(BE) - GENERAL INSTRUCTIONS

14-2 80 AREA SUPPORT GROUP, CASERNE DAUMERIE, PPSO-BELGIUM, BELGIUM(BE)

CHAPTER 15
15-1 BELIZE(BH) - GENERAL INSTRUCTIONS

15-2 AMERICAN EMBASSY, BELIZE CITY, BELIZE(BH)

CHAPTER 16
16-1 BOLIVIA(BL) - GENERAL INSTRUCTIONS

16-2 US DEFENSE ATTACHE OFFICE, LA PAZ, BOLIVIA(BL)

16-3 US MILITARY GROUP/MISSION, LA PAZ, BOLIVIA(BL)

CHAPTER 17
17-1 BRAZIL(BR) - GENERAL INSTRUCTIONS

17-2 US MILITARY LIAISON OFFICE, RIO DE JANEIRO AND SAO PAULO, BRAZIL(BR)

17-3 US MILITARY LIAISON OFFICE, BRASILIA, BRAZIL(BR)

CHAPTER 18
18-1 BULGARIA(BU) - GENERAL INSTRUCTIONS

18-2 US DEFENSE ATTACHE OFFICE, SOFIA, BULGARIA(BU)

CHAPTER 19
19-1 BURMA(BM) - GENERAL INSTRUCTIONS

19-2 AMERICAN EMBASSY, RANGOON, BURMA(BM)

CHAPTER 20
20-1 CAMBODIA(CB) - GENERAL INSTRUCTIONS

20-2 GENERAL SERVICE OFFICE, AMERICAN EMBASSY, PHNOM PENH, CAMBODIA(CB)

CHAPTER 21
21-1 CAMEROON(CM) - GENERAL INSTRUCTIONS:

21-2 AMERICAN EMBASSY, YAOUNDE, CAMEROON(CM)

CHAPTER 22
22-1 CANADA(CAN) - GENERAL INSTRUCTIONS (Limited to Province of Ontario only.)

22-2 722 SUPPORT SQUADRON, CANADIAN FORCES BASE, NORTH BAY, CANADA(CAN)

22-3 AMERICAN EMBASSY OTTAWA, CANADA(CAN)

CHAPTER 23
23-1 CHAD(CD) - GENERAL INSTRUCTIONS

23-2 AMERICAN EMBASSY, N'DJAMENA, CHAD(CD)

CHAPTER 24
24-1 CHILE(CI) - GENERAL INSTRUCTIONS

24-2 US MILITARY GROUP, SANTIAGO, CHILE(CI)

CHAPTER 25
25-1 CHINA(CH) - GENERAL INSTRUCTIONS

25-2 PEOPLES REPUBLIC OF CHINA, BEIJING, AMERICAN EMBASSY, CHINA(CH) (CH)

25-3 AMERICAN CONSULATE GENERAL, SHANGHAI, CHINA(CH)
CHAPTER 26
26-1 COLOMBIA(CO) - GENERAL INSTRUCTIONS

26-2 US DEFENSE ATTACHE OFFICE, BOGOTA, COLOMBIA(CO)

26-3 US MILITARY GROUP, BOGOTA, COLOMBIA(CO)

CHAPTER 27
27-1 DEMOCRATIC REPUBLIC OF THE CONGO(CG) (formerly Zaire) - GENERAL INSTRUCTIONS

27-2 US DEFENSE ATTACHE OFFICE, KINSHASA, DEMOCRATIC REPUBLIC OF THE CONGO(CG)

CHAPTER 28
28-1 CORTE D'IVOIRE(IV) - GENERAL INSTRUCTIONS (formerly Ivory Coast)

28-2 US DEFENSE ATTACH OFFICE, ABIDJAN, CORTE D'IVOIRE(IV)

CHAPTER 29
29-1 COSTA RICA(CS) - GENERAL INSTRUCTIONS

29-2 US MILITARY GROUP SAN JOSE, COSTA RICA(CS)

CHAPTER 30
30-1 CUBA(CU) - GENERAL INSTRUCTIONS

30-2 CUBA, HAVANA

30-3 US NAVAL STATION, GUANTANAMO BAY, CUBA(CU)

CHAPTER 31
31-1 CYPRUS(CY) - GENERAL INSTRUCTIONS

31-2 AMERICAN EMBASSY, NICOSIA, CYPRUS(CY)

31-3 DETACHMENT 1, CYPRUS PROJECT OLIVE HARVEST, CYPRUS(CY)

CHAPTER 32
32-1 CZECH REPUBLIC(CZ) - GENERAL INSTRUCTIONS

32-2 US DEFENSE ATTACHE OFFICE, PRAGUE, CZECH REPUBLIC(CZ)

CHAPTER 33
33-1 DENMARK(DA) - GENERAL INSTRUCTIONS

33-2 AMERICAN EMBASSY COPENHAGEN, DENMARK(DA)

CHAPTER 34
34-1 DIEGO GARCIA(IO) - GENERAL INSTRUCTIONS

34-2 NAVAL SUPPORT FACILITY, BRITISH INDIAN OCEAN TERRITORY, DIEGO GARCIA(IO)

CHAPTER 35
35-1 DOMINICAN REPUBLIC(DR) - GENERAL INSTRUCTIONS

35-2 MILITARY ASSISTANCE AND ADVISORY GROUP, SANTO DOMINGO, DOMINICAN REPUBLIC(DR)

CHAPTER 36
36-1 ECUADOR(EC) - GENERAL INSTRUCTIONS

36-2 US DEFENSE ATTACHE OFFICE, QUITO, ECUADOR(EC)

36-3 US MILITARY GROUP, QUITO, ECUADOR(EC)

CHAPTER 37
37-1 EGYPT(EG) - GENERAL INSTRUCTIONS

37-2 AMERICAN EMBASSY CAIRO, EGYPT(EG)

37-3 NAVAL MEDICAL RESEARCH UNIT-3, CAIRO, EGYPT(EG)

CHAPTER 38
38-1 EL SALVADOR(ES) - GENERAL INSTRUCTIONS

38-2 US DEFENSE ATTACHE OFFICE, SAN SALVADOR, EL SALVADOR(ES)

38-3 US MILITARY GROUP, SAN SALVADOR, EL SALVADOR(ES)

CHAPTER 39
39-1 UNITED KINGDOM(UK) - GENERAL INSTRUCTIONS

39-2 424 AIR BASE SQUADRON, ROYAL AIR FORCE, FAIRFORD, ENGLAND(UK)

39-3 100 TRANSPORTATION SQUADRON, ROYAL AIR FORCE, MILDENHALL ENGLAND(UK)

39-4 TRANSPORTATION OFFICE, ROYAL AIR FORCE, MENWITH HILL, HARROGATE,

ENGLAND(UK)

39-5 423 AIR BASE SQUADRON, ROYAL AIR FORCE, ALCONBURY, HUNTINGDON, ENGLAND(UK)

39-6 COMMANDER, US NAVAL ACTIVITIES, LONDON, ENGLAND(UK)

39-7 422 AIR BASE SQUADRON, ROYAL AIR FORCE, CROUGHTON, ENGLAND(UK)

39-8 MARITIME FACILITY, ROYAL AIR FORCE, ST MAWGAN, ENGLAND(UK)

39-9 THIRD AIR FORCE(3AF) CENTRAL BOOKING AGENCY(CBA), ROYAL AIR FORCE, MILDENHALL, ENGLAND(UK)

CHAPTER 39A (CH)
39A-1 ESTONIA(EST) - GENERAL INSTRUCTIONS (CH)
39A-2 AMERICAN EMBASSY, TALLINN, ESTONIA(EST) (CH)

CHAPTER 40
40-1 ETHIOPIA(ET) - GENERAL INSTRUCTIONS

40-2 AMERICAN EMBASSY, ADDIS ABABA, ETHIOPIA(ET)

CHAPTER 41
41-1 FINLAND(FI) - GENERAL INSTRUCTIONS

41-2 AMERICAN EMBASSY, HELSINKI, FINLAND(FI)

CHAPTER 42
42-1 FRANCE(FR) - GENERAL INSTRUCTIONS

42-2 4600 AIR BORNE STATION (P) ISTRES, FRANCE(FR)

42-3 AMERICAN EMBASSY, PARIS, FRANCE(FR)

CHAPTER 43
43-1 GERMANY(GE) - GENERAL INSTRUCTIONS

43-2 AMERICAN EMBASSY BERLIN, GERMANY (GE)

43-3 86 TRANSPORTATION SQUADRON, CONSOLIDATED PERSONAL PROPERTY SHIPPING OFFICE, KAISERSLAUTERN, GERMANY(GE)

43-4 IMA-EUROPE REGION (EURO) THEATER CONSOLIDATED PERSONAL PROPERTY SHIPPING OFFICE (EURO THEATER CPPSO), U.S. ARMY TRANSPORTATION MANAGEMENT CENTER, EUROPE (USATMC-E), GERMANY (GE) (CH)

43-5 52 LOGISTICS READINESS SQUADRON, SPANGDAHLEM AIR BASE, GERMANY(GE)

CHAPTER 44

44-1 GHANA(GH) - GENERAL INSTRUCTIONS

44-2 US DEFENSE ATTACHE OFFICE, ACCRA, GHANA(GH)

CHAPTER 45
45-1 GREECE(GR) - GENERAL INSTRUCTIONS

45-2 US DEFENSE ATTACHE OFFICE, ATHENS, GREECE(GR)

45-3 NAVAL SUPPORT ACTIVITY, SOUDA BAY, CRETE, GREECE(GR)

CHAPTER 46
46-1 GREENLAND(GL) - GENERAL INSTRUCTIONS

46-2 THULE AIR BASE, GREENLAND(GL)

CHAPTER 47
47-1 GUAM(GQ) - GENERAL INSTRUCTIONS

47-2 TREND WESTERN TECHNICAL CORPORATION, ANDERSEN AFB, GUAM(GQ) (CH)

47-3 US NAVAL FORCES MARIANAS, GUAM(GQ)

CHAPTER 48
48-1 GUATEMALA(GT) - GENERAL INSTRUCTIONS

48-2 US MILITARY GROUP, GUATEMALA CITY, GUATEMALA(GT)

CHAPTER 49
49-1 HAITI(HA) - GENERAL INSTRUCTIONS

49-2 US DEFENSE ATTACHE OFFICE, PORT AU PRINCE, HAITI(HA)

CHAPTER 50
50-1 HAWAII(HI) - GENERAL INSTRUCTIONS

50-2 JOINT PERSONAL PROPERTY SHIPPING OFFICE, PEARL HARBOR, HAWAII(15)

CHAPTER 51
51-1 HONDURAS(HO) - GENERAL INSTRUCTIONS

51-2 AMERICAN EMBASSY, TEGUCIGALPA, HONDURAS(HO)

51-3 US MILITARY GROUP, TEGUCIGALPA, HONDURAS(HO)

51-4 PALMEROLA AIR BASE,(SOTO CANO), HONDURAS(HO)

CHAPTER 52
52-1 HONG KONG(HK) - GENERAL INSTRUCTIONS

52-2 AMERICAN CONSULATE GENERAL, HONG KONG(HK)

CHAPTER 53
53-1 HUNGARY(HU) - GENERAL INSTRUCTIONS

53-2 AMERICAN EMBASSY, BUDAPEST, HUNGARY(HU)

CHAPTER 54
54-1 ICELAND(IC) - GENERAL INSTRUCTIONS

54-2 NAVAL AIR STATION, KEFLAVIK, ICELAND(IC)

CHAPTER 55
55-1 INDIA(IN) - GENERAL INSTRUCTIONS

55-2 AMERICAN EMBASSY, NEW DELHI, INDIA(IN)

CHAPTER 56
56-1 INDONESIA(ID) - GENERAL INSTRUCTIONS

56-2 AMERICAN EMBASSY JAKARTA INDONESIA(ID)

CHAPTER 57

57-1 IRELAND(EI) - GENERAL INSTRUCTIONS

57-2 AMERICAN EMBASSY, DUBLIN, IRELAND(EI)

CHAPTER 58
58-1 ISRAEL(IS) - GENERAL INSTRUCTIONS

58-2 AMERICAN EMBASSY, TEL AVIV, ISRAEL(IS)

58-3 MULTINATIONAL FORCES AND OBSERVERS, TEL AVIV, ISRAEL(IS)

CHAPTER 59
59-1 ITALY(IT) - GENERAL INSTRUCTIONS

59-2 22ND AREA SUPPORT TEAM, LEGHORN, ITALY(IT)

59-3 22ND AREA SUPPORT GROUP, VICENZA, ITALY(IT)

59-4 31 FIGHTER WING, AVIANO AIR BASE, ITALY(IT)

59-5 NAVAL SUPPORT ACTIVITY, NAPLES, ITALY(IT)

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

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

59-8 NAVAL AIR STATION, SIGONELLA, SICILY, ITALY(IT)

CHAPTER 60
60-1 JAMAICA(JM) - GENERAL INSTRUCTIONS

60-2 GENERAL SERVICES OFFICER, KINGSTON, JAMAICA(JM)

CHAPTER 61
61-1 JAPAN(JA) - GENERAL INSTRUCTIONS

61-2 18TH LOGISTICS READINESS SQUADRON (P), KADENA AIR BASE, OKINAWA, JAPAN(JA)

61-3 374 LOGISTICS READINESS SQUADRON, TOKYO/FUSSA CITY, YOKOTA AIR BASE, JAPAN(JA) (CH)

61-4 10TH AREA SUPPORT GROUP, OKINAWA, JAPAN(JA) (CH)

61-5 AREA SUPPORT GROUP, CAMP ZAMA, JAPAN(JA)

61-6 35 TRANSPORTATION SQUADRON, MISAWA AIR BASE, JAPAN(JA)

61-7 FLEET AND INDUSTRIAL SUPPLY CENTER, YOKOSUKA-YOKOHAMA AREA, JAPAN(JA)

61-8 MARINE CORPS AIR STATION, IWAKUNI, JAPAN(JA)

61-9 FLEET AND INDUSTRIAL SUPPLY CENTER, DETACHMENT, SASEBO, JAPAN(JA)

61-10 NAVAL AIR FACILITY, ATSUGI, JAPAN(JA)

61-11 CAMP S.D. BUTLER, OKINAWA, JAPAN(JA)

CHAPTER 62
62-1 JOHNSTON ATOLL(JQ) - GENERAL INSTRUCTIONS

62-2 JOHNSTON ATOLL(JQ)

CHAPTER 63
63-1 JORDAN(JO) - GENERAL INSTRUCTIONS

63-2 MILITARY ASSISTANCE PROGRAM(MAP), AMERICAN EMBASSY AMMAN, JORDAN(JO)

CHAPTER 64
64-1 KENYA(KE) - GENERAL INSTRUCTIONS

64-2 AMERICAN EMBASSY, NAIROBI, KENYA(KE)

CHAPTER 65
65-1 KOREA(KS) - GENERAL INSTRUCTIONS

65-2 8 LOGISTICS READINESS SQUADRON, KUNSAN AIR BASE, KOREA(KS) (CH)

65-3 34TH SUPPORT GROUP, SEOUL, KOREA(KS)

65-4 51ST LOGISTICS READINESS SQUADRON, OSAN AIR BASE, KOREA(KS) (CH)

CHAPTER 66
66-1 KUWAIT(KU) - GENERAL INSTRUCTIONS

66-2 ARCENT-KUWAIT, CAMP DOHA, KUWAIT(KU)

66-3 AMERICAN EMBASSY KUWAIT, KUWAIT(KU)

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

67-2 US ARMY KWAJALEIN ATOLL, REPUBLIC OF THE MARSHALL ISLAND(RMI)

CHAPTER 68
68-1 LAOS(LA) - GENERAL INSTRUCTIONS

68-2 AMERICAN EMBASSY VIENTIANE LAOS(LA)

CHAPTER 69
69-1 LEBANON(LE) - GENERAL INSTRUCTIONS

69-2 US DEFENSE ATTACHE OFFICE, BEIRUT, LEBANON(LE)

CHAPTER 70
70-1 LIBERIA(LI) - GENERAL INSTRUCTIONS

70-2 US DEFENSE ATTACHE OFFICE, MONROVIA, LIBERIA(LI)

CHAPTER 71
71-1 LITHUANIA(LH) - GENERAL INSTRUCTIONS

71-2 US DEFENSE ATTACHE OFFICE, AMERICAN EMBASSY VILNIUS, LITHUANIA(LH)

CHAPTER 72
72-1 LUXEMBOURG(LU) - GENERAL INSTRUCTIONS

72-2 AMERICAN EMBASSY, LUXEMBOURG(LU)

CHAPTER 73
73-1 MALAWI(MI) - GENERAL INSTUCTIONS

73-2 US SECURITY ASSISTANCE OFFICE, LILONGWE, MALAWI(MI)

CHAPTER 74
74-1 MALAYSIA(MY) - GENERAL INSTRUCTIONS

74-2 US DEFENSE ATTACHE OFFICE, KUALA LUMPUR, MALAYSIA(MY)

CHAPTER 75
75-1 MALI(ML) - GENERAL INSTRUCTIONS

75-2 AMERICAN EMBASSY, BAMAKO, MALI(ML)

CHAPTER 76
76-1 MALTA(MT) - GENERAL INSTRUCTIONS

76-2 AMERICAN EMBASSY, REPUBLIC OF VALLETTA, MALTA(MT)

CHAPTER 77
77-1 MEXICO(MX) - GENERAL INSTRUCTIONS

77-2 AMERICAN EMBASSY, MEXICO CITY, MEXICO(MX)

CHAPTER 77A (CH)
77A-1 MONGOLIA - GENERAL INSTRUCTIONS (CH)
77A-2 AMERICAN EMBASSY, ULAANBAATAR, MONGOLIA (CH)

CHAPTER 78
78-1 MOZAMBIQUE(MZ) - GENERAL INSTRUCTIONS

78-2 US DEFENSE ATTACHE OFFICE, MAPUTO, MOZAMBIQUE(MZ)

CHAPTER 79
79-1 MOROCCO(MO) - GENERAL INSTRUCTIONS

79-2 OFFICE OF DEFENSE COOPERATION(ODC), RABAT, MOROCCO(MO)

CHAPTER 80
80 MYANMAR (also referred to as Burma)

CHAPTER 81
81-1 NAMIBIA(WA) - GENERAL INSTRUCTIONS

81-2 US EMBASSY, WINDHOEK, NAMIBIA(WA)

CHAPTER 82
82-1 NEPAL(NP) - GENERAL INSTRUCTIONS

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

CHAPTER 83
83-1 NETHERLANDS(NL) - GENERAL INSTRUCTIONS

83-2 254TH BASE SUPPORT BATTALION, SCHINNEN, NETHERLANDS(NL)

CHAPTER 84
84-1 NEW ZEALAND(NZ) - GENERAL INSTRUCTIONS

84-2 AIR NATIONAL GUARD, CHRISTCHURCH DETACHMENT 13, CHRISTCHURCH, NEW ZEALAND(NZ)

CHAPTER 85
85-1 NICARAGUA(NU) - GENERAL INSTRUCTIONS

85-2 AMERICAN EMBASSY, MANAGUA, NICARAGUA(NU)

85-3 US MILITARY LIAISON OFFICER, MANAGUA, NICARAGUA(NU)

CHAPTER 86
86-1 NIGER(NG) - GENERAL INSTRUCTIONS

86-2 AMERICAN EMBASSY, NIAMEY, NIGER(NG)

CHAPTER 87
87-1 NIGERIA(NI) - GENERAL INSTRUCTIONS

87-2 AMERICAN EMBASSY LAGOS, NIGERIA(NI)

CHAPTER 88
88-1 NORWAY(NO) - GENERAL INSTRUCTIONS

88-2 AMERICAN EMBASSY, OSLO, NORWAY(NO)

88-3 426 AIR BASE STATION, STAVANGER CITY, NORWAY(NO)

CHAPTER 89
89-1 OMAN(MU) - GENERAL INSTRUCTIONS

89-2 AMERICAN EMBASSY, MUSCAT, OMAN(MU)

CHAPTER 90
90-1 PAKISTAN(PK) - GENERAL INSTRUCTIONS

90-2 US DEFENSE ATTACHE OFFICE, ISLAMABAD, PAKISTAN(PK)

CHAPTER 91
91-1 PANAMA(PN) - GENERAL INSTRUCTIONS

91-2 AMERICAN EMBASSY, PANAMA CITY, PANAMA(PM)

CHAPTER 92
92-1 PARAGUAY(PA) - GENERAL INSTRUCTIONS

92-2 US DEFENSE ATTACHE OFFICE, ASUNCION, PARAGUAY(PA)

92-3 US OFFICE OF DEFENSE COOPERATION, ASUNCION, PARAGUAY(PA)

CHAPTER 93
93-1 PERU(PE) - GENERAL INSTRUCTIONS

93-2 US DEFENSE ATTACHE OFFICE, LIMA, PERU(PE)

93-3 MILITARY ASSISTANCE ADVISORY GROUP, LIMA, PERU(PE)

CHAPTER 94
94-1 PHILIPPINES(RP) - GENERAL INSTRUCTIONS

94-2 AMERICAN EMBASSY, MANILA, PHILIPPINES(RP)

CHAPTER 95
95-1 POLAND(PL) - GENERAL INSTRUCTIONS

95-2 US DEFENSE ATTACHE OFFICE, WARSAW, POLAND(PL)

CHAPTER 96
96-1 PORTUGAL(PO) - GENERAL INSTRUCTIONS

96-2 GSO, AMERICAN EMBASSY, LISBON, PORTUGAL(PO)

96-3 DEPARTMENT OF THE NAVY, US NATIONAL SUPPORT ELEMENT, LISBON, PORTUGAL(PO) (CH)

CHAPTER 97
97-1 PUERTO RICO(RQ) - GENERAL INSTRUCTIONS

97-2 NAVAL STATION, ROOSEVELT ROADS CEIBA, PUERTO RICO(RQ)

97-3 832ND TRANSPORTATION BATTALLION, FT BUCHANAN, PUERTO RICO(RQ)

CHAPTER 98
98-1 QATAR(QA) – GENERAL INSTRUCTIONS

98-2 ARCENT-QATAR, DOHA, QATAR(QA)

CHAPTER 99
99-1 ROMANIA(RO) - GENERAL INSTRUCTIONS

99-2 US DEFENSE ATTACHE OFFICE, BUCHAREST, ROMANIA(RO)

CHAPTER 100
100-1 RUSSIA(RS) - GENERAL INSTRUCTIONS (formerly the Soviet Union)

100-2 US DEFENSE ATTACHE OFFICE, MOSCOW, RUSSIA(RS)

CHAPTER 101
101-1 RWANDA(RW) - GENERAL INSTRUCTIONS

101-2 AMERICAN EMBASSY, KIGALI, RWANDA(RW)

CHAPTER 102
102-1 SAMOA, (FORMERLY WESTERN SAMOA(WS)) - GENERAL INSTRUCTIONS

102-2 SAMOA (Formerly Western Samoa(WS))

CHAPTER 103
103-1 SAUDI ARABIA(SA) - GENERAL INSTRUCTIONS

103-2 AMERICAN CONSULATE, JEDDAH, SAUDI ARABIA(SA)

103-3 AMERICAN EMBASSY, RIYADH, SAUDI ARABIA(SA)

103-4 US MILITARY TRANSPORT MISSION, RIYADH, SAUDI ARABIA(SA)

103-5 PERSONAL PROPERTY SHIPPING OFFICE, PRINCE SULTAN AB, SAUDI ARABIA(SA)

CHAPTER 104
104-1 SENEGAL(SG) - GENERAL INSTRUCTIONS

104-2 US DEFENSE ATTACHE OFFICE, DAKAR, SENEGAL(SG)

CHAPTER 105
105-1 SINGAPORE(SN) - GENERAL INSTRUCTIONS

105-2 US NAVAL REGIONAL CONTRACTING CENTER, REPUBLIC OF SINGAPORE(SN)

105-3 US EMBASSY, REPUBLIC OF SINGAPORE(SN)

CHAPTER 105A
105A-1 SLOVAK REPUBLIC (SK) - GENERAL INSTRUCTIONS

105A-2 US EMBASSY BRATISLAVA, SLOVAK REPUBLIC (SK)

CHAPTER 106
106-1 SOUTH AFRICA(SF) - GENERAL INSTRUCTIONS

106-2 US DEFENSE ATTACHE OFFICE, PRETORIA, SOUTH AFRICA(SF)

106-3 AMERICAN CONSULATE, CAPE TOWN, SOUTH AFRICA(SF)

CHAPTER 107
107-1 SPAIN(SP) - GENERAL INSTRUCTIONS

107-2 NAVAL STATION, ROTA (PROVINCE OF CADIZ), SPAIN(SP)

CHAPTER 108
108-1 SRI LANKA(CE) - GENERAL INSTRUCTIONS

108-2 US DEFENSE ATTACHE OFFICE, COLOMBO, SRI LANKA(CE)

CHAPTER 109
109-1 SUDAN(SU) - GENERAL INSTRUCTIONS

109-2 AMERICAN EMBASSY KHARTOUM, REPUBLIC OF SUDAN(SU)

CHAPTER 110
110-1 SURINAME(NS) - GENERAL INSTRUCTIONS

110-2 US DEFENSE ATTACHE OFFICE, PARAMARIBO, SURINAME(NS)

CHAPTER 111
111-1 SWEDEN(SW) - GENERAL INSTRUCTIONS

111-2 US DEFENSE ATTACHE OFFICE, STOCKHOLM, SWEDEN(SW)

CHAPTER 112
112-1 SWITZERLAND(SZ) - GENERAL INSTURCTIONS

112-2 US DEFENSE ATTACHE OFFICE, BERN, SWITZERLAND(SZ)

112-3 GENEVA, SWITZERLAND(SZ)

CHAPTER 113
113-1 SYRIA(SY) - GENERAL INSTRUCTIONS

113-2 US DEFENSE ATTACHE, DAMASCUS, SYRIA(SY)

CHAPTER 114
114-1 TAIWAN(TW) - GENERAL INSTRUCTIONS

114-2 TAIPEI, TAIWAN(TW)

CHAPTER 115
115-1 TANZANIA(TZ) - GENERAL INSTRUCTIONS

115-2 AMERICAN EMBASSY, DAR ES SALAAM, TANZANIA(TZ)

CHAPTER 116
116-1 THAILAND(TH) - GENERAL INSTRUCTIONS

116-2 AMERICAN EMBASSY, BANGKOK, THAILAND(TH)

CHAPTER 117
117-1 TUNISIA(TS) - GENERAL INSTRUCTIONS

117-2 US DEFENSE ATTACHE OFFICE, TUNIS, TUNISIA(TS)

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

118-2 AIR BORNE STATION, IZMIR, TURKEY(TU)

118-3 ANKARA, TURKEY(TU)

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

118-5 39TH WING OPERATION LOCATION-A ISTANBUL, TURKEY(TU)

CHAPTER 119
119-1 UGANDA(UG) - GENERAL INSTRUCTIONS

119-2 AMERICAN EMBASSY, KAMPALA, UGANDA(UG)

CHAPTER 119A
119A-1 UKRAINE(UA) - GENERAL INSTRUCTIONS

119A-2 AMERICAN EMBASSY, KIEV, UKRAINE(UA)

CHAPTER 120
120-1 UNITED ARAB EMIRATES(TC) - GENERAL INSTRUCTIONS

120-2 ABU DHABI, AMERICAN EMBASSY, UNITED ARAB EMIRATES(TC)

CHAPTER 121
121-1 URUGUAY(UY) - GENERAL INSTRUCTIONS

121-2 AMERICAN EMBASSY, MONTEVIDEO, URUGUAY(UY)

121-3 US MILITARY GROUP-MISSION, MONTEVIDEO, URUGUAY(UY)

CHAPTER 122
122-1 VENEZUELA(VE) - GENERAL INSTRUCTIONS

122-2 AMERICAN EMBASSY, CARACAS, VENEZUELA(VE)

122-3 US MILITARY GROUP, CARACAS, VENEZUELA(VE)

CHAPTER 123
123-1 VIETNAM(VM) - GENERAL INSTRUCTIONS

123-2 US EMBASSY HANOI, HANOI, VIETNAM(VM)

CHAPTER 124
124-1 VIRGIN ISLANDS(VI) - GENERAL INSTRUCTIONS

124-2 ST JOHN, VIRGIN ISLANDS(VI)

124-3 ST CROIX AND ST THOMAS, VIRGIN ISLANDS(VI)

CHAPTER 125
125-1 YEMEN(YS) - GENERAL INSTRUCTIONS

125-2 AMERICAN EMBASSY, SANAA, YEMEN(YS)

CHAPTER 126
126-1 YUGOSLAVIA(YO) - GENERAL INSTRUCTIONS

126-2 AMERICAN EMBASSY, BELGRADE, YUGOSLAVIA(YO)

CHAPTER 127
127-1 ZAMBIA(ZA) - GENERAL INSTRUCTIONS

127-2 AMERICAN EMBASSY LUSAKA, ZAMBIA(ZA)

CHAPTER 128
128-1 ZIMBABWE(ZM) - GENERAL INSTRUCTIONS

128-2 AMERICAN EMBASSY, HARARE, ZIMBABWE(ZM)

APPENDIX I, VOL II
NUMERIC LISTING OF APOs/FPOs

AND RESPONSIBLE SHIPPING ACTIVITIES

PPCIG, VOL II, APPENDIX II
OVERSEAS PPSOs AND DODAAC LIST

PPCIG VOL II, APPENDIX III
GLOSSARY OF ABBREVIATIONS AND ACRONYMS

APPENDIX IV, VOL II
OUTLOADING PORTS FOR PRIVATELY OWNED VEHICLES

APPENDIX V, VOL II
HHG/UB WEIGHT ALLOWANCES FOR

SINGLE/UNACCOMPANIED PERSONNEL

(FOR ARMY ONLY)

PPCIG VOL II OVERSEAS, APPENDIX VI
LIST OF ACTIVITIES
CLOSED/DEACTIVATED AND
AREA OF RESPONSIBILITY
REVIEW DATE:

POLICY AND PROCEDURES FOR THE PPCIG VOL II, OVERSEAS
REVIEW DATE: 17 DEC 01

1. **PURPOSE**. This guide implements the Defense Transportation Regulation, DOD 4500.9-R, Part IV. This guide assists the Personal Property Shipping Office (PPSO) in consigning shipments and is arranged in two volumes, Volume I, CONUS Activities, and Volume II, Overseas Activities. This volume contains consignment instructions for all overseas activities where Department of Defense (DOD) personnel are assigned to include DOD personnel at our American Embassies.

2. **RESPONSIBILITY**. It is the responsibility of each activity, which includes the American Embassy General Services Officer (GSO), to ensure their record content and corresponding appendices are current, clear, and concise to avoid misconsigned shipments. When a misconsignment occurs it results in additional costs to DOD and has an adverse impact on service members and their dependents. It is the activity's responsibility to review the country General Instruction records applicable to their area of responsibility (AOR) and forward changes to the responsible SDDC office (see para 4 below). Whenever a change is required, request the entire page be reviewed prior to submission to permit a more comprehensive update to be transmitted. It is recommended a review of the page be conducted semi-annually to promote better service to the military members and potentially improve better utilization of personnel resources.

3. **CONTENTS**.

a. **FORMAT**. Volume II, Overseas, is arranged alphabetically. Each country is assigned a separate chapter and has a minimum of two records.

(1) The **Country General Instruction** record identifies general shipment information applicable to all military services such as customs requirements, pets, privately-owned firearms (POFs), privately-owned vehicles (POVs), etc. This page is mandatory for each country and follows the standard format identified in para 6 below. If additional information under a particular paragraph would assist the traveler, please forward to the responsible SDDC office for inclusion. Paragraph 13, Other, is designed for information not covered by the previous 12 topics.

(2) **Activity** pages include a record number, general administrative information such as GBLOC, DODAAC, address, etc. consignment instructions for said activity with regard to Direct Procurement Method (DPM) household goods (HHG)and baggage, International Through Government Bill of Lading (ITGBL) HHG and baggage, high value personal property, and parcel post personal property, and special instructions. The special instructions paragraph may contain unique notes limited to the activity and is not included in the country's General Instructions page. Standard format is identified in para 7 below.

(3) Refer PPCIG Volume I, CONUS, for the US states.

b. **MAINTENANCE.**

(1) **Addition or deactivation** of any countries involves both the General Instruction page and the activity page. Establishment of any new activity pages must be coordinated through the sponsoring Services Headquarters (see para 5) and submitted to the responsible SDDC Area Command (see para 4e) in accordance with the formats identified in paras 6 and 7 below.

(2) **Updates** to activity pages in accordance with para 2 above should be reported by the responsible installation immediately as they occur to HQSDDC, ATTN: SDPP-IC, 200 Stovall Street, Bldg Hoffman II, Alexandria, VA 22314. A semi-annual review is recommended, forwarding updates when required. Updates to each countries' General Instructions page should be submitted to the responsible SDDC Area Command (see para 4e) for coordination and dissemination by HQSDDC (SDPP-IC).

c. **MISCONSIGNED SHIPMENTS.**

(1) **Destination activity** is to advise the origin PPSO/GSO by message when misconsigned shipments are received. Provide sufficient information in the message so the origin PPSO/GSO can investigate the reason for the misconsignment. Provide information copy of the message to the appropriate SDDC Area Command (see paras 4e and 4f) and HQSDDC (SDPP-IC).

(2) **Origin PPSO/GSO** is to review destination installation consignment guide page to determine whether consignment instructions may have contributed to the misconsignment. If consignment instructions are not clear, advise the destination installation. Identify specifically the part of the consignment instructions that are unclear, and if appropriate, recommend changes in wording. Provide information copy of the messages to the appropriate SDDC Area Command and HQSDDC (SDPP-IC).

4. **CORRECTIONS.**

a. Message changes involving activity records will be addressed to either appropriate SDDC Area Command, or Headquarters. The appropriate SDDC Area Command will review and forward the changes to HQSDDC (SDPP-IC). However, message changes involving the country General Instruction records should be addressed to the appropriate Area Command only. If no message capability, send by letter, fax, or Email. Request specific and appropriate word changes be submitted to update to page, i.e.,

Subject: PPCIG VOL II, (record number) (activity name), (location)

1. Following changes are effective on (effective date):
   a. Change fax to read: dsn ____, commercial_____.
   b. Change email to read: _____.
   c. Replace para 2a, with the following: XXXXXXXXXXXXXXX
   d. Delete Note 1, special instructions.
   e. Change Note 2, special instructions, to read note 1.
   f. Add new Note 2, special instructions, to read: (exact wording which is to appear in the consignment guide).
   g. Remove sentence 2, Note 3, "Tracer requests .....AE 09114."
   h. All other consignment instructions remain the same for this record.
2. POC is (name), dsn, commercial phone numbers.

b. A whole page message will be released referring to the activity's record number and name vice page numbers with changes annotated by a (CH).

c. A monthly recap summary message will identify all message changes released with interim change numbers. Any messages not received should first be researched with the base telecommunications center to resolve local delivery problems. Advise if message address requires correction. However, copies will be provided as requested when necessary.

d. The PPCIG and changes are expected to become available for down loading from a WEB site. You will be provided instructions when implemented.

e. The appropriate SDDC Area Commands addresses follow:

MAILING ADDRESS	**MESSAGE ADDRESS**
Commander ATTN: SDPP-IC Surface Deployment and Distribution Command Bldg Hoffman II 200 Stovall Street Alexandria, VA 22314	CDRSDDC ALEXANDRIA VA//SDPP-IC//
HQ USEUCOM/SDDC ATTN: PPO-E Unit 30400 APO AE 09131	HQ USEUCOM/SDDC VAIHINGEN GE //PPO-E//
Commander ATTN: SDPC-OP-PP 599TH Transportation Group (TML) Bldg 204, Wheeler AAF Scofield Barracks, HI 96857-5008	CDR599THTRANSGPTML WHEELER AAF HI //SDPC-OP-PP//

f. **COUNTRIES SERVED BY SDDC AREA COMMANDS.** Below are four tables; the Americas, Asia and Pacific, Europe and Central Asia, and Middle East and Pacific; identifying the A/C responsible for coordinating with the country on the content of the General Instruction.

Legend: EUR for SDDC Europe, PAC for SDDC PAC

Americas:

A/C	Country
	Alaska (US)
	Canada
	Mexico
	Antigua
	Argentina
	Ascension
	Bahamas
	Barbados
	Belize
	Bermuda
	Bolivia
	Brazil
	Chile
	Colombia
	Costa Rica
	Cuba
	Dominican Republic
	Ecuador
	El Salvador
	Guatemala
	Haiti
	Honduras
	Jamaica
	Nicaragua
	Panama
	Paraguay
	Peru
	Puerto Rico
	Suriname
	Uruguay
	Venezuela
	Virgin Islands

Asia and Pacific:

A/C	Country:
PAC	American Samoa
PAC	Australia
PAC	Bangladesh
PAC	Burma, also Myanmar
PAC	Cambodia
PAC	China, includes Hong Kong
PAC	Diego Garcia
PAC	Guam
PAC	Hawaii (US)
PAC	Indonesia
PAC	India
PAC	Japan
PAC	Johnston Island
PAC	Korea
PAC	Kwajalein
PAC	Laos
PAC	Malaysia
PAC	Mali
PAC	Mauritius
CLOSED	Midway Island
PAC	Nepal
PAC	New Zealand
PAC	Philippines
PAC	Singapore
PAC	Sri Lanka
PAC	Taiwan
PAC	Thailand
PAC	Vietnam
PAC	Wake Island
PAC	Western Samoa, now Samoa

Legend: HQSDDC for CONUS Command, EUR for SDDC Europe, PAC for SDDC PAC (CH)

Europe and Central Asia:

A/C	Country:
EUR	Albania
EUR	Armenia
EUR	Austria
EUR	Azerbaijan
EUR	Azores
EUR	Belarus
EUR	Belgium
EUR	Bosnia-Herzegovina
EUR	Bulgaria
EUR	Crete
EUR	Croatia
EUR	Cyprus
EUR	Czech Republic
EUR	Denmark
EUR	Estonia
EUR	Finland
EUR	France
EUR	Georgia
EUR	Germany
EUR	Greece
HQ	Greenland
EUR	Hungary
HQ	Iceland
EUR	Ireland
EUR	Italy
EUR	Kazakhstan
EUR	Kyrgystan
EUR	Latvia
EUR	Lithuania
EUR	Luxembourg

A/C	Country:
EUR	Macedonia
EUR	Malta
EUR	Moldova
EUR	Netherlands
EUR	Norway
EUR	Poland
EUR	Portugal
EUR	Romania
EUR	Russia
EUR	Serbia
EUR	Slovak Republic
EUR	Slovenia
EUR	Spain
EUR	Sweden
EUR	Switzerland
EUR	Tajikistan
EUR	Turkey
EUR	Turkmenistan
EUR	Ukraine
EUR	United Kingdom
EUR	Uzbekistan
EUR	Yugoslavia

A/C	European Mini States:
EUR	Andorra
EUR	Liechtensinin
EUR	Monaco
EUR	San Marino
EUR	Vatican

Legend: HQSDDC for CONUS Command, EUR for SDDC Europe, PAC for SDDC PAC (CH)

Middle East and Africa

A/C	Country:
EUR	Afghanistan
EUR	Algeria
EUR	Angola
EUR	Bahrain
EUR	Benin
EUR	Botswana
EUR	Burkina Faso
EUR	Burundi
EUR	Cameroon
EUR	Central African Republic
EUR	Chad
EUR	Congo, Republic of the
EUR	Djibouti
EUR	Egypt
EUR	Equitorial Guinea
EUR	Eritrea
EUR	Ethiopia
EUR	Gabon
EUR	Gambia
EUR	Ghana
EUR	Guinea
EUR	Guinea Bissau
EUR	Iran
EUR	Iraq
EUR	Israel
EUR	Ivory Coast, now Cote D'Ivoire
EUR	Jordan
EUR	Kenya
EUR	Kuwait
EUR	Lebanon
EUR	Liberia
EUR	Libya

A/C	Country:
EUR	Madagascar
EUR	Malawi
EUR	Mali
EUR	Malta
EUR	Mauritania
EUR	Mauritius
EUR	Morocco
EUR	Mozambique
EUR	Namibia
EUR	Niger
EUR	Nigeria
EUR	Oman
EUR	Pakistan
EUR	Qatar
EUR	Rwanda
EUR	Sao Tome & Principe
EUR	Saudi Arabia
EUR	Senegal
EUR	Seychelles
EUR	Sierra Leone
EUR	Somalia
EUR	South Africa
EUR	Sudan
EUR	Swaziland
EUR	Syria
EUR	Tanzania
EUR	Togo
EUR	Tunisia
EUR	Uganda
EUR	United Arab Republic
EUR	Yemen
EUR	Zaire, now Congo, Democratic Republic
EUR	Zambia
EUR	Zimbabwe

5. **SERVICE TRANSPORTATION HEADQUARTERS**. Establishment of a PPSO requires approval from the appropriate Service Headquarters as identified below.

a. **ARMY.**

(1) MAIL: HEADQUARTERS US ARMY
ATTN DALO-TSP-P
500 ARMY PENTAGON
WASHINGTON DC 20310-0500

(2) PHONE/FAX: DSN: 224-4362, FAX EXT: 7124
COMM: 703-614-4362, FAX EXT: 7124

(3) MSG: HQDA WASH DC//DALO-TSP-P//

b. **NAVY.**

(1) MAIL: COMMANDER
ATTN CODE 053
NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE, PO BOX 2050
MECHANICSBURG PA 17055-0791

(2) PHONE/FAX: DSN: 430-2448, FAX EXT: 5854
COMM: 717-605-2448, FAX EXT: 5854
HELPLINE: 800-444-7789

(3) MSG: COMNAVSUPSYSCOM MECHANICSBURG PA//SUP 053//

c. **AIR FORCE.**

(1) MAIL: HEADQUARTERS US AIR FORCE
ATTN LGTT
1030 AIR FORCE PENTAGON
WASHINGTON DC 22030-1030

(2) PHONE/FAX: DSN: 227-1078, FAX EXT: 4316
COMM: 703-697-1078, FAX EXT: 4316

(3) MSG: HQUSAF WASH DC//LGTT//

d. **MARINE CORPS.**

(1) MAIL: HEADQUARTERS US MARINE CORPS
ATTN CODE LFT-3
2 NAVY ANNEX
WASHINGTON DC 20380-1775

(2) PHONE/FAX: DSN: 225-7762, FAX EXT: 8160
COMM: 703-695-7762, FAX EXT: 8160

(3) MSG: CMC WASH DC//LFT-3//

e. **COAST GUARD.**

(1) MAIL: COMMANDANT
ATTN G-WPM-2
US COAST GUARD HEADQUARTERS
2100 SECOND ST SW ROOM 5500
WASHINGTON DC 20593-0001

(2) PHONE/FAX: DSN: NONE
COMM: 202-267-2247/2209, FAX EXT: 4823

(3) MSG: COMDT COGARD WASHINGTON DC//G-WPM-2//

6. **GENERAL INSTRUCTION REQUIREMENTS**. For each country listed in the guide, the following subjects are mandatory.

(COUNTRY NAME) - GENERAL INSTRUCTIONS
REVIEW DATE: (Identifies when last change was submitted by activity. Blank dates no update received since last printing.)

1. **SHIPMENT INSTRUCTIONS:**

   a. **WEIGHT RESTRICTIONS:**
   b. **CONTAINER/CRATING REQUIREMENTS:**
   c. **HARD LIFT AREA:**
   d. **UNACCOMPANIED BAGGAGE:**

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

3. **CONSUMABLES:**

   a. **ALCOHOLIC BEVERAGES:**
   b. **CIGARETTES/TOBACCO PRODUCTS:**
   c. **COSMETICS:**
   d. **FOOD STUFFS AND MEATS:**
   e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:**

4. **ELECTRICAL EQUIPMENT:**

   a. **HOME COMPUTERS:**
   b. **TVs/VCRs:**
   c. **OTHER (i.e. COMPATIBILITY, ETC)**

5. **FURNITURE, OVERSIZED:**

6. **PETS/QUARANTINE:**

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

   a. **HAND GUNS:**
   b. **RIFLES/SHOT GUNS:**
   c. **TOY RELATED GUNS:**
   d. **OTHER (i.e. AMMO, EXPLOSIVES, ETC):**

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

   a. **POVs:** (includes data on prohibited vehicles, colors, etc.)
   b. **MOTOR CYCLES/MOPEDS:**
   c. **GASOLINE/CATALYTIC CONVERTERS:**
   d. **INSURANCE AND SAFETY REQUIREMENTS:**

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

10. **STUFF WILD LIFE/ANIMALS AND PLANT RESTRICTIONS:**

11. **TRANSMITTING EQUIPMENT:**

    a. **CBS:**
    b. **AMATEUR/HAM RADIOS:**

c. **MARS EQUIPMENT:**
d. **DISH ANTENNAS:**
e. **CORDLESS PHONES:**

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:**

13. **OTHER:**

7. **PERSONAL PROPERTY ACTIVITY PAGE REQUIREMENTS**. For each authorized activity the following data is required.

(ACTIVITY NAME AND LOCATION) with support provided i.e. MULTI-SERVICE, Air Force Only, etc.
REVIEW DATE: (Identifies when last change was submitted by activity. Blank dates no update received since last printing.)

1. **GENERAL.**

a. **GBLOC: (SDDC assigns)**

b. **DODAAC: (applicable to TOs Unit)**

c. **E-MAIL:** (if available or advise not available)

d. **TWX:** (telecommunications message address, verify with local Telecommunications Center first)

e. **MAIL:** (US Postal System maximum format of 5 lines, 40 character each)

f. **CROSS REFERENCES OF APO/FPOS SERVED:** (if applicable)

g. **APOD:** (MILSTAMP) **WPOD:** (MILSTAMP)

h. **DSN:** (if available or None) **COMM:** (required)

i. **FAX: DSN:** (if available or None) **COMM:** (required)

2. **CONSIGNMENT INSTRUCTIONS:**

3. **SPECIAL INSTRUCTIONS:**

CHAPTER 1

1-1 ALASKA (02)- GENERAL INSTRUCTIONS
REVIEW DATE: 18 JUN 04

1. **SHIPMENT INSTRUCTIONS:**

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

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

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

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

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

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

3. **CONSUMABLES:**

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

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

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

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

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

4. **ELECTRICAL EQUIPMENT:**

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

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

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

5. **FURNITURE, OVERSIZED**:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

f. **POV ENTITLEMENTS VIA FERRY:**

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

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

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

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

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

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

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

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

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

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

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

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

11. **TRANSMITTING EQUIPMENT**:

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

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

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

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

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

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

13. **OTHER, MOBILE HOMES**:

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

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

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

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

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

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

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

1-2 FORT GREELY, ALASKA(02)
REVIEW DATE: 12 DEC 02 **MULTI-SERVICE**

Deactivated Jul 2001.

See 1-6 Fort Wainwright, Alaska (MBAT)

1-3 3 LOGISTICS READINESS SQUADRON, JOINT PERSONAL PROPERTY SHIPPING OFFICE ANCHORAGE, ELMENDORF AFB, ALASKA(02)
REVIEW DATE: 28 AUG 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: MBFL**

b. **DODAAC: FY1266**

c. **E-MAIL:**

d. **TWX**: 3LRS ELMENDORF AFB AK//LGRT//

e. **MAIL**: TRAFFIC MANAGEMENT OFFICER
ATTN LGRT
3 LRS JPPSO ANC
8517 20TH STREET
ELMENDORF AFB AK 99506-2400

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: Ft Richardson, AK 99505

g. **APOD**: Elmendorf AFB, AK-EDF **WPOD**: Anchorage, AK-YC6

h. **DSN**: (317) 552-XXXX **COMM**: (907) 552-XXXX, Inbound-2127/2209, Outbound-1497/2763, NTS-3031, Counselors-4231/2288/2102, QC-4002, TMO-5522

i. **FAX: DSN**: (317) 552-XXXX **COMM**: (907) 552-XXXX, Inbound-2236, Outbound-2054

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**:

ZONE 01:

State	County/City Name	County/City Indicator	
			GOLDEN NORTH VAN LINES, INC. (CH) 940 RASPBERRY RD. ANCHORAGE AK 99518

(1) Refer to record 1-1 GENERAL INSTRUCTIONS - Alaska for E-1 through E-4 entitlements.

(2) For unaccompanied baggage shipments originating in CONUS limit the use of shipments through the aerial port (Travis AFB, CA). The transit time for baggage going through the aerial port takes longer than household goods shipments originating in CONUS. Recommend using freight companies such as Roadway Express, Overnite Transportation, Viking Freight, Yellow Freight or any other freight company that provides service to Alaska straight through to Anchorage, Alaska. Do not ship property to communities not accessible by road as a DPM shipment. (See Note 1, OTO instructions.)

b. **ITGBL HHG AND BAGGAGE**: Consign to member at destination address or unit of assignment. Annotate PPGBL: "Carrier will notify JPPSO-ANC, Elmendorf AFB, AK, prior to delivery to residence or placing in storage."

c. **HIGH VALUE**: Consign to member. Mark: "Hold for pickup at carrier terminal. Notify responsible TO upon arrival."

d. **PARCEL POST**: Do not consign to JPPSO-ANC. Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: All of Alaska, west of Anchorage, is not accessible by road. Origin shippers must route using OTO procedures for both baggage and household goods. Common areas that require OTOs are Valdez, Tok, Dillingham, Bethel, Nome, Kotzebue, Adak, Dutch Harbor, and the entire Alleutian Island Chain. In addition, all shipments for Kodiak Island and Point Clarence are the responsibility of the Integrated Support Command on Kodiak Island (GBLOC: MAPS). See Eielson for shipments consigned to Clear AFS.

b. **NOTE 2**: If additional assistance or advise on consignment instructions are needed contact JPPSO-Anchorage by telephone (907) 552-3031/6606 or email.

c. **NOTE 3**: Recommend maximum use of non-temporary storage at origin due to limited NTS facilities in Alaska. Refer to 5.b in record 1-1 ALASKA (02) GENERAL INSTRUCTIONS.

d. **NOTE 4**: Refer to record 1-1 ALASKA(02) - GENERAL INSTRUCTIONS.

1-4 US COAST GUARD INTEGRATED SUPPORT COMMAND, KODIAK, ALASKA(02)
REVIEW DATE: 15 JAN 03 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: MAPS**

b. **DODAAC: Z46000**

c. **POC**: Outbound Agent, (907) 487-5170 EXT 185/156 (CH)
Inbound Agent, (907) 487-5170 EXT 185/156 (CH)

d. **E-MAIL**:

e. **TWX**: COGARD INSUPRTCOM KODIAK AK//PH//

f. **MAIL**: COMMANDING OFFICER (PH)
INTERGRATED SUPPORT COMMAND
BOX 195019
KODIAK AK 99619-5019

g. **CROSS REFERENCE OF APO/FPOS SERVED**: None

h. **APOE**: Kodiak, AK-ADQ **WPOE**: Kodiak, AK-YD1

i. **DSN**: None **COMM**: (907) 487-5170 (CH)

j. **FAX**: **DSN**: None **COMM**: (907) 487-5759

2. **CONSIGNMENT INSTRUCTIONS**:

a. The following CG Units are under Kodiak's area of responsibility: USCG Integrated Support Command Kodiak, USCG Air Station Kodiak, USCG Communications Station Kodiak, USCG Marine Safety Detachment Kodiak, USCG North Pacific Regional Fisheries Training Center Kodiak, USCG Electronic Support Unit Kodiak, USCG Loran Monitoring Station Kodiak, USCG Loran Station ATTU, USCG Loran Station Port Clarence, USCG Loran Station St. Paul, USCG Navigation Center Detachment Kodiak, USCG RAO Kodiak, USCG D17 Public Affairs Detachment Kodiak, USCGC Alex Haley, USCGC Firebush, USCGC Spar, USCGC Storis, and US Naval Special Warfare Detachment Kodiak. (CH)

b. **DPM HHG, DPM BAGGAGE**: Ship UB via DPM Air Mode (Code BB Commercial Air, Code 7 or Code 8). Consign to Shipping and Receiving USCG ISC Kodiak, AK 99619, ATTN: Transportation Officer. (CH)

c. **ITGBL/TGBL HHG, ITGBL/TGBL UB**: Ship HHG coming from OCONUS via Code 4. Ship HHG's coming from CONUS ship via Code 2 "SIT". Annotate GBL: "Carrier will notify TO, CG ISC Kodiak, prior to delivery or placing into storage". (CH)

d. **PARCEL POST**: Consign to Shipping and Receiving Officer, USCG ISC, Box 23, Kodiak, AK 99619-5000. Mark for member at unit assigned. Shipping and Receiving at the CG ISC Kodiak will hold for the member or forward to members unit.

e. **High Value**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: The TO, ISC Kodiak has responsibility for shipments of HHGs and UBs for all DOD personnel assigned to the Kodiak area of responsibility.

b. **NOTE 2**: Do not ship HHGs/UB AMC due to non-availability of AMC transportation destined to Kodiak. Required method for UB shipments per consignment instructions 2b. (CH)

c. **NOTE 3**: Large amounts of HHG's for member being assigned to barracks not recommended due to lack of individual floor space. (CH)

d. **NOTE 4**: Refer to record 1-1 ALASKA(02) - GENERAL INSTRUCTIONS

1-5 354 TRANSPORTATION SQUADRON, EIELSON AIR FORCE BASE, ALASKA(02)
REVIEW DATE: 26 JUN 03 **AIR FORCE**

1. **GENERAL**:

a. **GBLOC: MAFL**

b. **DODAAC: FB5004**

c. **E-MAIL:** 354LRS.LGRT@eielson.af.mil

d. **TWX:** 354TRNS EIELSON AFB AK//LGTTH//

e. **MAIL:** TRAFFIC MANAGEMENT OFFICER
ATTN LGTTH
354 TRNS UNIT 1A
3112 BROADWAY AVE
EIELSON AFB AK 99702-1882

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** Clear AFS ZIP 99704

g. **APOD:** (FB5004) Eielson AFB, AK-EIL **WPOD:** Fairbanks, AK-YCY through Anchorage, AK-YC6

h. **DSN:** 317-377-XXXX **COMM:** (907) 377-XXXX, Inbound-1848, Outbound/NTS-1772, Booking-1849, QC-2208, NCOIC-1781

i. **FAX: DSN:** 317-377-1775 **COMM:** (907) 377-1775

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**:

(1)

AK Cities:	**Consign to**:
Eielson AFB Fairbanks Fox Moose Creek North Pole Salcha and surrounding areas	GLACIER STATE MOVING AND STORAGE 620 WHSE 1 OLD RICHARDSON HWY FAIRBANKS AK 99701 **EFF:** 01 JUL 2003 (CH) **EXP:** 31 DEC 2007 (CH)

(2)

AK Cities:	**Consign to**:
Anderson Clear AFS	WORLD WIDE MOVERS INC (CH) 934 ELIZABETH STREET FAIRBANKS AK 99708 **EFF: 01 JUL 2003 (CH)** EXP: 31 DEC 2007 (CH)

b. **ITGBL HHG AND BAGGAGE:** Consign to member at destination address/installation where member will reside/is assigned. Annotate PPGBL: "Carrier will notify TMO, Eielson AFB, AK, prior to delivery or placing in storage."

c. **PARCEL POST:** Do not consign to TMO, Eielson AFB. Consign shipment to member c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: **ALASKAN DEW LINE SITES**: Consign to TMO, Eielson AFB, AK, M/F member and member's in-the-clear duty station (i.e., POW-Main, Point Barrow, BAR-Main, etc.)

b. **NOTE 2**: INTL/AIR/COMM/DPM is an acceptable method of shipment and should be routed via Fairbanks Intl Airport (30 miles distance). Ensure Air Waybill(AWB) number is shown on PPGBL and advance shipping documents.

c. **NOTE 3**: With increased cargo shipments for support of summer training exercises (i.e., Cope Thunder) via AMC, from 01 May-01 Sep, please ship DPM UB from CONUS locations via line-haul. Reason for varying the normal channels is DPM UB (low priority shipments) backlogs occur at the aerial port (Travis AFB and Elmendorf AFB) during this time, resulting in shipments missing required delivery dates (RDD) and causing hardships to members desiring their personal property.

d. **NOTE 4**: Members should call Eielson AFB Housing Management Office prior to TMO briefing to check on the availability of base housing. If housing is not readily available, counselors please brief the members on partial deliveries as outlined in DOD 4500.34R. This will provide members with a partial delivery at destination to temporary residence, if needed, or until government housing becomes available.

e. **NOTE 5**: Refer to record 1-1 ALASKA(02) - GENERAL INSTRUCTIONS.

1-6 FORT WAINWRIGHT, ALASKA(02)
REVIEW DATE: 22 OCT 03 **MULTI-SERVICE**
(Except Air Force, see Eielson AFB)

1. **GENERAL**:

a. **GBLOC: MBAT**

b. **DODAAC: WC1JH5**

c. **E-MAIL:** trans.fwa@wainwright.army.mil

d. **TWX:** CDR FT WAINWRIGHT AK//AFVR-WDL-T//

e. **MAIL:** TRANSPORTATION OFFICER
DIRECTOR OF LOGISTICS APVR-WDL-T
1060 GAFFNEY BLVD # 7000
FORT WAINWRIGHT AK 99703-7000

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** 99701, 99702, 99704, 99712, 99725, 99760

g. **APOD:** Eielson AFB, AK-EIL **WPOD:** Anchorage, AK-YC6

h. **PHONE**:

PHONE TYPE	COMM	DSN
Inbound	907 353 1125/1132/1155	317 353 1125/1132/1155
Outbound	907 353 1193/1108	317 353 1193/1108
NTS/Lead Clerk	907 353 1150	317 353 1150
QA/QC	907 353 1148/1180	317 353 1148/1180

i. **FAX: DSN:** 317 353 1146 **COMM:** 907 353 1146

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**:

Zone 01 and 02

GOLDEN NORTH VAN LINES
1100 CHARLES STREET
FAIRBANKS AK 99701
UNITED STATES
EFF: 01 JUL 2003
EXP: 31 DEC 2008
ITEM 15: $10.00
ITEM 20: $10.00

907 456 5291

Zone 03 (NEW ZONE) (CH)

Fort Greely Only: (Delta Junction, AK)

WORLD WIDE MOVERS INC (CH)
934 ELIZABETH STREET
FAIRBANKS AK 99708
UNITED STATES
EFF: 01 JUL 2003 (CH)
EXP: 31 DEC 2008 (CH)
ITEM 15: $20.00 (CH)
ITEM 20: $26.00 (CH)

b. **ITGBL HHG AND BAGGAGE**: Consign to member c/o destination address or unit of assignment. Annotate PPGBL: "Carrier will notify TO, Ft Wainwright, AK, upon arrival of shipment and prior to delivery to residence or placing into storage." (See SPECIAL INSTRUCTIONS).

c. **PARCEL POST**: Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: INTL/AIR/COMM/DPM is an acceptable method of shipment and should be routed via Fairbanks International Airport, AK. Ensure AWB number is shown on PPGBL and advance shipping documents.

b. **NOTE 2**: DPM Line Haul is the preferred method of shipment for Unaccompanied Baggage and DPM Household Goods. With increased cargo shipments for support of real world missions and some training exercises (i.e., Cope Thunder) via AMC, please ship DPM UB from CONUS locations via commercial DPM line-haul. Reason for varying the normal channels is DPM UB (low priority shipments) backlogs occur at the aerial port (Travis AFB and Elmendorf AFB) during this time, resulting in shipments missing required delivery dates (RDD) and causing hardships to members desiring their personal property.

c. **NOTE 3**: Code 2 is the preferred method for HHGs more than 2000 lbs. Household goods shipped that cannot be used in quarters (either Government or private) will not be authorized non-temporary storage at Government Expense. For personnel assigned to Fort Greeley and Fort Wainwright, oversized furniture will not fit into government quarters. Member should be advised that quarters have small entryways prohibiting access of items with bulk size, such as couches, freezers, or queen/king size beds. Washers and dryers are furnished in government quarters. It is advisable to leave oversized items in NTS.

d. **NOTE 4**: Area of responsibility includes all areas of the state north of a line beginning at the boundary of Alaska on the Canadian/Alaska Border and continuing west to Delta Junction to include Fort Greely, and on to Healy, from Healy to Galena, then Northwest to Point Lay.

e. **NOTE 5**: Fort Wainwright **does not** service Air Force. (See Eielson Air Force Base (MAFL). COUNSELORS, PLEASE USE THE DROP DOWN SCREENS IN TOPS.

f. **NOTE 6**: Refer to record 1-1 ALASKA(02) - GENERAL INSTRUCTIONS.

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 Alaaka 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 os 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.

CHAPTER 2

2-1 ALGERIA(AG) - GENERAL INSTRUCTIONS
REVIEW DATE: 09 SEP 99

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** Please check with your local Transportation Office for Algeria's weight restrictions.

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

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

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

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: When shipments (HHG/UB/POV) are released from point of origin, a message must be forwarded to USDAO Algiers announcing shipment date and expected date of arrival.

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:** Food stuff should be listed as household effects and not be marked in any way to indicate contents as food stuff. 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. COMPATABILITY, ETC):** No restrictions identified.

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

6. **PETS/QUARANTINE**: No restrictions. Close attention is given to pet vaccination documents.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Shipment of weapons must be approved by the Ambassador, American Embassy, Algiers, Algeria.

a. **HANDGUNS:** No restrictions identified.

b. **RIFLES/SHOTGUNS:** No restrictions identified.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

8. **PRIVATELY OWNED VEHICLES (POVs)**: POV shipments are prohibited.

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

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

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

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

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

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

11. **TRANSMITTING EQUIPMENT**:

a. **CB RADIOs, 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/RETIREES/ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Algeria 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 Algeria.

13. **OTHER**: None.

2-2 US DEFENSE ATTACHE OFFICE, ALGIERS, ALGERIA(AG)
REVIEW DATE: 09 SEP 99 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: TFDK**

b. **DODAAC: HHAA2A**

c. **E-MAIL:** daoag@hotmail.com

d. **TWX:** USDAO ALGIERS AG

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE ALGIERS 1799
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-6030

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** None **WPOD:** Algiers, AG-KCI

h. **DSN:** None **COMM:** 011-213-2-69-11-86 or 69-12-55 (EXT 7031/2/3) **TELEX:** 52064

i. **FAX: DSN:** None **COMM:** 011-213-2-69-39-79

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** Consign to Ambassador, American Embassy, Algiers, Algeria. Preferred method of shipment is via air.

b. **ITGBL HHG, ITGBL BAGGAGE:** Do not use.

c. **PARCEL POST:** None

3. **SPECIAL INSTRUCTIONS:** Refer to record 2-1 ALGERIA(AG) - GENERAL INSTRUCTIONS.

CHAPTER 3

3-1 AMERICAN SAMOA(AQ) - GENERAL INSTRUCTIONS
REVIEW DATE: 04 JAN 00

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:** No restrictions identified.

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

a. JPPSO-Hawaii is the responsible personal property shipping office for American Samoa. All correspondence and documentation pertaining to shipments destined for American Samoa are retained by JPPSO-Hawaii. Provide members with JPPSO-Hawaii's telephone numbers and advise members there is no DOD representative in American Samoa to assist them with personal property matters. Members are to contact JPPSO-Hawaii for assistance.

b. American Samoa consists of three major islands. All shipments consigned to Tutuila, where the port of Pago Pago is located; Manu'a Island and Aunu'u Island must be thoroughly reviewed to determine consignment to the correct island.

3. **CONSUMABLES:**

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

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

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

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

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

4. **ELECTRICAL EQUIPMENT:**

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

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

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

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

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

7. **PRIVATELY OWNED FIREARMS (POFs):** Shipments containing firearms are authorized but are subject to US regulations. All personnel arriving in American Samoa who bring firearms of any description, usable or unusable, serviceable or unserviceable, modern or antique, shall register the POF with the Governor or his designated representative. POFs arriving on American Samoa, as part of the member's household goods must be identified on the members personal property inventory list. POFs will be placed in the number 1 external shipping container positioned so they are readily accessible for examination when required.

a. **HANDGUNS:** Handguns are strictly prohibited. Prohibited firearms considered as souvenirs may be shipped to American Samoa as long as the firing pin has been removed and gun barrels are permanently plugged.

b. **RIFLES/SHOTGUNS:** No restrictions identified.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

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

a. **POVs:**

(1) **POVs shipped into American Samoa:** POVs with an ultimate destination of Tutuila (Pago Pago)-WB1, should be consigned directly to this WPOD code. When the ultimate American Samoa destination is (OFU)-WB3 (Manu'a Islands), or Aunu'u-WB4, consignment will be through Pago Pago-WB1 FFT ultimate destination OFU-WB3, or Aunu'u-WB4. Advise member their POV turn-in shipping documents must be retained to receive POV from steamship company at destination. For POV tracing and POV claims, members are to contact their branch of service transportation officer in Hawaii.

(2) **POVs shipped from American Samoa:** Members are to contact their appropriate branch of service transportation office in Hawaii for guidance/assistance. Listed below are the individual service transportation offices located in Hawaii.

US ARMY:	**POV APPLICATION AND TRACING:**	**POV CLAIMS:**
Fort Shafter	**DSN:** 315-438-1861 **COMM:** 808-438-1861 **FAX COMM:** 808-438-1421	**DSN:** None **COMM:** 808-438-1217
Schofield Brks	**DSN:** 315-655-9239 **COMM:** 808-655-9239 **FAX COMM:** 808-655-8971	**DSN:** 315-655-8616 **COMM:** 808-655-8616

AIR FORCE:	**POV APPLICATION AND TRACING:**	**POV CLAIMS:**
Hickam AFB	**DSN:** 315-449-6263 **COMM:** 808-449-6263 **FAX COMM:** 808-448-3746	**DSN:** 315-449-1714 **COMM:** 808-449-1714

COAST GUARD:	**POV APPLICATION AND TRACING:**	**POV CLAIMS:**
Sand Island	**DSN:** None **COMM:** 808-541-1502/01/00 **FAX COMM:** 808-541-1515	**DSN:** None **COMM:** 808-541-1502

NAVY:	**POV APPLICATION AND TRACING:**	**POV CLAIMS:**
Pearl Harbor	**DSN:** 315-473-2982 **COMM:** 808-473-2982 **FAX DSN:** 315-473 2334 **FAX COMM:** 808-473-2334	**DSN:** 315-473-2986 **COMM:** 808-473-2986

MARINE:	**POV APPLICATION AND TRACING:**	**POV CLAIMS:**
MCBH Kaneohe Bay	**DSN:** 315-257-5868/5568 **COMM:** 808-257-5868/5568 **FAX DSN:** 315-257-3208 **FAX COMM:** 808-257-3208	**DSN:** 315-257-5868 **DSN:** 315-257-5869 **COMM:** 808-357-5868 **COMM:** 808-357-5569

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

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

d. **INSURANCE/SAFETY REQUIREMENTS:** Vehicles must meet federal emission and safety standards. Insurance: 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:** 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 restirction identified.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation, or relocating dependents to American Samoa should be counseled to contact the American Samoa Government, Customs & Excise Tax Division, Department of Treasury, Pago Pago, American Samoa 96799. Telephone numbers (684) 633-5656/2674/1202 and facsimile number (684) 633-2675 for customs entry requirements. Also, members should be counseled that customs entry requirements, to include payment of duties and taxes (if any), remain the responsibility of the member and is a personal matter between the member and the American Samoa Government.

13. **OTHER:** None

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 inforamtion

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/RETIREES 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.

3A-2 AMERICAN EMBASSY, LUANDA, ANGOLA (AO)
REVIEW DATE: 30 SEP 04 **MULTI-SERVICE**

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.

CHAPTER 4

4-1 ANTIGUA(AC) WEST INDIES - GENERAL INSTRUCTIONS
REVIEW DATE: 15 AUG 02

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** The Detachment Commander serving an accompanied tour is authorized full JFTR. Unaccompanied military members are authorized the unaccompanied weight allowance as prescribed in the JFTR.

b. **CONTAINER/CRATING REQUIREMENTS:** All unaccompanied baggage shipments via the DPM method only. All Household Good shipments must be routed through the OTO system. Block 18 on the GBL must show member's name with actual destination. Do not show Roosevelt Roads information. (CH)

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

d. **UNACCOMPANIED BAGGAGE:** As prescribed in the JFTR.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: There are no customs or duty restrictions on personal property for assigned active duty personnel as long as the property is shipped through proper channels (Patrick AFB). Shipment arriving via USAF AMC flight go direct without going through customs. Shipments through any other method will have to be processed through customs and documentation will have to completed stating the contents and value of shipment. US Military Forces on official duty are permitted duty free importation privileges.

3. **CONSUMABLES**:

a. **ALCHOLIC 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.

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

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

4. **ELECTRICAL EQUIPMENT**:

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

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

c. **OTHER (I.E. COMPATIBILITY, ETC):** No restrictions.

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

6. **PETS/QUARANTINE**: Dogs and cats will not be allowed entry without an import license issued after the animal is mirco-chipped, vaccinated against rabies and a blood test submitted to the Antigua Government Veterinary Office. To obtain forms, information and restrictions for other animals contact:

Veterinary and Livestock Division
P.O. Box 1282
St. John's Antigua
Tel: 268 562 1814
FAX: 268 460 1759 (CH)

7. **PRIVATELY OWNED FIREARMS (POFs)**: Prohibited.

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

a. **POVs**: Accompanied/unaccompanied military members are allowed to import one duty free vehicle within the first six months of a person's arrival.

b. **MOTORCYCLES/MOPEDS**: There are no restrictions on motorcycles or mopeds.

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

d. **INSURANCE/SAFETY REQUIREMENTS**:

(1) **Safety Requirements**: POV must pass a safety inspection when it is licensed. The inspection includes a visual inspection of the exterior of the vehicle to include lights, windshield cracks, tires, etc.

(2) **Insurance**: POV must have minimum liability insurance to cover any damage caused to another vehicle and any injuries caused to anyone involved in an accident. The insurance company must be recognized by the Government of Antigua as a valid insurance provider. Insurance can be obtained through local insurance companies at rates comparable to those charged by US companies.

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

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

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: No restrictions.

b. **AMATEUR/HAM RADIOs**: No restrictions.

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

d. **DISH ANTENNAs**: No restrictions.

e. **CORDLESS PHONEs**: No restrictions.

12. **SEPARATEES/RETIREES/ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Antigua West Indies 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 Antigua West Indies.

13. **OTHER**: None.

4-2 ANTIGUA(AC), WEST INDIES
REVIEW DATE: 29 JUN 01 **AIR FORCE**

1. **GENERAL**: (Responsible PPSO: Patrick AFB, FL)

a. **GBLOC: CMFL**

b. **DODAAC: FB2520**

c. **E-MAIL:** 45lgtt@patrick.af.mil

d. **TWX:** 45TRNS PATRICK AFB FL//LGTTH//
INFO: DET 1 45 OG ANTIGUA WI

e. **MAIL:** TRAFFIC MANAGEMENT OFFICER
ATTN LGTTH
45 TRNS
514 FALCON AVE
PATRICK AFB FL 32925-3227

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Patrick AFB, FL-COF, V C Bird Intl Airport-ANU
WPOD: Antigua WI-SJH, St. John's Antigua-CN2

h. **DSN:** 854-2961 **COMM:** (321) 494-2961

i. **FAX: DSN:** 854-7571 **COMM:** (321) 494-7571

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to 45 Transportation Squadron, Traffic Management Officer, Bldg 310, Patrick AFB, FL 32925-3227. Mark for member for export to Antigua, West Indies, and include member's name and SSN. Airlift designators are COF-Patrick AFB and SJH-Antigua West Indies. TCMD's must accompany the shipment.

b. **ITGBL HHG AND BAGGAGE**: None.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Only the Detachment Commander serving an accompanied tour is authorized full JFTR weight allowance. Other military members are authorized the unaccompanied weight allowance as prescribed in the JFTR. Shipment of POV is also authorized. POV should be consigned to Antigua (CNZ). Transit time is approximately 14 days from Cape Canaveral to Antigua.

b. **NOTE 2**: Patrick AFB, Florida is responsible for all Inbound and Outbound shipments. (CH)

c. **NOTE 3**: Forward advance documentation to Cube Corporation Traffic Management Office, 514 Falcon Ave, Patrick AFB, FL 32925-3227. (CH)

d. **NOTE 4**: Refer to record 4-1 ANTIGUA(AC) - GENERAL INSTRUCTIONS

CHAPTER 5

5-1 ARGENTINA(AR) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 OCT 01

1. **SHIPMENT INSTRUCTIONS:**

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

b. **CONTAINER/CRATING REQUIREMENTS:** No limitation on size and weight of shipping containers.

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

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

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

a. Personnel on the diplomatic list may import duty-free UB and HHG in reasonable quantities for their own use at any time during their assignment to Argentina. Military personnel of the Military Group (MilGroup) are accorded the same import privileges as Diplomatic Officers by terms of special agreement. Nondiplomatic personnel may import more than one personal property shipment free of customs duties provided shipments arrive within 180 days of member's arrival in Argentina.

b. All shipments are subject to customs inspection. Argentina requires original copy of commercial bill of lading to initiate customs clearance. When the original bills of lading and/or airway bills have been received, it will take about 2 weeks to process the free entry permits. The Argentine Foreign Office will not initiate clearance for the importation of personal property or POVs before the owner has arrived.

c. Contact Embassy Administrative Office or sponsor for any additional information regarding POVs or HHG shipment.

3. **CONSUMABLES:**

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

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:** Dogs and cats require certificate of good health issued within 10 days before departure and rabies vaccination issued no more than 30 days and less then one year before departure, issued by a Federal Veterinary Officer in the country from which arriving, duly validated by the nearest Argentine Consul. Failure to meet these requirements could result in longer periods of quarantine for pets. Boarding facilities for pets are limited and are located in the suburbs.

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

a. **Firearms and Ammunition:** Subject to prior specific approval of the Chief of Mission, U.S. Government personnel may bring no more than three non-automatic only weapons (pistols, rifles, or shotguns) for sporting purposes only and 1,000 rounds of ammunition, approved in advance by the COM, may be shipped to post without a U.S. firearms export license, provided they are consigned to U.S. personnel for their personal use and not for resale. Argentine Government regulations require a free-entry permit signed by the Chief of Mission for import which GSO will arrange. In addition, all firearms imported must be registered with the Argentine National Arms Registry (RENAR). GSO will arrange this for the member.

b. Requests for shipments of firearms and ammunition must be made through the Regional Security Office to the Chief of Mission before such weapons can be shipped. In the request please include identifying data of the firearms, plus its intended purpose and statement of your qualifications to use safely each of the weapons for which approval to ship to post is requested.

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

a. **POVs:**

(1) **PERMISSION REQUIRED TO IMPORT OR PURCHASE A MOTOR VEHICLE:** A member wishing to import or purchase a motor vehicle must, prior to doing so, request permission in writing (by telegram, letter, or e-mail) from the Administrative Counselor, with the following data: make, model, year, purchase price, and date purchased. This request must be made before the vehicle is shipped. Post cannot guarantee duty-free importation of vehicles for which permission is not requested and granted in advance. Post will confirm that the vehicle conforms to policy and will advise the member in writing. Once permission is granted, the member may order the vehicle (if a new vehicle) and/or arrange for prompt shipment. An approved vehicle must be ordered, and shipment commenced, no later than 90 days after member's arrival at post.

(2) The GOA policy regarding limitations on POV's that may be imported by mission Employees follows. These rules set maximum allowable purchase prices according to the rank of the member.

(a) **Ambassador:** No limit as to vehicle purchase price.

(b) **Deputy Chief of Mission, Counsel General, Heads of Sections, including principal representatives of each of the military services (DAO and Milgroup):** The GOA will allow importation of POVs up to a maximum purchase price of $65,000 US Dollars(USD).

(c) **Counselors of Embassy and Counsel General with rank of Counselor of Embassy:** Up to $55,000 USD.

(d) **First and Second Secretaries, Counsels of equivalent rank, and Assistant Military Attaches:** Up to $45,000 USD.

(e) **Third Secretaries and Counsels of equivalent rank:** Up to $35,000 USD.

(f) **Attaches, Vice Counsels, and Administrative and Technical Employees:** Up to $30,000 USD.

(3) Notwithstanding the limitations imposed by the GOA, employees should avoid importing ostentatious vehicles which could cause embarrassment to the US Government and/or attract the attention of thieves.

(4) Argentine regulations strictly prohibit the shipment of coupes, convertibles and all type of sport vehicle (Chevrolet Corvettes, Porches, Ferraris, etc.) for future resale in Argentina. Same may be imported temporarily only, repeat temporarily only, and exported when owner departs.

(5) In the interim, US military post requests department and other addressee agencies notify assigned employees of the GOA regulations.

(6) Forward the original commercial bill(s) of lading within 48 hours via commercial courier as Argentine Customs will not accept copies of bill(s) of lading nor GBLs. Address to: American Embassy, GSO/Customs and Shipping Section, 4300 Columbia Ave, 1425 Buenos Aires, Argentina.

(7) A fax copy of the ocean bill of lading bill of sale can be used to initiate customs formalities with the Ministry of Foreign Affairs. However, customs will require the original bill of sale in order to qualify the vehicle for free entry into Argentina. Send advance copy of bill of sale by facisimle, at (011-5411-4514-1870). (CH)

(8) Consign all POV shipments to the Member Name, American Embassy, Buenos Aires, Argentina. Annotate PPGBL: "Upon arrival, carrier will notify the American Embassy, General Services Officer, Buenos Aires, AR. (CH)

POC: Tel: 011-5411-4777-4533/34, EXT 2381 (CH)

Email:

TWX: CDR USMILGP BUENOS AIRES AR (CH)

MAIL: GSO/TRANSPORTATION OFFICER
US MILITARY GROUP/AMERICAN EMBASSY
APO AA 34034-4329 (CH)

APOD: Buenos Aires AR-BUE **WPOD:** Buenos Aires, AR-FE1 (CH)
TELE: 011-5411-4777-4533/34. EXT 2381 (CH)
FAX: 011-5411-4514-1870 (CH)

(9) Argentine Customs request only one car be put in each container. Failure to adhere to this request causes additional processing and entails delays.(CH)

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds are considered POVs. They may be shipped with HHG but must be individually manifested. Motorcycles, as well as second POVs, must be shipped out of Argentina upon completion of individual's tour. Ship via sea containers.

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

d. **INSURANCE/SAFETY REQUIREMENTS:** A third party liability insurance through a company represented in Argentina is compulsory.

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CB RADIOs, MARS EQUIPMENT:** May be imported with HHG.

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

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

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

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

13. **OTHER:** None

5-2 AMERICAN EMBASSY BUENOS AIRES, ARGENTINA(AR)
REVIEW DATE: 28 JUL 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZADK**

b. **DODAAC: HHAA3A**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY BUENOS AIRES AR//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
CUSTOMS AND SHIPPING UNIT
AMEICAN EMBASSY BUENOS AIRES
UNIT 4334
APO AA 34034-5000

INTERNATIONAL MAIL/COMMERCIAL COURIER
AMERICAN EMBASSY
ATTN GSO/CUSTOMS AND SHIPPING UNIT
4300 COLUMBIA AVENUE
1425 BUENOS AIRES, ARGENTINA

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Buenos Aires, AR-BUE **WPOD:** Buenos Aires, AR-FEI

h. **DSN:** None **COMM:** 011-541-4777-4533/4534, EXT 2381

i. **FAX: DSN:** None **COMM:** 011-5411-4511-4964

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code 4 utilizing rates provide in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship Code 8.

b. **PCS shipment to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship via INTL/AIR/COMM/OTO.

c. **ITGBL HHG AND BAGGAGE:** Consign all shipments to member, American Embassy Buenos Aires, Argentina. Annotate PPGBL: "Carrier will notify the American Embassy, General Services office, Buenos Aires, AR, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. **HIGH VALUE**: Consign to owner or agent.

e. **PARCEL POST**: Consign to member c/o Commander, US Military Group, APO AA 34034-4329.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments for retirees or separtees will be shipped under the OTO program thru 30 SEP 00. Effective 01 OCT 00, ship property Code 4 utilizing rates located in the Special Solicitation, Chapter X of the International Rate Solicitation.

b. **NOTE 2**: Refer to record 5-1 ARGENTINA(AR) - GENERAL INSTRUCTIONS.

5-3 CDR US MILITARY GROUP, BUENOS AIRES, ARGENTINA(AR)
REVIEW DATE: 28 JUL 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZAAK**

b. **DODAAC: WG5LK5**

c. **E-MAIL:**

d. **TWX:** CDR USMILGP BUENOS AIRES AR

e. **MAIL:** TRANSPORTATION OFFICER
US MILITARY GROUP
APO AA 34034-4329

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Buenos Aires, AR-BUE **WPOD:** Buenos Aires, AR-FE1

h. **DSN:** 294-9000-5-9360 **COMM:** 011-5411-4511-4970

i. **FAX: DSN:** None **COMM:** 011-5411-4511-4992

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code 4 utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship Code 8.

b. **PCS shipment to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship Code 8.

c. **ITGBL HHG AND BAGGAGE:** Consign all ITGBL shipments to member American Embassy Buenos Aires, Argentina. Annotate PPGBL: "Carrier will notify American Embassy, General Services Officer, Buenos Aires, AR, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all shipments to US Military Group/Mission, Buenos Aires, AR, (ZAAK). M/F member.

e. **HIGH VALUE:** Consign to owner or agent.

f. **PARCEL POST:** Consign to member c/o Commander, US Military Group, APO AA 34034-4329.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments for retirees or separtees will be shipped under the OTO program thru 30 SEP 00. Effective 01 OCT 00 ship property Code 4 utilizing rates located in the Special Solicitation, Chapter X of the International Rate Solicitation.

b. **NOTE 2**: Refer to record 5-1 ARGENTINA(AR) - GENERAL INSTRUCTIONS

CHAPTER 6

6-1 ASCENSION ISLAND - GENERAL INSTRUCTIONS
REVIEW DATE: 01 AUG 00

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** The Detachment Commander serving an accompanied tour is authorized full JFTR. Unaccompanied military members are authorized the unaccompanied weight allowance as prescribed in the JFTR.

b. **CONTAINER/CRATING REQUIREMENTS:** Shipment must be containerized. DPM is only method of shipment.

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:** As prescribed in the JFTR.

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

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES AND CIGARETTES/TOBACCO PRODUCTS:** They are available on the island for personal consumption only.

b. **COSMETICS:** No restrictions identified.

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

d. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** They are available in small amounts through the Range Technical Services(RTS) contractor nurse. Illegal narcotics and/or abuse are prohibited.

4. **ELECTRICAL EQUIPMENT**:

a. **HOME COMPUTERS:** 110V/60Hz power is available. No US phone lines are available for home computer E-mail or Internet access. The British Cable and Wireless Company can provide Internet access for approximately $5.00 per minute plus monthly and connection fees.

b. **TVs/VCRs:** Authorized. The station operates a television system which pipes in two Armed Forces Radio and Television Services(AFRTS) channels with British television shows. Other television channels play video taped programs and movies from the US. Local video stores only have European format tapes available.

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

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

6. **PETS/QUARANTINE**: Pets are prohibited.

7. **PRIVATELY OWNED FIREARMS (POFs):** Strictly prohibited by British law.

8. **PRIVATELY OWNED VEHICLES (POVs):** Not authorized.

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

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

11. **TRANSMITTING EQUIPMENT**: All operators of transmitting equipment (except cordless phones) must have specific permission from the Installation Commander, Station Manager, and local authorities.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Ascension Island is a restricted and closed island. Personnel arriving on the island must have specific permission from the Installation Commander.

13. **OTHER**: Recreational activities on the island can include hiking, scuba diving, snorkeling, swimming, biking, and fishing. Equipment should be brought in as island and station supplies are limited. The island contains mostly volcanic rocks and cinders. Extra footwear should be considered. There are no education services on the island. Prior arrangements for independent study courses should be made before member arrives on station. Sunglasses and sun screen lotion are year long requirements.

6-2 ASCENSION ISLAND, ATLANTIC OCEAN
REVIEW DATE: 29 JUN 01 **AIR FORCE**

1. **GENERAL**: (Responsible PPSO: Patrick AFB, FL)

a. **GBLOC: CMFL**

b. **DODAAC: FB2520**

c. **E-MAIL**: 45lgtt@patrick.af.mil

d. **TWX**: 45TRNS PATRICK AFB FL//LGTTH//
INFO: DET 2 45 OG ASCENSION ISLAND

e. **MAIL**: TRAFFIC MANAGEMENT OFFICE
ATTN LGTTH
45 TRNS
514 FALCON AVE
PATRICK AFB FL 32925-3227

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: None

g. **APOD**: Georgetown, Widewake Field-ASI **WPOD**: Clarence Bay-MA1

h. **DSN**: 854-2961 **COMM**: (321) 494-2961

i. **FAX**: **DSN**: 854-7571 **COMM**: (321) 494-7571

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to 45 Transportation Squadron, Traffic Management Officer, Bldg 310, Patrick AFB, FL 32925-3227. Mark for member for export to Ascension Island and include members name and SSN. Airlift designators are COF-Patrick AFB and ASI-Ascension Island. TCMD's must accompany the shipment.

b. **ITGBL HHG AND BAGGAGE**: None.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Only the Detachment Commander serving an accompanied tour is authorized full JFTR weight allowance and shipment of POV. All other military members are authorized the unaccompanied weight allowance as prescribed in the JFTR. POV shipment is not authorized.

b. **NOTE 2**: Ascension Island is a closed island. There are no commercial shipping firms or storage facilities on the island. Members perform their own packaging services outbound to Patrick AFB. Airlift is a weekly schedule. Sealift is every 60 days. (CH)

c. **NOTE 3**: Forward all advance documentation to Cube Corporation ATTN: Export to Ascension, 514 Falcon Ave, Patrick AFB, FL 32925-3227. (CH)

d. **NOTE 4**: Refer to record 6-1 ASCENSION ISLAND - GENERAL INSTRUCTIONS

CHAPTER 7

7-1 AUSTRALIA(AS) - GENERAL INSTRUCTIONS
REVIEW DATE: 08 SEP 04

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **FOR ALICE SPRINGS AND DET 9, LEARMONTH, WESTERN AUSTRALIA:** Furnished Government housing is available, including washer, dryer, and refrigerator. Accompanied or unaccompanied members are authorized 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater, plus baggage allowance for member and dependents when member is on accompanied tour.

(2) No weight restrictions identified to other locations.

b. **CONSIGNMENT INSTRUCTIONS:**

(1) Effective 01 April 2000, the 337th ASUF (refer to record 7-4) is responsible for all shipments to/from Australia except those destined for Alice Springs. DOD personnel are generally assigned to locations in states/territories listed below. Please review locations carefully and follow routing instructions in Paragraph c. Although Code 4 rates are available, the preferred method of shipment to the following state/territories is Code T:

(a) New South Wales (N.S.W.) which includes: Sydney, RAAF Richmond, Williamtown, Nowra, Singleton, and Moorbank.

(b) Australian Capital Territory (ACT), which includes: Canberra, US Embassy, and RAAF Fairburn.

(c) Victoria (VIC), which includes: Melbourne, Bandiana, Bendigo, Macleod, Queenscliff, and Puckapunyal.

The states/territories listed below are OTO areas. A cross-reference of OTO APOs/FPOs served is specifically identified in record 7-4, 337 ASUF Canberra. The preferred method of shipment is OTO Code 4 (household goods) and OTO Code 8 (unaccompanied baggage).

(d) Queensland (QLD), which includes: Brisbane, Toowoomba, RAAF Amberly, Canungra, and Townsville.

(e) South Australia (SA), which includes: Adelaide and RAAF Edinburgh. (CH)

(f) Western Australia (WA), which includes: Perth, DET 9 Learmonth Solar Observatory, and Geraldton.

(g) Northern Territory (NT), which includes: Darwin and RAAF Tindal. For personnel assigned to Alice Springs - refer to record 7-3.

(h) Tasmania - Entire state.

c. **ROUTING INSTRUCTIONS:**

(1) Code 4 and T rates are available to locations in New South Wales, Australian Capitol Territory, Victoria and southern Queensland. All other areas (except Alice Springs) fall into the One Time Only category. Codes 4, T and 8 rates are available for shipments to Alice Springs. Shipments may experience delays dependent upon availability of airlift into Australia.

(2) Personnel are normally assigned to fully furnished lodging facilities upon arrival. 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 of each box at time of in-processing. Members should check with sponsor for APO restrictions.

(3) **Shipments of HHG and UB for Retired/Separated/Early Return of Dependents:** Route HHG Code 4 only. Do not send these shipments Code T or by DPM surface. Route UB Code 8 only. Do not send shipments Code J.

(4) **ONE-TIME-ONLY RATE AREAS:** The following locations in Australia are designated one-time-only Code 4 and Code 8 rate areas: Tasmania, South Australia, Western Australia, Northern Territory (excluding Alice Springs), and Townsville, Queensland. Do not use Codes T, J, and DPM shipment to these areas.

(5) **FOR ALICE SPRINGS:** Recommend shipping baggage-type item via APO channels. Consign to unit of assignment and mark for the member. Do not consign to TMO. If a UB shipment is necessary, Code 8 is the preferred method.

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

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

a. To prevent any delay in customs/quarantine clearance, mandatory items requiring inspection should be placed in the number one container. Inventory should is be attached to the number one container for both HHG and UB. A copy of the inventory should be mailed to the destination TMO and the member should hand carry a copy of the inventory to the TMO to ensure one is received. Without an inventory, shipment may be delayed pending customs and quarantine inspection.

b. No customs/quarantine clearance capabilities exist at Alice Springs. Code T shipments are cleared at RAAF Richmond (APOD); all other shipments clear at the WPOD or commercial APOD. RDD should take into consideration at least two weeks for clearance processing at all locations.

c. **PACKING CONTAINERS:** Outer wood containers for HHG and UB must be in good and sound condition. Wood crates, cases, pallets, or dunnage must be free of bark and treated by a method approved by the Australian Quarantine and Inspection Service (AQIS). Containers, including the underside of skids used for packing and shipping or mailing goods to Australia must be clean and free from soil, dirt, or plant/animal contaminants such as grain, flour, meat, bone, hide, and skins. Boxes used to pack fresh fruit, vegetables, meat, poultry, or poultry products are prohibited. Violations will result in refusal by AQIS to allow the containers into the country.

d. **PACKING MATERIALS:** Straw packing, rice hulls, cereal straw, and similar plant materials are prohibited and must not be used for packing. Shredded paper, wood-wool, or synthetic packing materials are acceptable as long as they are not contaminated with material that could be a quarantine risk. Also acceptable are sawdust, strawboard, granulated cork, peat, perlite, and vermiculite.

e. **QUARANTINE RESTRICTIONS:** To prevent the outbreak of diseases and infestation harmful to agriculture, Australia prohibits the importation of many items of plant or animal. Damage or loss resulting from quarantine treatment or seizure, may not be considered shipping damage or loss for claims purposes. Members may be liable for the cost of treatment, which is not reimbursable.

(1) Items subject to mandatory fumigation or heat treatment which may damage or destroy the item include: wood furniture containing "bore holes" or any other signs of pest infestations, goods made from bamboo or cane (in whole or part); dunnage (unless re-exported); and wooden ware from Asia and Southeast Asia. Antique furniture is subject to fumigation whether signs of infestation exist or not. Only wooden antiques known to be over 100 years old should be identified as "Antique" on the inventory.

(2) Items subject to mandatory heat treatment, which may damage or destroy them include: articles made from cereal straw; dried flower arrangements (including grass); pinecones; and sphagnum moss. This includes decorations made of plant material whether living or dead, or parts of plant material, such as Christmas wreathes and pinecone decorations.

(3) Any material of plant origin likely to carry plant disease or pest is subject to plant quarantine, whether listed or not. Prohibited food or plant origin and other plant material include: plants, vegetables, and fruits (including citrus peel and some dried matter); date, currants, grains, cereals, nuts, peas, and beans (including coffee beans; peanuts; and dried beans); seeds (including popcorn, and herbs or spices containing seeds); rice (unpolished), garlic, and yeast. Plant matter subject to quarantine includes: balsa wood, bamboo (including handles and fishing rods), bay leaves, bird seed, brooms, camel seats and saddles, cane, wooden clothes hangars, clothes pins from Asian sources, flour, jute, wooden mallets, mats (straw, grass, sea grass, coir, coconut, fiber), rattan furniture, wooden sports equipment from Asian sources (including India, Pakistan, and Sri Lanka); rifle and gun stocks from Asian sources, raw cotton rugs, raisins, and science sets containing insects or plants.

(4) Animal products parts of animals and related materials are subject to quarantine control. Some (such as birds nests and previously used egg crates) are prohibited. Others may require inspection or treatments. These include honey and other bee products, dog chews made from hides or skins, native artifacts, and enzymes. No poultry products or meat products (except some canned meats - check with your sponsor) will be allowed into Australia. No pig meat (even canned) or product which may contain pig meat, may be shipped into the country. If these items are found in a shipment, AQIS will confiscate and destroy them to prevent the spread of diseases such as rabies and Newcastle disease.

f. **CLEANING REQUIREMENTS:**

(1) Outside recreational equipment and gardening implements must be free of dirt, soil, and grass clippings. These items should be packed in the number one container for inspection. If the items are not clean, they will be removed for cleaning at the owner's expense. It is very important to clean weed eaters, lawn mowers, bicycles, tricycles, barbecues, and lawn equipment before shipping.

(2) Furniture, vacuum cleaners, etc., should be free of food particles, crumbs, and soil. Remove vacuum cleaner's bag prior to shipment.

g. Items associated with farming or farm animals are, for the most part, prohibited. Examples are saddles, bridles, reins, etc. If shipped into Australia, they will be subjected to quarantine treatment. Contact your nearest Australian Consulate for more information.

h. Because of the extensive restrictions, it is better not to ship food into the country. If permitted to be shipped, food, plant, or animal material should be placed in the number one container for inspection. This is the member's responsibility. If not done, it could cause a delay in the delivery of the shipment due to the delay in quarantine clearance.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Alcoholic beverages cannot be imported in personal property shipments of HHG or UB. Duty free entry of alcohol is only allowed in the member's accompanied baggage and is limited to one liter.

b. **CIGARETTES/TOBACCO PRODUCTS:** Tobacco products cannot be imported in personal property shipments of HHG or UB. Duty free entry of tobacco products is only allowed in the member's accompanied baggage and is limited to 250 grams of tobacco.

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

d. **FOODSTUFF AND MEATS:** Pay close attention to the customs restrictions in paragraph 2 above.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** For personal use.

4. **ELECTRICAL EQUIPMENT:**

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

b. **TVs/VCRs:** Most American TVs broadcast in the format approved by the National Television Standards Committee (NTSC). Australian televisions operate on Phase Alternate Lines (PAL), which is the European standard for broadcasting. NTSC TVs will only operate in conjunction with NTSC VCRs and NTSC produced video cassettes. A NTSC TV cannot pick up the PAL signal without a converter box. It is available at considerable expense. Last priced at $600.00 Australian Dollars.

c. **OTHER (i.e. COMPATIBILITY, ETC):** Appliances such as a refrigerator, freezer or other refrigerant type appliance must **NOT** operate on the following refrigerant gases - R11, R12, R113, R114, R500 or R502. Items containing refrigerant with any of the above gases will be confiscated. Member will be instructed to convert appliance to an environmentally friendly refrigerant or pay for reshipment/destruction.

5. **FURNITURE, OVERSIZED: For Alice Springs and Det 9 Learmonth Western Australia:** Houses are small and all rooms are furnished. Check with sponsor. No storage is available in Australia for items of furniture too large to fit in housing.

6. **PETS/QUARANTINE:** Extended period of quarantine (6-9 months) is required for pets shipped to Australia. Shorter periods of quarantine may occur if requirements for pet import is initiated earlier. Member should contact the nearest Australian Consulate for details.

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

a. Due to stringent Australian gun laws and costs involved, members are strongly advised not to import a firearm. Members will be responsible to meet all requirements for possessing guns, to include, being an active member of an Australian gun club and firing the weapon at least once a month. The Government of Australia has prohibited entry of the following firearms, self-loading (automatic or semi-automatic) rim fire rifles, self-loading center fire rifles, self-loading shotguns, and pump shotguns. Unapproved weapons shipped to Australia will be required to be exported at the member's expense. For all other firearms, (any weapon capable of firing a projectile), approval must be obtained by the member through the destination TMO, Chief of Mission, and Australian Government before shipping firearms in HHG or UB. All firearms will be put in the number one container to facilitate clearance.

b. Shipment of ammunition/explosives to all areas is prohibited.

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

a. **POVs:** United States Forces members under the Status of Forces Agreement (SOFA) are entitled import one duty free vehicle/motorcycle.

(1) All vehicles imported under SOFA **MUST** be exported at the completion of member's tour of duty. The only exception is you may sell your vehicle to another SOFA member with the prior approval from the Australian Customs Service. An imported vehicle must comply with state and territory registration and requirements. All imported vehicles will have a security bond up to 95 percent of the purchased amount of the vehicle. A 3 percent Stamp Duty is payable at some states upon registration. (CH)

(2) A second vehicle such as a motorcycle or moped in your personal property shipment is **NOT** authorized. The Australian Customs Service will confiscate motorcycles or mopeds shipped illegally and either export at member's expense or have the motorcycle or moped destroyed.

(3) SOFA personnel entitled to ship a POV **MUST** obtain a Vehicle Import Approval prior to shipping their vehicle. An application can be obtained at the following website: http://www.dotars.gov.au/transreg/vsb/PDF/VSB_10_application_form_january_04.pdf. Download and print the application. This document must be 100% accurate and completely legible. If the application is not legible, the Australian government will not process the application. Type-written is preferred. Once the application is completed, a legible original application, a legible copy of the vehicle registration and/or title with the Vehicle Identification Number (VIN), and a statement indicating the month/year member purchased the POV and engine size and a copy of your orders must be mailed to the destination transportation office. **Fax copy is not acceptable.** Member must provide a current e-mail address or fax number to receive the approval to import. The destination transportation office will retain the original approval. The approval process will take approximately 30 days. If the POV arrives prior to acquiring the approval, the Australian government **WILL** refuse entry to the POV. POV will be re-exported to CONUS/Origin at member's expense. Members should contact their sponsor or destination transportation office for specific information concerning shipment of POVs. (CH)

For personnel assigned to Alice Springs, Northern Territory:
ESC/DI Field Office M, USAF
PSC 276
ATTN: Transportation Office
APO AP 96548
Commercial phone: 011-61-2-6214-5879/5610 (CH)

For all others:

337th ASUF/LGT
Unit 11004
APO AP 96549
Commercial phone: 011-61-2-6214-5879/5610 (CH)

The following are instructions for completing the application for approval to import a vehicle:

DISREGARD PAYMENT REQUEST - LEAVE BLANK
Part 1. Is this your first application: Check "Yes"
A. SURNAME: Last Name, First Name, Middle Initial, Title (Mr. or Mrs.), Date of Birth with the birth month spelled out (March **NOT** 03). Do not complete any other portion.
Part 2. Leave Blank
Part 3. Vehicle Details: (example in parenthesis)
Year of Manufacture: (2000), Make of Vehicle: (Chevrolet), Model: (Suburban), Vehicle Identification Number (VIN): 17 Alphanumeric number on Vehicle Title or Registration. Must be 100% accurate.
Total number of vehicles: 1
Location of vehicle: USA
Country which vehicle was first offered for sale: USA
Parts 4 thru 12 - Do not apply as your POV is a SOFA vehicle. Do not complete. (CH)
Part 13. - Payroll Signature and date with month spelled out. (CH)

(4) SOFA vehicles should be owned six months prior to arrival into Australia. The following applies:

(a) Owned 6 months or less - POV can remain in Australia for only two years. No extensions are authorized.

(b) Owned more than 6 months - POV can remain in Australia over two years. Extension can be authorized.

(5) Military members who are assigned to Australia are advised that they could incur costs associated with modifications required prior to registering the vehicle. These costs average $500.00USD. Most vehicles require a replacement/realignment of headlights and installation of amber turn signals. Rewiring of turn signals is typical and can be completed locally. Members can choose to store their vehicle at government expense based on the extensive modification requirement (other than normal maintenance servicing) set forth in the JFTR Para U5466 A.1.b. (CH)

(6) Right hand drive vehicles from countries other than Australia are not recommended. These vehicles do not meet Australian Design requirements, are not fitted with an Australian Compliance Plate and are not authorized to convert to Australian specifications. It is not recommended to import this type of vehicle into Australia as it must be exported, sold to a SOFA member or destroyed at the completion of your tour. A right hand drive cannot be imported to CONUS, unless it is converted to meet U.S. safety and emission standards, which may cause major expenses to the owner.

(7) Due to lengthy transit times and registration requirements, personnel attending the Australian Defense Force College in Weston Creek ACT Australia for a one-year tour should contact their destination transportation office for additional information.

(8) Members who enter Australia under diplomatic status are not entitled to import a POV into Australia (unless the POV meets all Australian stnadards to include right hand drive). Personnel in diplomatic status are authorized to purchase a vehicle, sales tax and duty free. For DOD civilians not under SOFA or diplomatic status, please contact the destination TMO for additional information. An imported vehicle must comply with state and

territory registration and requirements. All imported vehicles will have a security bond up to 95 percent of the purchased amount of the vehicle. a 3 percent Stamp Duty is payable in some states upon registration.

(9) Advanced notification is urgent and necessary to ensure proper clearance and routing. The destination TMO requires the following vehicle information: year, make, model, color, serial number (VIN), state/license number; purchase price, purchase date, name/location of dealership/seller.

(10) Inbound POV's destined to Northern Territory (includnig Alice Springs), South Australia and Western Australia must be routed to Port of Adelaide, South Australia (VB1). Personnel assigned to units in New South Wales and the Australian Capital Territory, route to Port of Sydney (VC1). Personnel assigned to units in Queensland, route to Port of Brisbane (VC3). Personnel assigned to units in Victoria, route to Port of Melbourne (VB2). Effective January 1, 2004, consign all vehicles to the following contractors based on the final destination:

a. Personnel assigned to Alice Springs, Northern Territory consign to: PLM Global Management PTY LTD, 17 Robe Street, Adelaide, SA 5015. Phone: 011-61-8-82401977; Facsimile: 011-61-8-8240-1991.

b. Personnel assigned to all other areas except Alice Springs, Northern Territory consign vehicle to: ABX/Logistics Services, P.O. Box 2170, Regency Park, South Austalia 5942. Phone: 011-61-8-8243-9400; Facsimile: 011-61-8-8243-9499. (CH)

(11) Trailers for jet skis, motorcycles, mopeds, etc. shipped in your personal property shipment require approval to import. The approval MUST be received prior to shipment. If approval is not received, shipment will be held in SIT at origin. Instructions for completing the application for approval to import vehicle are listed in para (3) above. The completed application MUST be mailed to the destination transportation office. FAX copy is not acceptable. Member must provide a current e-mail address or fax number to receive the import approval. The destination transportation office will retain the original approval. The approval process will take approximately 30 days.

(12) POVs destined to Australia and built prior to 1995 must **NOT** contain one of the following refrigerants for the air conditioning system: R11, R12, R113, R114, R500 or R502. Automobiles manufactured after 1996 should meet the requirements, however, it is highly recommended to check your individual vehicle. If your POV contains any of the above refrigerant gases, you must modify your air conditioning system to operate on a HCFC based refrigerant. Failure to comply will result in Australian Customs Service seizing your POV. Hand-carry all modification documentation.

(13) Personnel assigned to the state of Victoria (Melbourne/Puckapunyal) must ensure the POV has a current CONUS registration and license plate(s) with their vehicle. Personnel will continue to use their current CONUS registration for the duration of their tour. No Australian registration of license plate will be issued from the Australian government. (CH)

For personnel arriving from locations other than CONUS that do not have a current CONUS registration and license plate(s), the state of Victoria will issue an "Unregistered Permit:. This will entitle you to operate your POV, however, your POV will not be issued an Australian license plate(s). It is highly recommended that you obtain a CONUS registration and license plate(s) prior to arriving in Australia. Failure to obtain a CONUS registration/license plate(s) will cause unnecessary hardship with the registration process. (CH)

b. **MOTORCYCLES/MOPEDS:** See paragraph 8.a.(2). SOFA members are authorized one duty free vehicle. If your motorcycle or moped is your one duty free POV, it may be included in your personal property shipment. Ensure year, make, model and VIN is included on you inventory. An approval to import a vehicle **is** required prior to shipment. This applies to motorcycles or mopeds shipped as POV or as household goods. If approval is not received and motorcycle or moped is shipped as personal property, shipment will be held in SIT at origin pending receipt of approval to import. Instructions for completing the application for approval to import a vehicle are listed in para 8.a.(3) above. The completed application **MUST** be mailed to the destination transportation office. **FAX copy is not acceptable.** Member must provide a current e-mail address or fax number to recieve the import approval. The destination transportation office will retain the original approval. The approval process will take approximately 30 days.

c. **GASOLINE/CATALYTIC CONVERTERS:** Vehicles being imported into Australia are exempt from the removal of catalytic converters.

d. **INSURANCE/SAFETY REQUIREMENTS:**

(1) There are no restrictions on importing a left hand drive vehicle. Vehicles manufactured outside Australia and registered to a SOFA status member is not required to be converted to right hand drive. Sale of a SOFA vehicle that has been imported into Australia can be sold to another SOFA member only. Members must plan to export the vehicle they import.

(2) Vehicles must be in good condition prior to shipment.

(3) Alterations to the normal specifications of vehicle are not recommended and must be brought to the attention of the destination TMO prior to shipment. Certain alterations (changes to the chassis, oversize tires, small steering wheels etc.) will prevent registration for normal road use.

e. **OTHER:** Left-hand drive vehicles brought into Australia will need to have the headlights adjusted to point to the left rather than to the right. This is to accommodate driving on the left side of the road rather than the right.

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

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Pay close attention to the customs restrictions in paragraph 2 above.

11. **TRANSMITTING EQUIPMENT:**

a. **CB AND HAM RADIO EQUIPMENT:** An individual importing CB or Ham radio equipment must obtain an operator's license from local Australian authorities. Individuals presenting a current US operator's license and registering with the local communication agency can obtain a license. If the member does not have a current US license, one will not be issued. Equipment must be tested prior to operation to ensure it complies with Australian standards. There are 35 worldwide manufacturers of this equipment which have been tested and approved for operation in Australia. If the equipment being imported is not listed as approved, it must be released to the local communication agency for testing. If modification is required, parts and cost of labor will be the member's responsibility. Parts and labor are expensive.

b. **MARS EQUIPMENT:** MARS frequencies are not approved for operation in Australia.

c. **DISH ANTENNAs:** Satellite dishes are authorized, however, they may not be compatible with Australian systems. Members import satellite dishes at

their own risk.

d. **CORDLESS PHONEs:** Cordless phones may be imported, but may not operate properly in Australia.

12. **SEPARATEES/RETIREES ENTITLEMENTS/DEPENDENT LIMITATIONS:**

a. DD Form 1299 must identify point of contact, address, and phone number within Australia.

b. Retired/separated members should be advised a contact point in Australia is critical. Customs/quarantine clearance of their goods cannot be accomplished without the necessary documentations, Australian Customs Form B-534 and all pages of their passport. Member should also be advised the PPGBL will not cover the cost of Australian customs/quarantine clearance and all costs will be borne by the member. The member must make arrangements through their agent or customs broker for the clearance of all personal property shipments. Retired or separated personnel, who wish to ship a POV into Australia, should contact the nearest Australian Consulate for the Australian federal and state requirements for importing a foreign vehicle. All costs for Australian customs/quarantine clearance and required modification of POV are the member's responsibility. The Australian Customs Form B-534 is available at www.customs.gov.au/resources/files/b534.pdf.

c. **Shipments of HHG for Early Return of Dependents (ERD):** ERD shipments are not covered under the Status of Forces Agreement(SOFA). Dependents on ERD orders are not entitled to duty free entry of their personal property (HHG or POV). Completion of the Australian Customs Form B-534 is required, along with a copy of all pages of their passport. The dependent acting as the receiving agent will be required to make arrangements to clear the shipment through customs and pay any duty. Customs/quarantine clearance of dependents personal property cannot be accomplished without the Australian Customs Form B-534 and photo copies of all pages of their passport. The Australian Customs Form B-534 is available at www.customs.gov.au/resources/files/b534.pdf. Contact the nearest Australian Consulate for Australian federal and state requirements for importation requirements. All costs for Australian custom/quarantine clearance and required modifications are the members responsibility.

13. **OTHER:**

a. HHG and POV entitlements for personnel in diplomatic status differ from those under the SOFA. Personnel in diplomatic status should contact the destination TMO for further information prior to shipment.

b. **Boats:** Members must be briefed on the excess costs for shipping boats or canoes that are 14 feet or longer.

c. Members are encouraged to read the General Instructions for Australia from the PPCIG and obtain a copy of the welcome package from their respective gaining unit/pep administrator. Any questions regarding shipment of HHG or POV to Australia should be directed to the destination TMO prior to shipment.

d. USNPEP - usnpep@bigpond.com

e. USAPEP - armypepau@bigpond.com

f. USAFPEP –

7-2 5 SWS WOOMERA, AUSTRALIA(AS)
REVIEW DATE: 01 APR 00 **MULTI-SERVICE**

GBLOC: RAAY

Deactivated: 7-2 SWS Woomera, Unused.

Effective 01 Apr 00, all function have been transferred to Canberra.

7-3 ALICE SPRINGS, AUSTRALIA(AS)
REVIEW DATE: 30 NOV 01 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: RAFC**

b. **DODAAC: FX2398**

c. **E-MAIL:** tmoas@ozemail.com.au

d. **TWX:** RUEAIAA/ESC/DI FIELD OFFICE M ALICE SPRINGS NT AS//TMO//

e. **MAIL:** TRANSPORTATION OFFICER
ESC/DI FIELD OFFICE M
PSC 276
APO AP 96548

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** APO 96548

g. **APOD:** Alice Springs, AS-ASP **WPOD:** Adelaide, AS-VB1

h. **DSN:** None **COMM:** 011-61-8-8951-2028 or 2048

i. **FAX: DSN:** None **COMM:** 011-61-8-8951-2062

j. **TELEX:** RUWKALS/ESD/AV FLD OFF M ALICE SPRINGS NT AS//TO//

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM UB:** Do not ship HHG via DPM.

b. **ITGBL HHG:** Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify TMO, ESC/DI, Field Office M, Alice Springs, AS, upon arrival of shipment and prior to delivery to residence or placing in storage." (SEE NOTE 1)

c. **UB-APO:** Do not consign to the TMO. Consign to member at unit of assignment, APO AP 96548.

d. **PARCEL POST:** None.

e. **HIGH VALUE:** None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** Household good shipments moving from CONUS to Alice Springs will be shipped using OTO Code 4. Intransit Visibility Service (Item 532) of the international rate solicitation is required on all code 4 shipments to Alice Springs. Reports should be forwarded to 599th PPD, Bldg 204, WAAF, Schofield Barracks, HI 96857-5008.

b. **NOTE 2:** Refer to record 7-1 AUSTRAILA (AS) - 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, Townesville, 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 AUSTRAILA(AS) - GENERAL INSTRUCTIONS.

CHAPTER 8

8-1 AUSTRIA(AU) - GENERAL INSTRUCTIONS
REVIEW DATE: 05 DEC 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:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: Customs clearance will be made to the Austrian Foreign Ministry upon arrival in Vienna. A copy of the PPGBL is required prior to receipt of shipment in order to initiate customs clearance.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Only personnel on Austria's accredited diplomatic list may import alcoholic beverages into Austria. Having a diplomatic passport does not authorize importation. There is no limitation; however, they must be listed separately on the inventory list. The Embassy will prepare a diplomatic note to the Ministry of Finance requesting duty-free importation and a statement these alcoholic beverages are solely intended for the use and consumption and/or for representational purposes. (CH)

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:** Import permit needs to be obtained prior to importation into Austria. Meat and meat products (frozen, fresh or cooled) might be subject to occasional quarantine and require certificates issued by an officially approved veterinarian and an official inspection certificate. (CH)

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Importation of medication/pharmaceuticals requires the approval from GOA prior to the importation and a statement from the Embassy's Ph.D. (CH)

4. **ELECTRICAL EQUIPMENT**:

a. **HOME COMPUTERS:** No restrictions. Item must be listed on the personal property inventory.

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. The Austrian veterinary has strict rules governing the entry of pets into Austria. All animals must comply with the Austrian veterinarian regulations. All documents must be in English or German.

b. **Cats and Dogs:** A veterinarian's certificate must be furnished with a statement there has been no rabies among domestic or wild animals in the original municipality of the animals or in the neighboring municipalities within the last 14 days before shipment. Inoculation against rabies must have taken place at least 30 days before and no longer than 1 year before entry. It is suggested an "International Certificate of Health and Vaccination for Cats and Dogs" be obtained. Members should check with the Embassy General Services Office in Vienna prior to departure for Austria with any kind of animal.

7. **PRIVATELY OWNED FIREARMS (POFs):** Only the following firearms may be brought into Austria without a US export license and/or specific authorization from the Chief of Mission (the Ambassador). (CH)

a. **HANDGUNS:** Pistols, none

b. **RIFLES/SHOTGUNS:** 1 Rifle and 1 Shotgun

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Special license required; please contact Embassy's Regional Security Office (RSO) prior to shipment. (CH)

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

a. **POVs:** The following changes may be necessary (in accordance with the applicable Austrian Motor Vehicle Law) if the POV should be registered in Austria.

(1) Low beam headlights may have to be replaced (not all US models are equipped with low beam headlights that meet Austrian safety standards).

(2) All turn signals must be **orange.**

(3) The illuminating lights for the rear license plates may have to be relocated (in order to fit the larger Austrian license plates, the distance between the illuminating lights must be wider).

(4) If your POV is considered a station wagon (hatchback models are considered as station wagons in Austria) you are required to have side mirrors on both sides of the car.

(5) All cars are required to have a headlight flashing capability, which enables you to give warning by flashing the headlights.

(6) A "Data Sheet", i.e., a statement regarding the technical specifications of the vehicle from the manufacturer's Austrian Representative, might be necessary. This statement, however, is only required if the model is not being sold or is otherwise unknown on the local market. The prices for subject statements range between US $200.00 to US $1,000.00.

(7) You can expect to pay $200.00 to $800.00 depending on the type, model and age of your motor vehicle to bring it into conformity. This figure does not include any possible repairs which may become necessary in the course of the safety inspection. The above listed modifications can usually be done by local repair shops or by the local dealer or representative handling your type of vehicle. We strongly recommend you get an estimate for the modifications costs prior to authorizing the work.

(8) Motor vehicles that are less than a year old upon importation must be equipped with turn signals on the front fenders and rear fog lights. (CH)

b. **MOTORCYCLES/MOPEDS:** Motorcycles and mopeds are considered motor vehicles in Austria. They may be shipped in personal property shipments but must be declared and cleared through Austrian Customs separately. There is no restriction on the number of vehicles a diplomatically accredited individual can import. (CH)

c. **GASOLINE/CATALYTIC CONVERTERS:** Most importantly, your car must meet the Austrian Safety and Emission Regulations. The "catalytic converter" requirements which is mandatory in the US became mandatory in Austria in 1986. A statement about subject conformity can usually be obtained through the local vehicle representative in Vienna.

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. **CB RADIOs, MARS EQUIPMENT:** No restrictions. (CH)

b. **AMATEUR/HAM RADIOs:** Importation into Austria and use of subject equipment is subject to an import permit from the Austrian Postal Authorities. Please check with the Embassy General Services Office in Vienna prior to importation into Austria. (CH)

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

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

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

13. **OTHER:** None.

8-2 US DEFENSE ATTACHE OFFICE, VIENNA, AUSTRIA(AU)
REVIEW DATE: 05 DEC 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: VHDK**

b. **DODAAC: HHAA5A**

c. **E-MAIL:**

d. **TWX:** USDAO VIENNA AU

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY VIENNA
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-9900

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Vienna, AU-VIE **WPOD:** Bremerhaven, GE-JF1

h. **DSN:** None **COMM:** +43-1-31339/2308 (01143 from US) (CH)

i. **FAX: DSN:** None **COMM:** +43-1-31339/2904 (01143 from the US) (CH)

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 the Defense Transportation Regulation, Part IV.

3. **SPECIAL INSTRUCTIONS:** Refer to record 8-1 AUSTRIA(AU) - GENERAL INSTRUCTIONS

CHAPTER 9

9-1 AZORES(AZ) - GENERAL INSTRUCTIONS
REVIEW DATE: 25 JAN 01

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **Army personnel**: Accompanied tour: 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater. Unaccompanied tour: See AR 55-71.

(2) **Air Force personnel**: Accompanied tour: 25 percent of full JFTR weight allowance, or 2,000 pounds, whichever is greater. Unaccompanied tour: See AFR 75-25. Weight restriction will not apply to members coming from the European theater: see AF SUP/JFTR.

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

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

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

d. **UNACCOMPANIED BAGGAGE:** For members serving the accompanied tour and electing a separate shipment of unaccompanied baggage, the following items are recommended to be included in the baggage shipment: conventional cookware (nonelectric), cooking utensils and dishes, seasonal clothing, essential linens/blankets, infant care articles, high chair, crib, transistor radio, flashlight or battery-operated lanterns, portable TV, space heaters (electric), kerosene or butane, iron and ironing board, and items required for health and comfort.

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. **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. Surge Suppressors are recommended.

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

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

5. **FURNITURE, OVERSIZED:** The majority of off-base rentals contains very small rooms and it is recommended major items of furniture not be shipped unless advised by sponsor. All major items of furniture required to establish adequate housing are normally available through government supply channels. Questions concerning furnishing may be directed to the furnishings office direct from CONUS: DSN: 535-3428, direct from Europe: DSN: 245-3428.

6. **PETS/QUARANTINE:** Cats/Dogs are permitted entry into the Azores provided the following requirements are accomplished prior to shipment.

a. Pets must receive a certificate of rabies vaccination at least 30 days and no more than 12 months prior to departure. Pets must also receive certificate of health issued by veterinarian certifying pet is free of contagious diseases no more than 14 days prior to departure.

b. The signature of the certificate must be notarized. The signature of the notary must be certified by the county clerk; only the Certificate of Rabies Vaccination must be approved by a CONUS regional consulate office prior to entry of pet. It is suggested the most current procedures for entry approval of pets be obtained before mailing certificate. NOTE: Lajes Field, Azores, Veterinary Clinic, direct from CONUS: DSN: 535-3134, from Europe: DSN 245-3134.

c. For information regarding import permits call you nearest Portuguese Consulate. Exbaixada De Portugal SECCAP Consular, 2310 Tracy Place, NW Washington, DC 20008 phone: (202) 332-3007. For other Portuguese consulates please call Lajes Veterinary Clinic, from CONUS DSN 535-3134, form Europe DSN (314) 245-3134 or the Lajes TMO, from CONUS DSN 535-5168, from Europe DSN (314) 245-5168.

d. Quarantine may be imposed at the discretion of Portuguese authorities for not fulfilling entry requirements. Be prepared to have a valid health certificate when reporting for showtime. Pet shipment on military aircraft is presently authorized for members or dependents in conjunction with their initial PCS move to Lajes Field. Member/Dependent must accompany pet on flight. Arrangements should be made with local traffic management office to ensure a port call is obtained for one of these flights. Pet spaces are extremely limited to and from Lajes.

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

a. **HANDGUNS:** Shipment of handguns is not recommended. If handguns are shipped they must be delivered promptly to the Security Forces Armory. (CH)

b. **RIFLES/SHOTGUNS:** Unmodified shotguns and 22-caliber rim fire rifles may be shipped and kept in base housing. All others must be kept in the Security Forces Armory. Rifles/shotguns are not allowed in dormitories or Temporary Living Facilities (TLF). (CH)

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions Identified.

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

a. **POVs:** Recommend shipment of a small or medium well-maintained, rust-free car. USFORAZ vehicles are inspected through the local Portuguese Vehicle Inspection Center. Vehicles undergo a very stringent inspection process in order to meet host nation inspection requirements. Recommend owners ensure their vehicles are well-maintained and mechanically sound before shipment as parts are difficult to procure. Portuguese law requires mud flaps on the rear of all POVs. Recommend mud flaps on the front as well to protect the POV from chips and rust. All trucks and non-passenger type vehicles require mirrors to be placed on both the driver and passenger side. Portuguese law requires license plates on both the front and rear of vehicles. License plate holders are often difficult to find.

b. **MOTORCYCLES/MOPEDS:**

(1) There are no restrictions on shipment of two-wheeled vehicles. Lack of storage space during the winter months precludes protection of this type vehicle from various weather conditions.

(2) All members who desire to ship a motorcycle must have completed motorcycle safety foundation (MSF) hands-on training prior to arrival at Lajes. MSF completion card serves as proof of attendance. Anyone not having this wallet size completion card will not be allowed to register their motorcycle on base.

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

d. **INSURANCE/SAFETY REQUIREMENTS:** To register a privately owned vehicle (POV), the owner must prove ownership and provide an insurance policy valid in Portugal and obtained from a company with representation in Portugal. Currently the only US insurance companies with a license to sell insurance in the Azores are USAA and Geico Financial Service, there are several Portuguese companies available. Although there aren't any restrictions on the type of vehicles that may be imported, some vehicles have an insurance surcharge or are not insurable through the US companies. Suggest members contact their insurance agent.

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **HAM RADIOs/MARS EQUIPMENT, CB RADIOs, AND DISH ANTENNAs:** There are stringent requirements to install and operate this type of equipment. Approval may be denied by the Portuguese Government.

b. **CORDLESS PHONEs:** No restriction identified.

12. **SEPARATEES/RETIREES/ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Azores 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 and Azores' local government.

13. **OTHER, PROPANE TANKS:** Per SDDC message 251610ZAPR00, propane tanks are no longer authorized in any personal property shipment.

9-2 65 LOGISTICS READINESS, LAJES FIELD, TERCIERA ISLAND, AZORES(PO)
REVIEW DATE: 09 MAY 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: YAFC**

b. **DODAAC: FB4486**

c. **E-MAIL:**

d. **MAIL:** 65 LRS/LGRT (CH)
UNIT 8005
APO AE 09720

e. **CROSS REFERENCE OF APOs/FPOs SERVED:** None.

f. **APOD:** Lajes Field, PO-LGS
WPOD: Praia Da Victoria Azores, PO-GA3

g. **DSN:** 535-XXXX, **COMM:** 011-351-295-57-XXXX, **EXT** Inbound-5168, (CH)
Outbound-4213, Passenger Travel-3442, QA-4137, Customs-4137

h. **FAX:** (CH)

DSN: 535-6259; **from Europe DSN:** 245-6259, **COMM:** 011-351-295-57-6259

2. **CONSIGNMENT INSTRUCTIONS**:

a. **ITGBL HHG**: Ship HHG via Code 5 or Code T. Consign to member at unit of assignment annotate PPGBL: "Carrier will notify TMO, Lajes Field, Azores, prior to delivery or placing in storage." (See Note 1) **NOTE: If Code T is used, member is not entitled to a baggage shipment.** (CH)

b. **ITGBL BAGGAGE**: Ship UB via Code J. Consign to member at unit of assignment, annotate PPGBL: "Carrier will notify TMO, Lajes Field, Azores, prior to delivery or placing in storage." (See Note 1)

c. **DPM HHG, DPM BAGGAGE**: Do not ship DPM from the Pacific Theater to Lajes Field via surface, it must go by air. **NOTE: DPM shipments are not preferred/recommended method of shipment for the Azores.** (CH)

d. **PARCEL POST**: Do not consign to TMO Lajes Field. Consign to member or member's unit of assignment c/o local address/P.O. Box. (CH)

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Lajes Field is not designated as a hard lift area. Codes 3, 4, 6, 7 and 8 are not acceptable codes of service for Lajes Field, Azores. (CH)

b. **NOTE 2**: Refer to record 9-1 AZORES(PO) - GENERAL INSTRUCTIONS.

CHAPTER 10

10-1 BAHAMAS(BF) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 OCT 01

1. **SHIPMENT INSTRUCTIONS**:

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

b. **CONTAINER/CRATING REQUIREMENTS:** Ensure only highest quality of household goods containers are used and the HHG containers have waterproof plastic liner and watertight sealed as shipment from Cape Canaveral, FL, to Andros Island is by open barge.

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

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

e. **OTHER:** Dependent entry approval is required prior to shipment of HHG. No storage facilities (including SIT and commercial) are available at Andros Island and personnel should be advised not to ship unusually large items of furniture/appliances due to lack of storage space and size of housing available. Therefore, it is strongly advised to take great care in ensuring that HHG marked for long term storage are clearly marked and identified to ensure that these containers are forwarded to the long term storage facility. For on-base housing, required appliances are furnished.

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

a. Customs clearance is performed by Embassy and/or carrier's local agent. Documents required include an inventory with value by general classification of goods, i.e., electronic goods 5000.00 dollars, clothing 3000.00 dollars, toys 500.00 dollars, etc.

b. Parcel post shipments are restricted to 12"x12"x24" and 25 lbs. Use following format member's name, US Embassy - Nassau, PO Box 9009, Miami, FL 33159.

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 identified.

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

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

5. **FURNITURE:**

a. **FOR AMERICAN EMBASSY NASSAU:** Housing generally lacks storage space and is commonly furnished by the landlord, restricting space for personal furniture/furnishings. Members of the Marine Security Guard(MSG) Detachment at the US Embassy are provided fully-furnished accommodations. Contact the Detachment Commander at GSO/Customs and Shipping, US Embassy Nassau, PO Box 9009, Miami, FL 33159, commercial (242) 322-1181, fax (242) 328-7838 for more information. All members should contact their parent office in Nassau well in advance of arrival for additional instructions/details.

b. **FOR NAVUNSEAWARCEN DET AUTEC ANDROS ISLAND:** Detachment housing is extremely limited and when available consists of Bachelor Enlisted Quarters(BEQ), Bachelor Officer Quarters(BOQ), and furnished family trailers. Personnel must confirm availability of housing prior to arrival. Trailers are the only quarters available on the detachment for family living accompanied Navy personnel with children. Most of the trailers are single wide, but there are a few doublewide trailers available for larger families. Each trailer comes equipped with washer, dryer, refrigerator, stove, dishwasher, and central air conditioning. Adequate furniture is provided including, in most cases, full and twin size beds, bunk beds, and queen size beds can usually be provided upon request (Depending upon availability).

6. **PETS/QUARANTINE:**

a. **FOR AMERICAN EMBASSY NASSAU:** Importation of pets requires special permit. Contact GSO/Customs and Shipping, US Embassy, Nassau, PO Box 9009, Miami, FL 33159 by fax/email for instructions no less than 45 days prior to estimated time of arrival(ETA) in Nassau.

b. **FOR NAVUNSEAWARCEN DET AUTEC ANDROS ISLAND:** No quarantine exists for Andros Island. Please contact you sponsor or below listed POC for further information.

7. **PRIVATELY OWNED FIREARMS (POFs):** Do not attempt to import weapons of any nature without the prior written authorization of the Ambassador/Chief of Mission and the Regional Security Officer. Mandatory requirements apply. For details/information/instructions contact the Regional Security Officer at GSO/Customs and Shipping, US Embassy Nassau, PO Box 9009, Miami, FL 33159, or phone (242) 322-1181/fax (242) 328-7838 no less than 90 days prior to ETA Nassau. Severe penalties for failure to comply with instructions.

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

a. **POVs:**

(1) For customs clearance and registration of the POV, the original title or bill of sale must be presented. POV's should be shipped and consigned as follows: American Ambassador; American Embassy; Queen Street; Nassau, Bahamas; FOR: (Member's Name and Agency or Office); Telephone: 1-

242-322-1181; FAX: 1-242-328-7838. Prior to shipping, contact either Cleveland Goddard/Shipping Assistant at or . Upon arrival, the shipping company can contact the Embassy shipping office at 322-1181 EXT 286 or 279. (CH)

(2) Name of owner, VIN or engine number, engine size, year, color, make, and model must be described on the original bill of lading. (CH)

(3) Driving in Nassau and Andros Island is on the left side of the road like England. However, 95 percent of vehicles are US specification where the driver sits on the left of the car. (CH)

(4) Modification of headlights are required to pass inspection. (CH)

(5) **FOR AMERICAN EMBASSY NASSAU:** Spare parts for POVs are expensive, and auto service is generally of a lower quality yet higher cost than found in CONUS. It is recommended POVs be in excellent running condition prior to shipment to the Bahamas. Pack/send common replacement parts, i.e., oil/air/fuel filters, spark plugs, etc. All US brands as well as common Asian makes (Honda/Toyota/ Daewoo/ KIA/ASIA) are serviced. (CH)

(6) **FOR NAVUNSEAWARCEN DET AUTEC ANDROS ISLAND:** Spare parts for POVs are expensive. Commercial facilities for auto parts and car repairs are practically non-existent on Andros. So if you have your own tools, bring them along with any repair manuals, parts, etc. There is a car repair/maintenance shop set up at the hobby shop and there are people who work on cars during their off-duty hours. Most members leave their nice car at WPB and purchase an old clunker to use on the island. Clunkers are usually older model cars, jeeps, or trucks, which are in low demand stateside. All military members are assigned a parking spot located at WPB. Many people manage on the island without a car since there is free bus service from 0600-2200 seven days a week and a bicycle or moped will get you around when the bus is not in operation. (CH)

(7) Roads are generally of poor quality. (CH)

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

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded gas is available on Andros Island. Both unleaded and leaded gas is available off-base in limited quantity and at much higher cost. EPA testing procedures are not required and therefore not available.

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

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

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

11. **TRANSMITTING EQUIPMENT:**

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

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

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

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

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

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

13. **OTHER: PACKING REQUIREMENTS:** The Bahamas has a tropical climate with summer-time high temperatures in the 90's and high humidity, and in winter-time, night-time lows reaching the 40's and 50's. Water sports of all kinds (diving/snorkeling, boating, swimming, etc.) abound. Pack accordingly.

10-2 AMERICAN EMBASSY, NASSAU, BAHAMAS(BF)
REVIEW DATE: 25 OCT 99 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: OADK**

b. **DODAAC:** Not Available

c. **E-MAIL:**

d. **TWX:** AMEMBASSY NASSAU

e. **MAIL:** GENERAL SERVICES OFFICER
ATTN CUSTOMS AND SHIPPING
AMERICAN EMBASSY NASSAU
PO BOX 599009
MIAMI, FL 33159-9009

GSO/CUSTOMS AND SHIPPING
AMEMBASSY NASSAU
DEPT OF STATE (POUCH)
WASHINGTON DC 20521-3370

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Nassau International Airport, BF-NAS **WPOD:** Nassau New Providence Island, BF-CB2

h. **DSN:** None **COMM:** (242) 322-1181/1182/1183

i. **FAX: DSN:** None **COMM:** (242) 328-7838

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 the Defense Transportation Regulation, Part IV.

3. **SPECIAL INSTRUCTIONS:** Refer to record 10-1 BAHAMAS(BF) - GENERAL INSTRUCTIONS.

10-3 ANDROS ISLAND, BAHAMAS(BF)
REVIEW DATE: 27 FEB 02 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: OANV**

b. **DODAAC: N63821**

c. **E-MAIL:**

d. **TWX:** NAVUNSEAWARCEN DET AUTEC ANDROS ISLAND BAHAMAS// CODE 5//

e. **MAIL:** TRAFFIC MANAGEMENT OFFICER/S/R
ATTN CODE 5
NAVAL UNDERSEA WARFARE CENTER DET AUTEC
PSC 1012
FPO AA 34058-9998

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** None **WPOD:** 954th Trans Co, Cape Canaveral AFS, Cape Canaveral, FL-1R1

h. **DSN:** 483-7390 EXT 6284/5410/5122 **COMM:** (561) 655-5155 EXT 6284/5410/5122

i. **FAX: DSN:** 483-6509/7695 **COMM:** (561) 802-3754

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE HI VALUE:** Consign to CDR 954th Transportation Company, Cape Canaveral AFS, Cape Canaveral, FL 32920-4499, for further transfer to Receiving Officer, Naval Undersea Warfare Center DET AUTEC, Andros Island, Bahamas. Mark for member. (See SPECIAL INSTRUCTIONS NOTE 2.) (CH)

b. **ITGBL HHG AND BAGGAGE:** Not authorized.

c. **PARCEL POST:** Consign to member or member's sponsor c/o Officer in Charge, Naval Undersea Warfare Center DET AUTEC, Andros Ranges, PSC 1012, FPO AA 34058-9998.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** For advice only, contact Supply Officer, Naval Undersea Warfare Center DET AUTEC, Andros Island, Bahamas, at DSN: 483-7390 EXT 5410 or (561) 655-5155 EXT 5410; or Navy Admin Officer, Naval Undersea Warfare Center DET AUTEC, Andros Island, Bahamas, at DSN: 483-7390 EXT 5122/23/24. TMO Officer, Naval Undersea Warfare Center DET AUTEC, Andros Island, Bahamas, at DSN: 483-7390 EXT 6284.

b. **NOTE 2**: Patrick AFB, FL, does not accept: "Army Documentation for shipments going to the Bahamas." Documents should be mailed directly to CDR 954th Transportation Company, Cape Canaveral AFS, Cape Canaveral, FL 32920-4499. Off-base housing not available.

c. **NOTE 3**: Refer to record 10-1 BAHAMAS (BF) - GENERAL INSTRUCTIONS.

CHAPTER 11

11-1 BAHRAIN ISLAND (BA) - GENERAL INSTRUCTIONS
REVIEW DATE: 09 MAR 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 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:** It is extremely important to initiate customs clearance. The Government of Bahrain requires all relevant documents; (i.e., commercial bill of lading, government bill of lading and packing list) be forwarded prior to arrival of shipment.

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 Personal Property Shipping Office will request clarification 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 Personal Property Shipping Office will request clarification from the responsible transportation authority at destination.

c. **COSMETICS:** Products made in Israel are prohibited.

d. **FOODSTUFFS/MEATS:** Pork products are prohibited.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Certain products are prohibited. The Personal Property Shipping Office will request clarification from the appropriate authority.

4. **ELECTRICAL EQUIPMENT:**

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

b. **TVs/VCRs:** No restrictions. However voltage used in Bahrain is 220volts/50Hz.

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

5. **FURNITURE, OVERSIZED:** Some apartments have very small elevators. Be cautious with oversize furniture. Most apartments are fully furnished.

6. **PETS/QUARANTINE:**

a. Members assigned to Bahrain may bring their family pets. Pets are defined as dogs and cats only. Only 2 pets can be imported.

b. Pets will be home quarantined for one month. Boarding, kennel and veterinary facilities are available on the local economy.

c. Health documents required to accompany pets in Bahrain are:

(1) Dogs: Certification the dog has been vaccinated twice with a canine parvirus vaccine at least 2 weeks apart, with the first vaccination at least 20 days prior to shipment.

(2) Cats: Certification the cat has been vaccinated against feline panleucopania.

(3) For both dogs and cats, a current rabies vaccination certificate over 3 months of age.

(4) A copy of member's orders.

d. **Document processing for pets requires:**

(1) Members **must** fax to their sponsor copies of the pet's health record with an official rabies and health certificate thirty days prior to arrival. The rabies vaccination is required to be 30 days old but no more than one year old upon arrival with a copy of military orders or assignment instructions. The member must ensure the sponsor is aware of the flight itinerary.

(2) The member's sponsor **must** take these documents to the Army Veterinarian Office to obtain the Bahrain government importation certificate (cost $15.00). Your sponsor should also contact personal services representative to arrange pickup and customs clearance at the airport.

(3) The member **must** arrive in country with an original health and rabies certificate for each pet. The health certificate **must** be no more than ten days old. Upon arrival, the owner should contact the base Army Veterinarian, at 72-4651. The Veterinarian may be reached from CONUS by dialing 011-973-72-4651.

e. Pets transportation guidelines require a veterinary health certificate before making reservations. Pets **must** fly on board AMC flights. Commercial transportation will not be authorized based on the lack of pet space. If pets can not be accommodated on AMC, member will be responsible for arranging onward transportation.

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

a. **HANDGUNS:** Extremely prohibited.

b. **RIFLES/SHOTGUNS:** Extremely prohibited.

c. **TOY-RELATED GUNS:** Toy guns and other types of guns are prohibited.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Sharp knives other than kitchen knives and swords are also prohibited.

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

a. **POVs:** Authorized DOD personnel may import free of duty no more than one privately-owned vehicle for the personal use of the member. However, you may import a second or third vehicle, but member is liable to pay the 20 percent import tax and local port handling. The legwork to complete the customs processing is the members responsibility. The local Ministry of the Interior defines a motor vehicle as either automobile or motorcycle with engine power

exceeding 1.5 HP and engine size exceeding 50 cc. Personnel must be 18 years old and possess a valid permit to operate automobiles and motorcycles. POV will be inspected by local traffic directorate for compliance and thus requires registration according to Bahrain traffic law.

(1) **Tinted windows**: Local motor law allows the importation of vehicles with factory tinted windows (i.e. SUVs and vans). This tinting must be the normal factory tinting and cannot be a special order deep tint. Aftermarket tinting is not permitted. Contact sponsor for possible exemption letter if windows are tinted (CH)

(2) **Right handed steering wheel**: Vehicle with right-handed steering wheel (right hand driven) is not permitted.

(3) **Paint/scratches/dents**: Vehicles with badly faded paint, dents, widely visible scratches, or any other damage will not pass the inspection. Normal dings and scratches are acceptable. Loose or hanging body parts are not acceptable. Major body damage is not acceptable. (CH)

(4) **Tires**: All tires will be in good condition. Tires extending partially beyond the fender are prohibited.

(5) **Lights**: All installed lights must be operational. The taillight or a separate light must illuminate the rear license plate. Backup lights must function when the transmission is engaged in reverse gear. Vehicles must be equipped with directional signals.

(6) **Windshield Wipers**: Must be operational.

(7) **Brakes**: Vehicle must have two separate means of applying brakes. The failure of one braking system will fail registration.

(8) **Color**: There are no restrictions as to color. However, no weird painting or art on vehicle is permitted.

(9) **Others**: Vehicles **must** meet operational and safety standards. Faulty exhaust system, missing fenders, broken windows, missing side view mirrors, and improper wheel alignment (wheels that cannot be turned from full right to left without jamming or rubbing part of the vehicle) will **not** be accepted. Shipment of vehicles in poor condition is not recommended because of cost of repairs. (CH)

b. **MOTORCYCLES/MOPEDS:** Mopeds and motorcycles require registration according to Bahrain traffic law.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded gasoline is available throughout Bahrain, removal of catalytic converters is no longer required.

d. **INSURANCE/SAFETY REQUIREMENTS:**

(1) Insurance and traffic registration expiration dates must coincide with one another, (i.e., last day of the month). Insurance and registration must be renewed annually; failure to comply will preclude operation of vehicle and may subject the owner to a penalty in accordance with Bahrain law.

(2) Automobile insurance for the Bahrain area is reasonable. Cost depends on make, model, year of vehicle and the total value (what is it worth at present) you declare on the vehicle. Insurance is compulsory, and POV cannot be released, registered, and used without proof of insurance. Once insurance is issued on a vehicle, coverage includes anyone who drives the vehicle. Not necessary to have each individual driver insured. There are two types of insurance policies available:

(a) Third party (without collision) will run about $125/160 per annum.

(b) Comprehensive (full cover) will run $300 and above per annum.

e. **PROHIBITED VEHICLES:** Willy's jeeps are prohibited from importation in Bahrain, all other jeeps are allowed.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** The importation of pornographic material is a strict violation of Bahrain law. Those items determined to be pornographic will be confiscated, destroyed and the importer will be prosecuted.

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Use of citizen band (CB) radios and personally owned satellite dishes are prohibited.

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

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

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

e. **CORDLESS PHONEs:** Cordless phones are permitted; however, high range cordless phones are prohibited. High range equipment will be detained by customs and a custody receipt will be issued. Upon final departure from Bahrain, arrangements can be made with customs, once you produce the custody receipt, the phone will be returned at the airport upon departure. Members should contact their sponsors before deciding disposition of cordless phones.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** No restrictions.

13. **OTHER: BAHRAIN NATIONAL HOLIDAYS:**

1 January New Year's Day
*2 Feb/March Eid holidays (approx 5 days)
*3 April/May Eid holidays (approx 5 days)
*4 May Alhijrah Islamic New Year
*5 May/June Ashoora
*6 Jul/Aug Prophet's Birthday
7 16 Dec National Day

*These holidays are declared upon sighting the moon, using the Islamic calendar.

11-2 US NAVAL SUPPORT ACTIVITY, MANAMA TOWN, STATE OF BAHRAIN(BA)
REVIEW DATE: 09 MAR 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: SGNK**

b. **DODAAC: N63005**

c. **E-MAIL:**

d. **TWX:** NAVSUPACTBAHRAIN//MR NAZER//

e. **MAIL:** ATTN:
DIRECTOR, PERSONAL PROPERTY DIVISION
US NAVAL SUPPORT ACTIVITY BAHRAIN
FPO AE 09834-2800

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** AMC Terminal, Aviation Unit, Bahrain (BAH)
WPOD: Mina Sulman Port, Port Bahrain (PK1)

h. (From CONUS) **DSN:** 318-439-4265, **COMM:** 011-973-72-4265,
(From Europe and elsewhere) **DSN:** 318-439-4265 **COMM:** 00973-72-4265

i. **FAX:** (From CONUS) **DSN:** 318-439-4002, **COMM:** 011-973-72-4002,
(From Europe and elsewhere) **DSN:** 318-439-4002 **COMM:** 00973-72-4002

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** DPM/AMC is the preferred method of shipping UB. DPM/AMC shipments should be routed through AMC Freight Terminal, Naval Air Station, Bldg LP-205, Naval Transportation Support Office, Fleet and Industrial Center, Norfolk, VA 23511-3392. Pack baggage in corrugated fiberboard triple-wall boxes (FED SPEC PPP-B-649) 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. Consign Director, Personal Property Division, and US NAVSUPACT BAHRAIN, FPO AE 09834-2800.

b. **ITGBL HHG, ITGBL BAGGAGE:** Ship HHG via Code T and UB via Code 8 only. Use special solicitation rates which are available from CONUS to Bahrain, if mode/rates are not available, use OTO. For further information concerning OTO procedures refer to Chapter VII ITGBL Rate Solicitation. Consign to Director, Personal Property Division, US NAVSUPACT BAHRAIN, State of Bahrain, FPO AE 09834-2800. Mark for member at unit of assignment. (CH)

c. **PARCEL POST:** Consign to member at unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** All personal property shipped under Code T or DPM arrive via AMC are transported from the air terminal, offloaded at the Personal Property warehouse and later released to carrier's agent/contractor for temporary storage. **DO NOT SHIP VIA CODE 4 OR 6.** (CH)

b. **NOTE 2:** Refer to record 11-1 (STATE OF BAHRAIN) BAH - GENERAL INSTRUCTIONS.

CHAPTER 12

12-1 BANGLADESH(BG) - GENERAL INSTRUCTIONS
REVIEW DATE: 06 APR 00

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations. Government leased quarters are provided. Quarters are furnished with basic furnishings except for linens, flatware, china, etc. Electrical systems operate on 220V 50HZ outlet power subject to extreme fluctuation. Some transformers and voltage regulators are provided. Major appliances washer/dryer, refrigerator, freezer, range, are provided. Some carpeting is already installed; drapes throughout.

b. **CONTAINER/CRATING REQUIREMENTS:** Due to probability of HHG being stored in Bangladesh in open storage areas for extended periods, recommend all HHG shipping containers be waterproofed to include caulking and the container interior (tops, ends, sides), with the exception of the floor, lined with either a waterproof barrier paper or a light weight plastic or polyethylene material and have a tin sheeting on the top of the container.

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

d. **UNACCOMPANIED BAGGAGE(UAB):** Ensure all unaccompanied baggage packages are thoroughly waterproofed and no single package weighs more than 200 lbs gross.

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

a. All DOD military personnel should contact US Defense Attaché Office (USDAO), Dhaka, Bangladesh, upon notification of assignment to the US Embassy. The US Embassy arranges for all customs clearances from port of entry to Dhaka. All personal property shipments are cleared through Bangladesh customs duty-free allowing a minimum 2-3 weeks for HHG; 3-4 weeks for POV. Non-diplomatically assigned personnel are not authorized importation of duty-free shipment after 6 months of arrival. Personal property shipments cannot be cleared prior to the arrival of the employee at post and thus will incur significant demurrage charges until your arrival.

b. Provide USDAO and American Embassy via message ASAP carrier's name, flight number, airway bill number, and RDD. Ensure the American Embassy, Dhaka, receives info copy of all correspondence concerning shipments as Bangladesh requires the original commercial bill of lading/airway bill and/or PPGBL in order to initiate customs clearance. Customs clearance will not be initiated until member's arrival.

c. All personnel, diplomatic and non-diplomatic, must provide the Embassy with a detailed packing list/inventory of their personal property shipped so customs declarations can be provided to the appropriate Bangladesh agencies within 10 days of member's arrival. Personnel must ensure all items of household goods, furniture, appliances, kitchenware, hobby equipment, clothing, furnishings, etc., are accurately identified indicating complete description, quantity and value per item. All items such as electrical equipment, video, household appliances, lenses, cameras, stereo equipment,

radios, musical instruments, bicycles, etc., must be listed by model and serial number on import inventory. This detailed inventory is verified during customs inspections/examinations for all non-diplomatically accredited personnel at the point of entry and again when HHG are exported to confirm the items leave Bangladesh. All imported items are customs controlled and require recording on the official Bangladesh "passbook".

d. Upon departure from Bangladesh, all declared items must be accounted for through export or indicated otherwise on passbook. Non-diplomatically assigned personnel are not authorized to sell items/material imported duty-free.

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**: The import of foodstuff is restricted as these items are available from the post commissary.

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

f. **Other consumable items**: May be shipped (i.e., paper products, soaps, etc.) and should be marked and declared as household supplies.

4. **ELECTRICAL EQUIPMENT**: Bangladesh Government limits importation of the following electronic equipment to two(2) each. Exceptions to this limit may be requested in advance by contacting GSO.

a. **HOME COMPUTERS**: Limited to two.

b. **TVs/VCRs**: Importation limited to two (2) each.

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

6. **PETS/QUARANTINE**:

a. All pets must have a valid rabies certificate and health certificate. There is no quarantine period upon entry into Bangladesh. However, there are limited veterinarian facilities available. If pets are shipped unaccompanied, please notify Embassy one week prior to arrival.

b. Recommend pets be brought with arriving personnel as accompanied baggage to preclude delays that may be encountered in follow-on shipment. If pets are shipped unaccompanied please notify Embassy one week prior to arrival.

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

a. **Rifled Bore Weapons and Handguns:** Personnel are prohibited from importing.

b. **SHOTGUNS:** Only smooth bore shotguns and shotgun parts can be imported. For customs clearance, the Bangladesh Ministry of Foreign Affairs will need a description of the weapon and the serial number in order to issue a license. Permission must be obtained before shipping firearms. This information may be furnished to the General Services Office, American Embassy, Dhaka, by message.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Do not ship ammunition and explosives in household goods.

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

a. **POVs:**

(1) Diplomatically assigned personnel are authorized to ship one POV per family duty-free. Non-diplomatically assigned personnel are authorized to ship one "used" vehicle duty-free. A "used" vehicle is defined as one being owned and in the possession of the owner for a minimum of 6 months prior to shipment.

(2) POV must arrive within 6 months of member's arrival. Shipping from vehicle POE Chittagong to Dhaka is arranged through American Embassy GSO.

(3) Vehicle must be in good operating condition as there are severely limited repair facilities in Bangladesh. A supply of basic spare parts should be shipped. POVs best suited for Bangladesh are small, late model cars due to narrow roads and spare parts availability. Local factory garages include Toyota/Nissan/Datsun/Honda/Mercedes. Air conditioning is highly recommended.

(4) Diplomatically assigned personnel should consider buying a vehicle upon arrival rather than shipping due to left-side driving (steering wheel on the right is best), absence of attention to driving regulations/laws, and to preclude delays in shipping.

(5) Ship in sea container via port of Chittagong.

b. **MOTORCYCLES/MOPEDS:** Mopeds and motorcycles are considered POVs.

c. **GASOLINE/CATALYTIC CONVERTERS:** Members should be advised to have their vehicle's catalytic converter removed prior to shipment. Only leaded gas is available. Use of leaded gasoline in a vehicle equipped with a catalytic converter will render the converter inoperable and result in a large expense to the member for replacement at time of export or impounding of the vehicle at the port of entry until the converter can be replaced. Diesel fuel may be limited. Importation of diesel vehicle is discouraged, but if shipped, could be serviced in Dhaka.

d. **INSURANCE/SAFETY REQUIREMENTS:** Liability insurance must be purchased locally. Other coverage may be obtained locally or through any other insurer.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Photographs, magazines, cassettes, etc., containing nudity, etc., are prohibited.

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

11. **TRANSMITTING EQUIPMENT:**

CBs, AMATEUR/HAM RADIOs, MARS EQUIPMENT, DISH ANTENNAs, CORDLESS PHONEs: This type equipment (not limited to CB radios, walkie-talkies and MARS equipment) should be provided to American Embassy prior to shipment.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement/separation in Bangladesh 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 Bangladesh government.

13. **OTHER:** None.

12-2 US DEFENSE ATTACHE OFFICE, DHAKA, BANGLADESH(BG)
REVIEW DATE: 06 APR 00 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: SAAC**

b. **DODAAC: HHAB1B**

c. **E-MAIL:** usemby12@global-bd.net

d. **TWX:** USDAO DHAKA BG

e. **MAIL:** GENERAL SERVICES OFFICER
DEPARTMENT OF STATE
6120 DHAKA PL
WASHINGTON DC 20521-6120

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Dhaka, BG-DAC **WPOD:** None

h. **DSN:** None **COMM:** 011-88-02-882-4700 through 22 (Switchboard) USDAO EXT 269 or 278 **TELEX:** None

i. **FAX: DSN:** None **COMM:** 011-88-02-882-8560

2. **CONSIGNMENT INSTRUCTIONS**: Submit a request for one-time-only (OTO) Code 6 HHG; and one-time-only Code 8 UB to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Consign to member. Annotate PPGBL: "Carrier will notify USDAO American Embassy, Dhaka, Bangladesh, prior to delivery or placing in storage".

3. **SPECIAL INSTRUCTIONS**: Refer to record 12-1 BANGLADESH(BG) - GENERAL INSTRUCTIONS.

CHAPTER 13

13-1 BARBADOS(BB) - GENERAL INSTRUCTIONS
REVIEW DATE: 19 MAY 04

1. **SHIPMENT INSTRUCTIONS:**

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

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

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

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

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

3. **CONSUMABLES:**

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

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

c. **COSMETICS:** No restrictions.

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

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

4. **ELECTRICAL EQUIPMENT:**

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

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

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

5. **FURNITURE, OVERSIZED**: Only if restricted by carrier. (CH)

6. **PETS/QUARANTINE**: Dogs and cats must be quarantined for six (6) months in the United Kingdom. After quarantine, application for an import permit is required from the Barbados Ministry of Agriculture at least 30 days in advance of member's anticipated arrival date. The U.K. Ministry of Agriculture will supply a list of recommended quarantine kennels upon request. To import any other animal, a permit must be obtained from the Barbados Ministry of Agriculture before shipping the animal. Any pet that arrives in Barbados without having undergone the proper procedures will not be allowed overnight in Barbados. It will be shipped out the same day it arrives or it will be destroyed.

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

a. **HANDGUNS**: Strongly discouraged. Approval must be obtained from the Chief of Mission, after which permission and a license must be obtained from the Royal Barbados Police Force through the Ministry of Foreign Affairs before importing any firearms. After the firearm is imported, it must be registered and stored with the Police and a further license to have, use and carry it must be obtained. (CH)

b. **RIFLES/SHOTGUNS**: Same as for handguns. (CH)

c. **TOY RELATED GUNS**: No restrictions. (CH)

d. **OTHER (i.e. AMMO, EXPLOSIVES, ETC)**: Same as for handguns. (CH)

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

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

b. **MOTORCYCLES/MOPEDS**: No restrictions identified. (CH)

c. **GASOLINE/CATALYTIC CONVERTERS**: No restrictions identified. (CH)

d. **INSURANCE/SAFETY REQUIREMENTS**: Third party insurance is required on all vehicles/motorcycles. (CH)

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

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS**: A permit must be obtained from local Veterinary Services for the importation of meat and plant products. (CH)

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: No restrictions.

b. **AMATEUR/HAM RADIOs**: No restrictions.

c. **MARS EQUIPMENT**: Must have permission and be registered with Government of Barbados. (CH)

d. **DISH ANTENNAs**: A license must be obtained locally from the Ministry of Telecommunications. (CH)

e. **CORDLESS PHONEs**: No restrictions.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Barbados should be counseled that all customs entry requirements to include payment of duties and taxes remain the responsibility of the member and is a personal matter between the member and the Government of Barbados.

13. **OTHER**: None.

13-2 AMERICAN EMBASSY BRIDGETOWN, BARBADOS(BB)
REVIEW DATE: 08 JUN 04 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: OVDK**

b. **DODAAC: HHAB2B**

c. **E-MAIL:**

d. **TWX:** None (CH)

e. **MAIL:** AMERICAN EMBASSY BRIDGETOWN (CH)
CMR 1014
APO AA 34055-3120

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** None **WPOD:** Bridgetown, BB-CP3

h. **DSN:** None **COMM:** 011-246-436-4950

i. **FAX: DSN:** None **COMM:** 011-246-429-5246

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG**: Do not use. Ship via ITGBL only.

b. **DPM BAGGAGE**: Ship via INTL/AIR/COMM/DPM. Consign to American Ambassador, American Embassy, Bridgetown, Barbados marked for service member.

c. **ITGBL HHG, ITGBL BAGGAGE**: Consign to member. Annotate PPGBL: "Carrier will notify American Embassy, Bridgetown, Barbados, prior to delivery or placing in storage."

d. **PARCEL POST**: None.

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

CHAPTER 14

14-1 BELGIUM(BE) - GENERAL INSTRUCTIONS
REVIEW DATE: 08 DEC 99

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **Army personnel**:

(a) **Accompanied tour**: All accompanied members are authorized full JFTR weight allowance except those personnel (E-3 through O-3) who are assigned to the following units: authorized per AR 55-71 Appendix B.

(1) US Delegation to NATO

(2) NATO Military Committee;

(3) US Mission to NATO;

(4) NATO Integrated Communications Systems Management Agency (NICSMA);

(5) Special Liaison Office, NATO Military Committee;

(6) Military Agency Standardization;

(7) NATO International Military Staff.

Members assigned to the above-mentioned units are required to contact their gaining command on the availability of Government housing. Only if housing is available, shall members be entitled to full JFTR.

(b) **Unaccompanied tour**: Due to complexities and variations, see AR 55-71, Appendix B. The allowances listed in Part V will apply unless a greater allowance is authorized by AR 55-71, Appendix B.

(2) **Air Force Personnel**: None.

(3) **Navy and Marine Personnel**: None.

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

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

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

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

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are considered combustible and flammable material and may not be shipped with international household goods or unaccompanied baggage. If wine cellar or liquors are shipped, it is recommended to ship commercially. The shipment will be subject to Belgian importation taxes. Arrangements are the sole responsibility of the member.

b. **CIGARETTES/TOBACCO PRODUCTS:** Limited to seven(7) cartons duty-free in personal property shipment.

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

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

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

4. **ELECTRICAL EQUIPMENT:**

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

b. **TVs/VCRs:** Televisions made for use in the US will not receive European signals. Armed Forces Network(AFN) broadcasts around Brussels and SHAPE may be received by US television sets, but access is limited to certain areas. Multi system, or European consoles are required for local cable and satellite reception. There is an annual TV tax for every TV in the household, approximate annual cost depends on black/white or color. US consoles receiving AFN only, are not taxed.

c. **OTHER (i.e. COMPATIBILITY, ETC):** All electrical sources are 220-240 volt, 50 Hz. Ensure electrical appliances conform, or are dual voltage/frequency. Transformers are readily available on the economy and thrift shops on station. Microwave ovens must be able to switch to 50Hz if connected to a voltage transformer. Plug adapters are readily available for converting lamps and other items to Belgian wall outlets, 220 volt bulbs are readily available.

d. **RADIOS AND STEREO EQUIPMENT:** Are not restricted. There is an annual radio tax for each radio owned, including the car radio.

5. **FURNITURE, OVERSIZED:** Many members have experienced difficulty with moving large pieces of furniture into and out of houses. Recommend not transporting a king-size bed mattress, or large items that cannot be dismantled and reassembled. There are no local government storage facilities for mattresses or large items that cannot be dismantled and reassembled. All local storage costs are the responsibility of the member.

6. **PETS/QUARANTINE:** No restrictions. A veterinarian certificate of health must be provided.

7. **PRIVATELY OWNED FIREARMS (POFs):** No restrictions for shipment with personal property. All weapons must be registered with the SHAPE Gendarmes International Military Police upon arrival.

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

a. **POVs:**

(1) All personnel are authorized one tax-free registered vehicle. Registration is annual and cost is based on the engine size. Estimated initial registration for a two(2) liter engine is 90 US dollars, subsequent annual registrations are approximately 15 US dollars. All additional vehicles must be registered if driven on the public roads, and the cost is commensurate with engine size. For example, the estimated cost for 4.0 liter engine vehicle is approximately 1,400 US dollars Trailers and all wheeled vehicle equipment must also be registered, if used on the public roads. Fines for failure to register are high.

(2) All vehicles older than four(4) years must go through an annual technical control, for emissions and road worthiness. Estimated cost is 30 US dollars per year.

(3) Belgian law requires POV having tinted glass to be equally transparent from either side. Tinted windows must not exceed a 30 percent reduction in light. Manufacturer tinted or self-adhesive film is permitted. Manufacturer tinted windows must have manufacturer's seal/mark. Windows may not be tinted and also be covered with self-adhesive film. Tinted film may not be mirror-type film.

(4) Strongly recommend new and/or unregistered cars be shipped commercially, at member's expense, to Antwerp, Belgium, then seek reimbursement upon arrival. Shipment to Antwerp will avoid delays, facilitate clearing Belgium customs, simplify registration at the International Vehicle Registration Office. Registration and license plates are required to be with vehicle (Do not put plates in HHG). POVs arriving at Port Rotterdam without registration and plates will need to be trucked from the port to the duty station in Belgium at owner's expense.

b. **MOTORCYCLES/MOPEDS:** No restrictions. These should be shipped as part of the household good shipment. Must meet Belgian technical control requirements and be registered annually. Registration and road tax depends on engine size.

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:** Citizen Band(CB) radios are restricted in power not to exceed 0.5 watts and must be registered for use by the Belgian Telegraph and Telephone Service. Army personnel must have approval of overseas command prior to shipment (AR 105-4).

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

c. **MARS EQUIPMENT:** Mars equipment must be registered with the local authorities prior to use in Belgium.

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 Belgium 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 Belgium. Separatees/retirees have to customs clear their personal property.

13. **OTHER:** None.

14-2 80 AREA SUPPORT GROUP, CASERNE DAUMERIE, PPSO-BELGIUM, BELGIUM(BE)
REVIEW DATE: 16 JUL 01 MULTI-SERVICE

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

DEACTIVATED: All personal property shipment records have been transferred to the 43-4 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. (CH)

CHAPTER 15

15-1 BELIZE(BH) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 OCT 01

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:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** Service members assigned to the Belize US Military Liaison Office(USMLO) are not authorized shipment of the following items at Government expense in their HHG: refrigerator, freezer, washer, and dryer. Above items will be provided by the USMLO after arrival in Belize.

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:** No restrictions. Health record or vet certificate is required.

7. **PRIVATELY OWNED FIREARMS (POFs):** Prior approval from the Ministry of Foreign Affairs and the US Ambassador is required.

a. **HANDGUNS:** No restrictions identified.

b. **RIFLES/SHOTGUNS:** US mission employees may import one shotgun (not more than 50 shotgun cartridges) and one .22 calibre rifle(not more than 100 rounds of .22 calibre cartridges).

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

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

a. **POVs:** Each diplomat is entitled to one duty-free vehicle. An officer whose spouse is resident with him/her in Belize is entitled to two duty-free vehicles.

b. POV's customs clearance can begin prior to the arrival of the member. Advance copies of the GBL should be provided by fax to: 011-501-2-35321, ATTN: Mr. Frank Lord. Original Ocean Bill of Lading (OBL) is required in order to initiate customs clearance. OBL should be mailed by international courier (D.H.L., FEDEX or UPS) to: USMLO c/o U.S. Embassy BELIZE, COR GABOUREL LANE AND HUDSON STREETS, BELIZE CENTRAL AMERICA, 501-2-77161. Name of owner, VIN or engine number, engine size, year, color, make, and model must be described on the OBL. (CH)

c. For customs clearance and registration of POV, the original title or a bill of sale must be presented. POV's should be shipped and consigned as follows: (CH)

NAME OF OWNER
C/O US MILITARY LIAISON OFFICE
UNITED STATES EMBASSY
GENERAL SERVICE OFFICE
BELIZE CITY, BELIZE
TEL: 011-501-2-77161, FAX: 011-501-2-35321 (CH)

d. **MOTORCYCLES/MOPEDS:** Motorcycles are considered vehicles and not taxable if certified. Motorcycles/Mopeds can be shipped in personal property shipments. For customs and registration purposes, a title or Bill of Sale is necessary. (CH)

e. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified. (CH)

f. **INSURANCE/SAFETY REQUIREMENTS:** Under the laws of Belize, third party liability insurance is required. Insurance policies are renewable annually. Insurance policies can be bought from any of the local insurance companies. (CH)

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

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

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: No restrictions.

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

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

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 Belize 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 Belize.

13. **OTHER**: None.

15-2 AMERICAN EMBASSY, BELIZE CITY, BELIZE(BH)
REVIEW DATE: 13 JAN 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: OZDK**

b. **DODAAC: HHAB4B**

c. **E-MAIL**: Not available

d. **TWX**: AMEMBASSY BELIZE CITY BH

e. **MAIL**: GENERAL SERVICES OFFICER
AMERICAN EMBASSY BELIZE CITY
UNIT 7401 BOX 286
APO AA 34025

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: None

g. **APOD**: Belize Intl Airport, BH-BZE **WPOD**: Belize Port Authority, BH-CR1

h. **DSN**: None **COMM**: 011-501-2-77161 EXT 216/217 Direct Line No. 45015 **TELEX**: Coml TELEX Address: AMEMBASSY BELIZE 213

i. **FAX**: **DSN**: None **COMM**: 011-501-2-35321

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG**: Do not ship HHG via DPM. Ship via ITGBL Code 4. Consign to member. Annotate PPGBL: "Carrier will notify USDAO, Belize City, Belize, prior to delivery or placing in storage."

b. **BAGGAGE**: Ship via DPM/AMC. Consign to US Military Group/Mission, Belize City, Belize.

c. **PARCEL POST**: Consign to member c/o USDAO Belize.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

b. **NOTE 2**: Refer to record 15-1 BELIZE(BH) - GENERAL INSTRUCTIONS.

CHAPTER 16

16-1 BOLIVIA(BL) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 OCT 01

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 all military services. Air clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA).

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

e. **SHIPMENT RESTRICTIONS:** Cannot exceed door dimensions of C-130 which is: width - 114 inches, height - 105 inches.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: La Paz requires a copy of commercial bill of lading and/or PPGBL prior to receipt of shipment in order to initiate customs clearance.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Can be imported in HHGs shipments. Limited to 1 case or 12 bottles.

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**: Dogs and cats are permitted entry with no quarantine. They require a US Public Health Certificate of Vaccination against rabies. Also required is a Certificate of General Good Health. Both must be legalized by a Bolivian Consulate official just prior to CONUS departure.

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

a. **HANDGUNS:** No restrictions identified.

b. **RIFLES/SHOTGUNS:** No restrictions identified.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Firearms, hunting, skeet, trap, and general target weapons are allowable. Restriction of one for each type of weapon.

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

a. **POVs:**

(1) All PCS military are authorized duty-free Import of one POV. Shipment of military POVs should be to La Paz, Bolivia via, Arica (EE2), Chile. Vehicles should be consigned to COMUSMILGP - Bolivia, American Embassy, La Paz, ATTN: ATO. Vehicles must be crated and securely tied down inside containers, as they are shipped overland across the Andes to Bolivia; major damage has occurred when vehicles have broken loose from mountings inside containers. Vehicles must not be ostentatious. Removable POV accessories (i.e., radios, tape decks, extra mirrors, lighters, extra tools) should be shipped as HHG as they have a tendency to disappear in transit. Specific and up-to-date information should be obtained from the sponsoring country prior to shipment of POV. (CH)

(2) If you plan to ship a POV to post, be advised that the Bolivian government has established limitations on the value of POVs imported by diplomatic personnel. The value limits shown below include $3,500 for shipping charges and the actual cost of insurance or two (2) percent of value of the POV if insurance is not purchased. This should be taken into account when determining the maximum purchase price of our vehicle. (CH)

(a) **VALUE LIMITS BY POSITION ARE AS FOLLOWS:**

1. First Category: Chief of Mission - No value limit. (CH)
2. Second Category: Charge D'Affaires - US Dollars, $36,000. (CH)
3. Third Category: Counselors, First Secretaries, Vice-Counsuls, Army, Navy, and Assistant Attaches - US Dollars $31,200. (CH)
4. Fourth Category: Second and Third Secretaries, Vice Consuls, Army, Navy, and Assistant Attaches - US Dollars $28,800. (CH)
5. Fifth Category: Cultural and Commercial Attaches, Civil Assistant Attaches, International Mission Experts - US Dollars $27,600. (CH)
6. Sixth Category: Administrative and Technical Staff - US Dollars $26,400. (CH)

For vehicles that exceed these values, the employees will be personally responsible for importation taxes on the excess. (CH)

(b) Post recommends that POVs sent to Bolivia have at least six(6) Cylinders, mountain gearing, and manual transmission because of hills and altitude. Four wheel drive vehicles are very popular and recommended by many employees, especially if you plan to travel outside of the city. Manual transmissions often have better resale value. The resale market for POVs is generally good. (CH)

(3) In order to clear customs, the Embassy requires a commercial invoice and original bill of lading. Original bill of lading should be mailed by international courier (D.H.L.,FEDEX, or UPS) to: USMILGP - Bolivia, American Embassy La Paz, ATTN: General Service Officer prior to the arrival of vehicle at the port. POV should be consigned to: American Embassy La Paz, No. 2780 Ave Arce, La Paz, Bolivia, (591) 243-30251 (telephone)/(591 243-3047 Fax number. (CH)

(4) **SPECIAL REQUIREMENTS:** Name of owner, VIN number or engine number, color, make, and model must be described on the original bill of lading. (CH)

b. **MOTORCYCLES/MOPEDS:** Not considered POVs; ship as HHG. If imported, must pay heavy import tax.

c. **GASOLINE/CATALYTIC CONVERTERS:** Only leaded or diesel fuel are available in Bolivia, so you may wish to have your catalytic converter removed in the U.S. prior to shipment. (CH)

d. **INSURANCE/SAFETY REQUIREMENTS:** The government of Bolivia requires third party liability insurance for all vehicles, which can be purchased locally. The Embassy also recommends that you have coverage for comprehensive and collision. Do not forget to insure POV en route to post. Make sure insurance company covers Bolivia. (CH)

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs AND MARS EQUIPMENT:** No restrictions. MARS operators must register with local authorities.

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

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

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** No restrictions identified.

13. **OTHER:** None.

16-2 US DEFENSE ATTACHE OFFICE, LA PAZ, BOLIVIA(BL)
REVIEW DATE: 28 JUL 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZBDK**

b. **DODAAC: HHAB5B**

c. **E-MAIL:** Not available

d. **TWX:** AMEMBASSY LA PAZ//GSO//

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHÉ OFFICE
AMERICAN EMBASSY LA PAZ
APO AA 34032-3220

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** El Alto Airport, BL-LFB **WPOD:** Matarani, PE-ED4

h. **DSN:** None **COMM:** 011-591-2-430251

i. **FAX: DSN:** None **COMM:** 011-591-2-433047

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE**: Consign ITGBL shipments to member c/o destination address or US Military Group. Annotate PPGBL: "Carrier will notify US Military Group, La Paz, BL, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to US Military Group/Mission, La Pax, BL (ZBAK). M/F member.

e. **HIGH VALUE**: Consign to owner or agent.

f. **PARCEL POST**: Consign to member c/o Commander, US Military Group, APO AA 34032.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipment for retirees or separatees will be shipped under the OTO program thru 30 SEP 00. Effective 01 OCT 00 ship property Code 4 utilizing rates located in the Special Solicitation, Chapter X of the International Rate Solicitation.

b. **NOTE 2**: In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

c. **NOTE 3**: **Transit Times**: Allow approximately 6 or more weeks for HHG and 4 weeks for UB. INTL/AIR/COMM/DPM should be considered if RDD will not be met via routing shown above. International air should be routed via El Alto, La Paz, BL. AWB number should be shown on PPGBL and advance shipping documents.

d. **NOTE 4**: Refer to record 16-1 BOLIVIA(BL) - GENERAL INSTRUCTION

16-3 US MILITARY GROUP/MISSION, LA PAZ, BOLIVIA(BL)
REVIEW DATE: 28 JUL 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZBAK**

b. **DODAAC: WG2LK0**

c. **E-MAIL:** Not available

d. **TWX:** CDR USMILGP LA PAZ BL

e. **MAIL:** ACTING TRANSPORTATION OFFICER
USMILGP/MISSION
APO AA 34032-5000

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** El Alto Airport, BL-LPB **WPOD:** Matarani, PE-ED4

h. **DSN:** None **COMM:** 011-591-2-430251

i. **FAX: DSN:** None **COMM:** 011-591-2-433047

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE:** Consign ITGBL shipments to member c/o destination address or US Military Group. Annotate PPGBL: "Carrier will notify US Military Group, La Paz, BL, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to US Military Group/Mission, La Paz, BL (ZBAK). M/F member.

e. **HIGH VALUE:** Consign to owner or agent.

f. **PARCEL POST:** Consign to member c/o Commander, US Military Group, APO AA 34032.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments for retirees or separatees will be shipped under the OTO program thru 30 SEP 00. Effective 01 OCT 00, ship property Code 4 utilizing rates located in the Special Solicitation, Chapter X of the International Rate Solicitation.

b. **NOTE 2**: In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

c. **NOTE 3**: INTL/AIR/COMM/DPM is acceptable and should be routed via El Alto, La Paz, BL. Airway Bill(AWB) number should be shown on PPGBL and advance shipping documents.

d. **NOTE 4**: Refer to record 16-1 BOLIVIA(BL) - GENERAL INSTRUCTIONS.

CHAPTER 16A

16A-1 BOSNIA AND HERZEGOVINA - GENERAL INSTRUCTIONS
REVIEW DATE: 15 JAN 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/RETIREES 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.

16A-2 AMERICAN EMBASSY, SARAJEVO, BOSNIA AND HERZEGOVINA (BH)
REVIEW DATE: 15 JAN 04 MULTI-SERVICE

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:** Sarajevo 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 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 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/RETIREES 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.

16A-2 AMERICAN EMBASSY, SARAJEVO, BOSNIA AND HERZEGOVINA (BH)
REVIEW DATE: 23 SEP 04 MULTI-SERVICE

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/RETIREES 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 17

17-1 BRAZIL(BR) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 OCT 01

1. **SHIPMENT INSTRUCTIONS:**

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

b. **CONTAINER/CRATING REQUIREMENTS:** Any packing material made of wood has to be incinerated after the importation is cleared customs.

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

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

e. **OTHER:**

(1) Transit times, allow approximately 2 months for HHG and 4 weeks for UB.

(2) Commercial airport in Rio de Janeiro is Galeao Airport. Commercial airport in Brasilia is International Airport of Brasilia. Neither have AMC terminals. Military cargo is handled by commercial contractors.

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

a. DD Form 1299 for shipment of unaccompanied baggage or household goods must be annotated to reflect the value of the property for consular invoice purposes. (CH)

b. HHG and UB may arrive at post prior to employee's arrival since they can be held at the airport cargo terminal. However, documents for their customs clearance can only be processed after the employee arrives at post, is accredited by Government of Brazil and receives his/her Brazilian identification card, which may take from 3 to 5 weeks. The ID card is issued by the Foreign Ministry and not by the personal office at post. After the employee receives his/her identification card the HHG and UB should be cleared customs in approx. 3 weeks. (CH)

c. In Brazil, there is a period of installation for the shipment of HHG and UB, which corresponds to the first 6 months after the employee's arrival at post. The Government of Brazil allows that, during the period of installation, the member ships to post as many HHG and UB he/she desires under the travel orders. It is important that the weight allowance is not exceeded. (CH)

NOTE: After the period of installation, the Government of Brazil will not authorize importation for any HHG, UB, POV or any other item to Brazil under the members name. (CH)

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 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:** Dogs and cats are permitted entry. Advance notification (at least 10 working days in advance of arrival) to the US military agency assigned is required in order to arrange for clearance and free entry. Notification should include the type of animal, name of carrier and expected arrival date/flight. Dogs and cats require a public health certificate of vaccination against rabies. The vaccination must have been no less than 30 days but no more than a year before arrival. The certificate of vaccination must be validated by the US Department of Agriculture and submitted to a Brazilian Embassy or Consulate within which the USDA district office is located for authentication to receive a visa for the pet. Attach the certificate of vaccination with visa notations to the airway bill if you are not accompanying the pet. If the pet arrives with you, keep the vaccination certificate with you to facilitate clearance. Heartworm (filaria) is not prevalent in Brasilia, but is endemic in Rio de Janeiro and Sao Paulo.

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

a. If application for importation is made before arrival, the following information should be furnished to USMLO Brazilia (with info copy to organization assigned), purpose (hunting, target practice, self-defense, etc.), caliber, make, number of barrels, type of barrels, telescopic sights (range), and serial number. Upon receipt of this information and approval by the Ambassador, permission is requested from the Ministry of War through the Ministry of Foreign Affairs for entry of the firearms. This approval takes at least 2 months, and no arms are cleared through customs without this permission.

b. Importation of firearms requires prior authorization by the Ambassador in Brazilia and must be for personal use only. Only the following weapons have been approved by the Embassy and the Brazilian Government for importation:

(1) **HANDGUNS:** 2 Pistols, .38 caliber or smaller.

(2) **RIFLES:** 2 rifles, .44 caliber or smaller.

(3) **SHOTGUNS:** 2 shotguns, 12 gauge or smaller.

(4) **TOY-RELATED GUNS:** No restrictions identified.

(5) **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

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

a. **POVs:** The American Embassy neither encourages nor discourages purchase of a Brazilian manufactured automobile in lieu of shipment of a privately-owned motor vehicle to duty station in Brazil but suggests personnel consider the following factors:

(1) All US employees/Armed Forces personnel assigned to Brazil may either import a car duty-free or purchase a Brazilian-manufactured car, exempt from manufacturer's tax. The car purchase value or local market price (Blue Book) cannot exceed $28,000 US dollars (for those entitled with an administrative title) or $45,000 US dollars for those entitled with a consular or diplomatic title.

(2) Authorization for importation/shipment of vehicles must be granted by the Embassy. The employee or agency must cable or preferably e-mail or fax (55-61-226-8470), to the Embassy stating the owner's name and rank, estimated time of arrival, and vehicle specification: year, make, model, VIN or engine number, color, purchase price, type of fuel, statement of no tinted windows (unless factory manufactured), etc.

(3) Vehicle should arrive at the port of Rio de Janeiro close to the employee's arrival at post. Customs clearance can only commence after employee received his/her accreditation (carteira) from the Ministry of Foreign Affairs and CPF, issued by Receita Federal (Customs).

(4) The Government of Brazil does not allow the importation of two vehicles. If an employee decides to ship a second vehicle, other than the one authorized duty-free by the GOB, this second vehicle must be brand new and the employee will have to pay full duties on it. The employee **MUST** contact the Embassy **BEFORE** the vehicle is purchased. (CH)

(5) Vehicles belonging to two or more employees **MUST NOT** be shipped under the same Bill of Lading(BL). Each vehicle must be shipped under an individual BL, even if vehicles belong to officers at the same post. Repeat, vehicle **MUST BE** shipped separately under separate BLs. If vehicles are shipped in the same container, customs process takes additional weeks which substantially increases the storage charges. (CH)

(6) Vehicles **MUST BE** shipped to the port of Rio de Janeiro. Our broker's office can move customs documents more rapidly through the port of Rio than in Santos. Customs processes at the port of Santos are lengthy. Besides, Santos is a more expensive port. (CH)

(7) Once authorization for shipment is granted, the shipper overseas **MUST** cable shipping details to post once vehicle is issued with the BL. To expedite the customs process, a copy of the BL **MUST BE** faxed to the post receiving the vehicle. The original Bill of Lading (OBL) must be forwarded by FedEx to post immediately after its issuance by the shipping line. OBL must have name of owner, complete description of vehicle to include year of manufacture, color, make, model, VIN and/or engine number, purchase price, type of fuel, etc. The accuracy of this information is vital to ensure POV shipment is not delayed. Original copy of OBL must be mailed at earliest date to the American Embassy, Av. Das Nacoes, Quadra 801, Lote 3, 70400-00, Brasilia D.F., Brazil. The address for the Consulate in Rio de Janeiro is Av. Presidente Wilson 147B, Castelo, 20030-020, Rio de Janeiro, Brazil. (CH)

(8) The consignee block on the Bill of Lading **MUST** show the following sequence of information: (CH)

MICHAEL MARSHALL
FULL NAME OF EMPLOYEE (ABBREVIATION OF NAMES WILL SLOW DOWN CUSTOMS PROCESS)
AMERICAN EMBASSY
BRASILIA, BRAZIL
VIA PORT OF RIO DE JANEIRO
TEL: 55-321-7272 X2156

MICHAEL MARSHAL
FULL NAME OF EMPLOYEE (ABBREVIATION OF NAMES WILL SLOW DOWN CUSTOMS PROCESS)
AMERICAN CONSULATE GENERAL
RIO DE JANEIRO, RJ - BRAZIL
VIA PORT OF RIO DE JANEIRO
TEL: 55-21-292-7117 X2618

(9) Upon arrival at post, the employee must provide a copy of the POV's bill of sale and title to Embassy/consulate GSO Shipping and Customs Section. (CH)

NOTE: Some damages occur to car tires received in containers at posts. Even though the vehicle may be strapped down inside of the container, the vessel's movement while at sea causes these vehicles to move, rubbing the tires against the wood. For all military Dispaches sending containerized vehicles to the States, suggest that when blocking and bracing these vehicles inside of container, protection be placed between the tires and the wood used for blocking. Place three pieces of cardboard, rags, or thick pieces of foam rubber between the rubber tires and the blocks of wood to prevent tires from rubbing against the wood blocks.

(10) Brazilian law prohibits the importation of diesel-powered passenger's vehicles by foreign mission personnel. Use of reflective or colored solar tinting, other than factory installed tinted glass, is also prohibited. (CH)

(11) A vehicle imported duty-free may be sold locally after it has been in Brazil at least 6 months (from date of customs clearance), provided the owner is transferred permanently from Brazil and required local import duties and taxes are paid. These duties and taxes gradually reduce until the vehicle has been in the country 3 years; then it can be sold locally duty-free. Duties and related taxes can total 160 percent of the minimum value (currently US $17,000 for automobiles over 2,400 pounds) established by the customs authorities. Therefore, import duty tax will probably exceed the value of the imported vehicle until it has been in Brazil for the required 3 years. Even after 3 years, the market for imported vehicles may be limited as local citizens must pay a high yearly road tax on imported vehicles (currently US $2,000). A vehicle imported duty-free must either be sold or exported from the country within 30 days after owner's departure. (CH)

(12) Ford, GM, Chrysler, Fiat, Alfa Romeo, Audi, Renault, Peugeot, Honda, and VW manufacture vehicles in Brazil. If a car is not imported, a new vehicle can be purchased with a tax exemption at a price about 40 percent lower than the normal Brazilian market. Most Brazilian car manufacturers offer both gasoline and alcohol powered models. Delivery may require 45-60 days, since the car must be ordered direct from the factory after receiving approval from the Brazilian Foreign Office. The car may be sold locally without tax payments provided it has been owned for at least 1 full year from the date the car left the factory. Prior to that, the car may only be sold to another individual with tax-free privileges who did not import a car. Brazilian automobiles do not generally meet US safety/environmental standards so it can not usually be imported into the US. (CH)

b. **MOTORCYCLES/MOPEDS:** For Brazilian importation purposes, a motorcycle or a motorboat is considered a "vehicle". As such, they cannot be included in the HHG or UB shipments. The employee interested in this type of importation must follow the same procedures outlined in paragraph 8(a)(2) above.

c. **GASOLINE/CATALYTIC CONVERTERS:** The prices of gasoline and alcohol fuel are government influenced. Gasoline is expensive. Currently, more than $US3.00/gal. Alcohol slightly less. Unleaded and premium gasoline are not available; however, both have approximately 25% alcohol content. This gasohol mixture may affect engine performance. CATALYTIC CONVERTERS: No restrictions identified.

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

e. **OTHER:** Terminals/Vehicle Processing Centers ship privately-owned vehicles only upon receipt of message authorization from Amembassy Brasilia. Terminals send copy of Maritime Company original bill of lading via FAX to American Embassy Brasilia, FAX number 55-61-226-8470, so that customs clearance process can be initiated. Terminals send Maritime Company original OBL through DHL or FedEx to the following address: American Embassy (ATTN: GSO), SES AV. DAS Narcoes, Lote 3, Brasilia-DF, Brazil 70403-900.

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** No restrictions are imposed on importation of CB radios by DOD personnel. There are restrictions on use.

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/RETIREES ENTITLEMENTS/LIMITATIONS:** No restrictions identified.

13. **OTHER:** None.

17-2 US MILITARY LIAISON OFFICE, RIO DE JANEIRO AND SAO PAULO, BRAZIL(BR)
REVIEW DATE: 28 JUL 00 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: ZDDK**

b. **DODAAC: WG1LKX**

c. **E-MAIL:**

d. **TWX:** USMLO RIO DE JANEIRO BR

e. **MAIL:** TRANSPORTATION OFFICER
US MIL LIAISON OFFICE
US CONSULATE RIO DE JANEIRO
UNIT 3501
APO AA 34030

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Galeao Airport, BR-RIO **WPOD:** Rio de Janeiro, BR-FB1

h. **DSN:** None **COMM:** 011-5521-292-7117 (Rio de Janeiro)
011-5501-1881-7917 (Sao Paulo)

i. **FAX: DSN:** None **COMM:** 011-5521-220-0439 (Rio de Janeiro)
011-5501-1852-5154 (Sao Paulo)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as a one-time-only(OTO) shipment.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE:** Consign all ITGBL shipments to member c/o destination address or US Military Group. Annotate PPGBL: "Carrier will notify US Military Group, Rio De Janeiro, BR, upon arrival of shipment and prior to deliver to residence or placing in storage.

d. Consign all DPM/AMC shipments to US Military Group/Mission, Rio De Janeiro, BR (ZDDK). M/F member.

e. **PARCEL POST:** None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments for retirees or separatees will be shipped under the OTO program thru 30 SEP 00. Effective 01 OCT 00, ship property Code 4 utilizing rates located in the Special Solicitation, Chapter X of the International Rate Solicitation.

b. **NOTE 2**: In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

c. **NOTE 3**: Refer to record 17-1 BRAZIL(BR) - GENERAL INSTRUCTIONS

17-3 US MILITARY LIAISON OFFICE, BRASILIA, BRAZIL(BR)
REVIEW DATE: 28 JUL 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZCDK**

b. **DODAAC: W81JB9**

c. **E-MAIL:**

d. **TWX:** USMLO BRASILIA BR

e. **MAIL:** TRANSPORTATION OFFICER
US MIL LIAISON OFFICE
US EMBASSY-BRASILIA
UNIT 3500
APO AA 34030

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Brasilia, BR-BSB **WPOD:** Rio de Janeiro, BR-FB1

h. **DSN:** None **COMM:** 011-5561-321-7272

i. **FAX: DSN:** None **COMM:** 011-5561-220-0439

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE:** Consign all ITGBL shipments to member c/o destination address or US Military Group. Annotate PPGBL: "Carrier will notify US Military Group, Brasilia, BR, upon arrival of shipment and prior to delivery to residence or placing in storage.

d. Consign all DPM/AMC shipment to US Military Group/Mission, Brasilia, BR (ZCDK). M/F member.

e. **PARCEL POST:** None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments for retirees or separatees will be shipped under the OTO program thru 30 SEP 00. Effective 01 OCT 00, ship property Code 4 utilizing rates located in the Special Solicitation, Chapter X of the International Rate Solicitation.

b. **NOTE 2**: In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

c. **NOTE 3**: Refer to record 17-1 BRAZIL(BR) - GENERAL INSTRUCTIONS

CHAPTER 18

18-1 BULGARIA (BU) - GENERAL INSTRUCTIONS
REVIEW DATE: 01 SEP 04

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:** No restrictions identified.

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

a. To facilitate prompt customs clearance in Greece, it is important the words "Transit Cargo" appear on shipping documents and as part of the address on shipping containers. The Embassy normally arranges for transportation of the shipment by truck from ship side to Sofia.

b. To ensure customs clearance, employees should provide to GSO/customs on arrival the make, model, serial numbers of POVs, radio, TV sets, computer equipment, audio equipment, VCR, typewriter, and major electrical appliances, optical and musical instruments and works of art (valued at 100 dollars or more).

c. Member must be in the country, register with the Ministry of Foreign Affairs (MFA), and obtain diplomatic card in order to have personal shipments cleared. UAB and HHG should not be sent to post prior to the arrival of the member in the country.

d. Administrative and Technical Staff (A&T staff) are limited to 6 months duty free entry of personal shipments. Please check with General Services Office, Shipping Section before leaving for post for any changes on this issue.

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:** Agriculture certificate should be obtained to show inspection of produce; similarly meat and meat products may be subject to occasional quarantine, making certificates of origin/inspection desirable.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Bring prescription medication in original container with prescription data/label.

4. **ELECTRICAL EQUIPMENT**: See item 13 (make/model/serial numbers should be

provided on arrival) current is 220 volts, power surges are common, so bring surge protection 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:** Most housing units are rather small, and there is very limited storage at post. Those planning to ship large items should contact General Services Officer prior to shipment.

6. **PETS/QUARANTINE:** Health certificates for all pets, issued by vet; current rabies certificate for dogs/cats.

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

a. **HANDGUNS:** Not permitted.

b. **RIFLES/SHOTGUNS:** With Embassy approval, one sporting rifle or shotgun may be imported. Send telegram to post Administrative Officer, giving name of owner, date of birth, SSN, weapon type, make and serial number, the state in which weapon is registered.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Not recommended. Must contact post Administrative Officer.

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

a. **POVs:** Please provide the following information about your POV to the shipping section when you arrive at post: year of production, make, model, VIN, engine number, number of seats, color, cubic displacement (cc), horse power(h.p.), and approximate value.

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

c. **GASOLINE/CATALYTIC CONVERTERS:** Limited supply of unleaded gasoline; employees planning to ship vehicle back to USA after tour may wish to have converter removed.

d. **INSURANCE/SAFETY REQUIREMENTS:** Embassy requires drivers to have third party insurance, available locally for about 60 dollars per year. Due to high incidence of theft, insurance as well as an alarm, inspection before being registered.

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

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Required for non-Bulgarian items. Contact post Administrative Officer if planning to ship such items.

11. **TRANSMITTING EQUIPMENT:** Contact post Communications Unit for specific information.

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/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Bulgaria 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 Bulgaria. (CH)

13. **OTHER:** None

18-2 US DEFENSE ATTACHE OFFICE, SOFIA, BULGARIA(BU)
REVIEW DATE: 11 MAR 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: UJDK**

b. **DODAAC: HHAB7B**

c. **E-MAIL:**

d. **TWX:** USDAO SOFIA BU

e. **MAIL:** TRANSPORTATION OFFICER
DEPARTMENT OF STATE
AMERICAN EMBASSY SOFIA (USDAO)
5740 SOFIA PLACE
WASHINGTON DC 20521-5740

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Sofia Intl Airport, BU-SOF **WPOD:** Piraeus, GR-LD1

h. **DSN:** None **COMM:** 011-359-2-963-1639

i. **FAX: DSN:** None **COMM:** 011-359-2-963-0086

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, POV:** 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 Embassy, Sofia, Bulgaria. For further information concerning OTO procedures refer to Chapter VII, ITGBL Rate Solicitation Instructions and the Defense Transportation Regulation, Part IV. (CH)

3. **SPECIAL INSTRUCTIONS**: Refer to record 21-1 BULGARIA (BU) - GENERAL INSTRUCTIONS

CHAPTER 19

19-1 BURMA(BM) - GENERAL INSTRUCTIONS

REVIEW DATE: 18 JAN 00 (Burma is also known as Myanmar)

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** There is a weight restriction for DOD personnel assigned to Burma. Restricted weight authorized is shown on members transfer orders to Burma.

b. **CONTAINER/CRATING REQUIREMENTS:** Ensure contractors are aware prior to arrival of packers to residence.

(1) Due to probability that shipments will be stored in open storage areas subject to heavy monsoon rains. All shipping containers must be waterproofed to include caulking, and lining of top, ends, and sides with appropriate waterproof lining material such as polyethylene material. In addition to lining the wooden shipping container, each individual cardboard container must also be wrapped in plastic.

(2) The maximum size shipping crate for service into Burma is 8 feet long, 6 feet wide, and 5 feet high. These dimensions cannot be exceeded for air freight service to Burma.

(3) Wooden shipping crates must be shipped with maximum space utilized. If crate is only partially filled, shipping container must be internally braced so there is no shifting of contents. Shipping crates should be sturdy enough to withstand rough handling due to lack of modern cargo handling equipment and proper storage facility.

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). All air freight arrives and sits outside until customs clearance approx two weeks. During monsoon serious damage occurs. Suggest Sea Freight.

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

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

a. HHG and UB shipments should be shipped timed to arrive three weeks after member’s arrival at post, otherwise shipments will be stored in open areas subject to weather damage, pilferage and costly demurrage charges. Required paperwork can be prepared prior to arrival of the members but HHG and UB cannot arrive or be cleared through customs prior to arrival of the member (no exceptions granted).

b. Burmese customs officials strictly enforce import regulations. Firearms (including air powered and toy guns); CB radios; certain books, photographs, and magazines which display nudity; and MARS equipment are prohibited for importation into Burma. HHG and UB shipments will be examined upon arrival and prohibited items will be confiscated.

c. To expedite customs clearance in Burma, it is important to furnish the Embassy GSO, with an information copy to the DAO, as soon as possible a copy of the inventory indicating the number of outside containers and estimate of the total value of the property shipped under each PPGBL.

d. Original airway bills of lading are required for all personal property shipments (HHG/UB/POV) prior to obtaining customs clearance. Instruct carriers to forward original bills of lading as soon as possible to the Embassy GSO, with an information copy to DAO.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** May be shipped in HHG with no limit.

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 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**: No restrictions, provided all vaccinations and certificates are current. Inform Embassy/USDAO when pets will arrive so arrangements may be made.

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

a. **HANDGUNS:** Importation prohibited.

b. **RIFLES/SHOTGUNS:** Importation prohibited.

c. **TOY-RELATED GUNS:** Importation prohibited.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Importation prohibited.

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

a. **POVs:** POVs older than 10 years are prohibited in Burma.

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds may be shipped in HHG; however, they are considered “hobby equipment” by host government and not POVS.

c. **GASOLINE/CATALYTIC CONVERTERS:** Do not ship POV with catalytic converter. Members should be advised to have their vehicle's catalytic converter removed prior to shipment. Only leaded gasoline is available. Use of leaded gasoline in a vehicle equipped with a catalytic converter will render the converter inoperable and result in a large expense to the member for replacement at time of export or impounding of the vehicle at the port of entry until the converter can be replaced.

d. **INSURANCE/SAFETY REQUIREMENTS:** Third party insurance is required and must be purchased locally at a cost of two US dollars.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Certain books, magazines, and photographs which display nudity are prohibited.

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Importation is prohibited.

b. **AMATEUR/HAM RADIOs:** Importation is prohibited.

c. **MARS EQUIPMENT:** Importation is prohibited.

d. **DISH ANTENNAs:** Importation is prohibited.

e. **CORDLESS PHONEs:** Importation is prohibited.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** Host government will not allow foreigners to permanently reside in Burma without written government approval.

13. **OTHER:**

a. **PARCEL POST:** Do not ship parcel post.

19-2 AMERICAN EMBASSY, RANGOON, BURMA(BM)
REVIEW DATE: 18 JAN 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: SIDK**

b. **DODAAC: HHAB8B**

c. **EMAIL:**

d. **TWX:** USDAO RANGOON BM

e. **MAIL:** US DEFENSE ATTACHE OFFICE
US EMBASSY RANGOON
BOX B
APO AP 96546

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** None **WPOD:** Rangoon, Burma-QC1

h. **DSN:** None **COMM:** Rangoon 011-95-1-282055

i. **FAX: DSN:** None **COMM:** 011-95-1-280409 EMB, 011-95-1-543353 GSO

2. **CONSIGNMENT INSTRUCTIONS:** Submit a request for one-time-only (OTO), Code 6 for household goods and one-time-only, Code 8 for unaccompanied baggage to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Consign to American Embassy, Yangon (Rangoon), Myanmar (Burma) (owner's initials).

3. **SPECIAL INSTRUCTIONS:** Refer to record 19-1 BURMA(BM) - 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/RETIREES 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 Embassador, 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.

CHAPTER 20

20-1 CAMBODIA(CB) - GENERAL INSTRUCTIONS
REVIEW DATE: 02 JUL 04

1. **SHIPMENT INSTRUCTIONS**:

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

b. **CONTAINER/CRATING REQUIREMENTS:** Cambodia can handle sea-freight cargo containers of size 40 ft x 8 ft x 8 ft. The maximum crate size is 2.1 meters height, 2.1 meters width and 2 meters length. Airlift container size is restricted to 120cm length, 80cm width and 80cm height. (CH)

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

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

e. **OTHER:** Shipments from Cambodia to CONUS or overseas will be coordinated with the General Services Officer, American Embassy, Phnom Penh. PPGBL will be established for all moves prior to any unaccompanied baggage leaving Cambodia.

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

a. **ROUTING TO CAMBODIA:** The fastest route is via Singapore. Do not send shipment through Vietnam. The port of discharge and port of delivery is Sihanoukville. The Embassy will arrange onward movement from Sihanoukville to Phnom Penh. (CH)

b. **FOR CUSTOMS CLEARANCES:** The Ministry concerned requires a complete and legible inventory list, declared value of household goods, unaccompanied baggage, privately owned vehicle and consumables and the original bill of lading for surface shipments. The OTO carrier must ensure the airway bills and ocean bills of lading show 'American Embassy, Phnom Penh, Cambodia, (owner's initial's) so the owner can be easily identified. When completed, send one copy of each document to post as soon as possible. Failure to provide documents will result in customs clearance delays. Packing list and a declaration of the value for your shipments are important. (CH)

c. **DOCUMENTATION:** Please send the original bill of lading and packing list and all documentation concerning transportation as soon as possible by express mail to permit advance clearance to: American Embassy Phnom Penh, ATTN: GSO, Box P, APO AP 96546. Lack of these documents will result in clearance delays. Personnel should plan to ship their unaccompanied baggage approximately 5-10 calendar days and household goods 20-30 days prior to their scheduled arrival at Post. (see storage in para 14) (CH)

d. **MARKINGS:** Household goods, unaccompanied baggage and privately owned vehicles to Phnom Penh are to marked as follows: (CH)

(1) **FOR UAB:** (CH)
AMERICAN EMBASSY
PHNOM PENH, CAMBODIA
Owner's Initials (Mark in large capitial letters)

(2) **FOR HHG:** (CH)
AMERICAN EMBASSY
PHNOM PENH, CAMBODIA
Owner's Initials (Mark in large capitial letters)

(3) **FOR POV:** (CH)

AMERICAN EMBASSY
PHNOM PENH, CAMBODIA
Owner's Initials (Mark in large capitial letters)

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** The Cambodian Government does not restrict the importation of alcoholic beverages by accredited organizations such as the American Embassy Phnom Penh GSO or USDAO.

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, however, raw meat or perishable requiring refreezing should not be shipped since post cannot guarantee shipping duration. (CH)

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

4. **ELECTRICAL EQUIPMENT:**

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

b. **TVs/VCRs:** No restrictions identified. However, it should be noted that American formatted TVs will not be able to receive Cambodian cable or standard broadcasts. (CH)

c. **OTHER (i.e. COMPATIBILITY, ETC):** There are no restrictions on electronic equipment. Electricity is 220 voltage/50 cycles. Universal Power Source (UPS) and voltage regulators can be procured locally.

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

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

7. **PRIVATELY OWNED FIREARMS (POFs):** Weapons (to include firearms and ammunition) are not authorized into Cambodia.

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

a. **POVs:**

(1) Importation of US manufactured vehicles by US military personnel permanently stationed in Cambodia is authorized.

(2) The Cambodian Royal Government prohibits importing right hand drive vehicles into Cambodia.

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

c. **GASOLINE/CATALYTIC CONVERTERS:** There are some gas stations in Phnom Penh that sell unleaded fuel, but none outside Phnom Penh. Therefore, it is advisable catalytic converters be removed from vehicles before shipping.

d. **INSURANCE/SAFETY REQUIREMENTS:** Third-party insurance, procured locally or abroad, is required for POVs. Local third-party insurance costs 219.00 dollars per year.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Pornographic materials and other sensitive items which could be considered offensive to the host nation government are not authorized.

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs AND MARS EQUIPMENT:** Authorized; no restrictions.

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

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

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement/separation in Cambodia 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 Cambodian Government.

13. **OTHER:** Cellular telephones are GSM system in country.

14. **STORAGE:** Personnel should plan to ship their unaccompanied baggage approximately 5-10 days and household goods 20-30 days prior to their scheduled arrival at Post. The Embassy warehouse is not capable of storing personal items for long periods of time. However, should unaccompanied baggage or household goods arrive before member’s scheduled arrival date, the Embassy will store those goods at the warehouse until the owner arrives. Only in extreme circumstances can personal property be stored more than a few days

ahead of arrival, therefore if unaccompanied baggage or household goods are to be shipped several weeks prior to members arrival, the member should obtain the permission of the Embassy for storage prior to shipment of their personal property. (CH)

20-2 GENERAL SERVICE OFFICE, AMERICAN EMBASSY, PHNOM PENH, CAMBODIA(CB)
REVIEW DATE: 11 MAR 03

1. **GENERAL**:

a. **GBLOC: RHDO**

b. **DODAAC: HHACBC**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY PHNOM PENH//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY PHNOM PENH
BOX P
APO AP 96546

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Phnom Penh, CB-PNH **WPOD:** Phnom Penh, CB-RF1

h. **DSN:** None **COMM:** 011-855-23-216 plus GSO EXTs 436/438/807/808/809/810, or DAO EXTs 136/139/146/175/192, Number to receive recording of latest counselor message on Cambodia-011-855-23-216-805, Mobile: 011-855-15-918-726

i. **FAX: DSN:** None **COMM:** Embassy 011-855-23-216-436/438, USDAO 24-hour **FAX:** 011-855-23-218-136

2. **CONSIGNMENT INSTRUCTIONS**: Submit a request for one-time-only (OTO), Code 8 unaccompanied baggage to **CDRSDDC ALEXANDRIA VA//SDPP-PO//.** Consign to American Embassy Phnom Penh. Mark: American Embassy Phnom Penh, Cambodia, and owner's initial. Do not show rank.

3. **SPECIAL INSTRUCTIONS**: Refer to record 20-1 CAMBODIA(CB) - GENERAL INSTRUCTIONS.

CHAPTER 21

21-1 CAMEROON(CM) - GENERAL INSTRUCTIONS:
REVIEW DATE: 31 MAR 98

1. **SHIPMENT INSTRUCTIONS**: In accordance with governing regulations.

a. **WEIGHT RESTRICTIONS:** No restrictions identified.

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

c. **HARD LIFT AREA:** Hard lift area for US military service members. 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**: Copies of GBL, airway bill, and three legible copies of packing list must be mailed to GSO, American Embassy, Yaounde, Cameroon, via courier service prior to arrival of shipment in Yaounde.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** No restrictions identified.

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 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**: No restrictions identified.

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

a. **HANDGUNS:** No restrictions identified.

b. **RIFLES/SHOTGUNS:** No restrictions identified.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

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

a. **POVs:** No restrictions identified.

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

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded gasoline is not available in Cameroon. Prior to shipment of POV, catalytic converter should be removed, if service member plans to take POV back to US.

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:** 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/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Cameroon 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 Cameroon.

13. **OTHER:** Military members should feel free to contact USDAO Yaounde (011-237-22-03-17) for answers to specific questions not covered in these instructions prior to shipment.

21-2 AMERICAN EMBASSY, YAOUNDE, CAMEROON(CM)
REVIEW DATE: 31 MAR 98 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: IDDK**

b. **DODAAC: HHAC1C**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY YAOUNDE CM

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY YAOUNDE
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-2520

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Yaounde, CM-YAO **WPOD:** Douala, CM-MM1

h. **DSN:** None **COMM:** 011-237-23-40-14/011-237-23-05-12/ 011-237-22-03-17, **TELEX:** 8223KN

i. **FAX: DSN:** None **COMM:** 011-237-23-07-53

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Ship via INTL/AIR/COMM/DPM. Consign to American Ambassador, American Embassy, Yaounde, Cameroon. M/F member. Stencil on side of container, "Carrier will notify GSO, American Embassy, Yaounde, Cameroon, at (237) 23-40-14 EXT 233/234/236, TELEX: 8223KN, prior to delivery or placing in storage". Do not consign to any local freight agent.

b. **ITGBL HHG, ITGBL BAGGAGE**: Do not use.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**: Refer to record 21-1 CAMEROON(CM) - GENERAL INSTRUCTIONS.

CHAPTER 22

22-1 CANADA(CAN) - GENERAL INSTRUCTIONS (Limited to Province of Ontario only.)
REVIEW DATE: 23 MAY 00

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS: Army personnel - Fort Churchill:**

(1) **Accompanied tour**: 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater.

(2) **Unaccompanied tour**: Weight allowances for single/unaccompanied personnel are in accordance with weights listed in Appendix V.

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

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

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

e. **OTHER:**

(1) **DITY Moves**: Request counselors advise members making a DITY move to 722 Support SQDN, CFB North Bay, Canada, to have a complete and legible inventory of their goods. Advise members to contact the North Bay Office to arrange Canadian Customs clearance prior to unloading vehicle or trailer. Request member obtain both empty and full weight tickets prior to arriving in Canada due to limited weight scales in this area. Forward advance DITY move documentation to this activity.

(2) **Mobile home shipments** are prohibited by Canadian Customs.

(3) **Responsible Transportation Offices** for the Provinces of Canada. Many misconsignments occur. Pay strict attention to references below:

Province of	Refer to:
Alberta	VOL I, 27-3 Malmstrom AFB, MT
British Columbia	VOL I, 48-6 FISC Puget Sound, Bremerton WA
Manitoba	VOL I, 35-3 Grand Forks AFB, ND
New Brunswick	VOL I, 22-3 JPPSO-Northeast, Chelmsford, MA
Newfoundland	VOL I, 22-3 JPPSO-Northeast, Chelmsford, MA
Nova Scotia	VOL I, 22-3 JPPSO-Northeast, Chelmsford, MA
Ontario (West of Toronto and North of 45 degree lat.)	VOL II, 22-2 CFB North Bay, Ontario, Canada

Ontario .....VOL II, 22-3 US Embassy Ottawa, Canada.
(US Embassy Ottawa Only)
NOTE: Limited to military personnel assigned to USDAO and Personnel Exchange Program Staff Coordinators.

Ontario .....VOL I, 22-3 JPPSO-Northeast, Chelmsford, MA
(Toronto and all points East)

Ontario VOL I, 23-3 Selfridge ANGB, MI
(West of Toronto and
South of 45 …degree lat.)

Prince Edward Island.....VOL I, 22-3 JPPSO-Northeast, Chelmsford, MA

Quebec .....VOL I, 22-3 JPPSO-Northeast, Chelmsford, MA

Saskatchewan.....VOL I, 35-4 Minot AFB, ND

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

a. Information in the paragraph is limited to the Canadian Province of Ontario only. Please contact the nearest American Embassy/Consulate regarding shipping/customs restrictions to other Canadian Provinces.

b. **North Bay, Canada:** Whenever possible use the US Postal System(USPS). Commercial shipping companies always have customs problems resulting in late shipments and extra costs to the sender. If you must send military articles to North Bay by means other than the USPS, shipping documents should read, "This shipment contains US Government equipment. Free entry under Canadian Customs Tariff number 9810.00.00 applies." No export documentation is required other than one additional copy of the shipment inventory containing the value of the items for Canadian Customs purposes.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Shipments of alcohol in HHG or UB is not authorized. Members must personally set up shipment of alcohol and request reimbursement. Reimbursement by the government will only cover shipping costs. Taxes, duties and agent charges will not be covered. Maximum amounts allowable is 40 oz liquor/wine or 1 case of 12 oz beer. Any excess over this amount is dutied at an average of 40 percent over value.

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:** Computer equipment should not be shipped via air freight. Air shipments are handled quite roughly during transit. Member may receive damaged goods.

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

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

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

6. **PETS/QUARANTINE**: Shot records should be up to date, especially for rabies vaccination.

7. **PRIVATELY OWNED FIREARMS (POFs)**: All POFs being imported into Canada should have a U.S. Customs Form 4455 (Certificate of Registration) accomplished before leaving the United States. The Form 4455 is required for return of the POF to the U.S. Do not ship other restricted weapons. Gun laws are constantly changing in Ontario. Read the firearms rules carefully for each area of responsibility. It is highly recommended to call the destination office for current laws before shipment is considered. An Authorization To Transfer(ATT) a restricted weapon must be obtained through the North Bay Traffic Management Office one month prior to the actual movement of the weapon into Ontario, Canada. Attempting to bring restricted weapons across the border is illegal and the member can be arrested along with having the weapon(s) confiscated. Do not attempt to ship or hand-carry a prohibited weapon into Ontario! Upon arrival, Canadian Customs permits must be obtained through the North Bay office for all guns. Members should contact the North Bay office for the determination on non-restricted, restricted, and prohibited firearms.

a. **HANDGUNS:** Hand guns are strictly prohibited from shipment in HHG or UB. They must be hand-carried with trigger locks and in a lockable case if possible. An Authorization To Transfer(ATT) must be obtained for handguns.

b. **RIFLES/SHOTGUNS:** Long guns (rifles and shotguns) may be sent with HHG or UB as long as trigger locks are installed. Rifles and shotguns must be licensed and registered with the Canadian Government before they will be released by Canadian Customs.

c. **TOY-RELATED GUNS:** BB/pellet guns, 500 feet per second(FPS) or more are restricted.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Member must receive permit from Government of Canada prior to shipping ammunition and explosives. Questions may be directed to GSO.

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

a. **POVs:** No restrictions identified.

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

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

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

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: Pornography prohibited.

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

11. **TRANSMITTING EQUIPMENT**:

a. **CBs, AMATEUR/HAM RADIOs and MARS EQUIPMENT:** Member must receive permit from Government of Canada prior to shipping CBs, Amateur/Ham radios, and MARs equipment. Questions may be directed to GSO.

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

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

12. **SEPARATEES/RETIREES/ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Canada 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 Canada. Detailed inventories with values will be necessary to clear goods through Canadian Customs. The member's Canadian Immigration status will determine if and how much tax/duties must be paid.

13. **OTHER**: **Propane tanks** (purged or not) are not authorized to be carried in/on carrier's vehicles within the Province of Ontario. Members may personally hand-carry.

22-2 722 SUPPORT SQUADRON, CANADIAN FORCES BASE, NORTH BAY, CANADA(CAN)
REVIEW DATE: 10 MAY 00 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: NJFC**

b. **DODAAC: FY5850**

c. **E-MAIL:**

d. **TWX:** 722SUS NORTH BAY ONTARIO CAN//LGT//

e. **MAIL:** TRAFFIC MANAGEMENT OFFICER/LGT
722 SUPPORT SQUADRON
PSC 122 PO BOX 6
APO AE 09732

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** North Bay Ontario, CAN-YYB **WPOD:** None

h. **DSN:** 628-2659 **COMM:** (705) 494-6011 EXT 2659

i. **FAX: DSN:** 628-2167 **COMM:** (705) 494-2167

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** Do not use. No contract services available.

b. **ITGBL HHG, ITGBL BAGGAGE:** Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify TMO, 722 SUS, CFB North Bay, Ontario, Canada, prior to delivery or placing into storage."

c. **PARCEL POST:** Consign to USPS mailing address as shown in para 1f above. If USPS cannot move the article, send to: 722 SUS/LGT, 40 Manston Crescent Hornell Heights, ON, P0H 1P0 (Refer to para 2b, 22-1 CANADA(CAN) - GENERAL INSTRUCTIONS for further information.)

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** ITGBL HHG carrier for Code 1 or Code 2 shipments between CONUS rate areas and Canada Rate Solicitation, Chapter 10 - Special Solicitation (Code 1 is the preferred code of service over Code 2. When feasible always use Code 1 instead of Code 2). ITGBL carriers for Code 4, 7, or 8 shipments will be selected by HQSDDC under a one-time-only(OTO) rate.

b. **NOTE 2:** Area of responsibility: This office has responsibility for all personal property shipments in and out of areas west of Toronto and north of 45 degrees latitude for the Province of Ontario only. Consign all shipments directly to the member where member will reside if known. Do not consign to CFB North Bay. Annotate PPGBL, "Carrier will notify CFB North Bay at (705) 494-6011, EXT 2659, prior to delivery or placing in storage." Shipments for personnel assigned to the 722 Support Squadron(SUS) will be consigned to CFB North Bay, Canada. If unsure of consignment, call this office.

c. **NOTE 3**: Code J (UB) is not available to Canada. Ship UB via (OTO) Code 8.

d. **NOTE 4**: To avoid confusion the PPCIG will use the USMCEB PUB 6 code for Canada(CAN). Throughout the PPCIG uses the FIPS 10-4 two position country codes behind the country name which creates confusion between the FIPS 10-4 "CA" for Canada vice the USPS Code "CA" for California.

e. **NOTE 5**: Refer to record 22-1 CANADA(CAN) - GENERAL INSTRUCTIONS

22-3 AMERICAN EMBASSY OTTAWA, CANADA(CAN)
REVIEW DATE: 10 JUN 98 **(SEE NOTE 1)**

1. **GENERAL**:

a. **GBLOC: NJDK**

b. **DODAAC: HHAC2C**

c. **E-MAIL:** Not Available

d. **TWX:** AMEMBASSY OTTAWA CAN//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY OTTAWA
PO BOX 5000 MS 21
OGDENBURG NY 13669

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** North Bay Ontario, CA-YYB **WPOD:** None

h. **DSN:** None **COMM:** (613) 238-5335/4470 (Ask for GSO)

i. **FAX: DSN:** None **COMM:** (613) 238-5720 (GSO)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** Do not use. No contract services available.

b. **ITGBL HHG:** ITGBL HHG carrier for Code 1 or Code 2 shipments between CONUS rate areas and Canada Rate Solicitation, Chapter 10 - Special Solicitation. **(NOTE:** Code 1 is the preferred code of service over Code 2. When feasible always use Code 1 instead of Code 2.**)** ITGBL carriers for Code 4, 7, or 8 shipments will be selected by HQSDDC under a one-time-only(OTO) rate. Consign to member at US Embassy, 100 Wellington St., Ottawa, Canada K1P 5A1. Annotate PPGBL: "Carrier will notify GSO, US Embassy, 100 Wellington St., Ottawa, Canada, at (619) 238-5335/4470, prior to delivery or placing into storage."

c. **ITGBL BAGGAGE:** Ship UB via (OTO) Code 8. Code J (UB) is not available to Canada. Consign to member at US Embassy, 100 Wellington St., Ottawa, Canada K1P 5A1. Annotate PPGBL: "Carrier will notify GSO, US Embassy, 100 Wellington St., Ottawa, Canada, at (619) 238-5335/4470, prior to delivery or placing into storage."

d. **PARCEL POST:** Do not use. Creates Canadian Customs problems.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** GSO has responsibility for all personal property shipments into and out of Ottawa, Canada, for Embassy personnel, US Defense Attache Office personnel, and Personnel Exchange Program Staff Coordinators only. If unsure of consignment call this office. Shipments for Personnel Exchange Program Officer/enlisted members should be consign to JPPSO-MASS.

b. **NOTE 2**: GSO at US Embassy clears customs and arranges storage.

c. **NOTE 3**: For additional information contact the following Personnel Exchange Program Staff Coordinator:

(1) **Army**: **DSN**: 842-0583, **COMM**: (613) 992-0583
E-mail: ad468@issc.debbs.ndhq.dnd.ca

(2) **Air Force**: **DSN**: 845-7779, **COMM**: (613) 992-6158/995-7779

(3) **Navy**: **DSN**: 842-7779, **COMM**: (613) 992-6451

d. **NOTE 4**: Refer to record 22-1 CANADA(CAN) - GENERAL INSTRUCTIONS.

CHAPTER 23

23-1 CHAD(CD) - GENERAL INSTRUCTIONS
REVIEW DATE: 28 OCT 03

1. **SHIPMENT INSTRUCTIONS:**

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

b. **CONTAINER/CRATING REQUIREMENTS:** All personal property containers will be constructed of wood and be waterproofed. This is to include caulking the containers inside and out, at the top, ends and sides (not floor). Container will be 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. Overseas originating shipments should be sent via commercial air. Four weekly flights to N'Djamena originate in Paris, France. (CH)

b. For all shipments, advance copies of airway bill, PPGBL, TCMD, and packing list must arrive in N'Djamena 3 weeks before flight. Also, send a message to American Embassy providing shipping data, airway bill, and PPGBL number.

c. All airway bills for HHG and UB shipments must be consigned to the American Embassy, N'Djamena, Chad, for (Name).

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Importation in personal property is allowed and is duty-free.

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 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:** Pets may be brought into Chad if they are accompanied by a veterinarian's health certificate and a certificate of anti-rabies vaccination dated at least 1 month before arrival in N'Djamena. Quarantine is not required.

7. **PRIVATELY OWNED FIREARMS (POFs):** Firearms may not be imported without the advance permission of the Chief of Mission in writing. Such permission will normally not be granted.

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

a. **POVs:**

(1) POV shipments will be via surface and require importation, car registration, title/certificate of ownership, engine and chassis number, and cost and freight value from invoice and declaration. Documentation must arrive at Central African Logistics Office(CALO), Doualo, Cameroon, ATTN: Shipping Section, BP 4006, four weeks prior to POV arrival in Douala to allow for customs processing and arrangement of onward transportation to N'Djamena. Send information copies of documentation to USDAO, N'Dajmena.

(2) POV shipments are duty-free and can only be booked to Douala, Cameroon. All advance documents listed in specific instructions are required 4 weeks prior to arrival in Douala.

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

c. **GASOLINE/CATALYTIC CONVERTERS:** No unleaded gasoline can be found in Chad. Catalytic converters must be removed (can be done in country though unsure of quality of work).

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:** 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/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Chad 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 Chad.

13. **OTHER**: None.

23-2 AMERICAN EMBASSY, N'DJAMENA, CHAD(CD)
REVIEW DATE: 29 OCT 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: TODK**

b. **DODAAC: HHAC3C**

c. **E-MAIL:**

d. **TWX:** None

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY N'DJAMENA 799
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-2410

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** N'Djamena Int'l Arpt, CD-NDJ **WPOD:** Douala, CM-MM1

h. **DSN:** None **COMM:** 011-235-52-33-72 GSO, 011-235-52-45-76

i. **FAX: DSN:** None **COMM:** 011-235-51-56-54

2. **CONSIGNMENT INSTRUCTIONS**: This is a one-time-only (OTO) rate area and you must submits 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.

3. **SPECIAL INSTRUCTIONS**: Refer to record 23-1 CHAD(CD) - GENERAL INSTRUCTIONS.

CHAPTER 24

24-1 CHILE(CI) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 NOV 03

1. **SHIPMENT INSTRUCTIONS**:

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

b. **CONTAINER/CRATING REQUIREMENTS:** Due to the use of commercial narrow-body aircraft, external shipping containers for Code T shipments moving to/from South and Central America in accordance with PPP-B-601, style A or B, are required, not to exceed 60 inches in height. In accordance with Item 508, international Personal Property Rate Solicitation, special packing arrangements will be authorized by the PPSO for oversize items which will not fit into the restricted height container.

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:**

(1) The Chilean Ministry of Foreign Affairs has advised the Embassy that, for duty-free importation of household goods (HHG; includes air freight) and privately-owned-vehicles(POV), the combined value of an employee's HHG and POV must not exceed: (CH)

(a) Diplomatic Staff: $80,000 (HHG portion includes insurance and freight costs). (CH)

(b) Admin and Technical (A&T) Staff: $25,000 (HHG portion is valued at current value of goods only.) (CH)

NOTE: The Embassy advises that these thresholds may be increased in the future; it is advisable to consult with the Embassy. (CH)

(2) FAX to Shipping (011-562-330-3020), a copy of employee's passport as soon as possible, and cable post with the following answers:

(a) Identify the eligible family member(s) mentioned in TM-TMO (if any) accompanying employee to post and remaining on a permanent basis.

(b) Provide sex and ages for other family members identified on employees orders who will not reside permanently.

(c) Identify any family member who does not hold a US passport.

(d) Expected to arrive at post.

(e) Accompanying pets, and if any, specify what kind(s).

(f) Identify any medical, personal or other factors that should be considered in a housing assignment. (If answer is confidential, state N/A in response to this cable and send a med channel message).

(g) Identify kind/age of POV do you expect to bring to post. See para 8a regarding limitations.

(3) **SHIPMENTS:** Weight restrictions for DoD personnel's HHG and UAB shipments are as prescribed in the JFTR, Chapter 5, para 5310B (military personnel) and JTR, Chapter 8 (civilian personnel). When DoD personnel are assigned to the Embassy, they are likely to be assigned to housing with government furniture provided, which may affect the HHG/UAB weight limitation. (CH)

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

a. **Household Goods Documentation:** All manifests, bills of lading, and other pertinent invoices covering household goods and POVs destined into Chile must be in the individual's full name, activity consigned to, i.e., USMILGP, DAO, IAGS, etc. No initials may be used in preparation of the PPGBL.

b. Due to new Chilean customs legislation, shipments cannot remain in customs awaiting clearance for more than 60 days. After this period items are auctioned off. Therefore, personal property should be shipped to arrive shortly after the employee's arrival. Shipments cannot be cleared until employee has arrived at post and has been duly accredited with the Government of Chile; a procedure which takes an average of 2 weeks.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** May be imported into Chile, subject to quantity limitations that are greater for Diplomatic Staff than for Admin & Technical Staff. Alcoholic beverages may consist only of whiskey, cognac, and liquor. (CH)

b. **CIGARETTES/TOBACCO PRODUCTS:** The number of individual cigars and/or cigarettes is limited to 10,000 per year (Admin & Technical Staff) and 20,000-35,000 per year, depending on diplomatic rank (Diplomatic Staff). (CH)

c. **COSMETICS:** Limited to that necessary for personal use. (CH)

d. **FOODSTUFFS/MEATS:** May not be included in shipments. (CH)

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Limited to medicines necessary/prescribed for personal use. (CH)

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 may be imported to Chile only after obtaining approbal from the Chilean Embassy/Consulate at the location from which the employee is departing. (CH)

7. **PRIVATELY OWNED FIREARMS (POFs):** Prior approval of the overseas command is required for shipment of privately-owned weapons. The Embassy Regional Security Officer must approve importation of weapons (limited to those for sporting use.) To obtain approval, a message/cable must be sent to the following GENSER address: AMEMBASSY SANTIAGO//RSO//. The Chilean Ministry of Defense also must approve importation of weapons; the Embassy can help to facilitate this. Approved privately-owned weapons may be included in the employee's UAB when entering Chile, but not when departing Chile. (CH)

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

a. **POVs:**

(1) Chilean regulations currently permit importation to vehicles of the current model year. For instance, in the year 2004, only vehicles of the model year 2004 may be imported. Waivers of up to two model years are possible, but (if the vehicle is 1-2 years old) only if the owner has owned the vehicle for at least one year at the time of importation. This applies to all types of motorized vehicles, including motorcycles. (CH)

(2) The Embassy Management Counselor must approve, before shipment occurs importation of any POV. This serves two primary purposes: (a) allows the Embassy to assess the effect of the POV shipment on the monetary limit described in para 1e(1) above; and (b) permits the Embassy to begin the lengthy host-country approval process. The approval request may be faxed to the following number: 011-56-2-330-3020. The following information is required: name of owner, make and model of vehicle, model year, VIN or engine number, and color. The Embassy also requires copies of the employee's passport and the vehicle registration or vehicle title. (CH)

(3) POV's. Both Diplomatic Staff and A&T employees may import one vehicle duty-free, within th monetary limits described in para 1e(1) above. For A&T staff, the 25,000 limitation on the combined value of HHG and POV necessitates careful consideration of the POV purchase price - it is advisable to consult the Embassy prior to buying the car. After two years, diplomatic staff personnel may import a second vehicle duty-free. Personnel may import vehicle(s) only if their assignments are at least one year. Vehicles imported to Chile must have a catalytic converter and a brake light on the upper back. Unleaded gasoline is readily available in most parts of the country. (CH)

(a) Selling a POV imported duty-free. Diplomatic staff may sell their POV's in Chile, without the buyer being assessed duties and taxes, after six months, if the sale is due to an official transfer. A&T employees may sell their POV's duty-free after having them in country at least three years. If the depreciated total value of the vehicle exceeds a certain amount (currently $16,361), Chile assesses an 85% luxury tax on the value exceeding that amount. (The latter stipulation may be eliminated in the future.) There is also a 19% value added tax on all sales. (CH)

(b) Exporting vehicles. A POV imported to Chile based on an exception to the current-model-year rule may not be sold in Chile – it must be exported. Vehicles procured locally in Chile must meet U.S. EPA/safety specifications in order for them to be imported to the United States. (CH)

(c) The name on the vehicle title and related documents must be that of the assigned employee (not, for instance, the employee's spouse). Experience has shown that, if the employee is not the vehicle owner (i.e. it involves a lease or bank loan), it is best for the employee to have in hand a letter from the financing company verifying the owner/operator arrangement. Additionally, the Chilean Government will not release the vehicle to the owner without the original ocean bill of lading (OBL) being marked to show that the freight charges have been paid. The OBL must show name of owner, VIN number and engine number, color, make, model, year, and actual weight. (CH)

(d) Consign vehicles to:

American Embassy
(Name of employee)
ATTN: GSO Shipping Office
Phone: 56-2-330-3386
FAX: 56-2-330-3020

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

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

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: Importation or utilization of CB radios by DOD personnel is prohibited.

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

c. **MARS EQUIPMENT**: May be imported; however, this equipment may not be operated in Chile until properly licensed and the frequency has been cleared/approved by the Government of Chile Telecommunications Department.

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 Chile 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 Chile.

13. **OTHER**:

a. **WEATHER**: In Santiago (the capital), the June-September winter season is cold and rainy; the temperature rarely drops to freezing but dampness and fog give the cold air a penetrating quality. Be aware the climates of other areas in Chile differ greatly from the capital. The Great Northern Desert, constituting one-fourth of the country, is one of the driest and most barren areas on earth. The Archipelago South of Puerto Montt, with its forested fjords and glaciers, bears resemblance to Southern Alaska. (CH)

b. **POLLUTION**: All areas of Santiago are affected by a high index of pollution which appears as a heavy smog in the winter and dust in the summer. Pollution levels rise to unacceptable levels (PM-10 levels of 240 MCG./M3) on an average of five to six times per year. The major health effects include difficulties with breathing, respirator problems and aggravation of existing respiratory, cardiovascular, allergic and asthmatic diseases. This is particularly true for the elderly and children, and those with confirmed asthmatic and allergic symptoms. The most severe pollution occurs during the months of May to October.

c. **HOUSING**:

(1) Embassy houses and apartments have 24-hour roving security patrol and, in most cases, secure off-street parking. They are in an area convenient for shipping, restaurants, etc., and within walking distance of the Embassy. (CH)

(2) Most US Government leased houses in Santiago are located in close-by suburbs, and also come with swimming pools and lawn/gardens. It is the occupant's responsibility to maintain both. Professional pool maintenance costs about USD 50 per month. If you are assigned to a house with a pool and intend to maintain it yourself, bring vacuum hose and equipment, brushes, etc. These items are expensive in Chile. Pool chemicals are also expensive here, and may not be shipped in HHG. Gardening services are available but they too can be expensive (USD 100 per month). If you choose to do your own gardening, consider shipping a lawnmower and garden tools to post to avoid the high cost of purchasing these items. Post does not provide them.

24-2 US MILITARY GROUP, SANTIAGO, CHILE(CI)
REVIEW DATE: 28 JUL 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZEAK**

b. **DODAAC: WH5LLA**

c. **E-MAIL:** Not Available

d. **TWX:** CDR USMILGP SANTIAGO CI

e. **MAIL:** ACTING TRANSPORTATION OFFICER
ATTN US MILITARY GROUP/MISSION
APO AA 34033

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Los Cerrill Aprt Santiago, CI-SCL **WPOD:** Valparaiso, CI-EE3

h. **DSN:** None **COMM:** 011-562-232-2600 **TELEX:** None

i. **FAX: DSN:** None **COMM:** 011-562-330-3710/011-562-632-3236

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO.

c. **ITGBL HHG AND BAGGAGE**: Consign ITGBL shipments to member c/o destination address or US Military Group. Annotate PPGBL: "Carrier will notify US Military Group, Santiago, CI, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to US Military Group/Mission, Santiago, CI, (ZEAK). M/F member.

e. **HI VALUE**: Consign to owner or agent.

f. **PARCEL POST**: Consign to member c/o Acting TO, US Military Group/Mission, APO AA 34033.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments for retirees or separatees will be shipped under OTO Program thru 30 SEP 00. Effective 01 OCT 00, ship property Code 4 utilizing rates located in the Special Solicitation, Chapter X of the International Rate Solicitation.

b. **NOTE 2**: In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

c. **NOTE 3**: Refer to record 24-1 CHILE(CI) - GENERAL INSTRUCTIONS.

24-3 US DEFENSE ATTACHE OFFICE, SANTIAGO, CHILE(CI) (CH)
REVIEW DATE: 18 NOV 03 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: ZEAK**

b. **DODAAC:**

c. **E-MAIL:** Not Available

d. **TWX:** USDAO SANTIAGO CI (CH)

e. **MAIL:** AMERICAN EMBASSY SANTIAGO (CH)
GENERAL SERVICES OFFICE
UNIT 4115
APO AA 34033

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Los Cerrill Aprt Santiago, CI-SCL **WPOD:** Valparaiso, CI-EE3

h. **DSN:** None **COMM:** 011-56-2-330-3386 **TELEX:** None (CH)

i. **FAX: DSN:** None **COMM:** 011-56-2-330-3020 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of the International Rate Solicitation. (CH)

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC. (CH)

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment. (CH)

(2) **UB:** Ship DPM/AMC where available, if no, ship as an OTO. (CH)

c. **ITGBL HHG AND BAGGAGE:** Consign ITGBL shipments to member c/o American Embassy, General Services Office. Annotate PPGBL: "Carrier will notify American Embassy General Services Office, Santiago, Chile, upon arrival of shipment and prior to delivery to residence or placing in storage." (CH)

d. Consign all DPM/AMC shipments to General Services Office, American Embassy, Santiago, Chile. (CH)

e. **HI VALUE:** Consign to owner or agent. (CH)

f. **PARCEL POST:** Consign to member c/o American Embassy Santiago, Defense Attache Office, Unit 4115, APO AA 34033. (CH)

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments for retirees or separatees will be shipped under OTO Program thru 30 SEP 00. Effective 01 OCT 00, ship property Code 4 utilizing rates located in the Special Solicitation, Chapter X of the International Rate Solicitation.

b. **NOTE 2**: In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

c. **NOTE 3**: Refer to record 24-1 CHILE(CI) - GENERAL INSTRUCTIONS.

CHAPTER 25

25-1 CHINA(CH) - GENERAL INSTRUCTIONS
REVIEW DATE: 09 APR 98

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** As outlined in the JFTR, service members are authorized a limited shipment of household effects. A partial shipment of household goods, or an unaccompanied (hold) baggage shipment, may be shipped by air freight directly to Beijing.

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

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

d. **UNACCOMPANIED BAGGAGE(UB):** Ship to coincide with employee's arrival.

e. **OTHER:** Ship HHGs direct to American Embassy Tokyo via Yokohama, Japan, American Embassy/USDAO Beijing. PRC will provide message authority to American Embassy, Tokyo for onward shipment Xingang/Beijing. This procedure is necessary due to the unavailability of commercial storage facilities in Beijing and extended periods of TLA.

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

a. For household goods (HHG) and POV shipments, an original shipper's bill of lading and two non-negotiable government bills of lading (GBL) and packing list (inventory) with a statement of estimated value, prepared by the originating packer, should be sent by DHL to: American Embassy Beijing, ATTN: GSO/T, Xiu Shui Beijie No. 3, Beijing, China, prior to arrival of shipments.

b. For UB, a shipping notice should be cabled, giving the airway bill number, number of pieces, gross weight, and ETA. The original copy of the airway bill and packing list should be registered and sent via air pouch to the General Shipping Officer (GSO), American Embassy, PSC 461, Box 50, FPO AP 96521-0002.

3. **CONSUMABLES**: Consumables may be shipped with household goods if packed in separate crates or liftvans. Extra care must be exercised to check the sturdiness of shipping boxes when packing canned foods and other heavy foodstuffs.

a. **ALCOHOLIC BEVERAGES:** No restrictions.

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:**

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:** Do not ship pets unless authorized by the USDAO. Dogs and cats are strictly forbidden in hotels in China and should not be shipped to Beijing unless arrangements are first made for the pets to be cared for. Dogs and cats must have a recent rabies vaccination and Certificate of Good Health from a public or official veterinarian dated within 1 month prior to shipment.

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

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

a. **POVs:**

(1) The People's Republic of China requires the POV undergo a complete mechanical inspection upon application for registration. POVs older than ten(10) years cannot be registered in China. Vehicles that become more than 13 years old while at post cannot be sold at post and must be re-exported or scrapped.

(2) Foreign-made and/or foreign-purchased vehicles, as well as domestic vehicles, are authorized shipment to Beijing. Vehicles purchased en route should be consigned by the shipper to the service member c/o American Embassy Beijing, and not to a dealer.

b. **MOTORCYCLES/MOPEDS:** Motorcycles can not be imported.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded gasoline is currently available at certain diplomatic gas stations in Beijing, but not outside the city limits. Removal of the catalytic converter is therefore still recommended.

d. **INSURANCE/SAFETY REQUIREMENTS:** Third party insurance is required and can be obtained upon arrival. POVs must be shipped in a sea container. No restrictions identified for safety requirements.

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CITIZENs BAND, AMATEUR RADIO, MARS EQUIPMENT:** Importation is prohibited.

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

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement/separation in China 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 China.

13. **OTHER**:

a. **STORAGE:** Personal effects exceeding the authorized limited weight allowance should be placed in storage at the member's present post if commercial storage is approved. Personal effects exceeding authorized total weight allowance can only be stored commercially at member’s expense.

b. **HI-VALUE:** Shipments of hi-value items are not recommended.

25-2 PEOPLES REPUBLIC OF CHINA, BEIJING, AMERICAN EMBASSY, CHINA
REVIEW DATE: 14 MAR 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: QBDK**

b. **DODAAC: HHAC5C**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY BEIJING

e. **MAIL:** GENERAL SERVICES OFFICER/TRANSPORTATION
US EMBASSY BEIJING
PSC 461 BOX 50
FPO AP 96521-0002

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Beijing BJ-PRC (PEK) (CH)
WPOD: Xingang TJ(Tianjin)-PRC (RHB) (CH)

h. **DSN:** None **COMM:** 86-10-6532-3431 EXT 5236/5604 (CH)

i. **FAX: DSN:** None **COMM:** 86-10-6532-5206 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HOUSEHOLD GOODS**:

(1) Submit a request for one-time-only Code 4 for household goods to **CDRSDDC ALEXANDRIA VA//SDPP-PO//.** Consign to Embassy of the United States, No. 3 Xiu Shui Bei Jie, Beijing, PRC (China). Mark for: Name of member and unit of assignment; number of pieces (i.e., 1 of 1). (CH)

b. **UNACCOMPANIED BAGGAGE**:

(1) Submit a request for one-time-only Code 8 for unaccompanied baggage to **CDRSDDC ALEXANDRIA VA//SDPP-PO//.** Consign to Embassy of the United States, No. 3 Xiu Shui Bei Jie, Beijing, PRC (China). Mark for: Name of member and unit of assignment; number of pieces (e.g. 1 of 1).

(2) **Routing:** Shipments originating in or transiting the US should be routed via United Airlines or Northwest Airlines. (CH)

CHAPTER 26

26-1 COLOMBIA(CO) - GENERAL INSTRUCTIONS
REVIEW DATE: 08 NOV 01

1. **SHIPMENT INSTRUCTIONS**:

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

b. **CONTAINER/CRATING REQUIREMENTS:** Due to the use of commercial narrow-body aircraft, external shipping containers for Code T shipments moving to/from South and Central America in accordance with PPP-B-601, style A or B, are required, not to exceed 60 inches in height. In accordance with Item 508, International Personal Property Rate Solicitation, special packing arrangements will be authorized by the PPSO for oversize items which will not fit into the restricted height container.

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:** Declared value should not exceed 1,499.00 USD. UAB with a declared value in excess of 1,500.00 USD will take 3 months to clear customs. UAB with a declared value less than 1,500.00 USD will normally clear customs in 1 to 2 weeks. (CH)

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

a. The US Embassy arranges for all customs clearances from ports of entry for all personnel, diplomatic and non-diplomatic officially assigned to the US Mission in Columbia. The Embassy must be provided with a detailed packing list and Transportation and Control and Movement Document(TCMD) of all personal property being shipped. Household goods and unaccompanied baggage should be consolidated as much as possible to facilitate customs clearance. See sections 26-2 and 26-3 for appropriate points of contact in Bogota.

b. Diplomatic/administrative technical customs exemptions: Diplomatic personnel are entitled to import a maximum total of $50,000.00 worth of personal property duty free the first year in country and $3,500.00 for every year following. Administrative and technical personnel are authorize a maximum total of $30,000.00 in personal property the first year only. It is important to note that the maximum totals include the purchase price of a privately owned vehicle.

c. Personnel contemplating retirement, separation or relocation of dependents to Colombia or Colombian military or civilian personnel in the US on USG travel orders should be counseled that all customs entry requirements to include payment of duties and taxes remain the responsibility of the member and are a personal matter between the member and the Government of Colombia. Member should contact nearest Colombian Consulate for information concerning customs requirements.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** No restrictions.

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:** Not recommended.

6. **PETS/QUARANTINE:**

a. **UNACCOMPANIED.** Vaccination and health certificates certified by a Colombian consul required to facilitate entry of pets into Colombia. Following information on pets should be submitted to the Embassy's Administrative Section as soon as possible before departure for the post:

(1) Kind of pet and breed.

(2) Point of origin of shipment.

(3) Port of entry.

(4) Date of arrival of pet and flight number. Pets arriving at an airport after 2:00 p.m. may have to spend the night or weekend in the customs' warehouse without proper care.

b. **ACCOMPANIED:** Post recommends bringing pets accompanied with a recent certificate of good health from its veterinarian and a vaccination certificate. (CH)

7. **PRIVATELY OWNED FIREARMS (POFs):** No restrictions on importation of firearms.

a. **HANDGUNS AND RIFLES/SHOTGUNS:** All pistols, rifles and shotguns must be registered with the Ministry of Defense. This registration is handled by the Embassy's Regional Security Office. Contact US Embassy prior to shipment for complete information. Host Government/American Embassy require privately-owned firearms brought into Colombia be taken out of the country upon reassignment of individual.

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

c. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Contact US Embassy for latest information.

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

a. **POVs:**

(1) This is to certify that by the Decreto Number 2148, and memo dated 24 Oct 91, there are no restrictions on the number of cylinders in privately-owned vehicles (POV). Also there are no legal restrictions as to the size of the vehicle. However, parking areas in many local apartment buildings are small will not accommodate a full sized van or other large vehicle.

(2) Purchase price of vehicle in combination with total value of household effects may not exceed the amount of diplomatic/administrative technical customs exemptions identified in paragraph 2.

(3) Owner of the vehicle must have in his possession original (carbon copy) of the bill of sale for customs processing. This procedure can take from four to six months.

(4) For vehicle to be sold in country, it must be registered with the Ministry of Foreign Relations for at least 24 months. If member's tour terminates before the period is over, vehicle can be sold one month prior to departure.

(5) See paragraph 2d of Sections 26-2 and 26-3 for specific instructions concerning consignment and other requirements.

b. **MOTORCYCLES/MOPEDS:** Mopeds/motorcycles are not allowed due to the detailed process of licensing and importation of only one motor vehicle.

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

d. **INSURANCE/SAFETY REQUIREMENTS:** To be able to register and license a vehicle, Colombian Ministry of Foreign Relations requires the local purchase of two policies to cover third party liability and personal injuries in the case of a traffic accident. The cost runs between $850.00 to $1000.00 a year depending on the vehicle.

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Importation or utilization of CB radios by DOD personnel is prohibited.

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

c. **MARS EQUIPMENT:** Licensing of radio equipment is controlled by Colombian Ministry of Communications and could be restricted to using pre-assigned MILGP MARS frequency only.

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 Colombia 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 Colombia.

13. **OTHER**: None.

26-2 US DEFENSE ATTACHE OFFICE, BOGOTA, COLOMBIA(CO)
REVIEW DATE: 06 JUL 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZFDK**

b. **DODAAC: HHAC7C**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY BOGOTA//GSO//

e. **MAIL:** GENERAL SERVICES OFFICE
AMERICAN EMBASSY BOGOTA
UNIT NO 5121
APO AA 34038

f. **CROSS REFERENCE APOs/FPOs SERVED:** None.

g. **APOD:** Bogota, CO-EB2 **WPOD:** Cartagena, CO-CT1 (See Note 3)

h. **DSN:** None **COMM:** 011-571-315-3382

i. **FAX: DSN:** None **COMM:** 011-571-315-2207

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** To be shipped as an One-Time-Only (OTO) shipment Code 6 Commercial Air. Notify American Embassy Bogota, ATTN: GSO, via Telephone, FAX or Email, once shipment has been contracted. See paragraph 1 to contact information. Mail original airway bill of lading to American Embassy Bogota, ATTN: GSO (m/f member's name), Unit 5121, APO AA 34038. (CH)

(2) **Unaccompanied Baggage(UB):** To be shipped as an One-Time-Only (OTO) shipment DPM/AMC. Notify American Embassy Bogota, ATTN: GSO, via Telephone, FAX or Email, once shipment has been contracted. See paragraph 1 for contact information. Mail original airway bill of lading to American Embassy Bogota, ATTN: GSO (m/f member's name), Unit 5121, APO AA, 34038. (CH)

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment Code T or Commercial air only.

(2) **UB:** Ship DPM/AMC shipments to American Embassy, Bogota, Columbia (ZFAK). Mark for member.

c. **ITGBL HHG AND BAGGAGE**:

(1) **Personnel, diplomatic or non-diplomatic, officially assigned to US Mission in Columbia**: Consign all ITGBL shipments to American Embassy, Bogota, Columbia (Name of member). Annnotate PPGBL: "Carrier will notify US Embassy, Bogota, Colombia, ATTN: GSO, upon arrival of shipment and prior to delivery to residence or place of storage." Consign all DPM/AMC shipments to American Embassy, Bogota, Colombia (Name of Member). (ZFDK).

(2) **Personnel contemplating retirement, separation, or relocation of dependents to Colombia or Colombian personnel in US on USG orders**:. Consign all ITGBL shipments to Member c/o destination address or USMILGP. Annotate PPGBL: " carrier will notify USMILGP-Bogota, Colombia, upon arrival of shipment and prior to delivery to residence or place of storage. Consign all DPM/AMC shipments to USMILGP-Bogota, Colombia. (ZFAK).

(3) Mail copies of GBL, TCMD, and detailed inventory of shipment POC indicated in paragraph 1. These documents are required prior to the arrival of the shipment in country.

d. **HIGH VALUE**: Consign to owner or agent.

e. **PARCEL POST**: Consign to member USDAO Unit NO. 5115, APO AA 34038.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments for retirees or separatees will be shipped Code T utilizing rates located in the Special Solicitation Chapter X of the International Rate Solicitation.

b. **NOTE 2**: Refer to record 26-1 COLOMBIA(CO) - GENERAL INSTRUCTIONS.

c. **NOTE 3**: Do **NOT** send any cargo through Buenaventura Port.

26-3 US MILITARY GROUP, BOGOTA, COLOMBIA(CO)
REVIEW DATE: 25 JUN 02 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZFAK**

b. **DODAAC: WF7LKT**

c. **E-MAIL:**

d. **TWX:** USMILGP BOGOTA CO

e. **MAIL:** COMMANDER
US MILITARY GROUP-COLOMBIA
UNIT NO 5140
APO AA 34038

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Bogota, CO-EB2 **WPOD:** Cartagena, CO-CT1 (See Note 5) (CH)

h. **DSN:** None **COMM:** 011-571-315-1324

i. **FAX: DSN:** None **COMM:** 011-571-315-3012/4767

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment Code T or Commercial air only.

(2) **UB:** Ship DPM/AMC shipments to USMILGP, Bogota, Colombia,(ZFAK). Mark for member.

c. **ITGBL HHG AND BAGGAGE**:

(1) **Personnel, diplomatic or non-diplomatic, officially assigned to US Mission in Colombia**: Consign all ITGBL shipments American Embassy, Bogota, Colombia (Name of member). Annotate PPGBL: "Carrier will notify USMILGP, Bogota, Columbia, upon arrival of shipment and prior to deliver to residence or place of storage." Consign all DPM/AMC shipment to American Embassy, Bogota, Colombia, (Name of Owner). (ZFAK).

(2) **Personnel contemplating retirement, separation, or relocation of dependents to Colombia or Colombian personnel in US on USG orders**: Consign ITGBL shipments to member c/o destination address USMILGP. Annotate PPGBL: "Carrier will notify USMILGP-Bogota, Colombia, upon arrival of shipment and prior to delivery to residence or place of storage. Consign all DPM/AMC shipments to member, c/o USMILGP-Bogota, Colombia, (ZFAK).

(3) Mail copies of GBL, TCMD, and detailed inventory of shipment to POC indicated in paragraph 1. These documents are required prior to the arrival of the shipment in country.

d. **SHIPMENTS OF POV"S**:

(1) Consign to American Embassy Bogota, (Name of Owner), via Cartagena. Notify American Embassy Bogota, ATTN: GSO (See Note 1) once shipment is underway. Mail original Ocean Bill of Lading to American Embassy Bogota, ATTN: GSO Customs and Shipping, Unit No. 5121, APO AA 34038.

(2) Special Requirements: Name of owner, VIN number or engine number, color, year, make, and model must be described on the original B/L.

e. **HIGH VALUE**: Consign to owner or agent.

f. **PARCEL POST**: Consign to member USMILGP, Unit No. 5136, APO AA 34038. (CH)

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Notify Carlos Parra or Libia Junco, American Embassy, Bogota, GSO, concerning all POV dispatches by phone: (571) 315-3382, FAX: (571) 315-2207.

b. **NOTE 2**: For all POV shipments send original ocean bill of lading to: American Embassy, ATTN: GSO, Unit No. 5121, APO AA 34038.

c. **NOTE 3**: Shipments for retirees or separatees will be shipped Code T utilizing rates in the Special Solicitation, Chapter X of the International Rate Solicitation.

d. **NOTE 4**: Refer to record 26-1 COLOMBIA(CO) - GENERAL INSTRUCTIONS

e. **NOTE 5**: Do **NOT** send any cargo through Buenaventura Port. (CH)

CHAPTER 27

27-1 DEMOCRATIC REPUBLIC OF THE CONGO(CG) (formerly Zaire) - GENERAL INSTRUCTIONS

REVIEW DATE: 31 MAR 98

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **Army personnel - US Military Mission**:

(a) **Accompanied tour**: Military personal grade E4 with greater than or equal to 2 years service and above; and civilian employees: 2,500 pounds HHG plus 2,000 pounds of canned foods and sundry items.

(b) **Unaccompanied tour**: Weight allowances for single/unaccompanied personnel are in accordance with weights listed in Appendix V.

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

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:** Shipments consigned via Charleston AFB, SC, do not require US Dispatch Agent clearance or Host Country clearance--only regular AMC documentation.

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 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:** Dogs and cats may be imported. Animals must have a current rabies shot and health certificate dated within 6 months of arrival.

7. **PRIVATELY OWNED FIREARMS (POFs):** Shipment of firearms is prohibited.

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

a. **POVs:**

(1) A private vehicle is essential in Kinshasa, as there is no public transport or taxis available, air conditioning is recommended. Late model automobiles with high ground clearance are preferred, since most roads are in poor condition. A low slung vehicle will avoid damage only if you drive very carefully. Spare parts shipments should include at least two new tires, as they are expensive here and likely to be damaged. Putting an American flag decal on your front and rear windows can sometimes save you from hassles by the local authorities, bring some along just in case.

(2) POVs should be containerized when feasible to prevent unavoidable abuse upon arrival. Embassy-hired local contractor will provide transportation of containerized POV from the Port of Matadi to the city of Kinshasa. Ship to Port of Matadi, Democratic Republic of the Congo. Forward original bill of lading and any documentation to (member) c/o USDAO Kinshasa, APO AE 09828-0006.

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

c. **GASOLINE/CATALYTIC CONVERTERS:** Fuel purchased at the Embassy is clean enough for fuel-injected vehicles. In mid-1997 gasoline and diesel sold for about $2.40 US/gallon and are readily available. No restrictions identified for catalytic converters.

d. **INSURANCE/SAFETY REQUIREMENTS:** Liability insurance is required and costs between $500-750/year depending on the vehicle.

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

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

11. **TRANSMITTING EQUIPMENT:**

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

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

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

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

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to the Democratic Republic Of The Congo 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 the Democratic Republic Of The Congo.

13. **OTHER:** None.

27-2 US DEFENSE ATTACHE OFFICE, KINSHASA, DEMOCRATIC REPUBLIC OF THE CONGO(CG)
REVIEW DATE: 31 MAR 98 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: TVDK**

b. **DODAAC: HHAZ1Z**

c. **E-MAIL:** Not Available

d. **TWX:** USDAO KINSHASA CG

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY KINSHASA
UNIT 31550
APO AE 09828

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Kinshasa, CG-FIH **WPOD:** Matadi, CG-MNI

h. **DSN:** None **COMM:** 011-243-88-43608

i. **FAX: DSN:** None **COMM:** 011-243-88-43805

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Ship via DPM/AMC through Charleston AFB, SC. Consign to USDAO, Kinshasa, Democratic Republic of Congo. Mark for member.

b. **ITGBL HHG, ITGBL BAGGAGE**: Ship HHG via Code T OTO and UB via Code J OTO. Consign to USDAO, Kinshasa, Democratic Republic of Congo. Mark for member. **NOTE:** For Code J shipments, cutting of banding and opening of boxes are accomplished by Embassy.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments consigned via Charleston AFB, SC, do not require US Dispatch Agent clearance or host country clearance-only regular AMC documentation.

b. **NOTE 2**: Refer to record 27-1 DEMOCRATIC REPUBLIC OF THE CONGO(CG) - GENERAL INSTRUCTIONS.

CHAPTER 28

28-1 CORTE D'IVOIRE(IV) - GENERAL INSTRUCTIONS (formerly Ivory Coast)
REVIEW DATE: 31 MAR 98

1. **SHIPPING INSTRUCTIONS**:

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

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

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**:

a. Do not ship via ITGBL. Goods for non-diplomatic personnel must arrive within 6 months after arrival on station in order to allow duty-free entry. No time limit for diplomatically accredited personnel.

b. Government of Corte D'Ivoire will not release any HHG, UB or POV shipments until they have all appropriate shipping documents in hand including the original commercial bill of lading.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** No restrictions.

b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions.

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

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

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

4. **ELECTRICAL EQUIPMENT**:

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

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

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

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

6. **PETS/QUARANTINE**: Dogs and cats are permitted entry. Advance notification to the USDAO is required. Dogs and cats require a US Public Health Certificate of Vaccination against rabies and State of Health Certificate not more than 14 days old at time of shipment. No quarantine is required.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Privately-owned firearms may not be imported to Corte D'Ivoire without prior written permission from the Chief of Mission.

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

a. **POVs**: Ship surface only. POVs should not be containerized. Consign to American Ambassador, American Embassy, Abidjan, Corte D'Ivoire.

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

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**: All transmitting equipment must be addressed to the Ambassador, American Embassy, Abidjan, Corte D'Ivoire. M/F initials and SSN of member, ATTN: USDAO prior to being shipped.

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/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Cote D' Ivoire 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 Corte D' Ivoire.

13. **OTHER**: None.

28-2 US DEFENSE ATTACH OFFICE, ABIDJAN, CORTE D'IVOIRE(IV)
REVIEW DATE: 31 MAR 98 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: THDK**

b. **DODAAC: HHAQ7Q**

c. **E-MAIL**: Not Available

d. **TWX**: USDAO ABIDJAN IV

e. **MAIL**: TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY ABIDJAN
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-2010

f. **CROSS REFERENCE OF APOs\FPOs SERVED**: None

g. **APOD**: None **WPOD**: Abidjan, IV-IV1

h. **DSN**: None **COMM**: 011-225-21-48-81

i. **FAX**: **DSN**: None **COMM**: 011-225-22-80-51

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG AND UB**: Ship via INTL/AIR/COMM/DPM. Consign to American Ambassador, American Embassy, Corte D'Ivoire. M/F initials and SSN of member, and USDAO.

b. **ITGBL HHG AND BAGGAGE**: Not authorized.

c. **PARCEL POST**: None

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: DO NOT ship via ITGBL. Goods for non-diplomatic personnel must arrive within 6 months after arrival on station in order to allow duty-free entry. No time limit for diplomatically accredited personnel.

b. **NOTE 2**: DO NOT ship via AMC. Goods will be offloaded in Liberia if shipped via AMC and then must clear Liberian customs prior to transshipment to Cote D'Ivoire.

c. **NOTE 3**: Refer to record 28-1 CORTE D'IVOIRE(IV) - GENERAL INSTRUCTIONS.

CHAPTER 29

29-1 COSTA RICA(CS) - GENERAL INSTRUCTIONS
REVIEW DATE: 06 APR 01

1. **SHIPMENT INSTRUCTIONS:**

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

b. **CONTAINER/CRATING REQUIREMENTS:** Due to the use of commercial narrow-body aircraft, external shipping containers for Code T shipments moving to/from South and Central America in accordance with PPP-B-601, style A or B, are required, not to exceed 60 inches in height. In accordance with Item 508, International Personal Property Rate Solicitation, special packing arrangements will be authorized by the PPSO for oversize items which will not fit into the restricted height container.

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

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

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** The Costa Rican Government grants free entry privileges to all non-resident American personnel in the Foreign Service, AID, and the US Military Mission regardless of rank or title. US personnel assigned to US Mission are authorized duty-free entry privileges for duration of their tour. Customs clearance can be greatly expedited if detailed and accurate list of contents is available for presentation to authorities at time of entry.

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 identified.

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

c. **OTHER (i.e. COMPATIBILITY, ETC):** The following inbound household goods items are restricted for shipment to Costa Rica: ranges, refrigerators, freezers, washers, dryers, and space heaters. These items are available to newly assigned personnel upon arrival in country.

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

6. **PETS/QUARANTINE:** Importation of all pets is strictly controlled by the Ministry of Public Health. Persons planning to bring a pet should notify the Embassy well in advance so necessary preparations can be completed. Entry permits must be obtained before their arrival in Costa Rica. The following information must be submitted to the Embassy (GSO) prior to arrival of the pet: Species, color, age, name, sex, date of arrival, and means of transportation. To preclude quarantine by the Costa Rican Government, the following documents, certified by a Costa Rican Consul prior to the pet's departure, must be forwarded to the US Embassy (GSO) and a copy of each must accompany the pet:

(a) Original copy - Certificate of good health.

(b) Original copy - Certificate of recent anti-rabies vaccination and no rabies has existed in the area for the past 5 years. Distemper, hepatitis, and leptospirosis vaccination certificates are also required.

(c) Original copy - Certificate stating the pet is free of Taenia Equinococus.

7. **PRIVATELY OWNED FIREARMS (POFs):** Personnel transferring to Costa Rica must request authority to import any firearms ASAP after notification of assignment instructions. Address request to the US Embassy, San Jose, Costa Rica, APO AA 34020, ATTN: Admin Officer. All requests will include at a minimum: make, model, serial number, caliber or gauge, and number of shipper's passport. The Costa Rican Government limits importation of one firearm per individual over 18 years per family unit. However, in certain instances, exemption may be obtained for a limited number of additional firearms. All firearms must be registered with the Government of Costa Rica. Firearms must be listed on packing lists or other shipping document. The Embassy limits firearms to be imported by its staff to not more than the following:

a. **HANDGUNS:** 1 pistol.

b. **RIFLES/SHOTGUNS:** 1 rifle and 2 shotguns.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

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

a. **POVs:**

(1) POVs destined for US Office of Defense Representative, San Jose, Costa Rica, from Atlantic PODs will be shipped to Limon, Costa Rica, POD: CS2. Pacific POVs will be shipped to Puntarenas, Costa Rica, POD: DE1. POVs can be driven to San Jose from either port. Vehicles should be unpretentious in appearance. Importation of cars in the luxury class, i.e., Cadillac,

Lincoln, Chrysler New Yorker, and Oldsmobile 98, will not be authorized by the US Embassy. US Embassy allows only one duty-free automobile in country. POVs can be sold duty-free after 2 years with approval of US Embassy. Specific and up-to-date information should be obtained from the sponsoring country prior to shipment of POV. We recommend POV's be shipped to Pt. Limon where US Embassy San Jose will arrange for pick-up at the port. They have a contractor to effect these duties that is less expensive than inland truckage. (CH)

(2) If clarification is needed on procedures for shipping a POV to Costa Rica, you may contact the US Embassy Customs Officer at 506-220-3939, EXT 2397. In order to complete customs procedures for importing a vehicle, American Embassy Costa Rica must have an original bill of sale or dealer's invoice listing all options and giving the total value of the vehicle. This invoice, along with the Certificate of Origin and Bill of Lading (B/L) must be submitted to: (CH)

U.S. Office of the Defense Representative
ATTN: Transportation Officer
Unit 2500
APO AA 34020
FAX: (506) 290-0348 (CH)

(3) Employees should specify that vehicles be shipped and consigned to: (**NOTE: DO NOT USE THE FOLLOWING ADDRESS TO MAIL DOCUMENTS, USE THIS ADDRESS ONLY TO SHIP VEHICLE**) (CH)

Name of owner
U.S. Embassy (ODR)
ATTN: Transportation Officer
PHONE: (506) 220-2463
FAX: (506) 290-0348 (CH)

(4) SPECIAL REQUIREMENTS: Name of Owner, VIN number or engine number, color, make, and model must be described on the original Bill of Lading(B/L). Copies of the B/L should be provided by faxed to post USMILGRP. Original of B/L should be mailed to address on subparagraph "(2)" above. (CH)

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

c. **GASOLINE/CATALYTIC CONVERTERS:** (New or used vehicles) Owners must submit vehicle emission test certificates, as established by Executive Decree No. 28280-MOPT-S published in the supplement to the Government's Journal "La Gaceta" No. 236 of Monday, December 6, 1999. Effective June 7, 2000, the following requirements must be fulfilled:

(1) Submit an emission test certificate verifying that the vehicle complies with gas, smoke, and pollution particles regulation. (CH)

(2) The certificate must be official, legally valid in the country of issuance and must be written in Spanish. Otherwise, an official translation must be attached, authenticated by the competent authority in any Costa Rican Consulate in the country of origin. The same must be countersigned by the Ministry of Foreign Relations and Worship. (CH)

(3) In the case of used vehicles, the certificate must guarantee that the maximum emission standards established in clauses b) and c) of Article 34, in clauses a),b),c), and d) of Article 35 are compiled with, as well as the provisions of emission control systems established in the Traffic Law and it Regulations. (CH)

(4) Emission tests of used vehicles must be performed as a maximum within two(2) months prior to the date indicated in the Bill of Lading. (CH)

(5) Emission certificates must be submitted to MOPT's Inspection and Control Department of the Council of Public Transportation, with a sworn statement providing the vehicle's adequate characteristics, for the corresponding validation of the certificate. This is a prerequisite for Customs General Administration to authorize the importation of the vehicle. (CH)

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:** There are no restrictions on importation or use of CB radios. However, CB radios must use 1.44 MHZ frequency. Army members must have approval of overseas command prior to shipment of CB (AR 105-4).

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/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Costa Rica 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 Costa Rica.

13. **OTHER:** None.

29-2 US MILITARY GROUP SAN JOSE, COSTA RICA(CS)
REVIEW DATE: 01 JUN 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: OJAK**

b. **DODAAC: WF6LH8**

c. **E-MAIL:**

d. **TWX:** CHODR SAN JOSE CS

e. **MAIL:** ACTING TRANSPORTATION OFFICER
ATTN US MILITARY GROUP/MISSION
APO AA 34020

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Charleston, AFB, PM-HOW **WPOD:** Limon, CS-DE1

h. **DSN:** 294-9000 wait for dial tone, dial EXT 59381 **COMM:** 011-506-220-2463

i. **FAX: DSN:** None **COMM:** 011-506-290-0348/231-7074

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE:** Consign all ITGBL shipments to member c/o destination address or US Military Group. Annotate PPGBL: "Carrier will notify US Military Group, San Jose, CS, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to US Military Group/Mission, San Jose, CS (OJAK). M/F member.

e. **HI VALUE:** Consign to owner or agent.

f. **PARCEL POST:** Consign to member c/o Commander, US Military Group, Unit 2500, APO AA 34020.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments for retirees or separatees will be shipped under the OTO program.

b. **NOTE 2**: In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

c. **NOTE 3**: Name of commercial airport in San Jose is Juan Santamaria International Airport. There is no AMC terminal; however, AMC station manager located at the airport will coordinate loading/unloading of AMC aircraft.

d. **NOTE 4**: Refer to record 29-1 COSTA RICA(CS) - GENERAL INSTRUCTIONS

CHAPTER 30

30-1 CUBA(CU) - GENERAL INSTRUCTIONS
REVIEW DATE: 09 MAY 00

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:** No restrictions identified.

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

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** No restrictions identified.

b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions identified.

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

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

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions for properly prescribed medications.

4. **ELECTRICAL EQUIPMENT**:

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

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

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

5. **FURNITURE, OVERSIZED**:

a. It is highly recommend members speak to their sponsor prior to arranging HHG shipment. Majority of units are small (950-1150 sq ft) with limited storage. Reassignment to accommodate HHG will not be authorized.

b. Waterbeds are not authorized in most family housing units. The family housing office encourages all incoming residents to consult with them prior to arranging waterbed shipments. Housing office phone is 011-5399-4172 or 4174.

c. **Hot Tubs, SPAs and Jacuzzi:** Not authorized to be shipped to Guantanamo Bay.

d. **Pianos and Organs:** There are no third party tuning or repair services available for pianos and organs. Highly recommend these items not be shipped to Guantanamo Bay.

6. **PETS/QUARANTINE:** Only dogs and cats can be transported to Guantanamo. A maximum of two pets can be transported each way unless a waiver is approved from AMC Passenger Reservation Center, Scott AFB, IL. There is no quarantine at Guantanamo Bay. Ensure all pets meet vaccination and immunization requirements at the time of transfer.

7. **PRIVATELY OWNED FIREARMS (POFs):** No person may import, introduce, or take delivery of any privately-owned firearms aboard US Naval Base, Guantanamo Bay, Cuba. Shipment of firearms to Guantanamo Bay, Cuba, in household goods shipments is prohibited. This includes BB/pellet guns.

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

a. **POVs:** Recommend shipment of well maintained auto. Availability of used autos for sale is limited.

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

c. **GASOLINE/CATALYTIC CONVERTERS:** Only regular unleaded gasoline and diesel fuel are available. Catalytic converters do not need to be removed.

d. **INSURANCE/SAFETY REQUIREMENTS:** Insurance is available locally if member's insurance company does not provide overseas coverage. Vehicles must pass safety inspection covering lights, signals, brakes and horn.

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs AND MARS EQUIPMENT:** Must be registered with COMNAVBASE prior to use.

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

c. **DISH ANTENNAs:** Importation of satellite dishes is prohibited.

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** Must seek prior approval from host government.

13. **OTHER: GOVERNMENT QUARTERS:**

a. Adequate housing units are available for all pay grades upon arrival at Guantanamo Bay. Accordingly, members are authorized to ship their household goods (HHG) in advance of their PCS transfer. DO NOT place members HHG in storage pending assignment of housing. It takes about 30 days for UB and 45 days for HHG to reach Cuba from the East Coast. Shipments from the West Coast add 30 days. Guantanamo Bay has no SIT storage.

b. Members should be counseled that government quarters (family Housing, BOQ and barracks) are often too small to accommodate the authorized weight allowance. Members should be advised, there is no SIT, overflow or NTS at NAVSTA Guantanamo Bay, Cuba. Disposing of excess HHG is at member's expense. Assignment to larger quarters will not be authorized to accommodate excess HHG.

c. Accompanied personnel are assigned to family housing: Quarters are equipped with refrigerator, electric range, and washer/dryer hookup (electric dryer only). Refrigerator and range will not be removed from the quarters. Some housing units are dishwasher equipped. Personally owned appliances (except washer/electric dryer) should not be shipped. Loaner furnishings are available while awaiting the arrival of HHG shipment.

d. Unaccompanied personnel are assigned to the following: Grades 01-06, W1-W4, E7-E9 and GS7-GS15 to the SBOQ building 2147; E4-E6 to the SBEQ building 2146; E1-E3 to the TBOQ building 1670.

(1) Members assigned to SBOQ should be advised these units are small apartment size rooms which are completely furnished with a small kitchen. Furnishing and appliances cannot be removed. TVs, VCRs and microwaves are not included as part of the appliances furnished. Recommend members ship less than 1,000 unaccompanied baggage.

(2) Members assigned to BQ barracks (TBOQ or SBEQ) should be advised these are small rooms. Personnel E3 and below are assigned two to a room. E4-E6 are one to a room. Personnel assigned to these facilities should not ship any household goods due to the small living space. Recommend unaccompanied baggage shipment of less than 500 lbs.

30-2 CUBA, HAVANA

For consignment instructions for shipments destined to Havana, Cuba, contact HQSDDC-SDPP-IC, Alexandria, Virginia 22314, DSN 328-2961 or commercial (703) 428-2961.

DO NOT CONSIGN SHIPMENTS DESTINED TO HAVANA TO GUANTANAMO BAY

30-3 US NAVAL STATION, GUANTANAMO BAY, CUBA(CU)
REVIEW DATE: 01 APR 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: OKNQ**

b. **DODAAC: N60514**

c. **E-MAIL:** ppsogtmo@usnbgtmo.navy.mil

d. **TWX:** NAVSTA GUANTANAMO BAY CU//22//

e. **MAIL:** COMMANDING OFFICER
ATTN CODE 22 PP OFFICER
US NAVSTA
PSC 1005 BOX 33
FPO AE 09593-0133

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** NAVSTA Guantanamo Bay, CU-NBW **WPOD:** NAVSTA Guantanamo Bay, CU-CE1

h. **DSN:** 646-8100 EXT 4206/4995 **COMM:** 011-53-99 EXT 4206/4495

i. **FAX: DSN:** None **COMM:** 011-53-99-4562

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE:** DPM is the only authorized mode of shipment to Guantanamo Bay, Cuba (OKNQ).

b. **ITGBL HHG AND BAGGAGE:** None.

c. **PARCEL POST:** None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** Route DPM HHG shipments via rate favorable WPOE: (1MJ) Water Terminal Norfolk VA or (1R3) Coastal Maritime Stevedoring, 8988 Blount Island Blvd., Jaxport Facility, Jacksonville FL 32226. Contact the SDDC-GTMO representative for current instructions at 904-751-8886 (voice) or 904-388-2939 (FAX). Ship motorcycles to Cuba as HHGs, utilize normal DPM crating procedures. A DD 1384 (TCMD) must accompany shipment to avoid refusal at terminal.

b. **NOTE 2:** Route DPM Baggage/AMC via (NGU) Naval Air Terminal Bldg LP-205, Norfolk VA. Pack baggage in corrugated fiberboard triple-wall boxes (FED SPEC PPP-B-640) or double-wall high strength water-resistant boxes (FED SPEC PPP-B-1364b). Do not ship in corrugated boxes.

c. **NOTE 3:** All VPCs accept and process POV shipments to Guantanamo Bay. Personnel assigned to Guantanamo Bay can process their POV at blount Island Marine Terminal, 8998 Blount Island Blvd., Jacksonville FL 32226. Advise member to have travel order, proof of insurance, vehicle registration, and permission from the lien holder to ship the POV. Directions to Blount Island follow: from North of Jacksonville FL, take I-95 South, exit onto Heckscher Drive and go East to the Jacksonville Port and enter the port area on the right. Drive up to the security gate and ask security for directions to turn in your POV. Government transportation is not available at the port. Taxi service between Blount Island and the Jacksonville International Airport may

cost $35.00 or more. Personnel expecting a POV shipment from Cuba should call the SDDC-GTMO representative (904-751-8886) to confirm POV availability before attempting a pick up. Hours of operation are Monday-Friday 0800-1500. It is strongly recommended that appointments for pick up or turn in be made in advance of arrival.

d. **NOTE 4**: Privately Owned Boats (POB) to and from Cuba, the following instructions should be followed:

1. **Boats under 14 feet in length and without a trailer**. May be shipped with HHG to Cuba. Any special crating that may be required will be at the member's expense and will not be reimbursed to member. Boat trailer will not be shipped with HHG or by any other means at Government expense.

2. **Boats over 14 feet in length or any boat with a trailer**. The member will self-procure the port handling and surface transportation of the boat and/or trailer to and from Cuba, at member's expense, with a commercial carrier. The Government will not reimburse the member for surface transportation or port handling costs. The origin Personal Property Officer may authorize a Do-It-Yourself (Self-Procured) move, for the overland portion of the move, to and from the Port of Jacksonville, FL and the member may file for any incentive that he/she may be entitled to, if any.

e. **NOTE 5**: SIT at destination is NOT AUTHORIZED. There is no government or commercial storage at Guantanamo Bay, Cuba. If the shipment requires SIT use BOA storage at origin. (CH)

f. **NOTE 6**: Refer to record 30-1 CUBA(CU) - GENERAL INSTRUCTIONS prior to counseling the member.

CHAPTER 31

31-1 CYPRUS(CY) - GENERAL INSTRUCTIONS
REVIEW DATE: 12 NOV 03

1. **SHIPMENT INSTRUCTIONS:**

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

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

c. **HARD LIFT AREA:** For the American Embassy Cyprus, this is designated as a hard lift area for Army (UB only). Air Clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA).

d. **UNACCOMPANIED BAGGAGE:** Ship to Larnaca Airport, Cyprus. (CH)

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

3. **CONSUMABLES:**

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

b. **CIGARETTES/TOBACCO PRODUCTS:** Reasonable quantities allowed. (CH)

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

d. **FOODSTUFFS/MEATS:** Reasonable quantities allowed. (CH)

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Inspection is required. Narcotics are not allowed. (CH)

4. **ELECTRICAL EQUIPMENT:**

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

b. **TVs/VCRs:** No restrictions identified. Multi-System TV's VCR required. (CH)

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

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

6. **PETS/QUARANTINE:**

a. Personnel shipping dogs should inform the American Embassy of the breed, sex, age, name of dog, the point dog will be shipped from, and the date the dog will arrive in Cyprus. Upon receipt of this information, the Embassy will obtain an import license and forward to member. This license and a good health certificate should accompany dog while in transit. Also obtain rabies shot not less than one month and not more than one year before.

b. There is a 6-month home period. Charges for home quarantine are the member's responsibility.

c. For importation of other pets, contact American Embassy for up-to-date information.

7. **PRIVATELY OWNED FIREARMS (POFs):** Allowed with approval from Chief of Mission. (CH)

a. **HANDGUNS:** Import Permit Required. (CH)

b. **RIFLES/SHOTGUNS:** Only single barrel shotguns (12 gauge) may be shipped in HHGs. Import permit required in advance.

c. **TOY-RELATED GUNS:** Import Permit Required. (CH)

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Not allowed. (CH)

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

a. **POVs:** Only one POV can be imported.

b. **MOTORCYCLES/MOPEDS:** Considered POVs.

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

d. **INSURANCE/SAFETY REQUIREMENTS:** Third party liability is required by law.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Not allowed. (CH)

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Import permit required. Plants are not allowed. (CH)

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Import permit required. (CH)

b. **AMATEUR/HAM RADIOs:** Import permit required. (CH)

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

d. **DISH ANTENNAs:** Import permit required. (CH)

e. **CORDLESS PHONEs:** Allowed. (CH)

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

13. **OTHER:** None.

31-2 AMERICAN EMBASSY, NICOSIA, CYPRUS(CY)
REVIEW DATE: 12 NOV 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: UWDK**

b. **DODAAC: HHAC9C**

c. **E-MAIL:** amembassy@spidernet.com.cy

d. **TWX:** AMEMBASSY NICOSIA CY

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY NICOSIA
PO BOX 4536
FPO AE 09836

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Larnaca IAP, CY-LCA
WPOD: Limassol, CY-LG3 or Larnaca, CY-LGL

h. **DSN:** None **COMM:** 011-357-22-776-400 **TELEX:** 4160 (CH)

i. **FAX: DSN:** None **COMM:** 011-357-2-465944

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** Consign to American Embassy, Metochiou & Ploutarchou Streets, CY-2407, Nicosia, Cyprus. Ship UB via INTL/AIR/COML/DPM to Larnaca Intl Airport-LCA.

b. **ITGBL HHG, ITGBL BAGGAGE:** Do not use.

c. **PARCEL POST:** None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** HHG/POV shipments must be marked for either Limassol (LG3) or Larnaca (LG1).

b. **NOTE 2:** Refer to record 31-1 CYPRUS(CY) - GENERAL INSTRUCTIONS.

31-3 DETACHMENT 1, CYPRUS PROJECT OLIVE HARVEST, CYPRUS(CY)
REVIEW DATE: 15 MAY 00 **AIR FORCE**

1. **GENERAL**:

a. **GBLOC: UWFL**

b. **DODAAC: FX4524**

c. **E-MAIL:** det1_tmo@spidernet.net

d. **TWX:** DET 1 9RW CYPRUS//CC//

e. **MAIL:** TRANSPORTATION OFFICER
ATTN CC
DET 1 PROJECT OLIVE HARVEST
UNIT 8260 PSC 94
APO AE 09842-8260

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOE:** DPM-Dover AFB, DE-DOV **APOD:** DPM-Akrotiri, CY-AKT

h. **DSN:** None **COMM:** 011-357-5-275-068

i. **FAX: DSN:** None **COMM:** 011-357-2-777-853/775-604

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG:** Not authorized.

b. **DPM BAGGAGE:** Ship via DPM/AMC only. Consign to Det 1, 9RW, APO AE 09841-8260. M/F member. (See SPECIAL INSTRUCTIONS.)

c. **ITGBL HHG AND BAGGAGE:** None.

d. **PARCEL POST:** None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** Contact 9 TRANS/LGTT, Beale AFB, CA 95903-1619 at DSN 368-2933 or COMM (530) 634-2933 for assistance/questions.

b. **NOTE 2:** DD Form 1299, block 5, should read: UWFL/FX4524, Det 1, Olive Harvest, Unit 8260, PSC 94, APO AE 09842-8260, and block 10, should read: UWFL/FX4524, DET 1, Project Olive Harvest, Unit 8260, PSC 94, APO AE 09842-8260.

c. **NOTE 3:** Ship via DPM/AMC only with shipping labels identifying APOE-DOV and the final destination APOD-AKT.

d. **NOTE 4:** Refer to record 31-1 CYPRUS(CY) - GENERAL INSTRUCTIONS

CHAPTER 32

32-1 CZECH REPUBLIC(CZ) - GENERAL INSTRUCTIONS
REVIEW DATE: 30 MAR 04

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:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** UB/HHG/POV customs clearance may be completed before owner's arrival in the Czech Republic, but a shipment inventory/packing list and POV title must be available for customs clearance. POV registration requires the owner's presence at the post and the owner's registration with the Ministry of Foreign Affairs of the Czech Republic. Shipments should be marked: American Embassy Prague, for (owner's name), Trziste 15, Praha 1, Czech Republic. UAB can be shipped directly to the airport in Prague. HHG, POV delivery to Prague should be performed by an international company (a destination agent) which has its office and warehouse in Prague (e.g. AGS, Allied Pickfords, Corstjens, Interdean). If the destination agent does not have its office and warehouse in Prague, the precise date/time of arrival must be coordinated with posts GSO well in advance. The shipment may not be delivered to Prague until the delivery date is approved by the Embassy. The delivery agent must also provide a team for destination services in such case. (CH)

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Limited to 20 liters of Spirits and 50 liters of wine. (CH)

b. **CIGARETTES/TOBACCO PRODUCTS:** Limited to 10,000 cigarettes. (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:** There is not pet quarantine. **NOTE: Changes effective 4 July 2004.**

a. **Effective until 3 July 2004.** Pets are admitted into the country without problem as long as they have the necessary shots – rabies for dogs and parvovirosis for cats. An international certificate with proof of current vaccinations is needed. The pet must also have a vet's statement, not older

than 3 days before leaving the country of dispatch, confirming the good health condition of the pet. For pets arriving at the Prague Airport, the exact dates of arrival and flight number and (AWB# if transported separately from their owner) should be supplied prior to arrival so that necessary veterinary inspection can be secured immediately upon arrival at the airport. If pets are delivered prior to their owner's arrival, the Embassy must be informed several weeks in advance to ensure an animal shelter is available. Appropriate money amounts to cover the costs must be sent to the Embassy. (CH)

b. Each pet must be identified either with a clearly readable tattoo or a microchip placed under the skin. Both systems must contain information that identifies the name and address of the animal's owner. The owner or the person responsible for the pet must provide the means necessary for reading the microchip if it does not comly with the required ISO standard 11784 or Annex A to ISO Standard 11785. Pets must be accompanied by a passport issued by a veterinarian and certifying that the animal has a valid rabies vaccination; and have an antibody blood test at least 30 days after vaccination and three months before the move. (This does not apply in cases of re-vaccination.) Pet must be accompanied by a certificate issued by a licensed veterinarian or upon re-entry, by a passport certifying presence of the tattoo or microchip and of valid vaccinations. (CH)

7. **PRIVATELY OWNED FIREARMS (POFs)**: No restrictions on importation of small firearms, but firearms must be either registered at the Police Presidium of the Czech Republic and the Examination of the Professional Capacity must be passed also at the Police Presidium if the owner wants to use their weapons. If the owner does not want to use them, they must be deposited/stored at the Police Presidium of the Czech Republic. Before weapons can be exported from the Czech Republic, the Police Presidium must be asked for a special export permit. During pack out, the weapons must be checked/compared with the Export permit and sealed by a Customs Officer.

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

a. **POVs:** The Czech Republic places some limitations on the importation of automobiles. A car can be imported into the country without being registered in the Czech Republic by making sure that the vehicle continues to be registered and properly insured (green card is needed) in a foreign country and maintains that country's license plates. If a vehicle needs to be registered in the Czech Republic, as is customary for DoD personnel, a car cannot be more than 8 years old when it is imported. It is the owners responsibility to prove that the vehicle meets the EURO II emission standard. This can be problematic for a US-MADE CAR. A US-MANUFACTURED VEHICLE MAY NEED TO BE TESTED. If the technical inspection service does not find an identical engine in their computer database, a test must be conducted to see if it meets the standard. This test can cost as much as CZK 9,000. There may be a minimal charge for vehicles whose engine data is already stored in the lab's computer. If a vehicle does not meet the EURO II standard, then NO waiver may be granted and vehicles may not be registered. CONTACT SPONSOR FOR FURTHER INFORMATION ABOUT REGISTRATION AND DRIVING YOU POV.

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds can be shipped in personal property. They are not considered POVs and can be imported duty-free.

c. **GASOLINE/CATALYTIC CONVERTERS:** Vehicles must meet at least the EURO II emission standard. Please not that no waiver for emissions can be granted at all!

d. **INSURANCE/SAFETY REQUIREMENTS:** Vehicles not registered in the Czech must carry liability insurance. If the owner does not have a green card (proof of liability insurance) when registering the car and operating it within the Czech Republic, the owner must purchase a valid liability insurance policy from a licensed insurance vendor. The liability insurance that is customary only covers damage incurred in the Czech Republic. Premium rate for liability insurance currently costs CK 4,700 month. Vehicles registered in the Czech Republic and driving with Czech license plates must purchase liability insurance through local company. CONTACT SPONSOR FOR FURTHER INFORMATION ABOUT LIABILITY INSURANCE.

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

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

11. **TRANSMITTING EQUIPMENT**:

a. **CBs AND MARS EQUIPMENT:** No restrictions on importation; however, special permission from the local authorities is required prior to use of these items.

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

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

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to the Czech Republic 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 the Czech Republic.

13. **OTHER**: None

32-2 US DEFENSE ATTACHE OFFICE, PRAGUE, CZECH REPUBLIC(CZ)
REVIEW DATE: 30 MAR 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: VMDK**

b. **DODAAC: HHACZC**

c. **E-MAIL**: USDAOPrague@state.gov

d. **TWX**: USDAO PRAGUE EZ

e. **MAIL**: TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY PRAGUE
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-5630

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: None

g. **APOD**: Prague, CZ-PRG **WPOD**: None

h. **DSN**: None **COMM**: 011-420-2-5732-0663 X2337 for calls from the US (CH)
00-420-2-5753-0663 X2337 for call from outside the US (CH)

i. **FAX**: **DSN**: None **COMM**: 011-420-2-5753-2718 for calls from the US (CH)
COMM: 00-420-2-5753-2718 for calls from outside The US (CH)

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 the Defense Transportation Regulation, Part IV.

3. **SPECIAL INSTRUCTIONS**: Refer to record 32-1 CZECH REPUBLIC(CZ) - GENERAL INSTRUCTIONS.

CHAPTER 33

33-1 DENMARK(DA) - GENERAL INSTRUCTIONS
REVIEW DATE: 15 OCT 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:** No restrictions identified.

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

a. **PARCEL POST:** APO mail only. Consign to member at American Embassy, GSO, PSC 73, APO AE 09716. Do not exceed standard weight and dimensions for parcels. APO does not have registered mail handling capability.

b. At no time should destination of shipment shown on PPGBL be listed as Copenhagen when the member's duty station is other than Copenhagen, i.e., if member's duty station on orders is Aalborg, the destination block of the PPGBL should show Aalborg, Denmark. This action is required to preclude unnecessary diversions.

c. If final destination is to Karup AS, or 100 Viborg, Denmark, the destination block of the PPGBL should show Karup, Denmark. This Action is required to preclude unnecessary diversions. Send inquiry/paperwork to one of the following addresses: TWX: US Element HQ Baltap Karup AS, Denmark//DA//; Mail: US Element HQ Baltap, PSC 106, Box 100, APO AE 09722; Intl Mail: US Element HQ Baltap, 7470 Karup J., Denmark. APO does not have registered mail handling capability.

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 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**: No restrictions identified.

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

a. **HANDGUNS**: No restrictions identified.

b. **RIFLES/SHOTGUNS**: No restrictions identified.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC)**: No restrictions identified.

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

a. **POVs**: Commercial bills of lading should show Copenhagen, Denmark, as final POD even if transshipment at European continental or Danish port is involved; include sponsor's name, SSN, and ultimate duty station to ensure proper placement of shipment. POV can be shipped unboxed. Difficulties and high costs are often encountered in modifying POV to meet stringent Danish safety requirements. Customs entry of HHG and POV of nondiplomatic staff members must be made within validity of funds cited on member's orders. Enlisted personnel or nondiplomatic personnel should be briefed on the following POV restrictions: applicable import and custom tax will have to be paid by enlisted or nondiplomatic personnel on all new vehicles purchased in Denmark. There are two instances under which these persons may import automobiles without payment of customs and tax (both instances apply to their original assignment to Denmark):

(1) The owner was in legal and physical possession of the automobile prior to his initial entry into Denmark.

(2) On subsequent assignments to Denmark, the owner must have resided outside of Denmark for not less than 1 year and the vehicle must have been registered abroad in the owner's name for not less than 6 months prior to member's return date into Denmark and must have been used by member in the country of residence during those 6 months. Officers with diplomatic privileges including diplomatic titles and diplomatic passports may import and register automobiles in Denmark at any time without payment of tax and duty. Shipment of automobiles should be made to the Transportation Officer, US Embassy Copenhagen, Denmark. Marked for the owner and the section of the Embassy to which the owner is assigned (i.e., Army Attache or MAAC).

(3) For POVs shipped to Aarhus, Denmark, the following statement must be included in the remarks section of the PCS orders: "Please charge all local POV expenses (storage/container/transport fees) to the PCs fund cite code." If this statement is not included, then POVs must be shipped to Bremerhaven, Germany.

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

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

d. **INSURANCE AND 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:** No restrictions identified.

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/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Denmark 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 Denmark.

13. **OTHER:** None.

33-2 AMERICAN EMBASSY COPENHAGEN, DENMARK(DA)
REVIEW DATE: 15 OCT 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: VEDK**

b. **DODAAC: HHAD1D**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY COPENHAGEN DA//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY COPENHAGEN
PSC 73
APO AE 09716

OR: GENERAL SERVICES OFFICER
AMERICAN EMBASSY COPENHAGEN
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-5280

INT'L MAIL: AMERICAN EMBASSY, COPENHAGEN
DAG HAMMARSKJOLDS ALLE 24,
2100 COPENHAGEN O, DENMARK

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** RDAF Alborg, Jutland Denmark, Karup AS, Denmark (APO AE 09722)

g. **APOD:** Copenhagen, DA-CPH
WPOD: Copenhagen, DA-JC1

h. **DSN:** None **COMM:** 011-045-35553144 **TELEX:** None

i. **FAX: DSN:** None **COMM:** 011-045-35269611

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//. Consign to member as exact locations of duty station contained in orders and notify GSO American Embassy prior to delivery or placement in storage. 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 33-1 DENMARK(DA) - GENERAL INSTRUCTIONS.

CHAPTER 34

34-1 DIEGO GARCIA(IO) - GENERAL INSTRUCTIONS
REVIEW DATE: 31 JAN 02

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** Unaccompanied baggage weight limited to 500 lbs for enlisted personnel and 1000 lbs for officer. Unaccompanied members have small living quarters, therefore, should limit the amount of personal property shipped. Living quarters are equipped with government-owned furnishings. These furnishings consist of refrigerator, television, VCR, microwave, range in some quarters, air conditioner, tables, chairs, chest of drawers, beds and washers and dryers for use during tour of duty in Diego Garcia. (CH)

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

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

d. **UNACCOMPANIED BAGGAGE:** Unaccompanied baggage shipments to Diego Garcia may include only items such as clothing, linens, dishes, cooking utensils, light housekeeping items, radio, portable stereo, portable television, VCR, microwave, other small articles essential to the health of the member, bicycle and professional books, papers and equipment needed in the performance of official duties.

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

a. It is a requirement that all personnel, 05 and below, have their personal property shipments cleared through British Customs prior to delivery. Member will be asked to sign British Indian Ocean Territory (B.I.O.T.) Customs declaration form. Items such as weapons, including knives, full or empty shell and cartridge casings, ALL drugs and controlled substances, pornographic or obscene materials including videos and magazines, any foodstuffs that are not commercially marked or processed, all medicines, including prescribed and non-prescribed drugs and all fishing and crab nets must be cleared. All drugs, drug-related item or items that promote the taking of controlled or illegal substance, any equipment used for, or to enable the weighing, processing that have not been declared are liable for confiscation and destruction. Any person willfully trying to conceal any items is liable for prosecution under the B.I.O.T. law.

b. Member must bring receipts or proof of purchase or a legible copy of inventory for registration of bicycles with B.I.O.T. Police Office. It is also a requirement cyclists must wear cycling helmets.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Liquor/alcoholic beverages are permitted provided they are hand-carried.

b. **CIGARETTES/TOBACCO PRODUCTS:** Tobacco products are permitted provided they are hand-carried.

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

d. **FOODSTUFFS/MEATS:** Foodstuffs and meat products in sealed commercially packed containers are admissible. Fresh foodstuffs or anything perishable are not permitted.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** All medicines are to be declared, including prescribed and non-prescribed drugs. This includes any vitamins.

4. **ELECTRICAL EQUIPMENT:**

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

b. **TVs/VCRs:** Portable TVs and VCRs; no restrictions.

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

5. **FURNITURE, OVERSIZED:** Household good items, including furniture items are prohibited. Oversized furniture and non-essential items should be placed in non-temporary storage at origin until duration of members' overseas Diego Garcia tour.

6. **PETS/QUARANTINE:** No pets allowed in Diego Garcia.

7. **PRIVATELY OWNED FIREARMS (POFs):** Importation is prohibited. All weapons (to include knives, spear, guns, etc), or anything that could be used as a weapon are prohibited on Diego Garcia. Full or empty shell and cartridge casings are prohibited.

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

a. **POVs:** Shipment of POV is not authorized. Adequate Navy owned transportation is available.

b. **MOTORCYCLES/MOPEDS:** Motor bicycles, motorcycles, motor-scooters, and motorized go-carts are not authorized.

c. **GASOLINE/CATALYTIC CONVERTERS:** Not available.

d. **INSURANCE/SAFETY REQUIREMENTS:** Bicyclists are required to wear cycling helmets.

e. **OTHER:** Bicycles are authorized.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** All pornographic or obscene materials on any mediums, video tapes, CD-ROM, magazines, laser disks, etc., are prohibited.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Prohibited.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Importation is prohibited.

b. **AMATEUR/HAM RADIOs:** Prohibited.

c. **MARS EQUIPMENT:** Prohibited.

d. **DISH ANTENNAs:** Prohibited.

e. **CORDLESS PHONEs:** No restrictions.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** Separating and retiring to Diego Garcia is not authorized.

13. **OTHER:**

a. Authorized separatees, retirees, bluebark members and DOD civilian employees are entitled to ship from Diego Garcia to the Philippines. Andersen AFB, Guam, is the designated intransit port for all unaccompanied baggage shipments from Diego Garcia utilizing the one-time-only (OTO) rate solicitations for onward movement to the Philippines. (CH)

b. Personal property storage facilities are not available in Diego Garcia.

34-2 NAVAL SUPPORT FACILITY, BRITISH INDIAN OCEAN TERRITORY, DIEGO GARCIA(IO)
REVIEW DATE: 25 FEB 03 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: RPNY**

b. **DODAAC: N68539**

c. **E-MAIL:** dg21prop@dg.navy.mil

d. T**WX:** NAVSUPPFAC DIEGO GARCIA//40/12.1//

e. **MAIL:** PERSONAL PROPERTY OFFICER
US NAVY SUPPORT FACILITY DIEGO GARCIA
PSC 466 BOX 4
FPO AP 96595-0004

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Diego Garcia, IO-NKW **WPOD:** None

h. **DSN:** 370-2815 **COMM:** 011-246-370-2815

i. **FAX: DSN:** 370-3956/2815 **COMM:** 011-246-370-3956/2815 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** DPM HHG is not authorized. Ship DPM baggage via AMC. Consign to Personal Property Officer, US Navy Support Facility, Diego Garcia via Travis AFB, CA. M/F member and unit assignment.

b. **ITGBL HHG, ITGBL BAGGAGE:** Not authorized.

c. **PARCEL POST:** Consign to member at unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** Commands/activities served include US Navy Support Facility, Naval Computer and Telecommunication Station, Naval Pacific Meteorology Oceanography Detachment, Naval Media Center, ROICC Diego Garcia, Personnel Support Detachment, Patrol Squadron Detachments, Military Sealift Command, COSIS US Army, GEODDS, Arts/GPS, Air Mobility Command, Pacific Air Force and Prepositioned Group Two.

b. **NOTE 2:** Refer to record 34-1 DIEGO GARCIA(IO) - GENERAL INSTRUCTIONS

CHAPTER 35

35-1 DOMINICAN REPUBLIC(DR) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 OCT 01

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:** No restrictions identified.

e. **OTHER:** In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

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

a. Personnel not assigned to the US Embassy must pay all Dominican customs duties. Only Embassy personnel are exonerated.

b. **Parcel Post:** Consign to member c/o MAAG, Unit 5539, APO AA 34041 (with prior coordination of Chief, MAAG at (809) 682-4807).

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Can NOT be imported in personal property.

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**: Current shot records are required and health certificate notarized by Dominican Consulate in US. Shots should be administered at least 8 days prior to arrival in country.

7. **PRIVATELY OWNED FIREARMS (POFs):** Regional Security Officer must grant permission to Embassy assigned personnel prior to shipment. Only the following non-automatic firearms may be shipped (but not mailed) to port:

a. **HANDGUNS:** Pistols or revolvers (Not to exceed 1 per family caliber of .38 special).

b. **RIFLES/SHOTGUNS:** Rifles (Not to exceed .22 cal) 1 per family. Shotguns 2 per family.

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

d. **OTHER:** BB or .177 caliber air guns 2 per family.

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

a. **POVs:** US Embassy Assigned Personnel:

(1) Two POVs can be shipped to the Dominican Republic duty/tax free. (CH)

- POV #1: USG (PCS orders) will pay transportation and port processing charges for one POV. (CH)

- POV #2" Second POV may be shipped by Embassy personnel with prior Embassy approval. Sponsor should assist with the approval process. Member is responsible for transportation and port for the second vehicle; however, taxes and duties will be exonerated. (CH)

(2) Original Bill of Lading(BL) must be mailed to: USMAAG/DOMINICAN REPUBLIC, UNIT 5539, APO 34041. Original BL must show name of owner, VIN and/or engine number, make, model, year, and color. Member must have registration or title of vehicle for Dominican Diplomatic tags and registration processing. (CH)

(3) POVs should be shipped and consigned to: USMAAG/DAO/MSG (as applicable), US Embassy Santo Domingo, Dominican Republic Commercial from the US (1-809)-682-3561/1953/4807/39091FAX; USMAAG Operations e-mail: milgrp_santo_domingo_ops@santodmingo.mg.southcom.mil. (CH)

(4) For inbound Embassy personnel, the US Embassy General Services Office, Customs and Shipping Section, will process all required paperwork to clear shipments through Dominican customs. (CH)

b. The following applies to Retirees and NON-Embassy Assigned Personnel: (CH)

(1) All shipments (POV and HHG) should be consigned (shipped) to the member at a local Dominican address. The US Embassy does not have a transportation office that services retirees. The USMAAG Logistics NCO can provide a courtesy letter addressed to the Dominican Customs Director indicating that the retiree is a Dominican citizen returning to reside in the Dominican Republic and any assistance that can be provided is greatly appreciated. A power of attorney is required if a person other than the member is to receive the POV. Retirees must also ensure they know Dominican law with respect to Dominican citizens returning from the United States to permanently reside in the Dominican Republic. This information can be obtained through the Dominican Embassy in Washington, DC or Dominican Consulates in the US. (CH)

(2) The original Bill of Lading must be mailed to: USMAAG/DOMINICAN REPUBLIC, UNIT 5539, APO 34041. Original BL must show name of owner, VIN and/or engine number, make, model, year, and color. (CH)

(3) POV/HHG Dominican taxes are high. If you have owned the POV for less than a year, the assessed taxes are even higher. (CH)

c. The following applies to both US Embassy Assigned Personnel, Non-Embassy Assigned Personnel, and Retirees: (CH)

(1) **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds may be imported in personal property shipments, but must be registered upon arrival. (CH)

(2) **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified. (CH)

(3) **INSURANCE/SAFETY REQUIREMENTS:** Liability insurance is required by law and must be purchased upon arrival. (CH)

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** There are no restrictions on importation of CB radios by DOD personnel. Army personnel must have approval from their overseas commander prior to shipment.

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

c. **MARS EQUIPMENT:** Once in country, equipment must be registered with Government telecommunications offices.

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 Dominican Republic 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 Dominican Republic.

a. Retirees must contact their nearest Dominican Republic Consulate to obtain guidance and all required Consular letters before arriving in country. This action is recommended to keep costs to a minimum.

b. US military members returning to retire in the Dominican Republic are treated as returning Dominican citizens and are subject to all local laws and taxes. They will be required to personally work with the assigned HHG Dominican moving company.

c. Know when your HHG/POV is expected to arrive, date, company, ship name, voyage number, etc. Do not wait to be contacted. Personally search, call the shipper (be active). Obtain copies of GBLs and all paperwork pertaining to your shipments.

d. POVs are not assigned a company and members will be required to perform all actions to clear the POV thru the port or contract a company at personal expense. POVs cause the greatest problems and taxes are extremely high.

e. Port charges accrue after 14 days of the HHG/POV arriving in country at a rate of 15 US dollars daily and are the member's responsibility. Members are required to be present in country to receive their shipments.

f. Retirees/separatees are subject to local laws regarding weapons. POFs are subject to be impounded by local authorities until proper permits are obtained. Do not ship ammunition. Contact the nearest Dominican Consulate regarding permits for importation.

13. **OTHER**: None.

35-2 MILITARY ASSISTANCE AND ADVISORY GROUP, SANTO DOMINGO, DOMINICAN REPUBLIC(DR)

REVIEW DATE: 06 JUL 98 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: OLAK**

b. **DODAAC: N68143**

c. **E-MAIL:** amemb.maag@codetel.net.do

d. **TWX:** CHMAAG SANTO DOMINGO DR

e. **MAIL:** MILITARY ASSISTANCE AND ADVISORY GROUP
MAAG DOM REP
UNIT 5539
APO AA 34041

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** San Isidro AB, DR (MDSI) via Charleston AFB, SC
WPOD: Santo Domingo, DR-CJ1

h. **DSN:** None **COMM:** 011-809 682-1953/4835/4807

i. **FAX: DSN:** None **COMM:** 011-809 682-3991, GSO 011-809-689-9019

2. **CONSIGNMENT INSTRUCTIONS:** Submit a request HHG via Code 4 OTO and UB via Code 8 OTO by message to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Consign to member. Annotate PPGBL: "Carrier will notify USDAO, American Embassy, Santo Domingo, Dominican Republic, prior to delivery or placing in storage." 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 35-1 DOMINICAN REPUBLIC(DR) - GENERAL INSTRUCTIONS.

CHAPTER 36

36-1 ECUADOR(EC) - GENERAL INSTRUCTIONS
REVIEW DATE: 23 JAN 01

1. **SHIPMENT INSTRUCTIONS**:

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

b. **CONTAINER/CRATING REQUIREMENTS**:

(1) Due to the use of commercial narrow-body aircraft, external shipping containers for Code T shipments moving to/from South and Central America in accordance with PPP-B-601, style A or B, are required, not to exceed 60 inches in height. In accordance with Item 508, International Personal Property Rate Solicitation, special packing arrangements will be authorized by the PPSO for oversize items which will not fit into the restricted height container.

(2) As military air shipments are subjected to inordinate amount of rain and water damage, the inside of containers must be lined with plastic or other materials as protection against water.

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**: In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: All Government and commercial bills of lading covering shipments of household goods and privately-owned vehicles to Ecuador for personnel assigned to Defense Attache Offices will include the appropriate service Attache Office in the consignee/marks section (e.g., US Army DAO) to permit duty-free entry into Ecuador.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES**: May be imported in personal property shipment in small amounts (one case).

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**: All dogs and cats should have an up-to-date health certificate certified by your veterinarian. The certificate should include name of pet, age, sex, breed, color, identification markings(tattoos, if any) and an up-to-date certification of rabies vaccination. You should carry these original papers with you and make at least one copy to put in or attach to the animals cage. For any other type of pet, please contact American Embassy Quito General Services Office(GSO).

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

a. Importation of all firearms into Ecuador by American employees of this mission is under the control of the Chief of Mission.

b. The Government of Ecuador imposes the following restrictions on the importation of personal firearms: Handguns cannot exceed 9mm; rifles are limited to .22 and .30 caliber; shotguns 10, 12, 16, 20, 28, and .410 calibers are allowed. No automatic weapons are allowed.

c. No more than two weapons per employee may be imported. Firearms and ammunition may be shipped (but not mailed) to post. Private weapons will only be used for recreational purposes, such as hunting and target shooting, and not for personal protection.

d. All personnel are required by Ecuadorian law to register firearms. Upon registration, individuals will receive a weapons permit issued by the Ministry of Defense.

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

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

a. **POVs**:

(1) The Government of Ecuador currently permits employees to import two surcharge-free vehicles and replace every two years one of them duty-free during their tour of duty. Third vehicles could be acquired at the local market assembled paying the vehicle price plus the 12 percent I.V.A. (local taxes) or imported from dealer at the 67.15 percent surcharge. All vehicles imported must be within the dollar limits established by the Government of Ecuador according to rank and title. (CH)

(2) Currently, one or both of your duty free vehicles may be sold without payment of duties after being in country for two years, or after six months if an employee is transferred.

(3) In order to complete customs procedures for importing a vehicle, American Embassy Quito GSO must have an original bill of sale or a dealers invoice listing all options and giving the total value of the vehicle. This invoice, along with the certificate of origin and bill of lading B/L must be submitted to Government of Ecuador authorities. Ecuadorian authorities will not accept a title registration in lieu of the bill of sale.

(4) Employees should specify that vehicles be shipped and consigned to American Embassy; Quito, Ecuador; MLO; For: (Employee Name); Notify: Patricio Estrella, GSO Unit Phone: 011-5932-360-504-151 or 504-152; FAX 011-5932-561-226. (CH)

(5) SPECIAL REQUIREMENTS: Name of owner, VIN number or engine number, color, make, and model must be described on the original B/L. Copies of the B/L should be provided by FAX to post or USMILPRP. Original of B/L should be mailed by international courier (D.H.L., FEDEX or UPS) to American Embassy, Quito, Ecuador, ATTN: US MILITARY GROUP, Patricio Estrella or MSGT Carlos Cortez. (CH)

b. **MOTORCYCLES/MOPEDS**: Motorcycles are considered POVs and will not be shipped with personal property. Mopeds may be imported duty-free.

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

d. **INSURANCE/SAFETY REQUIREMENTS**: Ecuadorian Law and Mission Regulations require personnel to maintain Third-Party Liability Insurance for personal vehicles.

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

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

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: There are no restrictions on the importation of CB radios; however, Army members must have approval from overseas Commander prior to shipment (AR 105-4). Prior to operating such radio in country, permission must be granted by host country.

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

c. **MARS EQUIPMENT**: No restrictions. However, a license must be acquired in country prior to operation.

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 Ecuador 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 Ecuador.

13. **OTHER**: None.

36-2 US DEFENSE ATTACHE OFFICE, QUITO, ECUADOR(EC)
REVIEW DATE: 18 MAY 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZGDK**

b. **DODAAC: HHAE1E**

c. **E-MAIL:** Not Available

d. **TWX:** USDAO QUITO EC

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE QUITO
APO AA 34039

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Mariscal Sucr Airport, EC-UIO **WPOD:** Guayaquill, EC-EC1

h. **DSN:** None **COMM:** 011-593-2-562-890

i. **FAX: DSN:** None **COMM:** 011-593-2-602-052

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code 4 utilizing rates provided in Chapter X of the International Rate solicitation.

(2) **Unaccompanied Baggage(UB):** Ship commercial air to Quito

b. **Shipments to/from/OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE**: Consign to member c/o destination address or US Military Liaison Office. Annotate PPGBL: "Carrier will notify US Military Liaison Office, Quito, Ecuador, upon arrival of shipment and prior to delivery to residence or placing in storage.

d. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**: Refer to record 36-1 ECUADOR(EC) - GENERAL INSTRUCTIONS.

36-3 US MILITARY GROUP, QUITO, ECUADOR(EC)
REVIEW DATE: 18 MAY 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZGAK**

b. **DODAAC: WH2QNM**

c. **E-MAIL:** Not Available

d. **TWX:** CDR USMILGP QUITO EC

e. **MAIL:** TRANSPORTATION OFFICER
US MILITARY GROUP MISSION
APO AA 34039

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Mariscal Sucr Airport, EC-UIO **WPOD:** Guayaquill, EC-EC1

h. **DSN:** None **COMM:** 011-593-2-562-890

i. **FAX: DSN:** None **COMM:** 011-593-2-502-052

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code 4 utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE**: Consign to member c/o destination address or US Military Liaison Office. Annotate PPGBL: "Carrier will notify US Military Liaison Office, Quito, Ecuador, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. **HIGH VALUE**: Consign to owner or agent.

e. **PARCEL POST**: Consign to member c/o Commander, US Military Liaison Office, APO AA 34039.

3. **SPECIAL INSTRUCTIONS**: Refer to record 36-1 ECUADOR(EC) - GENERAL INSTRUCTIONS.

CHAPTER 37

37-1 EGYPT(EG) - GENERAL INSTRUCTIONS
REVIEW DATE: 25 JAN 01

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS: Navy personnel:** 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater. **NOTE:** A weight restriction will not apply unless it appears in the member's orders. (CH)

b. **CONTAINER/CRATING REQUIREMENTS:** Twenty-foot containers and forty-foot containers can be handled routinely. Heavy containers can be handled at greatly increased cost. (CH)

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:**

(1) Shipments for Multinational Forces and Observers (MFO), also includes Logistical Support Unit (LSU): **Do not ship to Cairo, Egypt.** See consignment instructions for Tel Aviv, Israel. Unaccompanied baggage authorizations for Multinational Force and Observers (MFO)-Sinai. The following authorization apply to the MFO:

Grade	Authorized UB
All Enlisted	550 lbs
W01 thru 05	600 lbs
06 Unaccompanied w/spouse	1500 lbs
06 accompanied with spouse	2000 lbs

(2) For American Embassy Cairo unaccompanied baggage for DOD Personnel should be shipped via DPM/AMC.

e. **For Naval Medical Research Unit 3 (NAMRU-3).**

(1) All personal property for DOD personnel should be transported via DPM/AMC.

(2) Ensure Commanding Officer, NAMRU-3, is added as info addressee on all message traffic concerning personal property shipments, and receives copies of all letter correspondence concerning shipments. Inquire at 011-202-682-0794, or FAX 011-202-682-2039. (CH)

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

a. Provide airway bill or bill of lading numbers, carrier, RDD, and container numbers by message to AmEmbassy Cairo or NAVMEDRSCHUTHREE as soon as available.

b. Customs clearance of HHG and UB cannot begin until the announcement of the arrival of the owner to the Ministry of Foreign Affairs. The Embassy or NAVMEDRSCHUTHREE must have at least a copy of the Military Ocean Cargo Manifest or International Ocean Bill of Lading to initiate customs clearance of surface shipments prior to arrival of the vessel.

c. The consigned to and marks/number blocks of ocean bills of lading, military cargo manifests and airway bills, including the containers, liftvans, crates, must contain identical markings (address).

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES, CIGARETTES/TOBACCO PRODUCTS:** Importation of alcoholic beverages, tobacco or food products is prohibited. These items are available locally and in the embassy commissary. (CH)

b. **COSMETICS:** No restrictions identified.

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

d. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Send all medications by FPO/APO. Hand carry enough medications to last until mail arrives.

4. **ELECTRICAL EQUIPMENT:**

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

b. **TVs/VCRs:** No restrictions identified. For NAVMEDSCHUTHREE personnel are allowed two TV and one VCR. Additional TV's/VCR's may be sent via FPO. (CH)

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

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

6. **PETS/QUARANTINE:** There are no restrictions on the importation of domestic pets. However, to avoid administrative delays, pets should be brought in as accompanied baggage. All pets being imported should have rabies certificate indicating the vaccination is at least 30 days old but no more than 1 year old. The pet should also have a health certificate issued no more than 14 days prior to arrival in Egypt.

7. **PRIVATELY OWNED FIREARMS (POFs):** Egyptian law allows the importation of shotguns and rifles. The only authorized means of shipping firearms is in your household effects. For NAVMEDRSCHUTHREE personnel importation of firearms are prohibited. (CH)

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

a. **POVs:**

(1) The following categories of vehicles require specific advance Government of Egypt(GOE) exception prior to shipment and must be exported upon completion of tour in Egypt:

(a) If a POV receives its Egyptian customs clearance in the same year as its model year, i.e. year of manufacture, customer can either export the POV or sell it to a diplomat. (CH)

(b) If the imported POV is one year or older, it must be exported by the end of the year tour or sell it to a member of the Diplomatic Community who has duty-free privileges. (CH)

(c) **For Naval Medical Research Unit-3**: All personnel (married or single) are entitled to one POV under temporary customs release during their tour. Personnel must sign an agreement stating they export their POV at conclusion of their tour. POVs older than 4 years (including model year) must have GOE approval before importations is allowed. (CH)

(2) Consign to American Ambassador. M/F owner's full name & SSN, American Embassy, Cairo, Egypt via port Alexandria. (CH)

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds are considered POVs. However, due to hazardous traffic and unsuitability of motorcycles/mopeds for general transportation, shipment is to be imported as a POV. Motorcycles/mopeds cannot be included in household goods or unaccompanied baggage shipments. Shipment can be imported duty-free under the following conditions: (CH)

(1) Married personnel can import two vehicles, one under permanent customs release and the second under temporary customs release. The first vehicle may be sold duty-free after 2 years from date of Government of Egypt (GOE) customs release. The second vehicle may be sold only after payment of customs duties or must be exported at the end of the employee's tour.

(2) Single personnel may import one vehicle duty-free under permanent customs release. Vehicle may be sold duty-free 2 years from the date of GOE customs release.

c. **GASOLINE/CATALYTIC CONVERTERS:** Effective immediately, the Government of Egypt requires that all vehicles imported into the country have a catalytic converter installed. (CH)

d. **INSURANCE/SAFETY REQUIREMENTS:** The Embassy strongly recommends obtaining shipping and marine insurance. (CH)

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: Importation is prohibited. (CH)

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

11. **TRANSMITTING EQUIPMENT**:

a. **CBs:** Importation is prohibited.

b. **AMATEUR/HAM RADIOs:** Importation of TWO-WAY RADIOS and HAM RADIOS is prohibited. (CH)

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

d. **DISH ANTENNAs:** Importation is prohibited.

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

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

13. **OTHER, Persian Carpets**: Persian carpets are export restricted, and must be specifically listed on incoming inventory in order to obtain export clearance when departing post.

37-2 AMERICAN EMBASSY CAIRO, EGYPT(EG)
REVIEW DATE: 24 JAN 01 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: TNDK**

b. **DODAAC: HHAE2E**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY CAIRO EG//GSO// (CH)

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY CAIRO
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-7700

OR: GENERAL SERVICES OFFICER
AMERICAN EMBASSY CAIRO
UNIT 64900
APO AE 09839-4900

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** Unit 64900, APO AE 09839-4900 (CH)

g. **APOD:** Cairo Intl Airport, EG-CAI **WPOD:** Alexandria, EG-LK1

h. **DSN:** 725-1456/725-1440 **COMM:** 011-20-2-797-XXXX, Inbound-3803, Outbound 3805, TSC Officer 3800, **TELEX:** 93773 (CH)

i. **FAX: DSN:** 725-1456/1440 **COMM:** 011-20-2-797-3519 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG:** Consign to American Embassy, Cairo, Egypt. Mark containers with owners full name and SSN. (ITGBL HHG is preferred method). (CH)

b. **DPM BAGGAGE:** Consign to American Embassy, Cairo, Egypt. Mark containers with owners full name and SSN. (CH)

c. **ITGBL HHG, ITGBL BAGGAGE:** Ship via Code T and Code 8 using IPPRS Chapter X Special Rates for HHG and UB shipments between CONUS and Egypt. If no rates are available, use OTO procedures in IPPRS Chapter VII. (CH)

d. **POV:** Consign to American Ambassador American Embassy, Cairo via port of Alexandria. M/F owner's full name & SSN. (CH)

e. **PARCEL POST:** Consign to owner's name and agency, American Embassy, APO AE 09839.

3. **SPECIAL INSTRUCTIONS:** Refer to record 37-1 EGYPT(EG) - GENERAL INSTRUCTIONS.

37-3 NAVAL MEDICAL RESEARCH UNIT-3, CAIRO, EGYPT(EG)
REVIEW DATE: 10 AUG 04 **NAVY**

1. **GENERAL**:

a. **GBLOC: TNNB**

b. **DODAAC: N61751**

c. **E-MAIL:**

d. **TWX:** NAVMEDRSCHUTHREE CAIRO EG//203B//

e. **MAIL:** COMMANDING OFFICER
US NAVAL MEDICAL RESEARCH UNIT 3, CODE 203B
PSC 452, BOX 5000
FPO AE 09835-0007

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Cairo Intl Airport, EG-CAI **WPOD:** Alexandria, EG-LK1

h. **DSN:** None **COMM:** 011-202-682-2039/011-202-283-2069

i. **FAX: DSN:** None **COMM:** 011-202-682-2039

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** Do NOT use commercial DPM. ITGBL is the preferred method. AMC DPM is an acceptable alternative. Consign to Commanding Officer/Supply Officer, US Naval Medical Research Unit 3, Cairo, Egypt M/F Member's name, rank, and SSN.

b. **ITGBL HHG, ITGBL BAGGAGE:** Ship Code T using IPPRS Chapter X Special Rates for HHG shipments between CONUS and Egypt. If no rates are available, use OTO procedures in IPPRS Chapter VII. IYGBL UB should only be utilized from rate areas where DPM is not available. (CH)

c. **PARCEL POST:** Consign to service member's name, rank, SSN, US Naval Medical Research Unit 3, FPO AE 09835-0007.

3. **SPECIAL INSTRUCTIONS**: Refer to record 37-1 EGYPT(EG) - GENERAL INSTRUCTIONS.

CHAPTER 38

38-1 EL SALVADOR(ES) - GENERAL INSTRUCTIONS
REVIEW DATE: 06 APR 01

1. **SHIPMENT INSTRUCTIONS:**

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

b. **CONTAINER/CRATING REQUIREMENTS:**

(1) Due to the use of commercial narrow-body aircraft, external shipping containers for Code T shipments moving to/from South and Central America in accordance with PPP-B-601, style A or B, are required, not to exceed 60 inches in height. In accordance with Item 508, International Personal Property Rate Solicitation, special packing arrangements will be authorized by the PPSO for oversize items which will not fit into the restricted height container.

(2) There is no AMC terminal but AMC station manager at the airport coordinates loading/unloading AMC aircraft. Containers cannot exceed door dimensions of C-130 AMC aircraft: width - 114 inches, height - 105 inches.

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:**

(1) Should it become necessary to use surface transportation (El Salvador is an airlift designated country), Atlantic Coast via Puerto Barrios or Santo Tomas de Castillo, Guatemala, marked "In transit to El Salvador". CCT is recommended Pacific Coast via Acajutla, El Salvador. Shipments via Code T or INTL/AIR/AMC routing is POE Charleston, SC.

(2) In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

(3) INTL/AIR/COMM/DPM is acceptable via Ilopango International Airport, El Salvador.

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

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Can be imported in personal property; limited to two cases.

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:** No restrictions.

7. **PRIVATELY OWNED FIREARMS (POFs):** Restrictions apply. Consult DAO, MILGP or EMB RSO prior to shipment in HHG.

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

a. **POVs:**

(1) Duty-free entry for mission personnel only. Vehicles may be driven to El Salvador from CONUS by way of Pan American Highway or freighted by sea. All transportation costs for accredited members paid by US Government from POE to duty station. Military personnel are furnished license plates upon application at the cost of $15.43 paid by the individual. Specific and up-to-date information should be provided to post by the individual or transportation office, prior to shipment of POV. Ensure that Ocean bill of lading must have name of owner, vehicle serial number or VIN or engine number, complete description of vehicle to include code, make, model and color. Original copy of GBL must be faxed to post and mailed at earliest date to the American Embassy or Acting TO, US Military Group/Mission, APO AA 34023. VEHICLE SHOULD BE SHIPPED AND CONSIGNED TO: American Embassy/El Salvador, EMPLOYEE'S NAME, Unit 3105, APO AA 34023. (CH)

(2) Ship unboxed or in container to San Salvador, on GBL or BL specifying final destination: Aduana San Bartolo, El Salvador. Member must bring a copy of the bill of sale indicating exact price paid for the POV and the original certificate of title. These documents must also be faxed in advance to the Shipping and Customs Section, fax number (503) 278-4444, EXT 2817. (CH)

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds can be imported in personal property paying corresponding import taxes. They are not considered POVs and can be imported duty-free. However, there are restrictions on motorcycles exceeding 350cc and member should contact the American Embassy, GSO, Shipping and Customs at (503) 278-4444, EXT 2817 for more information. (CH)

c. **GASOLINE/CATALYTIC CONVERTERS:** Vehicles should bring the catalytic converted device in good condition. Unleaded gas is available in the country. (CH)

d. **INSURANCE/SAFETY REQUIREMENTS:** It is post policy to buy third party liability locally. You can obtain it through the commissary. (CH)

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** There are no restrictions imposed on DOD personnel on importation of CB radios; however, Army members must have approval from overseas commander prior to shipment (AR 105-4).

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

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

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 El Salvador 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 El Salvador.

13. **OTHER:** None.

38-2 US DEFENSE ATTACHE OFFICE, SAN SALVADOR, EL SALVADOR(ES)
REVIEW DATE: 18 MAY 00 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: OMDK**

b. **DODAAC: HHAE3E**

c. **E-MAIL:** Not Available

d. **TWX:** USDAO SAN SALVADOR ES

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY SAN SALVADOR
APO AA 34023-3450

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** San Salvador Intl Airport, ES-SAL **WPOD:** San Salvador, ES-DC4

h. **DSN:** None **COMM:** 011-503-278-3349 **TELEX:** None.

i. **FAX: DSN:** None **COMM:** 011-503-278-3347

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipment to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code 4 utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE:** Consign all shipments to member c/o destination address or US Military Group. Annotate PPGBL: "Carrier will notify US Military Group, San Salvador, ES, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to US Military Group/Mission, San Salvador, ES. (OMAK). M/F member.

e. **HIGH VALUE:** Consign to owner or agent.

f. **PARCEL POST:** Consign to member c/o Commander, US Military Group, APO AA 34023.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Refer to record 38-1 EL SALVADOR(ES) - GENERAL INSTRUCTIONS.

38-3 US MILITARY GROUP, SAN SALVADOR, EL SALVADOR(ES)
REVIEW DATE: 18 MAY 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: OMAK**

b. **DODAAC: WF5LHY**

c. **E-MAIL:**

d. **TWX:** CDR USMILGP SAN SALVADOR ES

e. **MAIL:** TRANSPORTATION OFFICER
US MILITARY GROUP MISSION
AMERICAN EMBASSY EL SALVADOR
UNIT 3105
APO AA 34023

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** San Salvador Intl Airport, ES-SAL **WPOD:** San Salvador, ES-DC4

h. **DSN:** 449-5342/5341/5340 **COMM:** 011-503-278-4444 EXT 2100

i. **FAX: DSN:** None **COMM:** 011-503-278-6014

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipment to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code 4 utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE**: Consign all shipments to member c/o destination address or US Military Group. Annotate PPGBL: "Carrier will notify US Military Group, San Salvador, ES, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to US Military Group/Mission, San Salvador, ES. (OMAK). M/F member.

e. **HIGH VALUE**: Consign to owner or agent.

f. **PARCEL POST**: Consign to member c/o Commander, US Military Group, APO AA 34023.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Refer to record 38-1 EL SALVADOR(ES) - GENERAL INSTRUCTIONS.

CHAPTER 39

39-1 UNITED KINGDOM(UK) - GENERAL INSTRUCTIONS
REVIEW DATE: 06 FEB 02
(includes England, Scotland, Wales, and Northern Ireland)

1. **SHIPMENT INSTRUCTIONS**:

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

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

c. **HARD LIFT AREA**: United Kingdom is not a hard lift area.

d. **UNACCOMPANIED BAGGAGE**: No restrictions

e. **BOOKING INFORMATION**: There are two separate ITGBL rate areas for the UK. England and Wales are in one rate area (currently there are no ITGBL rates for Northern Ireland). Scotland is in a separate rate area. Effective 1 APR 98, Scotland will become an OTO rate area. See record number 44-9 3AF Central Booking Agency (CBA), RAF Mildenhall, England (UK) for specific shipping procedures.

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

a. **PERSONAL PROPERTY**:

(1) US Military Forces and civilian personnel on official duty in the UK are permitted duty free importation privileges. A DD Form 1434 (United Kingdom Customs Declaration for the Importation of Personal Effects of the US Forces/Civilian Personnel on duty in the UK) must accompany each shipment. Her Majesty's Customs and Excise (HMCE) will not allow onward movement for any shipment without the DD Form 1434. Failure to complete the form and provide it to the carrier at origin will cause significant delays in receiving shipments.

(2) Shipments for dependents (designated location moves, including British Nationals), retirees, separatees, and bluebark shipments may not be permitted duty free importation privileges. These members must personally arrange for customs clearance with HMCE and pay any duty that may be assessed. Clearance of property will be accomplished on a HMCE Form C3. To obtain this form, the member must write to HMCE, 3rd Floor West, West Block Ralli Quays, 3 Stanley St, Manchester M60 9la, or by phone at 011 44-1618-270307. British Embassies or Consulates may also have the form. The member must obtain the form and provide it to the carrier for arrival with the personal property. If this action is not taken, the shipment will be delayed by HMCE officials until the form is received. All additional costs for storage while the shipment is on hold is at the expense of the property owner. Shipments in this category should be consigned to a civilian delivery address. Do not consign to a military installation in the UK. Recommend storage at origin until the member can provide delivery address.

b. **INTRATHEATER SHIPMENTS**: United Kingdom customs clearance procedures for personal property moving under MTMC European Tenders of Service-Direct Deliveries.

(1) HMCE reserves the right to inspect all US forces shipments arriving in the UK and requires notification and appropriate documentation (DD Form 1434, inventory, AE Form 302,and European Community (EC) Form C-88) for all shipments. Please note, shipments which are not consigned for direct delivery to a residence in the UK (i.e., go through a carrier's agent) are not affected.

(2) To meet host nation customs entry requirements, the following actions must be taken:

(a) Provide destination TMO advance movement information via fax. Advance information should include copy of orders, DD Form 1434, UK delivery address, and ETA. If at all possible, this should be provided one week prior to the arrival of shipment in the UK.

(b) Instruct the carrier that AE Form 302 must be surrendered to the destination TMO.

(c) As soon as possible, mail PPGBL/AE Form 68B, DD Form 1299, inventory, DD Form 1434 (with member's signature in ink on all copies) to destination TMO.

(3) Destination TMO's/ITO's:

(a) Upon receipt of faxed information requested in para 2b(2) above, immediately prepare European Community Form C-88 for import IAW 3AFI 24-401. Show ETA of shipment in block 21 of Form C-88 and attach DD Form 1434. Forward both forms to HMCE, Alexandra Dock, Kings Lynn, Norfolk PE30 2ET.

(b) Upon receipt of mailed copies of DD Form 1434 (with original signature) and inventory from origin TMO, forward both documents to HMCE, Kings Lynn.

(c) Upon receipt of AE Form 302 from carrier, complete form IAW USAFER 75-4/USAREUR Regulation 55-355/USNAVEUR Instruction 4600.7e. Show Form C-88 reference number in block 33(keyed to USAFER 75-4, figure d-13, page d-30) "accompanying documents". Forward the above items to HMCE, Kings Lynn.

NOTE: Do not place firearms in European door-to-door shipments destined for the UK. A member with a firearm in his/her door-to-door shipment is in violation of UK law when the firearm is delivered to the residence. All firearms must be removed by HMCE prior to delivery. There is no way of obtaining prior approval or a firearms license in advance. Recommend Code 4 for shipments containing firearms.

c. **PREPARATION AND DISTRIBUTION OF THE DD FORM 1434 (UNITED KINGDOM CUSTOMS DECLARATION FOR THE IMPORTATION OF PERSONAL EFFECTS OF THE US FORCES/CIVILIAN PERSONNEL ON DUTY IN THE UK)**

(1) **Preparation:** The local origin TMO/ITO will provide the DD Form 1434 to the member and ensure an original and sufficient copies are prepared and provided to the carrier as outlined below. The member's original signature must be in blue or black ink on <u>each</u> copy. Reproduced or carbon copy signatures are strictly prohibited. The DD Form 1434 must be prepared as follows:

(a) Block 1a - Enter member's name only. The use of dependent's name or any other person's name, regardless whether a power of attorney is involved or not, is strictly prohibited, and will not be accepted.

(b) Block 1b - Self-explanatory.

(c) Block 2 - Date form prepared.

(d) Block 3 - Origin transportation office name, zip code.

(e) Block 4 - UK duty station and organization.

(f) Block 5d - Line through the words "does" or "does not" as applicable. If the shipment contains firearms, enter the type, make and serial number of each firearm being shipped (to include bb gun; air rifle; and, if known, enter the velocity).

(g) Block 5e - Line through the words "does" or "does not" as applicable. If the shipment contains a motorcycle/moped, enter the make, model, and year of manufacture, engine number, and chassis number on each motorcycle/moped included in the shipment.

(h) Block 5f - Line through the words "does" or "does not" as applicable. If firearms are included in the shipment, the words "does not" must be lined out and the word "firearms" must be entered after the word explain. For example, should the shipment contain deer antlers, line out "does not" and enter the words "deer antlers - import permit attached" or "not attached" (whichever is applicable) must be entered after the word explain.

(i) Block 5g - Line through the words "does" or "does not" whichever is applicable. If the words "does not" are lined through, then explain.

(j) Block 6a, 6b - Self-explanatory.

(k) Block 6c - Each copy of the DD form 1434 must be signed (original signature) only by the member, in blue or black ink. In unusual or emergency situations, if the member is not available to sign the DD Form 1434, the origin TMO/ITO may notify the destination TMO/ITO the shipment is moving without the completed DD Form 1434 and request the member complete the form on arrival. Ensure this method is closely monitored and coordinated with the destination TMO/ITO and the carrier/agent. Shipments arriving in the UK without the DD Form 1434 will not be released by HM customs until the form is received, therefore, this procedure must only be used in unusual or emergency situations.

(2) **Distribution**:

(a) **ITGBL Shipments**: Carrier/local/port agent will be instructed to ensure both copies of DD Form 1434, a legible copy of inventory, and any import permits, are readily available for customs clearance in the UK. Shipments will not clear customs until DD Form 1434 is made available to HMCE officials.

(1) Original and 1st copy: Carrier/agent with one copy of DD Form 1299 and copies of any import permits (require carrier/agent to acknowledge receipt of these documents).

(2) 2nd and 3rd Copies: Forward to destination TMO/ITO with other advance documents.

(3) 4th Copy: Member will retain this copy.

(4) 5th Copy: Origin TMO file copy.

(b) **DPM Shipments**: DPM contractor will be instructed to ensure both copies of DD Form 1434, one copy of the DD Form 1299, copies of any import permits, and a legible copy of the inventory are inserted in a waterproof envelope (marked "do not remove - for UK customs") and attached to the number 1 container. Reproduced copies of the DD Form 1434, or carbon copied signature, will not be accepted by HMCE officials.

(1) Original and 1st Copy: Give to DPM contractor with one copy of DD Form 1299. TMO/ITO must require the DPM contractor to acknowledge receipt of these documents.

(2) 2nd and 3rd Copies: Forward to destination TMO/ITO with a copy of the inventory and other advance documents.

(3) 4th Copy: Member will retain this copy.

(4) 5th Copy: Origin TMO file copy.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES**: Alcoholic beverages are restricted items and should not be shipped without consulting the appropriate UK agency or 3AF Traffic Management (3AF/LGTT) for further details. HMCE advises not to include any alcoholic beverages in personal property shipments. Members may be assessed duty and shipments could be delayed.

b. **CIGARETTES/TOBACCO PRODUCTS**: No restrictions identified.

c. **COSMETICS**: No restrictions.

d. **FOODSTUFFS/MEATS**:

(1) Meat and products containing meat including ham, bacon, sausage, pate and canned meat products, poultry and products including canned products containing poultry meat, fish and products including canned products containing fish/shellfish, eggs and products containing egg, milk and other products with a dairy content, honey, gelatin and pet food are prohibited items that cannot be shipped to the UK except for the following personal allowances:

Up to 1kg canned meat products
Up to 1kg fishery products
Up to 1kg dried milk powder
Up to 1kg honey
Fully cooked cakes or biscuits. (CH)

(2) Authorized foodstuffs must be placed into the number one container of personal property shipments destined to the UK and clearly identified on the personal property inventory. Generic, non-specific entries (foodstuffs, food etc., are not advised). Shipment containing foodstuff

of any type may be opened for inspection by UK Coastal Port Health Authorities which will delay delivery to the member at destination. To prevent delays, recommend food items not be shipped with personal property destined to the UK. Additional information on hoof and mouth disease within the USEUCOM AOR can be found at www.eucom.mil/news/hoof&mouth/index.htm. (CH)

(3) Plants, parts thereof, and plant produce including trees and shrubs, potatoes and certain other vegetables, fruit, bulbs, and seeds are prohibited items that cannot be shipped into the UK. (CH)

(4) Authorized foodstuffs must be placed into the number one container of personal property shipments and clearly identified on the personal property inventory. Generic, non-specific entries foodstuffs, food, etc., are not allowed. (CH)

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS**: Controlled drugs (which include: opium, heroin, morphine, cocaine, cannabis (marijuana), amphetamines, and lysergic acid(LSD)) are prohibited items that cannot be shipped into the UK.

4. **ELECTRICAL EQUIPMENT**:

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

b. **TVs**: American televisions are usually not compatible with the British (PAL) broadcasts transmitting system. A current TV license is required for British TV broadcasts. Cost is approximately $150.00 per year.

c. **OTHER (I.E. COMPATIBILITY, ETC)**: Electrical appliances: Not all economy homes have the appropriate connections for washers, dryers, refrigerators and freezers. If you live in off base housing, a transformer is required to convert the electric current from 240 volts to 110 volts. Electrical appliances such as toasters, electric frying pans, broilers, or appliances relying on heating elements will operate on 50 cycle electrical current. This will cause some electrical appliances to operate slower and slightly warmer. Service life of these items may be reduced.

5. **FURNITURE, OVERSIZED**: Anyone moving to the UK should seek the advice of their sponsor when determining suitable furniture for British homes. Most homes are small; large American size furniture may not fit into some rooms. Narrow staircases and passageways may prevent placement of the furniture into the appropriate rooms.

6. **PETS/QUARANTINE**:

a. **Dangerous Dog Act**: It is against the law in Great Britain to possess some types of dogs. The Dangerous Dog Act applies to The Pit Bull Terrier, Japanese Tosa, Fila Braziliera and the Dogo Argentino. The Act makes it a criminal offense to keep fighting dogs in public unless it is muzzled and on a leash. The animal must also be under control of an individual at least 16 years of age. Violators could face fines up to 2,000 pounds sterling (or approximately $3,400.00) and six months in prison. The Act also prescribes strict control on dogs of all breeds. People who allow their dog to be dangerously out of control in public will face the same fine. If a dog actually causes injury, the owner will face an unlimited fine and up to two years imprisonment. Additionally, the animal could be destroyed. It is also illegal to breed, sell, exchange, give away, or abandon a fighting dog, or allow the animal to stray. Exemption to the current law is available only if the designated breeds have been neutered, tattooed with a special number, permanently identified with a special approved implant chip. The owner must obtain liability insurance. It is highly recommended that members not import any cross breed dog which may be included in the above description. Affected animals will be exported or destroyed.

b. **The Pet Travel Scheme (PETS):** See http://www.defra.gov.uk/animalh/quarantine/index.htm. The Pet Travel Scheme (PETS) is the system that allows pet animals from certain countries to enter the United Kingdom without quarantine as long as they meet specific criteria. Effective 11 December 2002, properly documented cats and dogs coming from the United States and Canada will no longer have to go through the six-month quarantine period when entering the United Kingdom. The scheme only applies to cats and dogs, including guide dogs and hearing dogs. The Pet Travel Scheme only operates on specific sea, air and rail routes to England, http://www.defra.gov.uk/animalh/quarantine/PETS/procedures/support-info/routes.shtml. Pets are not currently authorized to enter the United Kingdom on military aircraft, i.e., AMC Patriot Express. The list of approved routes and transport companies is in the process of being updated to include those for the U.S. and Canada. People who are due to move to the United Kingdom in the meantime should contact DEFRA directly for more information at http://www.defra.gov.uk/animalh/quarantine/index.htm.

c. To bring a cat or dog into the UK under the Pet Travel Scheme from qualifying countries, see http://www.defra.gov.uk/animalh/quarantine/PETS/procedures/support-info/countries.shtml. You must carry out the following procedures in the order shown. Pet-owners should make sure that they have read and understood all of the information available before bringing pets to the UK. A pet cat or dog will have to meet certain conditions to be able to enter the UK without quarantine. It will have to be:

1. Identified with a microchip.

2. Vaccinated against rabies (but not before it is 3 months old.)

3. Successfully blood tested at a laboratory recognized by DEFRA.

4. Issued with an official PETS certificate.

5. Treated against ticks and a tapeworm treatment and issued with an official certificate of treatment.

6. Pets can be fitted with a microchip in any country. The rabies vaccination (including boosters), blood sampling, issuing the PETS certificate, the tick and tapeworm treatment and issuing the official certificate of treatment must all be carried out in the British Isles, the Republic of Ireland or a qualifying country.

7. Pets may not enter the UK under PETS until six months have passed from the date that the veterinarian took the blood sample that led to a successful test result. If the vet signs the PETS certificate after that six-month period has passed, the pet may enter the UK immediately. Only certain routes and transport companies can be used to bring cats and dogs into the UK. Owners of pets entering the UK from outside the European Community are required to complete Customs formalities. An agent, travel company or airline should be able to do this for you and you will probably be charged. Alternatively, you might be able to make your own arrangements. This would involve contacting the Customs authorities at your arrival point in the UK to obtain details of the necessary procedures and the appropriate Customs form. You are advised to discuss these charges with your agent before you travel as they might be included as part of a package.

8. You can get more information about PETS by contacting DEFRA:

Pet Travel Scheme
Department for Environment, Food and Rural Affairs
Area 201

1a Page Street
London
SW1P 4PQ
Telephone: +44 (0)870 241 1710
Fax: +44 (0)207 904 6834
E-mail: pets.helpline@defra.gsi.gov.uk

Quarantine Section
Department for Environment, Food and Rural Affairs
1a Page Street
London
SW1P 4PQ
Telephone: +44 (0)207 904 6222
Fax: +44 (0)207 904 6834
E-mail: quarantine@defra.gsi.gov.uk

You can also check the U.S. Embassy web site at
http:www.usembassy.org.uk/ukpets.html

d. Pet Registration Checklist

1. 2 copies (for each pet) of a DD2343 with the service members or responsible civilian employee's personal and pet information filled out and your installation, unit and DEROS annotated in the Organization block. If you live off base include your off base address in the Laboratory Procedures section. (A DD Form 2343 can be downloaded at
http://web1.whs.mil/forms/DD2343.pdf.

2. 1 copy of orders assigning the individual to the UK.

3. 1 photocopy of your ID card.

4. 1 copy of the animal's vaccination record/medical record.

5. 1 copy of the DD Form 2343 will be stamped and mailed back MPS as proof of registration. Incomplete packets will not be registered and will be mailed back.

6. The registration packet can be mailed to:

NEVD Veterinary Clinic
Unit 5095 Box 280
APO AE 09461-5280

e. Quarantine: There is a 6-month quarantine requirement for dogs and cats entering the United Kingdom which do not qualify under the Pet Travel Scheme. The costs for maintaining pets in approved quarantine kennels is expensive and could range up to $2,000.00 for the 6-month period. Other fees (such as collection of pets from the airport, handling and customs clearance, required shots, veterinary fees, and grooming) are not included in quarantine fees. Advance arrangement for approval must be made with the DEFRA at the above address. As of 11 December 2002, properly documented cats and dogs coming from the United States and Canada will not longer have to go through the 6-month quarantine period when entering the United Kingdom.

7. **PRIVATELY-OWNED FIREARMS (POFs), WEAPONS, AND ASSOCIATED ITEMS**:

a. **PROHIBITED ITEMS**: The following categories of weapons and related items are prohibited in the UK and cannot be shipped into the UK. Licenses are not obtainable for these items in the UK (see paras 7b thur 7d for permitted firearms and requirements). All prohibited weapons are seized and destroyed by HMCE officials. In addition, importation or possession of handguns pistols/revolvers) is an offense punishable by a lengthy prison

sentence. To obtain further information, please write HMCE, Alexandra Dock, Kings Lynn, Norfolk PE30 2ET, or fax 011-44-1553-767140. Prohibited weapons and associated items include:

(1) Mace and tear gas

(2) Flick (switchblade) knives, butterfly knives, swordsticks, knuckle-dusters, telescopic truncheons and some types of martial arts equipment

(3) Burst fire weapons (includes fully automatic firearms)

(4) Self loading (includes semiautomatic firearms)

(5) Pump action rifles (except those chambered for .22 rim fire ammunition)

(6) Repeating shotguns with a barrel less than 24 inches or overall length less than 40 inches (combat type shotguns)

(7) Any firearm disguised as another object (e.g., walking stick or umbrella shotguns, air canes, pen pistols and belt buckle pistols)

(8) All handguns (pistols and revolvers)

(9) Stun guns

(10) **All Ammunition and Explosives:** Ammunition and explosives, which includes fireworks, are prohibited items that cannot be shipped into the UK (DOD also prohibits the shipment of ammunition/explosives in personal property shipments).

b. **RESTRICTED ITEMS:** The following categories of weapons and related items are restricted and should not be shipped without consulting the appropriate UK agency or 3AF Traffic Management (3AF/LGTT) for further details.

(1) All firearms not listed in the prohibited category, (see para 7a(1) above).

(2) BB pistols, gas pistols, and similar weapons

c. **PERMISSIONS:** The following restricted weapons and related items may be permitted into the UK. However, local constabularies make case-by-case decisions on issuing firearms licenses and shotgun certificates. (**NOTE:** Shotguns may fall within the prohibited firearms category depending on the characteristics of the weapon):

(1) **Firearms:** This category includes:

(a) Rifles that are not on the prohibited list.

(b) Repeating shotguns, not on the prohibited weapons list, capable of holding more than two shells (including magazine or combination of magazine and breach). Nearly all American repeating shotguns will fall into this category and will require a firearms certificate. Members may want to modify the shotgun by the installation of a permanent plug certified by a British proof house. Modification could cost $100.00 or more, but it would allow licensing of the weapon under a shotgun certificate, which costs approximately $75.00 for five years.

(2) **Shotguns:** Only shotguns not on the prohibited weapons list (shotguns with a barrel less than 24 inches long or an overall length of less than 40 inches fall in the prohibited category) or in the firearm category can be considered shotguns under British law. Basically, the shotgun may not be capable of holding more than two shells. If the shotgun has a combination magazine/breach capacity of more than two shells, as a minimum it will fall into the firearms category and must be licensed accordingly. Double-barreled shotguns are generally accepted in the UK and cause the least amount of difficulty to license.

(3) **Toy-Related Guns:** No restrictions.

d. **POSSESSION AND LICENSING OF HANDGUNS/RIFLES/SHOTGUNS:**

(1) Importation or possession of handguns (pistols/revolvers) is a criminal offense under British law. See 7a, only certain firearms may be permitted in the UK. We strongly recommend only shotguns; in the shotgun category described above be shipped. Rifles and repeating shotguns should be placed in storage or left with relatives. Use of rifles and shotguns is severely limited.

(2) All firearms (including bb guns, air weapons, etc.) are subject to inspections on arrival. The member and carrier must ensure firearms are placed in the number one container for easy access by customs officials. They must also be properly identified on the DD Form 1434 (Section 5d). If the firearm is not located in the number one container, the entire shipment will be searched until the firearm is located and removed. Personnel failing to follow these instructions will experience severe consequences and significant delays in receiving their household goods. Failure to claim firearms on the DD Form 1434 is an offense punishable under the UCMJ.

(3) Firearms including shotguns will be detained by customs officials for up to 90 days while the member accomplishes all licensing and registration paperwork. The member must notify customs officials once all licensing requirements are complete. The member must also make arrangement to pickup the firearm(s) from the Queen's bonded warehouse.

(4) Firearm and shotgun certificates are issued by the local constabulary on a case-by-case basis. Issuance is not automatic. The certificate specifies how the firearm listed may be used and stored. US forces personnel are normally not given permission to remove their private firearms from the US Armory unless they are members of an approved rifle club. It usually takes at least 9 months to become such a member. The firearm certificate will cost approximately $100 for each weapon and will be good for 5 years.

(5) **Application for the Grant/Renewal/Variation of a firearm certificate (HM Firearms Form 1 rifles, etc.)** The cost is approximately $100.00 and the certificate is renewable after 5 years at approximately $80.00 per renewable period (five years).

(6) **Application by a visitor to Great Britain for the grant or renewal of a shotgun certificate (HM Form 71 for shotguns only):** The cost is approximately $75.00 and the certificate is renewable after five years at approximately $31.00 per renewable period.

NOTE: As these are only applications for a firearms certificate, UK permission will not necessarily be granted. US Navy personnel assigned to COMNAVACT London must contact their local unit of assignment for instructions.

8. **PRIVATELY OWNED VEHICLES (POVs) (INCLUDING MOPEDS AND MOTORCYCLES)**:

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

(1) Unaccompanied members, US Forces Military, and civilian personnel, are allowed to import or purchase one (1) duty free vehicle.

(2) Accompanied members with spouse are allowed to import or purchase two (2) duty free vehicles. Only one vehicle may be shipped per active duty service member or DOD employee at Government expense. The importation allowance has no bearing on the one POV per active duty member shipping entitlements.

(3) Members exceeding the importation allowance will be assessed a valuation duty by HMCE. The current duty is 33 percent of the current UK market value of the vehicle. This percentage is subject to change. Payment must be made prior to taking possession of the vehicle.

(4) All motor vehicles (including mopeds and motorcycles) will not be customs cleared until the member arrives on station and completes HMCE Form 941. This form is only available in the UK and is issued by the Security Police Pass and Registration Section (or similar agency) at each installation.

(5) Motorcycles and mopeds shipped in household goods must be clearly identified on the DD Form 1434, and packed in a separate container to prevent the members entire shipment from being delayed while HMCE locates and removes the motorcycle from the shipment.

b. **GASOLINE/CATALYTIC CONVERTERS:** There is adequate unleaded fuel available on and off base for operation of catalyst equipped POVs.

c. **INSURANCE/SAFETY REQUIREMENTS:**

(1) Operation and licensing requirements:

(a) Before a motor vehicle can be operated on UK highways each operator must be properly insured.

(b) Military or DOD civilian personnel and their dependents must possess a USAFE driving permit (USAFE Form 374). The permit is issued to those personnel possessing a valid US driving license, the host country's license, another country's license, or a permit issued by another military authority (i.e., SF Form 46 or US Forces Japan) and after completion of a local driving conditions course.

(c) UK provisional license (learners permit) and UK operators license (drivers license) may be obtained, but the process is costly and the exams are generally regarded as the most difficult in the world.

(d) To operate a motorcycle/moped in the UK all personnel (military, DOD civilian, and dependents) must have an endorsement on their stateside drivers license reflecting they can operate a motorcycle (this statement covers mopeds). They must also attend course seven and satisfactorily complete a hands on driving test conducted by a certified ground safety instructor in the UK. Each installation commander may establish other requirements and testing. Personnel without a stateside motorcycle license or an endorsement may operate a motorcycle/moped after satisfactorily completing a safety course in the UK. Dependents without a stateside license will have to obtain a United Kingdom provisional and then a United Kingdom operators license.

NOTE: Navy personnel are not required to possess a USAFE Form 374 nor attend safety course seven.

(2) **Required documents to pickup vehicles from the water port:**

(a) Proof of UK insurance.

(b) USAFE Form 374 (except Navy personnel and British/international license holders).

(c) DD Form 788.

(d) Extra set of keys.

(3) **Vehicle Registration and Testing:** All vehicles must be registered with the appropriate security police pass and registration office within 72 hours after pickup from the port. Any vehicle 3 years old or older must receive a test prior to base registration. Testing will cost approximately $50.00; however, the vehicle test is more detailed than stateside inspections. Repairs required to pass testing can be very expensive. Most US vehicles must undergo major changes or additions to the vehicle lights, specifically the headlights, turn signals, white front park lights, and rear fog lights. The cost of the light conversion on some newer model POVS can be expensive or nearly impossible to convert. Recommend owners with newer model vehicles check with US vehicle dealership about the light conversion prior to shipping vehicle. Testing is mandatory and must be performed before a vehicle can be taxed and licensed in the UK. The British Department of Transport will only accept original state title, US Government (DD Form 430) or foreign Government titles as proof of ownership before the - vehicle can be taxed and licensed in the UK.

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

a. **Sexually Explicit Material** are prohibited items that cannot be shipped into the UK. For material to be considered sexually explicit and within the prohibition it must clearly show sex acts taking place (i.e., penetration or oral contact with the genitals must be clearly shown). Simulated scenes where the point of penetration etc., is not in camera view are not considered obscene. In more unusual areas, such as bondage or sado-masochism, key factors would be tying up in unnatural positions, the use of gags, and the depiction of violence in a sexual context (e.g., graphic torture and rape).

NOTE: The restrictions apply to all mediums, videotapes, magazines, cinematography films, computer disks, CD-ROM, laser disk, etc.

b. **Material Depicting Violence**: This must be visually explicit to bring it within the prohibition. Shipments containing articles portraying excessive violence against humans and animals such as scenes of decapitation, excision of limbs, gouging of eyes, cannibalism, garroting, torture, and dog fighting may not be imported. In general terms, scenes of mutilation are considered to fall within the prohibition. In particular, graphic scenes of violence against women also fall within the scope. When considering this type of material it is useful to compare scenes found in legally produced 18 rated UK videos. Comparisons should not be made with scenes in films shown at the movie theater. The criteria applied to films for movie theater presentation is not as strict as for video material where access by children cannot be effectively controlled.

NOTE: The restrictions apply to all mediums, video tapes, magazines, cinematography films, computer disk, CD-ROM, Laser disk, etc.

10. **STUFFED WILDLIFE ANIMALS/WOOD ARTICLE RESTRICTIONS**:

a. Wood with bark attached (including such wood in the form of carvings, rough furniture etc.) are restricted items and should not be shipped without consulting the appropriate UK agency or 3AF Traffic Management (3AF/LGTT) for further details.

b. Most animal and bird articles derived from rare species whether alive or dead (stuffed), including fur skins, ivory, reptile leather, and goods made from them are restricted items and should not be shipped without consulting the appropriate UK agency or 3AF Traffic Management (3AF/LGTT) for further details.

c. **WILDLIFE TROPHIES**: (Deer antlers, moose racks, elk horns, etc.) prior to shipment of items in the restricted category personnel should contact the Department Of Environment, Wildlife Conservation, Licensing Section, Tollgate House, Houlton Street, Bristol BS2 9DJ for permission to import these items. Failure to do so could delay clearance of the shipment on arrival.

NOTE: Word of caution about the term "stuffed animals": The term "stuffed animals" in the UK means wildlife trophies. Ensure the carrier annotates stuffed toys on the inventory as stuffed toys instead of stuffed animals to avoid shipment being delayed while UK customs inspect the items. These are restricted items and should not be shipped without consulting the appropriate UK agency or 3AF Traffic Management (3AF/LGTT) for further details.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs/RADIO TRANSMITTERS**: Walkie-talkie's, citizen's band radios, etc., capable of operating on certain frequencies prohibited for use in the UK. To obtain further information, please write to HMCE, Alexandra Dock, Kings Lynn, Norfolk PE30 2ET, or fax 011-44-1553-767140.

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

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

d. **DISH ANTENNAs**: **Satellite dishes**: Personal satellite dishes can be shipped to the UK as long as they are only used for the reception of television programs intended for general reception. Installation of a satellite dish cannot cause interference to other users. Permission from the local council responsible for zoning restrictions and licenses must be obtained prior to the dish being installed. The license is obtained from the Department Of Trade and Industry, Room 513, Waterloo Bridge House, Waterloo Road, London Se1 8VA.

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS: SEE PARAGRAPH 2.a (2)**

13. **OTHER**:

a. **Counterfeit Money**: Counterfeit coins and bank notes are prohibited items that cannot be shipped into the UK.

b. **Lawn Equipment**: Lawn mowers and other garden tools should be shipped; most homes have gardens which require maintenance.

c. **Boats, Outboard Motors, Boat Trailers, And Other Boat Accessories**:

(1) US Forces Military and civilian personnel, on official duty in the UK, may import boats, outboard motors, boat trailers, and other boat accessories duty free in household goods. Boats and accessories must not be lent, hired, or disposed of in the UK. Also, they must not be of UK origin. There is no need to register the boat with the Department of Transport unless it will be used for commercial purposes. The boat will have to be registered locally with the water authority where the boat will be used.

(2) If the boat will be going across the English Channel, it must be registered with the Royal Yachting Association in London. After the boat has cleared customs and is ready for pickup, the trailer must have a rear license plate with the same number as the towing vehicle.

39-2 424 AIR BASE SQUADRON, ROYAL AIR FORCE, FAIRFORD, ENGLAND(UK)
REVIEW DATE: 30 APR 04 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: YGFC**

b. **DODAAC: FB5505**

c. **E-MAIL:**

d. **TWX:** 424 ABS RAF FAIRFORD//LRTT//

e. **MAIL:** TRAFFIC MANAGEMENT OFFICER
ATTN LRTT
424 ABS, UNIT 4820
APO AE 09456

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** APOs AE 08454, 09472

g. **APOD:** RAF Mildenhall, UK-MHZ **WPOD:** Felixstowe, UK-HA8

h. **DSN:** 247-XXXX **COMM:** 011-44-1285-717110, Inbound/Outbound/QC-7111/7112, TELEX: N/A

i. **FAX: DSN:** 247-4400/4375 **COMM:** 011-44-1285-714400/011-44-1285-714375

2. **CONSIGNMENT INSTRUCTIONS**:

a. This PPPO is responsible for all functions for identified APOs and specifically the following areas: Bristol, Cheltenham SUSLO, Lulworth, Poole, RAF Brize Norton, RAF Lyneham, RAF Welford, Salisbury, Shrivenham, South Cerney, Warminster, Yeovilton, and Wales. For outbound responsibilities refer to record 44-9 3AF Central Booking Agency (CBA) RAF Mildenhall, England (UK), DSN 238-2281. (CH)

b. **DPM HHG, DPM BAGGAGE**: (See Special Instructions.) Please consign DPM shipments to the following address: P&F Safepac, Great Central Way, Woodford Halse, NR. Daventry, Northants, NN11 6PZ.

c. **ITGBL HHG AND BAGGAGE**: Consign to members at destination address/ installation where member will reside/is assigned. Annotate PGBL: "Carrier will notify TMO, 424 ABS, RAF Fairford, prior to delivery or placing personal property in storage."

d. **PARCEL POST**: Do not consign to TMO, 424 ABS, RAF Fairford. Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**: The Traffic Management Office at RAF Fairford is responsible for the geographic location of Southwest England and the entire country of Wales. Southwest England is comprised of every locale south and west of Oxford to the Devon/Cornwall boundary, and includes the counties of Gloucestershire, Somerset, and Wiltshire.

a. **NOTE 1**: DPM baggage should be shipped via DPM/AMC only. Do not use INTL/AIR/COMM/DPM for baggage shipments destined to this area.

b. **NOTE 2**: Use of DPM surface for HHG shipments is not recommended due to extensive transit time. DPM may be used on an exception basis for those shipment weighing less than 500 pounds. (CH)

c. **NOTE 3**: The acceptable mode for intra-theater UB shipments is Code J. (CH)

d. **NOTE 4**: Refer to record 39-1 UNITED KINGDOM(UK) - GENERAL INSTRUCTIONS. (CH)

39-3 100 TRANSPORTATION SQUADRON, ROYAL AIR FORCE, MILDENHALL ENGLAND(UK)
REVIEW DATE: 01 MAR 04 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: YCFC** (See Consignment Instructions paragraph 2a)

b. **DODAAC: FB5518**

c. **E-MAIL:** 100lrs.tmo@mildenhall.af.mil

d. **TWX:** 100LRS RAF MILDENHALL UK//LGRT//

e. **MAIL:** TRAFFIC MANAGEMENT OFFICER
ATTN LGRT
100 LRS RAF MILDENHALL
UNIT 4945 BOX 395
APO AE 09459

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** APOs AE 09461, (AAFES), 09464

g. **APOD:** RAF Mildenhall, UK-MHZ **WPOD:** Felixstowe, UK-HA8

h. **DSN:** 238-XXXX **COMM:** 011-44-1638-547089, Outbound-7089/2617, Inbound-5248/2927, QC-2510, TMO-2083

i. **FAX: DSN:** 238-5241 **COMM:** 011-44-1638-545241, Inbound-5241, Outbound-3150

2. **CONSIGNMENT INSTRUCTIONS**:

a. This PPPO is responsible for all functions identified in paragraph 1g above for APOs and specifically the following areas: Counties of Suffolk, Lincoln, Norfolk, Essex, Northampton, and east of Cambridge. For RAF Alconbury(Molesworth(see page 39-5), RAF Fairford, UK(see page 39-2), RAF Croughton, UK(see page 39-7), Navy London(see page 39-6), RAF Menwith Hill(see page 39-4), and RAF St Mawgan, UK(see page 39-8).

b. **DPM HHG, DPM BAGGAGE:** Arrowdene Moving and Storage, 32 Howlett Way, Fison Industrial Estate Thetford, Norfolk, (See Special Instructions)

c. **ITGBL HHG AND BAGGAGE:** Consign to member at destination address/installation where member will reside/is assigned. Annotate PPGBL: "Carrier will notify TMO, 100 TRNS, RAF Mildenhall, prior to delivery or placing in storage."

d. **PARCEL POST:** Do not consign to TMO, 100 TRNS, RAF Mildenhall. Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** DPM baggage should be shipped via DPM/AMC only. Do not use INTL/AIR/COMM/DPM for baggage shipments destined to this area.

b. **NOTE 2:** Use of DPM surface for HHG shipments is not recommended due to extensive transit time. DPM may be used on an exception basis for those shipments weighing less than 500 lbs.

c. **NOTE 3**: The acceptable mode for all Unaccompanied Baggage(UB) shipments is Code J.

d. **NOTE 4**: Refer to Record 39-1 UNITED KINGDOM(UK) - GENERAL INSTRUCTIONS.

39-4 TRANSPORTATION OFFICE, ROYAL AIR FORCE, MENWITH HILL, HARROGATE, ENGLAND(UK)

REVIEW DATE: 08 SEP 03 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: YCAC**

b. **DODAAC: H91253**

c. **E-MAIL:** tmo@menwithhill.af.mil

d. **TWX:** MENWITH HILL STN HARROGATE UK//TO//

e. **MAIL:** TRANSPORTATION OFFICE
BLDG 31
PSC 45
APO AE 09468

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** SEE NOTE 1.

g. **APOD:** RAF Mildenhall, UK-MHZ **WPOD:** Felixstowe, UK-HA8

h. **DSN:** 262-7887 **COMM:** 011-44-1423-777887

i. **FAX: DSN:** 262-7945 **COMM:** 011-44-1423-777945

2. **CONSIGNMENT INSTRUCTIONS**: Inbound only. For outbound refer to record 39-9 3AF Central Booking Agency(CBA) RAF Mildenhall, England(UK) (See notes 1-6) (CH)

a. **ITGBL HHG AND BAGGAGE**: Consign to member at destination address/installation where member will reside/is assigned. Annotate PPGBL: "Carrier will notify Transportation Office, RAF Menwith Hill, Harrogate, England, APO AE 09468, prior to delivery or placing in storage."

b. **DPM HHG, DPM BAGGAGE**: Consign to Transportation Office, RAF Menwith Hill, Harrogate, England, c/o P&F Safepac, Field Road, England IP28 7AP(this includes DPM shipments with destination of Scotland).

c. **PARCEL POST**: Do not consign to Transportation Office. Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: RAF Menwith Hill is responsible for all inbound and outbound personal property shipments for northern England and Scotland including Exchange Officers at RAF Fylingdales, RAF Boulmer, RAF Spaedadam, RAF Leuchars (Scotland), RAF Lossiemouth (Scotland), RAF Kinloss (Scotland).
Other sites include DCMC Preston, DCMC Brough, Barrow-in-Furness, Glasgow (Scotland). RAF Digby is now the responsibility of RAF Alconbury completely, as per 39-5 dated 12/12/2000.

b. **NOTE 2**: Northern Ireland and Scotland are a TGBL OTO rate area. DPM is an acceptable method of shipment with a final destination of Scotland.

c. **NOTE 3**: **DPM Baggage should be shipped via DPM/AMC only. Do NOT** use INTL/AIR/COMM/DPM for baggage shipments destined to this area due to Customs clearance problems and excessive storage costs a UK Airports.

d. **NOTE 4**: For Retirement and Separation shipments into the UK an HM Customs & Excise Form C3 is needed to clear shipments through UK customs not a DD1434. See UK General Instructions.

e. **NOTE 5**: TMO's are reminded when members elect to waive shipments through the government and use the Post Office, the DD1299 (to include weight and number of pieces) and front/back copies of orders are required and should be sent to the destination TMO.

f. **NOTE 6**: Members who have pets are reminded to utilize their sponsors so they receive Value Added Tax refunds from quarantine costs before payment is made to kennels.

39-5 423 AIR BASE SQUADRON, ROYAL AIR FORCE, ALCONBURY, HUNTINGDON, ENGLAND(UK)

REVIEW DATE: 06 AUG 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: YBFL**

b. **DODAAC: FY5643**

c. **SERCO Contractor E-MAIL:** 423.lgrt@molesworth.af.mil

d. **TWX:** 423 ABS RAF ALCONBURY UK//LGTT//

e. **MAIL:** TRAFFIC MANAGEMENT OFFICE
423 ABS/LGTTH
UNIT 5615 BOX 200
APO AE 09470

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** 09459, 09470 (See Note 1)

g. **APOD:** RAF Mildenhall, UK-MHZ
WPOD: Felixstowe, UK-HA8

h. **DSN:** 268-XXXX **COMM:** 011-44-(0)1480-82-XXXX, Inbound-3723, Outbound-3755, QA/Customs-3746, Passenger Travel-3175, SATO Travel -3908, Cargo-3852

i. **FAX: DSN:** 268-3199/3975 **COMM:** 011-44-(0)1480-823199/823975

2. **CONSIGNMENT INSTRUCTIONS**: Inbound Only. For outbound refer to record 39-9 3AF Central Booking Agency(CBA) RAF Mildenhall, England(UK). See Notes 1,2,3,5 and 6).

a. **DPM HHG, DPM BAGGAGE, HIGH VALUE**: Consign to FY5643, RAF Alconbury, England, c/o Arrowpak International, Sherwood, House, Norwood Road, Brandon, Suffolk IP27 OPB. See Notes 2, 3 and 7. (CH)

b. **ITGBL HHG AND BAGGAGE**: Consign to member at destination address or unit/installation of assignment. Annotate PPGBL: "Carrier will notify TMO, RAF Alconbury, England, upon arrival of shipment and prior to delivery to residence or placing in storage.

c. **PARCEL POST**: Consign to member or member's agent c/o local address or unit of assignment. A copy of member's orders should be in each parcel. Do not consign to TMO. See Note 5.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Bases and counties responsible if there is no zip code determined RAF's Alconbury, Brampton, Digby, Cottismore, Chelveston, Chicksands, Cranwell, Henlow, Molesworth, Upwood, Waddington, Whittering, and Wyton. Counties of responsibility are Bedfordshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire and Rutland.

b. **NOTE 2**: DPM baggage should be shipped via DPM/AMC only. Do NOT use INTL/AIR/COMM/DPM for baggage shipments destined to this area.

c. **NOTE 3**: Use of DPM HHG shipments is NOT recommended due to extensive transit time. DPM may be used on an exception basis for those HHG shipments weighing less than 500 lbs.

d. **NOTE 4**: Members who have pets are reminded to utilize their sponsors in order to receive Value Added Tax refunds from quarantine costs before payment is made to kennels.

e. **NOTE 5**: TMO's are reminded when members elect to waive shipments through the government and use the post office, the DD Form 1299(to include weight and number of pieces) and front/back copies of orders are required and should be sent to the destination TMO.

f. **NOTE 6**: TMO's are reminded when members are filing for mail reimbursements at destination, a memorandum from the origin TMO must authorize and show the following: unaccompanied baggage rate plus the AMC additive from the origin rate area to the UK, net weights of all shipments made (i.e. Code 4, T, 5, 8, and DPM shipments) and if there were any professional books, paper and equipment approved.

g. **NOTE 7**: Foreign Exchange Officers who have shipments destined to the county of Lincolnshire (RAF's Digby, Cranwell and Waddington) are reminded to ensure all personal property and hand-carried items are free of all pests, specifically the Colorado Beetle which destroy potato farms. They are 10mm long and have a distinctive yellow, black and pink color.

39-6 COMMANDER, US NAVAL ACTIVITIES, LONDON, ENGLAND(UK)
REVIEW DATE: 14 OCT 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: YBNQ**

b. **DODAAC: N62585**

c. **E-MAIL:**

d. **TWX:** COMNAVACT LONDON UK//CODE A422//

e. **MAIL:** COMMANDER
ATTN CODE A422
US NAVAL ACTIVITIES UK
PSC 802 BOX 91
FPO AE 09499-1000

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** FPO AE 09421 includes Gibraltar, 09498 includes Personnel Exchange Program UK

g. **APOD:** RAF Mildenhall, UK-MHZ
WPOD: Felixstowe, UK-HA8

h. **DSN:** 235-XXXX **COMM:** 011-44-171-514-XXXX, EXT (CH) 4552/4262/4787/4729/4372

i. **FAX: DSN:** 235-4596 **COMM:** 011-44-171-514-4596

2. **CONSIGNMENT INSTRUCTIONS**:

a. **ITGBL HHG AND BAGGAGE**: Preferred Modes are Code 4 and Code J. Consign to member at unit of assignment. (See note 1) Annotate PPGBL: "Carrier will notify PPPO, COMNAVACT, London, UK, prior to delivery to residence or placing in storage." (See Notes 2 & 3) (CH)

b. **DPM HHG/DPM BAGGAGE**: **USE ONLY WHEN ITGBL RATES ARE NOT AVAILABLE. INTL/AIR/COMM/DPM IS NOT RECOMMENDED DUE TO CLEARANCE PROBLEMS.** Consign to PPPO, COMNAVACT, London, UK, FPO AE 09499-1000(DODAAC N62585)c/o Lakehaven LTD, 179 Milton Park, Abingdon, Oxfordshire marked for member at unit of assignment. (CH)

c. **PARCEL POST**: Do not consign to PPPO, COMNAVACT, London, UK. Consign to member c/o unit of assignment address.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: This PPPO is responsible for all functions for identified FPOs except TDR booking. For outbound responsibilities refer to record 39-9 3AF Central Booking Agency (CBA) RAF Mildenhall, England(UK).

b. **NOTE 2**: **For London Personnel**: Housing in Central London is generally small with narrow doorways and stairwells. This may prove to be a problem for items of furniture which are taller, wider, or longer than 78 inches. There is no entitlement to store or return items once delivered. Any such items should be placed in NTS at origin.

c. **NOTE 3**: **For Members Assigned to Gibraltar**: Gibraltar is a One Time Only (OTO) Rate area for HHG and POV's. Gibraltar is a British Crown Colony bordering Spain. It is not located within the United Kingdom.

(1) HHG(Code 4), baggage(Code 8), and POVs should all be moved via one-time-only(OTO) tender obtained through CDRSDDC ALEXANDRIA VA//SDPP-PO//. Shipments may experience problems if shipped directly to Spain FFT Gibraltar. Carrier should be requested to ensure routing will not cause delays to the property.

(2) POVs entering Gibraltar under the Status of Forces Agreement (SOFA) are required to place a bond or cash payment, refundable upon export of the vehicle. The bond or cash payment will equate to 35 percent of the current value of the vehicle. Vehicles with sleeping accommodations can not be shipped into Gibraltar.

(3) All documents should be forwarded to YBNQ to ensure receipt prior to arrival of property.

d. **NOTE 4**: Refer to record 39-1 UNITED KINGDOM(UK) - GENERAL INSTRUCTIONS.

39-7 422 AIR BASE SQUADRON, ROYAL AIR FORCE, CROUGHTON, ENGLAND(UK)
REVIEW DATE: 18 MAR 99 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: YMFC**

b. **DODAAC: FY5499**

c. **E-MAIL:** 422abs.lgt@croughton.af.mil

d. **TWX:** 422 ABS RAF CROUGHTON UK//LGTT//

e. **MAIL:** TRAFFIC MANAGEMENT OFFICER
ATTN LGTT
422 ABS
UNIT 5855
APO AE 09494

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** APOs 09494

g. **APOD:** RAF Mildenhall, UK-MHZ **WPOD:** Felixstowe, UK-HA8

h. **DSN:** 236-XXXX **COMM:** 011-44-1280-70-XXXX, Outbound-8047, Customs-8048

i. **FAX: DSN:** 236-8517 **COMM:** 011-44-1280-70-8517

2. **CONSIGNMENT INSTRUCTIONS**: Inbound only. For outbound refer to record 39-9 3AF Central Booking Agency(CBA) RAF Mildenhall, England(UK).

a. **DPM HHG, DPM BAGGAGE**: Consign to TMO RAF Croughton, England, c/o P&F Safepack CO, LTD Five Star International, Safepac House Field Road, Mildenhall Suffolk IP28 7AP.

b. **ITGBL HHG AND BAGGAGE**: Consign to member c/o local address or unit of assignment. Annotate PPGBL: "Carrier will notify TMO, RAF Croughton, England, upon arrival of shipment and prior to delivery before placing in storage."

c. **PARCEL POST**: Consign to member or member's agent c/o local address or unit of assignment. Do No consign to TMO, RAF Croughton, England. Use of parcel post for UB is not recommended.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: DPM baggage should be shipped via DPM/AMC only.

b. **NOTE 2**: Do Not use INTL/AIR/COMM/DPM for baggage shipments destined to this area due to the distance from commercial airport and customs clearance problems.

c. **NOTE 3**: Ensure that British Customs Form 1434, has been properly executed per instructions on General Instructions page, to include firearms statement with members original signature immediately following on all copies.

d. **NOTE 4**: Use of DPM surface for HHG shipments is not recommended due to extensive transit time.

39-8 MARITIME FACILITY, ROYAL AIR FORCE, ST MAWGAN, ENGLAND(UK)
REVIEW DATE: 16 MAR 99 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: YBNM**

b. **DODAAC: N48389**

c. **E-MAIL:** jmf40@post.nctsl.navy.mil

d. **TWX:** JMF ST MAWGAN UK/N4/N46//

e. **MAIL:** COMMANDING OFFICER
ATTN N46
SUPPLY DEPT-PPPO
PSC 804 BOX 14
FPO AE 09409-1014

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** FPO 09498 includes Personal Exchange Program (PEP-UR (only in Cornwall area not London), 09409

g. **APOD:** RAF Mildenhall, UK-MHZ **WPOD:** Felixstowe, UK-HA8

h. **DSN:** 234-3502 **COMM:** 011-44-1637-853502

i. **FAX: DSN:** None **COMM:** 011-44-1637-852166 or 011-44-1637-877991

2. **CONSIGNMENT INSTRUCTIONS**:

a. This PPPO is responsible for all functions for identified FPOS except TDR booking. For outbound responsibilities refer to record 39-9 3AF Central Booking Agency(CBA) RAF Mildenhall, England(UK).

b. **DPM HHGs/DPM BAGGAGE**: Use only when Code J or Code 4 rates are not available, Consign to: JMF St Mawgan, Newquay, UK, FPO AE 09409-1014 (N48389) c/o Lakehaven LTD-Exter, Unit #1, 23 Marsh Green Road, Marsh Barton Trading Estate, Exeter, Cornwall EX2 8RY, marked for member at unit of assignment. A legible copy of the UK Customs Form (DD Form 1434) and shipment inventory must be included with advance documentation for all DPM shipments.

c. **ITGBL HHGS AND BAGGAGE**: Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify PPPO, RAF St Mawgan, Newquay, UK, prior to delivery to residence or placing in storage". A legible copy of the UK Customs Form (DD Form 1434) and shipment inventory must be included with advance documentation.

d. **PARCEL POST**: Do not consign to PPPO, RAF St Mawgan Newguay, UK. Consign to member c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: INTL/AIR/COMM/DPM is not recommended due to clearance problems.

b. **NOTE 2**: Please ensure TCMD or PPGBL (block 18) show member's actual unit of assignment.

c. **NOTE 3**: Housing units are generally small with narrow doorways and stairwells. This may prove to be a problem for furniture taller, wider, or longer than 78 inches, NON-TEMP STORAGE IS HIGHLY RECOMMENDED for any such items.

39-9 THIRD AIR FORCE(3AF) CENTRAL BOOKING AGENCY(CBA), ROYAL AIR FORCE, MILDENHALL, ENGLAND(UK)

REVIEW DATE: 26 DEC 00 **MULTI-SERVICE**

1. **GENERAL**

a. **GBLOC: YBCA**

b. **DODAAC: FY9106**

c. **E-MAIL:**

d. **TWX:** USAFE LSS OL-D RAF MILDENHALL//CBA//

e. **MAIL:** USAFE LSS OL-D/CBA
UNIT 4840 BOX 60
APO AE 09459-5000

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** APO AE 09447, 09454, 09456, 09459, 09466, 09468, 09469, 09470, 09472, 09494, and FPO AE 09409 09421, 09498, 09499

g. **APOD:** RAF Mildenhall, UK-MHZ **WPOD:** Felixstowe, UK-HA8

h. **DSN:** 238-2024/2281/3679 **COMM:** 011-44-(0)1638-54-2024/2281/3679

i. **FAX: DSN** 238-3613 **COMM:** 011-44-(0)1638-54-3613

2. **CONSIGNMENT INSTRUCTIONS:**

a. 3AF CBA is responsible for booking, quality control and related TOPS data for all **OUTBOUND ITGBL** shipments from the UK.

b. Although CBA monitors TOPS data for inbound shipments into the UK for record's 39-2, 39-4, 39-5, 39-6, 39-7 and 39-8, origin shipping offices are required to annotate GBL Blocks 18 and 20 with the responsible destination TMO and send all inbound personal property shipping documentation to the responsible destination TMO listed below: **DO NOT CONSIGN SHIPMENT OR SEND INBOUND DOCUMENTATION TO 3AF CBA.**

c. Responsible destinations for APO/FPO's:

APO/FPO	Destination TMO	Record Number
APO 09447	RAF Menwith Hill	39-4
APO 09454	RAF Fairford	39-2
APO 09456	RAF Fairford	39-2
APO 09466	RAF Croughton	39-7
APO 09468	RAF Menwith Hill	39-4
APO 09469	RAF Alconbury	39-5
APO 09470	RAF Alconbury	39-5
APO 09472	RAF Fairford	39-2
APO 09494	RAF Croughton	39-7
FPO 09409	JMF St Mawgan	39-8
FPO 09421	Navy London	39-6
FPO 09498	Navy London	39-6
FPO 09499	Navy London	39-6

d. If the destination APO/FPO cannot be determined use the following county listing:

County	Destination TMO	Record Number
Bedfordshire	RAF Alconbury	39-5
Berkshire	Navy London	39-6
Buckinghamshire	Navy London	39-6
Cambridgeshire	RAF Mildenhall	39-3
Cheshire	RAF Menwith Hill	39-4
Cornwall	JMF St Mawgan	39-8
Cumbria	RAF Menwith Hill	39-4
Derbyshire	RAF Croughton	39-7
Devon	JMF St Mawgan	39-8
Dorset	RAF Fairford	39-2
Durham	RAF Menwith Hill	39-4
East Sussex	Navy London	39-6
Essex	Navy London	39-6
Gloucestershire	RAF Fairford	39-2
Hampshire	Navy London	39-6
Herefordshire	RAF Croughton	39-7
Hertfordshire	Navy London	39-6
Isle of Man	RAF Menwith Hill	39-4
Isle of Wight	Navy London	39-6
Kent	Navy London	39-6
Lancashire	RAF Menwith Hill	39-4
Leicestershire	RAF Alconbury	39-5
Lincolnshire	RAF Alconbury	39-5
London	Navy London	39-6
Norfolk	RAF Mildenhall	39-3
Northamptonshire	RAF Alconbury	39-5
Northumberland	RAF Menwith Hill	39-4
Nottinghamshire	RAF Alconbury	39-5
Oxfordshire	RAF Croughton	39-7
Rutland	RAF Alconbury	39-5
Shropshire	RAF Croughton	39-7
Somerset	RAF Fairford	39-2
Staffordshire	RAF Croughton	39-7
Suffolk	RAF Mildenhall	39-3
Surrey	Navy London	39-6
The Channel Islands	Navy London	39-6
Warwickshire	RAF Croughton	39-7
West Sussex	Navy London	39-6
Wiltshire	RAF Fairford	39-2
Worcestershire	RAF Croughton	39-7
Yorkshire	RAF Menwith Hill	39-4

e. If the inbound shipment is destined for Scotland, Northern Ireland or the Isle of Man forward all associated inbound documentation to RAF Menwith Hill, Record 39-4.

f. If the inbound shipment is destined for Wales, forward all associated inbound documentation to RAF Fairford, Record 39-2.

3. **SPECIAL INSTRUCTIONS**: Refer to record 39-1 UNITED KINGDOM(UK) - GENERAL INSTRUCTIONS.

CHAPTER 39A

39A-1 ESTONIA(EST) - GENERAL INSTRUCTIONS
REVIEW DATE: 12 JUL 04

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/RETIREES 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: 12 JUL 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: VSDK**

b. **DODAAC:**

c. **E-MAIL:** GSO Tallinn@state.gov (CH)

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.

CHAPTER 40

40-1 ETHIOPIA(ET) - GENERAL INSTRUCTIONS
REVIEW DATE: 03 FEB 98

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** Since all residences are Government furnished, paragraph U5315 B. of the JFTR applies to service members in Ethiopia. Members weight allowance is 25 percent or 2,000 lbs (whichever is greater) of the amount authorized in paragraph U5310 of the JFTR.

b. **CONTAINER/CRATING REQUIREMENTS:** Due to multiple airlines and aircraft involved in the shipment of personal effects, the boxes must be no larger than the dimensions acceptable by the smallest cargo plane. Boxes should be no more than 205 cm long, 145 cm wide, and 155 cm high. In the past, boxes have been broken down to meet these requirements, with resultant delay of delivery and loss of items.

c. **HARD LIFT AREA:** Ethiopia is designated as a hard lift area for all service members. All HHG/UB shipments are sent via commercial air. There is no scheduled AMC access to Ethiopia. All shipments should be routed through London, UK or Frankfurt, Germany, as these are the only European airports with service to Addis Ababa.

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

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

a. Personnel on the Diplomatic list (Attachés) are eligible for the exemption of customs and excise tax for their entire tour. Staff members (Administrative and Technical Staff members, non-Attachés) are only entitled to duty-free entry for the first six months of their tour. Shipment of personal property and POV must be scheduled to arrive in Ethiopia within the first six months.

b. Customs clearance is handled by the General Service Office (GSO) at the Embassy. In order to track shipments, initiate customs clearance, and ensure the promptest delivery of the containers to the Embassy, the member must provide the GSO with the airway bill number of the shipment prior to arrival (either by telegraphic means or by FAX). Additional information needed by the GSO is; number of pieces, weight, packing list, and flight number (if known by member).

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Importation of alcoholic beverages in personal property shipments 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:** Consumable items/foodstuffs should be listed as household effects and not be marked in any way as to indicate contents as foodstuffs.

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

4. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions. Due to pouch size limitation, computer must be sent as part of HHG or UB shipment. They should not be accompanied baggage upon arrival in Addis Ababa.

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

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

5. **FURNITURE:** Residences of all service members are furnished. This includes beds, dressers, couches, reclining chairs, coffee tables, entertainment centers, dining room tables, all major appliances, and micro-wave ovens. Upon arrival, a welcome kit is provided to be turned back in to GSO upon arrival of HHG/UB shipments. The kit includes linen, towels, dishes, and pots/pans. Voltage in Ethiopia is 240 volt 50 megahertz and is subject to extreme fluctuations and frequent power outages. Transformers are provided.

6. **PETS/QUARANTINE:** Currently, Ethiopian customs regulations governing the importation of pets are not stringent. However, regulations in Ethiopia change with little or no advance notice. Therefore, individuals wishing to ship a pet should contact the General Services Office immediately upon notification of assignment. Pertinent information needed includes: country where pet will be shipped from, type of pet, sex, age, and record of inoculations.

7. **PRIVATELY OWNED FIREARMS (POFs):** Importation of privately-owned firearms is prohibited (applies to Diplomatic Staff and to Administrative and Technical Staff).

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

a. **POVs:**

(1) The Ethiopian Government's policy is one duty-free imported vehicle per member (applies to Diplomatic Staff and to Administrative and Technical Staff). POV's of Administrative and Technical Staff personnel are entitled to duty-free entry within the first six (6) months of the member's arrival. POV's may only be sold within the last six (6) months of the member's tour (applies to Diplomatic Staff and to Administrative and Technical Staff).

(2) All vehicles must be contracted with the Port of Djibouti. Djibouti is the transshipment point. The Port of Asseb, Eritrea has proven unreliable as a transshipment point (long delays in processing, overland transshipment-with damage to vehicles, and demurrage fees for the delay in shipment). Shipping time varies between 6-8 months.

(3) The American Embassy in Addis Ababa, Ethiopia, recommends members on a 1-year rotation to Ethopia be restricted from shipping a POV to this country. Due to the fact the average shipping time from CONUS is 6-8 months, and the cost is $16,000 per vehicle. Shortly after arrival, the vehicle must be processed for return to CONUS. Members assigned to Ethopia for a 1-year rotation will be authorized storage of their POV under the provisions of Paragraph U5805, Joint Federal Travel Regulation(JFTR), Volume I for the duration of their assignment.

(4) All vehicles must be containerized for transport via ship. POV should be consigned to American Embassy, Addis Ababa, Ethiopia (marked with members name and SSN). The original bill of lading must be forwarded to the General Services Officer, American Embassy, PO Box 1014 Entoto St., Addis Ababa, Ethiopia by express courier service. It is essential the original bill of lading be received by the GSO prior to the vehicle's arrival in the port of Djibouti. This enables their GSO to expedite the follow-on shipment of the vehicle to Addis Ababa, via rail, and submit the required application to the Ethiopian Ministry of Foreign Affairs for duty-free entry, and to prepare the necessary customs clearance documents.

(5) Telegraphic advice must be forwarded to post providing engine number, chassis number (VIN), engine capacity, value of vehicle, color or vehicle, weight of vehicle, and maximum number of passengers.

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

c. **GASOLINE/CATALYTIC CONVERTERS:** There is no unleaded gasoline available in Ethiopia. Catalytic converters must be removed prior to shipment of vehicle.

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:** 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/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Ethiopia 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 Ethiopia.

13. **OTHER:** None.

40-2 AMERICAN EMBASSY, ADDIS ABABA, ETHIOPIA(ET)
REVIEW DATE: 31 DEC 98 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: TADK**

b. **DODAAC: HHAE4E**

c. **E-MAIL:** ma_usembassy@telecom.net.et

d. **TWX:** AMEMBASSY ADDIS ABABA//GSO//
USDAO ADDIS ABABA ET

e. **MAIL:** GENERAL SERVICES OFFICER
AMEMBASSY ADDIS ABABA
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-2030

OR: TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY ADDIS ABABA
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-2030

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Addis Ababa, Bole Airport, ET-ADD **WPOD:** None

h. **DSN:** None **COMM:** 011-251-1-55-06-66 EXT GSO-239, USDAO-370/371

i. **FAX: DSN:** None **COMM:** GSO-011-251-1-55-21-91, USDAO-011-251-1-55-10-03

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Ship via commercial air only (routing through London or Frankfurt desired). Consign to American Embassy, Addis Ababa, Ethiopia. Mark with members name and SSN.

b. **ITGBL HHG, ITGBL BAGGAGE**: Do not use.

3. **SPECIAL INSTRUCTIONS**: Refer to 40-1 ETHIOPIA(ET) - GENERAL INSTRUCTIONS.

CHAPTER 40-A

40A-1 FIJI – GENERAL INSTRUCTIONS
Review Date: July 14, 2004

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** In accordance with prescribed service regulations and the JFTR/JTR. For your reference, the JFTR tables are available on the per diem website at www.dtic.mil/perdiem/jftr

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

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

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

2. **CUSTOM CLEARANCE PROCEDURES, QUARANTINE REQUIREMENTS AND RESTRICTIONS:**

a. Personnel **MUST** be in country and present a valid diplomatic or official passport to receive their household goods and unaccompanied baggage shipment. The Government of the Republic of Fiji (GORF) will not release household goods or unaccompanied baggage shipment until member is present to sign all required documents. Household goods and unaccompanied baggage shipments should be scheduled to arrive as close as possible to member's arrival date in Fiji.

b. **Quarantine Requirements:** The GORF Ministry of Agriculture (Quarantine) department requires that animal skins, rugs and feathers be dry cleaned and fumigated before shipping to Fiji. A receipt/certificate showing that this has been done would facilitate entry of these items. Do not ship untreated/unpolished/unvarnished cane furniture since they may be denied entry.

3. **CONSUMMABLES:**

a. **ALCOHOLIC BEVERAGES:** No restrictions.

b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions.

c. **COSMETICS:** No restrictions.

d. **FOOD STUFFS AND MEATS:** Do not ship canned or dry fruits, meats, egg or dairy products since they may be denied entry.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions on prescription drugs.

4. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions however, recommend use of power protection devices such as 220 volts power strips and universal power sources (UPS's). Good quality power strips at a reasonable price are available locally.

b. **TVs/VCRs:** No restrictions however, recommend use of power protection devices such as 220 volts power strips and universal power sources (UPS's). Good quality power strips at a reasonable price are available locally.

c. **OTHER:** Electric current is 240 volts, 50 cycles. Fiji experiences frequent power fluctuations. Transformers are available and can be purchased

locally.

5. **FURNITURE, OVERSIZED:** No restriction on shipping furniture. However, Suva provides furnished quarters, therefore shipment of furniture is not necessary.

6. **PETS/QUARANTINE:** Only dogs and cats brought in from New Zealand, Australia and Hawaii can enter Fiji. Any dog or cat from any other location must first pass through quarantine at one of the aforementioned points. Current requirements require animals arriving from Hawaii to spend an additional month in quarantine in Fiji. Animals arriving from Australia and New Zealand spend one week in quarantine in Fiji, provided that they were resident in Australia or New Zealand for at least six months. The application/approval process remains lengthy and cumbersome. Therefore, if you plan to import a pet, please contact the administrative officer early to ascertain: (1) entry is allowed for a particular breed, and (2) entry requirements, so that advance arrangements may be made to facilitate your pet's timely arrival in Fiji.

7. **PRIVATELY OWNED FIREARMS (POF):** Firearms are prohibited.

8. **PRIVATELY OWNED VEHICLES (POVs):** POVs should be containerized. GORF allows only 20 ft containers.

a. **POVs:** Vehicles are right-hand drive, traveling on the left side of the roadway. The Government of the Republic of Fiji (GORF) however, has allowed importation of left hand drive (LHD) vehicles by diplomatic, exempted persons. Restriction exists on the resale of LHD vehicles in country, which would require members to resell to other diplomats only or to export the car to your next duty station. All cars must be cleaned before they are shipped in order to pass quarantine inspection for dirt and soil. Service on American-made vehicles is available, but spare parts may be difficult to obtain. Members must have a valid U.S. driver's license to apply for a local driver's license, to avoid going through the local testing process.

b. **MOTORCYCLES/MOPEDS:** Shipment of motorcycles and mopeds are allowed.

c. **GASOLINE/CATALYTIC CONVERTERS:** Both leaded and unleaded gasoline is available.

d. **INSURANCE AND SAFETY REQUIREMENTS:** Third party insurance is required and can be obtained locally.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Pornographic materials are prohibited.

10. **STUFF WILD LIFE/ANIMALS AND PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:** No restrictions identified.

a. **CITIZEN BAND:** No restrictions identified however, equipment should be declared to include name of user and intended use.

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

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

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

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement or separation to Fiji should be counseled that all custom 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 Fiji.

40A-2 **AMERICAN EMBASSY SUVA, SUVA FIJI (FJ)**
REVIEW DATE: 14 July 2004

1. **GENERAL:**

a. **GBLOC: RSDK**

b. **DODAAC: (None)**

c. **POC:** Valda Cornish-Curtis

d. **E-MAIL: (not available)**

e. **TWX: (None)**

f. **MAIL:** U.S. Embassy
PO Box 218
Suva, Fiji

g. **CROSS REFERENCE APO/FPO Served:** None

h. **APOD:** Nadi International Airport, NAN FIJI
WPOD: Suva, Fiji; VJ1

i. **DSN:** None **COMM:** (679) 3314466

k. **FAX: DSN:** None **COMM:** (679) 3300081

2. **CONSIGNMENT INSTRUCTIONS:**

a. This is a one-time-only (OTO) area. Submit OTO, Code 4 for household goods and Code 8 for unaccompanied baggage to CDR SDDC Alexandria VA//SDPP-HR//. Consign to American Ambassador and mark household goods to American Embassy Suva, Fiji For: (name of member). Consign to American Ambassador and mark unaccompanied baggage to Williams & Gosling Ltd., Air Freight Dept, Phone (679) 330-2684, Suva, Fiji For (name of member) American Embassy, 31 Loftus Street, Suva, Fiji.

b. Refer to record 40A-1 for Fiji-General Instruction information.

CHAPTER 41

41-1 FINLAND(FI) - GENERAL INSTRUCTIONS
REVIEW DATE: 22 OCT 03

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 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:** HHG, unaccompanied baggage, and POVs are cleared through customs by GSO, American Embassy, upon arrival.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Importation in personal property is limited to five litres.

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 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:** There is no quarantine period, but pets must have had a rabies shot. It needs to be over 30 days old but less than one year and a health certificate not older than 10 days.

7. **PRIVATELY OWNED FIREARMS (POFs):** Import permit is not required, but all firearms must be registered and licensed by the Ministry for Foreign Affairs.

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

a. **POVs:** Only one POV can be imported duty free for each family member with driver's license. POV's can be cleared through customs only after arrival of employee.

b. **MOTORCYCLES/MOPEDS:** Motorcycles are considered POVs. Mopeds no restrictions.

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 AND MARS EQUIPMENT:** Import permit is not required but owner must obtain a license from the Postal Service.

b. **AMATEUR/HAM RADIOs:** Importation is prohibited.

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

d. **CORDLESS PHONEs:** Type must be approved by the Finnish Telecommunications Administration Center.

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

13. **OTHER**: None.

41-2 AMERICAN EMBASSY, HELSINKI, FINLAND(FI)
REVIEW DATE: 22 OCT 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: VNDK**

b. **DODAAC: HHAF1F**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY HELSINKI FI//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY HELSINKI
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-5310

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** Lallinn, Riga, Vilnius, Minsk, Moscow, and St Petersburg.

g. **APOD:** Helsinki, FI-HEL **WPOD:** Helsinki, FI-JD1

h. **DSN:** None **COMM:** 011-358-9-171-931

i. **FAX: DSN:** None **COMM:** 011-358-9-3879-359

2. **CONSIGNMENT INSTRUCTIONS**: You must submit an OTO request message to CDR SDDC ALEXANDRIA VA//SDPP-PO//. Ship HHG via ITGBL Code 4 and UB via ITGBL Code 8. Consign to member, American Embassy, Helsinki, Finland. 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 41-1 FINLAND(FI) - GENERAL INSTRUCTIONS

CHAPTER 42

42-1 FRANCE(FR) - GENERAL INSTRUCTIONS
REVIEW DATE: 12 AUG 03

1. **SHIPMENT INSTRUCTIONS**:

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

b. **CONTAINER/CRATING REQUIREMENTS:** No limitation of size and weight of shipping containers.

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

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

e. **PERSONAL PROPERTY SHIPMENTS:** Continue to annotate Block 20 of GBL's for exchange officers assigned to French unit's. Most (if not all) of these exchange officers are not assigned to Istres AB and their personal property shipments should be consigned to the US Embassy in Paris for locations other than Istres. Consign shipments for personnel stationed at Istres to TMO, 4600APS(P)/LGTT. Member must contact the TMO upon arrival as there is no locator service with the French units.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: France requires a copy of commercial bill of lading and/or PPGBL **as well as a packing list** prior to receipt of shipment in order to initiate customs clearance. Failure to provide these advance documents will cause delays in clearing French Customs. Shipments can be cleared through customs prior to employee's arrival.

3. **CONSUMABLES**:

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

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:** May be imported with HHG.

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. **DOGS AND CATS:** Less than 3 months old prohibited. No more than 3 animals (only one of which may be a puppy or a kitten). One of these requirements is for the completion of a form called a "Certificat Sanitaire-Annexe 7," to be completed in French by a veterinarian at the shipping point of origin. Form can be obtained by contacting the Embassy. Since few vets in the USA or in other non-French speaking countries can be expected to read French, GSO/Paris has done an informal translation of the document for you to provide to your vet to enable him/her to understand the questions. Be sure to have the answers completed on the original French form. (CH)

Dogs and cats entering France are subject to the following regulation: (CH)

- Less than 3 months old prohibited. (CH)
- A certificate of good health issued between 3 and 5 days before entry into France. (CH)
- They must be identified with a microchip or an official tattoo. (CH)
- They must be vaccinated with an inactivated rabies vaccine (test results required.) (CH)
- The must be antibody tested through an official laboratory at least 30 days after the vaccination and 3 months prior to arrival. The test must be at least 0.5 international unit per milliliter. (CH)
- Form required: "CERTIFICAT SANITAIRE" duly filled in and signed by an official veterinary at place of origin. (CH)

b. **OTHER ANIMALS:** Prohibited except on special authorization with special import permit obtained from the Ministry of Agriculture.

7. **PRIVATELY OWNED FIREARMS (POFs):** Military members must be registered first through the Ministry of Foreign Affairs before requesting the authorization to import firearms into country. Depending on the Classificatino of the firearm, member must obtain either special authorization from the Police Department or be registered with an official gun association for at least 6 months before a request can be made for importation into France. A French hunting/gun license is required. For further information contact the French Ministry, Director Générale Des Douanes et Droits, Indirects, 23 bis rue de Université 75700 Paris RP, ATTN: Bureau E/2, tele: (33) 1-44-74-46-80 or FAX (33) 1 44-74-45-85. (CH)

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

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

(1) Depending on status, members are entitled to import and register one or two vehicles duty-free in France, however, only one POV can be shipped at Government expense. (CH)

(2) Members registered on the diplomatic list with at least one dependent (non French) over 18 years old can register two cars in the Diplomatic series.

(3) Members on the administrative and technical list can register one vehicle only.

(4) Automobiles must be owned by members prior to importation, and a current ownership title and registration certificate (in the name of the employee assigned to France) are required.

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

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

d. **INSURANCE/SAFETY REQUIREMENTS:** A third party liability insurance through a company represented in France is compulsory.

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CB RADIOs, MARS EQUIPMENT:** May be imported with HHG.

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

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

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

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

13. **OTHER:** None.

42-2 4600 AIR BORNE STATION (P) ISTRES, FRANCE(FR)
REVIEW DATE: 22 JAN 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: VGFK**

b. **DODAAC: FB5844**

c. **E-MAIL:** 774eabf.tmo@istres.af.mil

d. **TWX:** 4600 ABS (P) ISTRES FR//LGTT//

e. **MAIL:** 774 EABF/TMO (CH)
OPERATION JOINT GUARD
APO AE 09791-9075

f. **CROSS REFERENCES OF APOs/FPOs SERVED:** None

g. **APOD:** Istres AB, FR-IFR **WPOD:** None

h. **DSN:** None **COMM:** (from CONUS) 011-33-442110-513 (CH)
Cel Phone in Case of Emergencies is 00-33-061-9421468 (CH)

i. **FAX: DSN:** None **COMM:** (From CONUS) 011-33-442110574 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** Do not use.

b. **HHG AND UNACCOMPANIED BAGGAGE:** 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 the Defense Transportation Regulation, Part IV. Consign to member, Centre De Montage Mercure, Chemin Des Bellions, 13800 Istres France. Annotate PPGBL: "Carrier to notify TMO Istres AB, prior to delivery or placing in storage".

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** Istres Air Base TMO is the responsible TMO only for personnel actually assigned to Istres. For personnel assigned to Istres, annotate block 20 of the GBL to consign shipment to TMO, 16 EABS/LGTT, Istres AB. Shipments for exchange officers and others assigned elsewhere in France must be consigned to the American Embassy immediately upon arrival as there is no locator service within the French units.

b. **NOTE 2:** France requires an advance copy of commercial bill of lading and/or PPGBL and a copy of inventory to be sent to the Traffic Management Officers, ATTN: LGTT Operation Joint Guard, APO AE 09791-9075, prior to receipt of shipment in order to initiate customs clearance. Failure to provide these advance documents will cause delays in clearing French Customs.

c. **NOTE 3:** Refer to record 42-1 FRANCE(FR) - GENERAL INSTRUCTIONS for firearms and other pertinent data.

42-3 AMERICAN EMBASSY, PARIS, FRANCE(FR)
REVIEW DATE: 12 AUG 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: VGDK**

b. **DODAAC: HHAF2F**

c. **E-MAIL:** Paris-Shipping@state.gov (State/GSO) (CH)

d. **TWX:** AMEMBASSY PARIS FR//GSO// (CH)

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY PARIS
PSC 116 BOX A-M-21
APO AE 09777

OR: GENERAL SERVICES OFFICER
AMERICAN EMBASSY PARIS
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-9200

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Charles DE Gaulle Airport, FR-CDG, Orley Airport, FR-ORY
WPOD: None

h. **DSN:** None **COMM:** 011-33-1-4312-2775 (GSO) (CH)

i. **FAX: DSN:** None **COMM:** 011-33-1-4312-2333 (GSO) (CH)

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//. Ship HHG via ITGBL Code 4 and UB via INTL/AIR/COMM/DPM. Consign to member, American Embassy, Paris, France. For further information concerning OTO procedures refer to Chapter VII, ITGBL Rate Solicitation Instructions and the Defense Transportation Regulation, Part IV. (CH)

3. **SPECIAL INSTRUCTIONS**: Refer to record 42-1 FRANCE(FR) - GENERAL INSTRUCTIONS.

CHAPTER 42A

42A-1 GEORGIA – GENERAL INSTRUCTIONS
REVIEW DATE: 11 MAR 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:** Due to a local peculiarity of customs procedures all personal effects and POV's are highly recommended to be scheduled to arrive in Tbilisi after employee's accreditation at the post is completed. Service member/civilian employee must report to the Administrative Assistant immediately upon arrival to start accreditation formalities. It usually takes two weeks to obtain Diplomatic or Service card issued by MFA of Georgia, a copy of which is strictly required by local customs for shipment clearance. Absence of Diplomatic/Service card causes major difficulties and delays with customs clearance of personal belongings, and delay delivery of property.

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:** Import of medicines/medical supplies into Georgia requires obtaining of license and certificate, or separate permission from the local Ministry of Health, which is difficult to obtain. Recommend medicines be sent through the diplomatic pouch. If diplomatic pouch shipment is impossible, fax to GSO Shipping section a list with detailed description of medicines/medical supplies including manufacturer information, and copy of the commercial invoice with total value of the shipment. Two weeks advance notification is required for medicines/medical supplies destined for the Embassy/USG employees internal use.

4. **ELECTRICAL EQUIPMENT:** Primary power in Georgia is 220V/50HZ.

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:** Pets may be brought to Georgia. They must have a current health certificate verifying completion of required vaccinations, specifically rabies, not less than 30 days prior to travel date. Pet's will be inspected at the airport by the Georgia Veterinary Control Service. Expect to pay 40

GEL (about $20.00) per animal for inspection and registration. Pet's without valid shots must be exported back on the same flight or animal will be placed into quarantine and a penalty of 130 GEL will be charged.

7. **PRIVATELY OWNED FIREARMS (POF):** Shipment of firearms is prohibited except in the case of military necessity. Contact sponsor for further information.

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

a. **POVs:** No restrictions

b. **MOTORCYCLES/MOPEDS:** No restrictions. Motorcycles can be shipped as part of HHE only if the unit model and VIN will be clearly indicated on the shipping documents. They are classified as a transport facility in Georgia and require documentation and registration same as a car.

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

d. **INSURANCE/SAFETY REQUIREMENTS:** USD 50,000 TPL insurance is required (available locally).

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

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

11. **TRANSMITTING EQUIPMENT:** High frequency radio communications equipment requires registration/permission for import by Georgian National Communications Commission. GSO Shipping section requires two weeks advance notification. Provide GSO Shipping section two weeks advance notification of shipment by providing copy of the packing list of the shipment, copy of the invoice, and a memo specifying required frequency range, radio equipment use purpose and area, manufacturer data, and exact installation location of transmitters, antennas, satellite dishes, and related devices. Contact GSO for additional information.

a. **CBs:** Special permission required.

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

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

d. **DISH ANTENNAs:** Special permit required.

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

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

13. **OTHER:** None.

42A-2 AMERICAN EMBASSY, TBILISI, GEORGIA
REVIEW DATE: 11 MAR 04 **MULTI-SERVICE**

1. **GENERAL:**

a. **GBLOC:** UTDA

b. **DODAAC:** HHAG6G

c. **POC:** GSO, AMERICAN EMBASSY, TBILISI, GEORGIA

d. **E-MAIL:** N/A

d. **TWX:** N/A

e. **MAIL:** GSO/Shipping
7060 Tbilisi Place
Washington DC 20521-7060

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Tbilisi (Lotchini) Airport - TBS **WPOD:** Poti, Georgia

h. **DSN:** None **COMM: Embassy** 995 32 98-99-67/or 68, x 4126/4149/4150

i. **FAX: DSN:** None **COMM:** 995 32 77-49-71/77-50-26

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's name
American Embassy Tbilisi
#25 Atoneli Street
Tbilisi 0105, Georgia.

For further information concerning OTO procedures, refer to Chapter VII, ITGBL Rate Solicitation Instructions and the Defense Transportation Regulation, Part IV.

NOTE: Origin TMO must provide copy of GBL, Invoice/Proforma Invoice (or value certificate) of any personal effects, inventory/packing list, copy of employee's passport, and copy of the certificate of title of origin, vehicle registration certificate from origin country to the Tbilisi Georgia GSO at Fax 995 32 77-49 71 or 77-50-26 prior to shipment arrival in Georgia.

3. **SPECIAL INSTRUCTIONS:** Refer to record 42A-1 GEORGIA - GENERAL INSTRUCTIONS.

CHAPTER 43

43-1 GERMANY(GE) - GENERAL INSTRUCTIONS
REVIEW DATE: 15 JUL 02

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:**

(1) **AIR FORCE PERSONNEL:**

(a) **Accompanied tours:** Full JFTR weight allowance for all areas.

(b) **Unaccompanied tours:** Enlisted E-5 and above, and officers are authorized full JFTR. E-4 below normally authorized only UB allowance or 10 percent of full JFTR. Exceptions to this policy may be authorized under AF SUP/JFTR Vol 1 on a case-by-case basis. In addition, the ordering issuing agency should consult the Zeus file in the Personnel Data System (09ycov4/JFTR_TBL) to verify if government quarters or government furnishings are available.

(2) **ARMY PERSONNEL:**

(a) **Accompanied tours:** Full JFTR weight allowance for all areas.

(b) **Unaccompanied tours:** Weight allowances for single/unaccompanied personnel are in accordance with weights listed in Appendix V.

(c) **Single/unaccompanied officers and personnel in grades of E7 through E9:** Assigned to the following APO numbers in the Kaiserslautern area are authorized full JFTR: 09009, 09012, 09021, 09054, 09180, 09227 and 09263.

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

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

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

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** Customs clearance is arranged by designated officers at military terminals and by the receiving TMO on ITGBL shipments moving through commercial ports of entry. Identification of shipments for active duty US Forces is a prerequisite to import. Inspection may be made to determine goods are properly described and do not contain contraband. Documents on shipments for retired or separated personnel moving by PPGBL must be conspicuously marked with the words "RETIREMENT SHIPMENT" or "SEPARATION SHIPMENT" as applicable. Advise these personnel all customs and entry requirements remain a personal responsibility.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES/CIGARETTES/TOBACCO PRODUCTS:** Wime may be imported in household goods shipments. Importation of all other alcoholic beverages, cigarettes, and other tobacco products is prohibited in DoD sponsored personal property shipments. (CH)

b. **COSMETICS:** No restrictions identified.

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

d. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Private individuals to include personnel holding status under the NATO SOFA and the supplementary agreement are prohibited from introducing into Germany (in unaccompanied baggage or mail channels) any drugs or substances whose sale outside a pharmacy is prohibited by the German Pharmaceutical Law. Such drugs/substances can be imported only when in accompanied baggage and prescribed by a physician.

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:** Service members shipping large items such as king and/or queen size box springs and mattresses, oversized sofas, or other large furniture items that cannot be disassembled, may encounter problems when residing in government or economy housing due to narrow stairwells. Economy living quarters are generally smaller than those in CONUS. Washers, dryers, ranges, refrigerators, kitchen cabinets, and wardrobes are furnished for government and economy quarters.

6. **PETS/QUARANTINE:**

a. **GENERAL:** A health certificate no older than 20 days prior to shipment (10 days prior to shipment for intratheater transfers), a statement certifying pet originated from an area which had no rabies reported within a 12.5 mile radius, rabies shots are required not earlier than 30 days prior to and not more than 1 year from date of entry into Germany, and one copy of military orders must accompany the pet. Pets arriving unaccompanied by their owners require additional documentation from the host nation officials for import. Questions concerning unaccompanied pet importation or regarding the importation of animals other than dogs and cats, as well as plants and plant parts, may be submitted before importation to either a local German customs officer or may be referred to the USEUCOM Customs Executive Agency via the "Customs Hotline". Within Germany call DSN 381-7610/CIV 0621-730-7610 or from the CONUS 011-49-621-730-7610. E-mail inquires may be sent to or. Written requests may be forwarded to the USEUCOM CUSTOMS EXECUTIVE AGENCY, ATTN: ECJ1-CEA-S, Unit 29931, APO AE 09086.

b. **RESTRICTIONS:** The German Government passed a law that prohibits importing four breeds of dogs and crossbreeds of these dogs into Germany. The four breeds are the pit bull, American Staffordshire terrier, Staffordshire bull terrier, and bull terrier. This law also placed restrictions on several other dog breeds that are considered potentially dangerous. Dog owners who need information on host-nation restrictions should contact their supporting military veterinary treatment facility (VTF). U.S. Army veterinary personnel can provide information on dangerous dogs and help personnel register their dogs with local authorities if required by host-nation law. The 100th Medical Detachment website at http://vets.amedd.army.mil/100th%20bn/index.htm lists VTF locations and provides more information about dangerous dogs. (CH)

7. **PRIVATELY OWNED FIREARMS (POFs):** To avoid the possibility of German criminal prosecution for unauthorized possession of weapons or the possibility of punishment under the Uniform Code of Military Justice, privately owned firearms will not be included in household goods/unaccompanied baggage shipments, handcarried, or transported in luggage to Germany unless the owner possesses a valid German Weapons Possession Card (Waffenbesitzkarte) specifically listing those firearms. Antique POFs manufactured during or before 1898, and single-shot black powder POFs are not required to be registered with the German authorities, and may be shipped or transported in luggage to Germany. Headquarters, USAREUR and German Federal Ministry of the Interior are developing procedures to enable military and civilian personnel assigned to Germany and their dependents to obtain these cards through the USAREUR Central Registry. Members who have in their possession Waffenbesitzkarte from a previous assignment in Germany are authorized to ship POFs, as long as the Waffenbesitzkarte covering the POFs to be shipped has not expired. Copy of the Waffenbesitzkarte must accompany shipment. (CH)

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

a. **POVs:** The inland pickup and delivery of POV in Germany (program applies to personnel assigned to locations in the Federal Republic of Germany, Giessen and points south). Berlin and points north of Giessen are not included in this program.

(1) **Military Communities Served:** Each Area Support Group(ASG) Vehicle Processing Center (VPC) location and telephone numbers are provided in PPCIG, VOL II, Overseas, Appendix IV, Outloading Port for Privately Owned Vehicles.

(2) **Entitlement:** POV larger than 20 measurement tons (800 cubic feet) will incur excess cost unless an exception is granted for medical need (i.e., handicapped family members)or when joint spouse military couples elect to combine their 20 MT entitlement into one 40 MT entitlement.

(3) **Inbound shipments (to Germany).** To order, owner needs to:

(a) Obtain USAREUR POV driver's license.(See b below)

(b) Obtain POV insurance.

(c) Obtain verification that POV has arrived at local VPC.

1. Post card from local VPC.

2. Name on weekly arrival list posted at local TMO/ITO (list provided by contractor).

3. Copy of FAX listing via ITO for direct inquires.

(d) Bring copy of PCS orders, driver's license, DD Form 788, USAREUR Registration ID and proof of insurance to contractor's office.

(e) Ensure any damage or missing items are noted on DD FORM 788.

(f) Show at scheduled time to receive POV.

(g) Proceed to POV safety inspection station.

(h) Proceed to vehicle registration.

(4) **US State license plates** are not required on POVs arriving in Germany since USAREUR plates are issued when the member picks up the POV. As some states provide a partial refund for plates turned-in prior to expiration date, members have the option to remove the plates when the POV is turned-in to the port for shipment. It is a member's responsibility to remove the plates. A claim for lost plates will not be authorized.

(5) **POV Tracing:** Log into the website www.whereismypov.com, or contact the destination Vehicle Processing Center (VPC) toll free at 0130-842030.

b. **USAREUR CERTIFICATE OF LICENSE:** In order to register and operate a POV in Germany, a USAREUR certificate of license must be obtained which requires passing a very stringent test on European driving rules, requirements, and road signs. An individual must be in possession of a valid U.S. state license, or a valid license from another country, as a prerequisite for taking the test. Unit issued military operator's permits also meet the requirement for obtaining a USAREUR certificate of license, however, these permits can only be issued to service members and civilian employees. Family members cannot be issued a military operator's permit, therefore, family members not in possession of a valid license from the USA or another country, cannot be issued a USAREUR certificate of license. Any additions of different classes, such as a motorcycle endorsement must first be authorized on the valid state or country license. USAREUR is no longer permitted to issue learner's permits, or instructor's permits; and parents are not allowed to "teach" family members how to drive. Individuals arriving in Germany without a valid license desiring to obtain a USAREUR certificate of license must first complete requisite training and licensing in CONUS, or complete local German training and licensing requirements prior to being issued a USAREUR certificate of license. Cost of local training is expensive.

c. **MOTORCYCLES/MOPEDS:**

(1) **Air Force personnel:** must have a valid state of country license with a motorcycle endorsement, and a course completion card from the Motorcycle Safety Foundation in order to be licensed to operate a motorcycle in Germany. Persons who do not have a valid state or country motorcycle license will be required to be licensed at a German driving school at personal expense (approximate cost $1400.00).

(2) **Army personnel:** must have a valid state or country license with a motorcycle endorsement, and are required to attend a motorcycle orientation course, take a 30-question written test, and then attend a motorcycle proficiency course in order to be licensed to operate a motorcycle in Europe. There is no cost for completion of these requirements. Persons who do not have a valid state or country motorcycle license will be required to be licensed at a German driving school (at personal expense, see approximate cost in (1) above), or obtain a state motorcycle license before being licensed to operate a motorcycle in Germany.

(3) **Accompanied personnel:** Two POVs and two motorized recreational POVs, or one motorized and one non-motorized recreational vehicle are permitted to be registered in Germany.

(4) **Unaccompanied personnel and single parent:** One POV and one motorized or non-motorized recreational POV are permitted to be registered in Germany.

(5) **Non Temp Storage(NTS):** Customers must be briefed prior to shipment of a motorcycle as to potential costs and the option to place their motorcycle in NTS.

(6) **Alteration/Motorcycles:** Motorcycles will be rejected when the motorcycle has been altered or modified to change the center of gravity or wheel base from what was established by the manufacturer.

NOTE: A recreational vehicle is defined as a POV normally used only during certain seasons (for example, motorcycle, camper, motor home, and trailer).

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

d. **INSURANCE/SAFTY REQUIREMENTS:** Service members should be Informed of the higher insurance rate for Privately Owned Vehicles (POV) in Germany, before shipping their POVs. Only insurance companies approved by the German Government are authorized to issue a 29a (proof of German Minimum third party liability insurance) to register a POV in the U.S. Forces system in Germany. There are two insurance systems service members can choose from in Germany. NATO Tariff and German Tariff. Several companies issue policies in the United States for registration of POVs in Germany. The differences in the systems are the following.

(1) **NATO Tariff:** Annual tariff rates are based on age and marital status (all payments can be made in US currency). The most expensive category personnel are individuals under 25 years of age and single.

(2) **German Tariff:** Rates are based on POV HP/PS/or KW, location where POV is registered and individual's driving record (substantiated by letter from service member's home insurance office in U.S. only). Payment in the local German currency is required.

e. **SAFETY REQUIREMENTS:** A POV shipped to Germany must also pass USAREUR safety standards before it can be registered for driving in Germany. The cost of repair work and parts are very expensive in Germany and should be done in CONUS before POV is delivered to the Vehicle Processing Center. Counselors need to stress to each member on orders to Germany. It is the member's responsibility to ensure POV meets USAREUR safety standards. This is best done before making delivery to the POE. The most common causes of POV inspection failures in Germany are:

(1) **Tires:** All tires must have at least 1.6mm tread over the complete tire surface. No regrooved tires are allowed; snow tires (if on vehicle) must be on the drive wheels; and there can be no mixing of radial and conventional tires.

(2) **Exhaust System:** No rusted out or leaking exhaust system components allowed. Exhaust systems with cutouts, fiberglass-packed, or straight through exhaust systems are not allowed.

(3) **Brakes:** A mismatch of 20 percent or more between wheels, as measured on the brake wheel drag machine. Hand brake must hold vehicle on incline.

(4) **Wheel Alignment**: Wheels must be able to be turned to full right or full left without jamming or rubbing any part of vehicle; tie rod steering arm assemblies must not be damaged or worn.

(5) **Lights**: All installed lights must be operational.

(6) **Exterior Condition**: Missing fenders, broken windows, extensive body damage, deterioration, broken springs, or oil leaks are not allowed. Foreign manufactured vehicle frames are usually an integral part of the body; therefore, rust damage is critical and will necessitate costly reconstruction to pass the inspection.

(7) **Horns**: POVs must be equipped with a horn and it must be operational.

(8) **Modifications**: Any modifications changing the vehicle body style (as to engine not being covered), altered bumpers which are not to manufacturers specifications, missing or damaged running boards, or tires protruding beyond the fender wells are not allowed. Dark tinted glass on the front driver's and passengers doors or on the front windshield that comes down from the top of the windshield more than 4 inches that makes it impossible to see the driver and occupants is prohibited by German law.

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

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

11. **TRANSMITTING EQUIPMENT**:

a. Germany has different rules and regulations governing the use of the Frequency Spectrum within their borders. As visitors in this country, we are subject to their rules and regulations. Violations of these rules and regulations governing the use of the Frequency Spectrum in Germany, can result in fines, confiscation of equipment, and imprisonment.

b. The frequency band equipment is authorized to operate if determined by the nations Spectrum Allocation Tables(SAT). The Spectrum Allocation Table in Germany is very different from the US (i.e., U.S. cordless phones operate in the German cellular phone band but will cause local interference with the German cellular network).

c. In the US the FCC verifies all transmitters (legal) sold adhere to the US Spectrum Allocation Tables and are marked with FCC numbers (i.e., FCC: 1234567). Transmitters with the FCC numbers are not legal for use in Germany.

d. The following U.S. manufactured items are NOT authorized for use in Germany: CB Radios, cellular phones, cordless phones, baby monitors, wireless intercoms, radio frequency remotes, radio controlled vehicles, and radio frequency wireless LANs.

NOTE: Items above can be purchased in Germany that adhere to the German Spectrum Allocation Tables.

e. **INFRARED TRANSMITTER/REMOTE CONTROLS**: No restrictions.

f. **AMATEUR/HAM/MARs.** Radio Operators. Importation of this equipment is not prohibited. However, radio operators you must coordinate with the local German authorities (Bundespost) to acquire a German license prior to turning on the equipment.

g. **DISH ANTENNAs:** Importation of TV satellite dishes is not prohibited. However, installation and operation must be approved by the local Bundespost.

Administrative procedures: The 5th SIGCOM, Worms, Germany, is the Office of Primary Responsibility (OPR) for processing requests for exceptions. Questions concerning transmitting equipment should be submitted to the 5th SIGCOM as follows:

Mail: HQ, 5th Signal Command
ATTN: Frequency Management Officer
APO AE 09056

Tel: DSN: (314)380-5346/5347
COMM: 011-49-621-730-5346/5347
FAX: (EXT) 5351

12. **SEPARATEES/RETIREES/ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Germany 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 German Government. Additional customs and tax information may be obtained by contacting the USEUCOM Customs Executive Agency, as noted in paragraph 6, above.

13. **OTHER:** None.

43-2 AMERICAN EMBASSY BERLIN, GERMANY (GE)
REVIEW DATE: 20 NOV 01 **MULTI SERVICE**

1. **GENERAL**:

a. **GBLOC: WAAS**

b. **DODAAC: HHAG8G**

c. **E-MAIL:**

d. **TWX**: AMEMBASSY BERLIN//GSO//

e. **MAIL**: TRANSPORTATION OFFICER
AMERICAN EMBASSY BERLIN
CURTIUSSTR.64, 12205(BERLIN)
APO AE 09265-5000

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: Berlin, APO 09265-5000

g. **APOD**: Tegel Airport, GE-TXL **WPOD**: Bremerhaven, GE-JF1

h. **DSN**: None **COMM**: 030-81077-620/619

i. **FAX**: **COMM**: 030-811-6650

2. **CONSIGNMENT INSTRUCTIONS**:

a. **INTL/AIR/COMM/DPM**: Submit request for One-Time-Only (OTO) tender for an INTL/AIR/COMM/DPM shipment to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify ITO, American Embassy, Berlin, GE, for customs clearance." This is the only acceptable method for air shipments of baggage and hi value and should be routed via Tegel International Airport. Airway bill(AWB) number should be shown on PPGBL and advance shipping document. For any questions, contact OTO International: 703-428-3283.

b. **PARCEL POST**: Consign to member at unit of assignment. Do not consign to the American Embassy.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Mail one copy of all shipping (PGBL, DD 1299, Travel Orders) to the above mailing address. The weight of the shipments should be included on these documents.

b. **NOTE 2**: Counsel member to contact the Embassy immediately upon arrival.

c. **NOTE 3**: EURO Theater CPPSO provides administrative support for separation/retirement shipments destined to Berlin.

43-3 86 LOGISTIC READINESS SQUADRON, CONSOLIDATED PERSONAL PROPERTY SHIPPING OFFICE, KAISERSLAUTERN, GERMANY(GE) (CH)

REVIEW DATE: 19 MAY 03

1. **GENERAL**:

a. **GBLOC: WKFS**

b. **DODAAC: FY1372**

c. **E-MAIL:** 86lrs.lgrt.cppso@ramstein.af.mil

d. **TWX:** 86 TRANS RAMSTEIN AB GE//LGTT//

e. **MAIL:** TRANSPORTATION OFFICER (CH)
CPPSO KAISERSLAUTERN
86 LRS/LGRTC
UNIT 3122
APO AE 09094-0000

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** APOs 09009, 09012, 09021, 09054, 09059, 09067, 09094, 09136, 09138, 09144, 09180, 09189, 09227, AND 09263 (CH)

g. **APOD:** Ramstein AB, GE-RMS **WPOD:** Bremerhaven, GE-JF1

h. **DSN:** 489-XXXX **COMM:** 011-49-631-XXXX, Director-7234, CBA-7378, Outbound 6633/7581, Inbound-6578/6273, QC-6036

i. **FAX: DSN:** 489-6632 **COMM:** 011-49-631-57848

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** All DPM shipments for above referenced APOs, consign to G & G International Movers, Raiffeisenstr. 17, 66849 Landstuhl, GE. M/F member, unit, base of assignment. (CH)

b. **ITGBL HHG, ITGBL BAGGAGE:** Consign to member with base of assignment of destination delivery address. Annotate block 20 of PPGBL: "Carrier will notify CPPSO-Kaiserslautern prior to delivery or placing into storage".

c. **PARCEL POST:** Do not consign to CPPSO-Kaiserslautern as no storage facilities are available. Consign to member c/o unit of assignment as reflected in PCS orders.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** CPPSO-Kaiserslautern is not the tracing agency for baggage or cargo transiting the AMC terminal at Ramstein AB for ultimate destinations other than CPPSO area. Tracers should be addressed to 86 TRANS RAMSTEIN AB GE//ACA// at DSN 480-2124/5313.

b. **NOTE 2**: Requests for shipment of HHG/POV for Army members under the provisions of para 5-3, 5-8 and 12-8, AR 55-71, assigned the APO's for the areas served by the ITO at Kaiserslautern/Pirmasens should be forwarded for approval to ITO, 415 BSB ATTN: AEUSG-K-ITO, APO AE 09054.

c. **NOTE 3**: All requests to locate members on expiration of NTS or questions regarding mail outs of DD Form 1299s should be addressed to the ITOs/TMOs servicing the member's duty station. DO NOT send mail out applications to CPPSO-Kaiserslautern, as they have to be re-routed to the respective ITO/TMO for the proper coordination of customs/agricultural clearance documents. This only creates undue delays and inconvenience to the member. The message address for Army members is 415 BSB KAISERSLAUTERN GE//AEUSG-K-ITO//, message address for Air Force members is 86TRNS RAMSTEIN AB GE//LGTT// at DSN 480-5342, customs DSN 480-5538.

43-4 IMA-EUROPE REGION (EURO) THEATER CONSOLIDATED PERSONAL PROPERTY SHIPPING OFFICE (EURO THEATER CPPSO), U.S. ARMY TRANSPORTATION MANAGEMENT CENTER, EUROPE (USATMC-E), GERMANY (GE)

REVIEW DATE: 15 JAN 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: WKAS**

b. **DODAAC: W91QTH** (CH)

c. **EMAIL**: aeagd-tc@usatmc-e.grafenwoehr.army.mil

d. **TWX**: CDRUSAIMA EUR DET GRAFENWOEHR GE//SFIM-EU-LD-T(TMC)//

e. **MAIL**: DIRECTOR
US ARMY TRANSPORTATION MANAGEMENT CENTER, EUROPE
UNIT 28130
ATTN: EURO THEATER CPPSO
APO AE 09114

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: See Special Instruction Note 6.

g. **TO GE APOD**: Ramstein AB, GE-RMS **WPOD**: Bremerhaven, GE-JF1
TO BE & NL APOD: Ramstein AB GE-RMS **WPOD**: Bremerhaven GE-JF1
TO IT
Vicenza and Livorno
APOD: Aviano AB IT-AVB **WPOD**: Leghorn IT-KF3
ROME
APOD: Naples IT-NAP **WPOD**: Naples IT-KF1

h. **DSN**: 475-XXXX **COMM**: 011-49-9641-83-XXXX,
Director USATMC-E: 7820, Dir for OPS, USATMC-E: 8447,
Chief, EURO Theater CPPSO: 8623, Chief, Inbound Division: 7584,
Chief Outbound Division: 7918, Chief, Quality Control Division: 7865
Worldwide Toll Free Customer Assistance: 00-800-44433444

i. **PPPO PHONE NUMBERS**: See Cross Reference PPPOs.

j. **FAX: DSN**: 475-XXXX **COMM**: 011-49-9641-83-XXXX, Director, USATMC-E-7827, Dir For OPS, USATMC-E-7892, Chief, EURO CPPSO-7911, Inbound Division-7917, Outbound Division-7899, Quality Control Division-7860.

2. **CONSIGNMENT INSTRUCTIONS**:

a. **Do Not Use** International DPM Commercial Air

b. **DPM HHG, DPM BAGGAGE, DPM HIGH VALUE**:

NOTE: Germany destinations are DPM Zones 01-10, and 13.
The Netherlands destinations are in DPM Zone 10 and 11.
Belgium destinations are in DPM Zones 12.
Italy destinations are in DPM Zones 14-16.

NOTE: Do **NOT** ship via DPM for soldiers assigned to 64th Replacement Detachment or 5th Signal Battalion. See ITGBL instructions in c(1) and c(2).

DPM Zone 01: Baumholder (APO 09034), and Idar-Oberstein(APO 09262). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., Industriestrasse 33-39, 66862 Kindsbach, Germany**

DPM Zone 02: Darmstadt (APOs 09175 and 09211), Dexheim (APO 09110), Friedberg (APO 09074), Giessen (APOs 09143 and 09169), Rhein Main (APO 09050), Wackernheim (APO 09185), Wiesbaden (APO 09096). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., Brunnenweg 1, 64584 Biebesheim/Rhein, Germany.**

DPM Zone 03: Bad Aibling (APO 09098), Garmisch (APO 09053) and Oberammergau (APO 09172). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Forster & Co, Muenchenstrasse 26, 85774 Unterfoehring, Germany.**

DPM Zone 04: Bamberg (APO 09139), Grafenwoehr (APO 09114), Hohenfels (APO 09173), and Vilseck (APO 09112). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., AM Pferracherberg 12-16, 91275 Auerbach-Michelfeld, Germany.**

DPM Zone 05: Boeblingen (APO 09046), Moehringen (APO 09107), Stuttgart (APO 09154), and Vaihingen (APOs 09128 and 09131). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., Friedenstrasse 1, 70806 Kornwestheim, Germany.**

DPM Zone 06: Germersheim (APO AE 09095), Heidelberg (APOs 09007, 09014, 09063, 09099, 09102, 09237), Kaefertal (APO 09086), Mannheim (APOs 09056 and 09166), Sandhofen (APO 09028) Schwetzingen (APOs 09042 and 09081), and Seckenheim (APO 09266). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o ITO Ramstein, Industriestrasse 10, 66877 Ramstein-Miesenbach, Germany.**

DPM Zone 07: Babenhausen (APO 09089), Buedingen (APO 09076), Butzbach (APO 09077), Hanau (APO 09165), Kirchgoens (APO 09045). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Viktoria Schaefer, Schnipnerstrasse 3, 63704 Aschaffenburg, Germany.**

DPM Zone 08: Ansbach (APOs 09177 and 09264), Katterbach (APO 09250), Giebelstadt (APO 09182), Illesheim (APO 09140), Kitzingen (APOs 09031, 09225, and 09321), Schweinfurt (APOs 09033 and 09226), Wurzburg (APOs 09036 and 09244). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Viktoria Schaefer, Winterhauserstrasse 95, 97084 Wurzburg, Germany.**

DPM Zone 09: Bad Godesberg/Bonn (APO 09080). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Hartman Verhuizingen B.V., Kerstraat 33A, 6104 AA Koningsbosch (Echt) The Netherlands.**

DPM Zone 10: Moenchengladbach (APO 09103), Geilenkirchen AB (APO 09104), Schinnen (APO 09703), Volkel AB or Kalkar (APO 09717). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Hartman Verhuizingen B.V., Kerstraat 33A, 6104 AA Konigsbosch (Echt) The Netherlands.**

DPM Zone 11: Rotterdam (APO 09709) and Rotterdam/The Hague (APO 09715). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o KHZ World Wide Movers B.V., A Van Leeuwenhoekweg 50, 2408 Alphen aan den Rijn, The Netherlands.**

DPM Zone 12: Casteau (APO 09705), Chievres (APO 09708), Kleine Brogel (APO 09713) and Brussels (APO 09714). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Mory & Co S.A., Chemin des Errauves, 7063 Nefvilles, Belgium.**

DPM Zone 13: Bremen and Bremerhaven (APO 09069) Eckernfoerde (APO 09265) and Sylt Coast Guard Station (APO 09069). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o ITO Bremen, Damasckestrasse 31, 28307 Bremen Germany.**

DPM Zone 14: Ghedi (APO 09610), Verona (APO 09628), and Vicenza (APO 09630). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving Vicenza, c/o TIE Terminal, Via Dell' Arsenale 22, 36100, Vicenza, Italy.**

DPM Zone 15: Livorno(Leghorn) (APO 09613). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Cooperativa Livornese/Leghorn, Via Boccherini 15, 57124 Livorno(Leghorn), Italy.**

DPM Zone 16: Rome (APO 09624). Consign to EURO Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Panda Transporti, Via Idrovore Della Magliana 67, 00148 Rome Italy.**

c. **ITGBL HHG AND BAGGAGE**: Consign to customer at destination unit of assignment (city or installation). Do not show Grafenwoehr GE in Block 18 of PPGBL unless member is assigned to APO AE 09114, or has a delivery address in Grafenwoehr. Annotate Block 25 of PPGBL: "Carrier will notify EURO Theater CPPSO prior to delivery or placing in the shipment in storage."

(1) **Soldiers assigned to 64th Replacement Detachment(APO AE 09050).** Ship baggage via Codes J or 7 only. Except for shipments originating in the Pacific Theater, do not ship household goods, hold shipment at origin, until pinpoint assignment orders have been received.

(2) **Soldiers assigned to 5th Signal Replacement Battalion (APO AE 09050).** Ship baggage via Codes J or 7 only. Except for shipments originating in the Pacific Theater, do not ship household goods, hold shipment at origin, until pinpoint assignment orders have been received.

(3) **Service members assigned to Belgium and The Netherlands.** Preferred method of shipment is Code 8. Code J may be used when Code 8 is not available.

(4) **Service members assigned to Rome IT.** Preferred method of shipment for UB is Code 8. Alternate method is DPM/AMC. **Do not use Code J.**

(5) **Service members assigned to Vicenza, Verona, Ghedi, and Livorno IT.** Ship UB Code J, with alternate mode DPM/AMC. **Do not use Code 8.**

d. **PARCEL POST**: Do not authorize customers to consign parcel post to EURO Theater CPPSO. There are no storage facilities available and parcel post will be returned to sender. Counsel customers to send parcel post to the address listed in their orders. Do not use parcel post for soldiers assigned to 64th Replacement Detachment or 5th Signal Replacement Battalion (see c(1) and c(2) above).

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: **Change in AOR**. **Effective 1 OCT 01**, the EURO Theater CPPSO assumes command and control of outbound, inbound and quality control responsibility for areas formerly served by the following activities: 22nd Area Support Group Vicenza IT(UEAS); 22nd Area Support Team, Leghorn IT (UDAK); 22nd Area Support Team, Rome Area ITO IT(UEAK); 80th Area Support Group, Caserne Daumerie, PPSO-Belgium BE (VBAK); and 254th Base Support Battalion, Schinnen NL (VHAC). GBLOCs identified above have been inactivated. 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 Note 6 for a list of APO numbers served by each PPPO.

b. **NOTE 2**: **Requests for Assistance**. The EURO Theater CPPSO is the central point of contact for all documentation, tracking, tracing, inquiries, and other customer service related issues. Requests for assistance involving counseling actions and NTS entitlement status will be forwarded to the appropriate PPPO for research and response. Forward all email requests for assistance to aeagd-tc@usatmc-e.grafenwoehr.army.mil or to the mailing address shown in 1f.

c. **NOTE 3**: **Large Furniture Items**. It is very important that customers be furnished information provided in the appropriate destination country's General Instructions page regarding large, oversized items of furniture. Government quarters and economy housing units are generally smaller than in CONUS and frequently are accessed by narrow circular stairways. NTS is not authorized OCONUS except under very limited circumstances. Property owners should use their NTS entitlement in CONUS for items not required during overseas tour to avoid disposing of excess items, commercial storage charges, or storing items in unsecured community areas.

d. **NOTE 4**: **Avoid Misconsigned Shipments**. All inbound shipments must be consigned to the appropriate destination city/country or duty station. "EURO Theater CPPSO, WKAS" must be shown in Block 20 of the GBL. Use the cross-referenced APO numbers provided (Note 6) to determine correct destination city for Block 18 of the GBL. For TOPS generated shipments, it is imperative that the delivery city field contains the customer's actual duty station, location or city/country name. This will ensure the correct destination of the shipment is printed in Block 18 of the GBL. For separation or retirement shipments, Block 18 must also include the numerical postal code for the destination city/country.

e. **NOTE 5**: **Separation/Retirement Shipments to Berlin**. The EURO Theater CPPSO provides administrative support for separation/retirement shipments destined to Berlin. Advance documentation must be sent to the EURO Theater CPPSO for coordination and distribution. The American Embassy Berlin provides services for DOD service members assigned to the American Embassy for duty. **Berlin is an OTO area. DO NOT SHIP DPM. DO NOT USE GERMANY (GE) RATES.**

f. **NOTE 6**: **APO Listing By PPPO.** Instruct all customers to contact the servicing PPPO immediately upon arrival at their new duty station. Please provide customers the PPPO inbound phone numbers furnished below in lieu of the inbound number printed by TOPS in the remarks block, DD 1299.

APO AE	Duty Station	Servicing PPPO	Phone
09007	Heidelberg, GE	Heidelberg	370-6347
09014	Heidelberg, GE	Heidelberg	370-6347
09028	Sandhofen, GE	Mannheim	385-3435
09031	Kitzingen, GE	Kitzingen	355-2395
09033	Schweinfurt, GE	Schweinfurt	353-8746
09034	Baumholder, GE	Baumholder	485-7335
09036	Wuerzburg, GE	Kitzingen	355-2395
09042	Schwetzingen, GE	Heidelberg	370-6347
09045	Kirchgoens, GE	Giessen	343-6509
09046	Boeblingen, GE	Stuttgart	430-4314
09050	Rhein-Main, GE	Rhein-Main	330-6019
09053	Garmisch, GE	Garmisch	442-2727
09056	Mannheim, GE	Mannheim	385-3435
09063	Heidelberg, GE	Heidelberg	370-6347
09069	Bremerhaven, GE	Schinnen	360-7575
09069	Hamburg, GE	Schinnen	360-7575
09074	Friedberg, GE	Giessen	343-6509
09076	Buedingen, GE	Hanau	322-8047
09077	Butzbach GE	Giessen	343-6509
09080	Bad Godesberg/Bonn, GE	Schinnen	360-7575
09081	Schwetzingen, GE	Heidelberg	370-6347
09086	Kaefertal, GE	Mannheim	385-3435
09089	Babenhausen, GE	Darmstadt	348-6188
09095	Germersheim, GE	Heidelberg	370-6347
09096	Wiesbaden, GE	Wiesbaden	337-5375
09098	Bad Aibling, GE	Bad Aibling	441-3909
09099	Heidelberg, GE	Heidelberg	370-6347
09102	Heidelberg, GE	Heidelberg	370-6347
09103	Moenchengladbach GE	Schinnen	370-7575
09104	Geilenkirchen AB, GE	Geilenkirchen AB GE	02451-63-2227
09107	Mohringen, GE	Stuttgart	430-4314
09110	Dexheim, GE	Wiesbaden	337-5375
09112	Vilseck, GE	Vilseck	476-2860
09114	Grafenwoehr, GE	Vilseck	476-2860
09128	Vaihingen, GE	Stuttgart	430-4314
09131	Vaihingen, GE	Stuttgart	430-4314
09139	Bamberg, GE	Bamberg	469-7408
09140	Illesheim, GE	Illesheim	467-4519
09143	Giessen, GE	Giessen	343-6509
09154	Stuttgart, GE	Stuttgart	430-4314
09165	Hanau, GE	Hanau	322-8047
09166	Mannheim, GE	Mannheim	385-3435
09169	Giessen, GE	Giessen	343-6509
09172	Oberammergau, GE	Garmisch	442-2488
09173	Hohenfels, GE	Hohenfels	466-2760
09175	Darmstadt, GE	Darmstadt	348-6188
09177	Ansbach, GE	Ansbach	468-7881
09182	Giebelstadt, GE	Kitzingen	355-2395

APO AE	City/Country	Responsible PPPO	Phone
09185	Wackernheim, GE	Wiesbaden AB	337-5375
09211	Darmstadt, GE	Darmstadt	348-6188
09225	Kitzingen, GE	Kitzingen	355-2395
09226	Schweinfurt, GE	Schweinfurt	353-8746
09237	Heidelberg, GE	Heidelberg	370-6347
09244	Wuerzburg, GE	Kitzingen	355-2395
09250	Katterbach, GE	Ansbach	468-7881
09262	Idar-Oberstein, GE	Baumholder	485-7335
09264	Ansbach, GE	Ansbach	468-7881
09265	Eckernfoerde, GE	Schinnen	360-7575
09266	Seckenheim, GE	Mannhiem	385-3435
09321	Kitzingen, GE	Kitzingen	355-2395
09610	Ghedi, IT	Vicenza	634-7646
09613	Leghorn, IT	Camp Darby/Leghorn	633-8151
09624	Rome, IT	Rome	06-4674-2408/09
09628	Verona, IT	Vicenza	634-7646
09630	Camp Ederle, IT	Vicenza	634-7646
09630	Vicenza, IT	Vicenza	634-7646
09703	Schinnen, NL	Schinnen	360-7575
09703	Brunssum, NL	Schinnen	360-7575
09703	Eygelshoven, NL	Schinnen	360-7575
09705	Casteau, BE	SHAPE	423-5178
09708	Chievres, BE	SHAPE	423-5178
09709	Rotterdam, NL	Schinnen	360-7575
09713	Kleine Brogel, BE	SHAPE	423-5178
09714	Brussels, BE	Brussels	368-5176
09715	Rotterdam/The Hague,NL	Schinnen	360-7575
09717	Volkel AB, NL	Schinnen	360-7575
09717	Kalkar, GE	Geilenkirchen AB	02451-63-2227
09719	Vriezenveen, NL	Schinnen	360-7575

g. **NOTE 7**: **Destinations in Northern Germany.** Cities located in Northern Germany, not identified in NOTE 6, are serviced by PPPO Schinnen.

43-5 52 LRS, SPANGDAHLEM AIR BASE, GERMANY(GE) (CH)
REVIEW DATE: 09 OCT 01 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: WFFL**

b. **DODAAC: FB5621**

c. **E-MAIL:**

d. **TWX:** 52LRS SPANGDAHLEM AB GE//LGRT// (CH)

e. **MAIL:** TRAFFIC MANAGEMENT OFFICER
ATTN LGRT (CH)
52 LRS (CH)
UNIT 3675
APO AE 09126-5270

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** 09123, 09126, 09137, and 09214. We are also responsible for all members assigned to duty in Luxembourg except official Embassy employees assigned to the American Embassy Luxembourg. (CH)

g. **APOD:** Ramstein AB, GE-RMS **WPOD:** Bremerhaven, GE-JF1

h. **DSN:** 314-452-XXXX, **COMM:** 011-49-6565-61-XXXX, TMO-7188 Inbound-7319/5165, Outbound Documentation-6263/7208, Counseling-6068/6027/5154, QC-5154/5453, PAX-6661 (CH)

i. **FAX: DSN:** 314-452-XXXX **COMM:** 011-49-6565-61-XXXX, Outbound/QC-7889, Inbound-7461, PAX-5482 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to Transportation Office, Spangdahlem AB, GE (WFFL) c/o Gillen and Garcon GMBH and Co.,postfach 1264 Suedring Strasse 4, Bitburg 54634, at Comm 011-49-6561-600717, FAX: 011-49-6561-60074.

b. **ITGBL HHG, ITGBL BAGGAGE**: Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify Transportation Officer, Spangdahlem AB (WFFL), GE, prior to delivery to residence or placing in storage."

c. **PARCEL POST**: Do not consign to Transportation office. Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: INTL/AIR/COMM/DPM is an acceptable method of shipment and should be routed via Frankfurt International Airport. AWB number should be shown on GBL and advance shipping documents.

b. **NOTE 2**: Consign only shipments for official Embassy employees to the American Embassy Luxembourg. Spangdahlem AB is the responsible PPSO for all other member assigned to duty in Luxembourg.

CHAPTER 44

44-1 GHANA(GH) - GENERAL INSTRUCTIONS
REVIEW DATE: 23 AUG 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 Army, AF, and Marine Corps. Air clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA).

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

e. **OTHER:** Household Goods must arrive within 6 months after arrival on station of non-diplomatic personnel in order to allow duty-free entry. No time limit for diplomatically accredited personnel. (CH)

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: Ghana requires a copy of the commercial bill of lading prior to receipt of shipment in order to initiate customs clearance.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** No restrictions identified. (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.

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**: Dogs and cats are permitted entry. Advance notification to the US Defense Attache Office is required. Dogs and cats require: (a) Health certificate from Country of Origin, (b) Import permit issued by the Director of Veterinary Services, Ghana (Host Country), (c) THe pet must be healthy on the day of arrival, (d) The pet must have been vaccinated against rabies for a period of six months or less depending on the age of the pet. Must also come from a rabies free area. No quarantine is required. (CH)

7. **PRIVATELY OWNED FIREARMS (POFs)**: Privately-owned firearms may not be imported to Ghana without prior written permission from the Chief of Mission.

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

a. **POVs:** Government of Ghana does not permit importation of right hand drive vehicles. Vehicle more than 10 years old cannot be imported into Ghana. POV should be containerized. POV should be shipped surface only and must not arrive before the employee. (CH)

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds can be imported in personal property shipments; however, they must be described as such on the PPGBL. They are considered POVs and must be licensed and registered. They can be imported duty-free.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded gas is not available in Ghana. (CH)

d. **INSURANCE/SAFETY REQUIREMENTS:** Third party liability insurance is required. (CH)

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

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

11. **TRANSMITTING EQUIPMENT**:

a. **CBs:** Importation is prohibited.

b. **AMATEUR/HAM RADIOs:** No restrictions.

c. **MARS EQUIPMENT:** Importation is prohibited.

d. **DISH ANTENNAs:** No restrictions.

e. **CORDLESS PHONEs:** No restrictions.

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

13. **OTHER**: None.

44-2 US DEFENSE ATTACHE OFFICE, ACCRA, GHANA(GH)
REVIEW DATE: 17 AUG 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: TPDK**

b. **DODAAC: HHAG2G**

c. **E-MAIL:** ACCRADAO-DLDefenseAttacheOffice@state.gov (CH)

d. **TWX:** USDAO ACCRA GH

e. **MAIL:** TRANSPORTATION OFFICER (CH)
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY ACCRA
2020 ACCRA PLACE
WASHINGTON DC 20521-2020

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Accra, GH-ACC **WPOD:** Tema, GH-MK5

h. **DSN:** None **COMM:** 011-233-21-775348/775349 (CH)

i. **FAX: DSN:** None **COMM:** 011-233-21-776008/775742

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG AND UB**: This is a one-time-only (OTO) rate area. Submit OTO request for HHG via Code 6 and UB via Code 8 by message to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Consign to American Embassy, USDAO, Accra, Ghana. M/F member's last name & SSN only. For further information concerning OTO procedures refer to Chapter VII, ITGBL Rate Solicitation Instructions and the Defense Transportation Regulation, Part IV. (CH)

b. **ITGBL HHG AND BAGGAGE**: None.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**: Refer to record 44-1 GHANA(GH) - GENERAL INSTRUCTIONS.

CHAPTER 45

45-1 GREECE(GR) - GENERAL INSTRUCTIONS
REVIEW DATE: 24 JAN 03

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:**

(1) **Air Force and Army Personnel:** All personnel are authorized full JFTR weight allowance. (CH)

(2) **Navy Personnel:**

(a) Personnel assigned to NAVSUPPACT, Souda Bay, Crete as "COMMAND SPONSORED" are authorized to ship full JFTR weight allowance. Members with pay grade E5 and above that serve an unaccompanied tour are authorized to ship HHG of 2500 lbs or 25 percent of full JFTR weight allowance whichever is greater, plus transportation of an UB shipment. Members in pay grades E1-E4 are authorized to make a UB shipments. (CH)

(b) Navy personnel residing in base housing are advised to ship minimum essential items due to limited space in the barracks. Personnel residing off base are provided loaner furnishings while HHG are in transit, usually for a period no longer than 90 days, and are not intended for long-term use. Members are advised to include in their HHGs shipments: bed, nightstand, sofa, coffee table, chest of drawers, etc. The following full tour loaner furnishing items are available: cooking stoves, clothes washers and dryers, wardrobes, refrigerators, transformers and microwaves. (CH)

(c) Navy personnel assigned to JCSC Larissa Greece are authorized to ship full JFTR weight allowance.

b. **CONTAINER/CRATING REQUIREMENTS:**

(1) **Mainland:** Shipments restricted to 20 and 40-foot containers.

(2) **Crete:** No restrictions identified.

c. **HARD LIFT AREA:**

(1) **Mainland:** Hard lift area. Commercial air (UB only).

(2) **Crete:** No restrictions identified.

d. **UNACCOMPANIED BAGGAGE:**

(1) **Mainland:** DPM is not authorized

(2) **Crete:** Pack unaccompanied 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).

e. **NOTE:** Transit time for Mainland Greece is not the same as transit time for Crete. All shipments for GR29 are transshipped from Piraeus GR-LD1 to Souda Bay LD9. When counselors determine RDD for a shipment, use transit time listed in the Personal Property Transit Time Guide. (CH)

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

a. **Mainland/Crete**: The PPSO NAVSUPPACT Souda Bay, Crete arranges customs clearance for all authorized DOD personnel except members that are assigned to USDAO Embassy.

b. Origin TMOs should forward a copy of the inventory of all personal property shipments to enable clearance through customs. Shipments arriving without copies of inventory will be held in customs and may cause an inconvenience to the service member.

c. For retirees/separatees/relocating dependents see para 12.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES**: Greek customs regulations limit the duty-free importation of alcoholic beverages to 2 liters and 2 liters of wine for each active duty member, DoD civilian and adult family member. (CH)

b. **CIGARETTES/TOBACCO PRODUCTS**: One carton of cigarettes or 100 cigarillos or 50 cigars or 250gr of smoking tobacco or proportional assortment of these different products. (CH)

c. **COSMETICS**: 50 gr. perfume and 0,25 liters cologne. (CH)

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

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS**: Medication required meeting member's personal needs. (CH)

4. **ELECTRICAL EQUIPMENT**: The Greek Government is very strict on the importation and exportation of controlled items. Controlled items include, but are not limited to, all electrical items, cameras, watches, bicycles, furniture items, televisions, VCRs, stereo equipment, and appliances. **IMPORTANT**: Custom control office has to be notified, in advance, for the sale of any controlled items.

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**:

a. All animals must have a rabies certificate, dated within 6 months of CONUS departure date. A health certificate is also required which a veterinarian and the nearest Greek consulate must certify.

b. As both the health and rabies certificates are usually handled through the mail. A veterinarian must revalidate the health certificate less than 10 days (preferably less than 3 days) prior to departure.

c. There is no quarantine period upon entry into Greece. Personnel should be counseled that they must make arrangements for boarding their pets upon arrival, as most hotels do not allow pets.

d. Limited military veterinarian facilities available.

e. Birds are prohibited.

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

a. **HANDGUNS:** Importation is prohibited.

b. **RIFLES/SHOTGUNS:**

(1) **Mainland:** Greek law prohibits importation of rifles of any kind. The only firearms permitted are smooth bore shotguns. Greek law restricts importation to one shotgun per adult family member. No advance approval is necessary for importation of shotguns. However, they must be registered with the security police upon arrival. Personnel residing in the dormitory should be urged not to ship firearms as security police have limited storage facilities.

(2) **Crete:** Importation is prohibited.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Importation is prohibited.

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

Member must possess vehicle title, vehicle registration and insurance valid for Greece at the time POV arrives at the port of entry. If any of these documents are not available, member's vehicle is held at the port. (CH)

a. **POVs:**

(1) The Greek Government limits the duty-free importation of one privately-owned vehicle (POV) for each military member and DOD civilian assigned to Greece.

(2) Only the DOD military and civilian members assigned to JCSC Larissa are authorized to import, free of duty taxes, two vehicles including motorcycles, for personal and/or dependents' use. However, only one POV is authorized at Government expense.

(3) A POV shipped at owners expense must clear customs at the port of entry. Customs clearance must be arranged through a customs broker and owner has to pay all associated fees. The fee is approximately 150 US dollars.

(4) There is no host country vehicle licensing requirements.

(5) Any item listed on the Greek customs booklet issued by the Greek authorities, at the time of registration, must remain in the vehicle or be produced at the time of sale or de-registration to the Greek customs.

(6) Add 10 days to the transit time to Piraeus Greece (LD1) for POVs destined to Souda Bay Crete (LD9). POVs require trans-shipping from Piraeus to the island of Crete. (CH)

b. **MOTORCYCLES/MOPEDS:** The Greek Government defines motorcycles, mopeds, mini-bikes over 50 cc as POVs. Motorcycles can be shipped as POVs or part of the HHGs shipments. Members can ship either a vehicle as POV or motorcycle in

their HHGs, with the exception of command-sponsored members assigned to Larissa. See Para 8a(2).

c. **GASOLINE/CATALYTIC CONVERTERS:**

(1) **Mainland/Crete:** Members are not required to remove catalytic converters prior to shipment.

d. **INSURANCE/SAFETY REQUIREMENTS:**

(1) The member must possess an international drivers license and proof of insurance at the time of POV pickup from the WPOD. Current minimum insurance coverage is required for vehicles. (CH)

(a) 100.000 Euros for property damage and 500.000 Euros for bodily injury. Local auto insurance is relatively inexpensive. Certification of a good driving record from your previous insurance company may be accepted at some local insurance agencies for discounts up to 48% (8% for each year, for the last 6 years, of accident free/no claim driving). (CH)

(2) US Forces regulations require a complete vehicle safety inspection of the POV immediately upon receipt of the POV from the WPOD, and registration with the Motor Vehicle Registration Office on base. (CH)

(3) Greek law requires each automobile to be equipped with a first aid kit, a safety triangle, and a fire extinguisher. A complete vehicle safety inspection of the POV by the Greek Customs Office is required after receipt from the WPOD. POVs must be cleaned and the engines steam cleaned.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Importation of pornographic material is prohibited.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Plants are prohibited.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Importation or use of CB radios is prohibited.

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

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

d. **DISH ANTENNAs:** No restrictions

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:**

a. Retirees/separatees are not authorized US Government arranged customs clearance/duty-free importation of personal property or POVs into Greece. Personnel falling into this category are personally responsible for arranging for required customs clearance (at their own expense) and payment of any import duties levied by Greek customs authorities. Additionally, HHG/UB shipments are immediately impounded by Greek customs authorities pending the property owner's arrival. In the interim, the Greek Government automatically assesses handling and storage charges which are based on the weight/duration of impoundment of the shipment (assessed charges can be extremely expensive). Property owners are fully responsible for payment of all Greek customs related handling and storage fees, not the US Government. Further, any authorized storage-in-transit of personal property shipments at

US Government expense cannot commence until the property owner has personally arranged for the release of his/her property from the possession of the Greek customs authorities. POVs imported into Greece in conjunction with retirement/ separation from service are subject to severe import duties, which can be as high as 200 percent of the assessed value by Greek customs authorities (i.e., POV value is assessed at $10,000; import duties would be $20,000). Retirees/Separatees are strongly encouraged to contact the nearest Greek Consulate/Embassy to obtain latest information and any required documents related to the importation of personal property/POVs into Greece prior to effecting such shipment.

b. Dependents relocating to Greece as a designated location are subject to the same Greek customs restrictions as that of retirees/separatees.

13. **OTHER**: Personnel desiring additional or specific information not provided in the Greece General Instructions should communicate with their overseas sponsor or the commander of the new unit of assignment.

a. **Privately-Owned Boats**: Privately-owned boats have to be registered with the local authorities on base. There are no marina services available on base.

b. **Scuba Diving Equipment**: Greek law requires all scuba tanks to be sealed by Greek customs. Equipment must be presented to the Greek Customs House to be unsealed for use, only, in the locations designated by the Greek authorities.

45-2 US DEFENSE ATTACHE OFFICE, ATHENS, GREECE(GR)
REVIEW DATE: 28 SEP 99 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: UADK**

b. **DODAAC: HHAG3G**

c. **E-MAIL:**

d. **TWX**: AMEMBASSY ATHENS GR//GSO//

e. **MAIL:** AMERICAN EMBASSY ATHENS
GENERAL SERVICE OFFICE
SHIPPING AND CUSTOMS
APO AE 09842

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: None

g. **APOD**: Athens, GR-ATH **WPOD:** Piraeus, GR-LD1

h. **DSN**: None **COMM:** 011-30-1-720-2230

i. **FAX: DSN**: None **COMM:** 011-30-1-725-1739

2. **CONSIGNMENT INSTRUCTIONS**: Ship HHG via ITGBL Code 4. Recommend shipment via port of Piraeus (LD9). Ship UB via commercial air Code 8. Consign to member, GSO American Embassy, Athens, Greece (GR).

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: GSO American Embassy Athens is responsible for State Department and DOD personnel assigned to Embassy only.

b. **NOTE 2**: Refer to record 45-1 GREECE(GR) - GENERAL INSTRUCTIONS.

45-3 NAVAL SUPPORT ACTIVITY, SOUDA BAY, CRETE, GREECE(GR)
REVIEW DATE: 24 JAN 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: UANA**

b. **DODAAC: N66691**

c. **E-MAIL:** tmosupply@nsa.souda.navy.mil

d. **TWX:** NAVSUPPACT SOUDA BAY GR//CODE 20//

e. **MAIL:** PERSONAL PROPERTY OFFICE
ATTN CODE 20
NAVAL SUPPORT ACTIVITY SOUDA BAY
PSC 814 BOX 3
FPO AE 09865-0053

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** APO 09842(TTU Athens), 09844(JCSC Larissa) and 09841(Postal Sq Athens and Command Post Thessaloniki), (see Notes 1 and 2) (CH)

g. **For the Island of Crete (rate area GR29):**

APOD: NSA Souda Bay, CR-CHQ **WPOD:** NSA Souda Bay, CR-LD9

For the mainland Greece(rate area GR):

APOD: None **WPOD:** Piraeus, GR-LDI

h. **DSN:** 314-266-XXXX **COMM:** 011-30-28210-66200-XXXX, TMO-1520, Outbound-1255, Inbound-1535, POVs-1550, QAE-1397/1264, Greek Customs-1332 (CH)

i. **FAX: DSN:** 314-266-1521 **COMM:** 011-30-821-66200-1521 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

(IMPORTANT: THERE ARE 2 RATE AREAS IN GREECE) (CH)

a. **CRETE (NSA Souda Bay)(GR29):** (See Notes 3&5) (CH)

(1). **DPM HHG AND UB:** Should be shipped via DPM/AMC direct to Souda Bay, route DPM/AMC via APOE: Naval Air Terminal, Norfolk (NGU), Building PL-205, for export to APOD: Souda Bay, Crete (CHQ). Call Navy ACA at DSN: 564-7831, to register AMC Booking. Advance documents including an inventory should be mailed to PPSO, Naval Support Activity, PSC 814 BOX 3, FPO AE 09865-0053. (CH)

(2). **ITGBL/HHGS SHIPMENTS:** HHGS should be routed via Code 4. Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify PPSO Souda Bay, Crete, prior to delivery or placing into storage."

b. **MAINLAND GREECE (JSRC Larissa, Athens and other)(GR):** (See Notes 1,2&4) (CH)

(1). **ITGBL HHG/UB**: HHGs and UB should be routed via Code 4 and Code 8. Use IPRS Chapter 10, Special Rates to book HHGS/UB shipments between CONUS and Greece (GR). From OCONUS to Greece use OTO rates. Do not book shipments in TOPS. Rates in the TOPS system are for Crete (GR29). Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify PPSO, NSA Souda Bay, Crete, prior to delivery or placing into storage."

(2). **DPM HHG AND UB**: Not authorized (See Notes 3&5)

c. **PARCEL POST**: Consign to member or member's agent c/o local address or unit of assignment. Do not consign to PPSO as no storage facilities available.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Military Installations located in the mainland of Greece JCSC Larissa, USAFE Air Postal Sq, DET 2 Athens, AFOSI DET 536 Athens 953rd US Transportation Company, Athens and Advance Command post, Thessaloniki.

For members assigned to the Embassy see record 45-2

b. **NOTE 2**: Instruct members assigned to JCSC Larissa to contact their servicing PPPO immediately upon arrival at new duty station.

US National Support Element
Joint Command South Center
Larissa Greece
APO AE 09844
DSN: None Comm: 011-30-2410564741 (CH)
E-mail: korgitakous@usnsegr.navy.mil (CH)

c. **NOTE 3**: Members are advised to ship their personal property and POV as early as possible due to long transit time and the short length of tour. Navy members are reminded they must have at least 12 months to be served at this station at the time the POV is delivered to the loading port.

d. **NOTE 4**: NAVSUPPACT Souda Bay is the responsible PPSO for the Retirees/Separatees and dependents relocating in Mainland Greece.

e. **NOTE 5**: A legible copy of the carriers/agents inventory must be submitted to PPSO, NAVSUPACT, Souda Bay, Crete, on all shipments, along with other supporting documentation. Shipments cannot be cleared through Greek Customs without an inventory. (CH)

f. **NOTE 6**: Refer to record 45-1 Greece – General Instructions.

CHAPTER 46

46-1 GREENLAND(GL) - GENERAL INSTRUCTIONS
REVIEW DATE: 10 APR 98

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 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:** Fresh foods and meats are prohibited.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Over the counter and prescribed drugs are authorized.

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**: HHG shipments not authorized.

6. **PETS/QUARANTINE**: Import regulations very strict, import license from the local Greenland authorities must be obtained prior to departure.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Shipment of firearms is prohibited.

8. **PRIVATELY OWNED VEHICLES (POVs)**: POVs not authorized.

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

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

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: Authorized for shipment. However, transmission is prohibited by Danish law.

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

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

d. **DISH ANTENNAs**: TV Satellite Dishes, importation is prohibited.

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

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

13. **OTHER**: None.

46-2 THULE AIR BASE, GREENLAND(GL)
REVIEW DATE: 10 MAY 02 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: YRFL**

b. **DODAAC: FP2507**

c. **E-MAIL:** passegerservice@gc.gl (CH)

d. **TWX:** 821 ABG THULE AB GL//AMOT// (CH)

e. **MAIL:** TRANSPORTATION OFFICER
ATTN AMOT
821 ABG (AFSPACECOM) (CH)
PITUFFIK BLVD 619 (CH)
APO AE 09704-5000

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Thule AB, GL-THU **WPOD:** Thule AB, GL-AQ1 (Seasonal port - not acceptable for personal property shipments)

h. **DSN:** 268-3840, EXT 2155 **COMM:** 011-719-474-3840 ask for EXT, Inbound/Outbound/TO-2155, Supv-3227 (CH)

i. **FAX: DSN:** 268-3840 ask for EXT 2556 **COMM:** 011-719-474-3840 ask for EXT 2556

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM BAGGAGE:** Consign to TMO, Thule AB, Greenland. M/F member. (See SPECIAL INSTRUCTIONS.)

b. **DPM HHG, ITGBL HHG AND BAGGAGE:** Not authorized.

c. **PARCEL POST:** Consign to TMO, Thule AB, APO AE 09704. M/F member.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** Ten (10) percent of household goods allowance is authorized by air. Ship DPM/AMC via McGuire AFB, NJ. No commercial transportation is available.

b. **NOTE 2:** Refer to record 46-1 GREENLAND(GL) - GENERAL INSTRUCTIONS

CHAPTER 47

47-1 GUAM(GQ) - GENERAL INSTRUCTIONS
REVIEW DATE: 30 NOV 99

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS: For All Personnel:**

(1) **Accompanied tour**: Full JFTR weight allowance.

(2) **Unaccompanied tour**: Weight allowances for single/unaccompanied personnel are in accordance with weights listed in Part V.

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

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

d. **UNACCOMPANIED BAGGAGE**: All UB shipments destined for Guam should be shipped Code J with DPM/AMC as an alternate. Do not use DPM Commercial International Air.

e. **OTHER**: All Navy, Marine Corps, Coast Guard, Army, and DOD civilian personnel being assigned to Guam should be informed that:

(1) If the shipment does not arrive by the RDD, the service member should be counseled to contact the Navy Housing and Family Service Center for assistance in getting necessary furniture as stated below. Additionally, advise the member that if the shipment missed the RDD they can file a inconvenience Claim against the carrier.

(2) **Household Appliances**: Guam is a full JFTR weight allowance area for the command-sponsored service members assigned to Guam. However, Government-owned appliances, to include refrigerators, stoves, washers, dryers, and central air conditioning units are provided automatically for Government quarters and upon request (command-sponsored members) for off-base housing. Navy Public Works Center(PWC), Guam housing department will not remove the Government-owned appliances already in Government quarters. Shipment of the appliances listed above to Guam is neither necessary nor recommended.

(3) All other furniture support is limited to a maximum period of 90 days unless HHGs are not received within 90 days through no fault of the service member.

(4) Members should be advised to contact their assigned sponsors before making any final arrangements for shipment of HHGs to Guam. Depending on the size of the family quarters to be assigned, PWC housing has advised that a standard housing unit has no more than an 8-foot high ceiling with room sizes of about 10 feet by 12 feet, 12 feet by 14 feet, and 8 feet by 10 feet. Due to the limited spaces of the Government housing units, members should be advised to ship only furniture that can be accommodated within the unit spaces.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: Customs forms are not required. Guam is a US Territory. However, Guam is not under US Customs jurisdiction. In order to clear personal property shipments through the Guam Port of Authority, a legible detailed copy of the inventory with advance shipping documents is required by Government of Guam Customs.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Military members, their dependents of legal age (18 years or older) and Department of Defense (DOD) civilians are authorized to import one(1) gallon of alcoholic beverages into Guam. Importation (hand carried or personally procured) of more than one gallon requires a license from Guam's Alcoholic Beverage Control Board. There are no waivers or exceptions for private collection for military personnel. Violators of Guam's importation restrictions on alcoholic beverages can be found guilty of a misdemeanor and fined not more than 10,000 dollars. There are three limited exceptions to this prohibition:

(1) A religious organization may import or receive into Guam sacramental wine for use in the religious rites of such religious organization without license;

(2) A Consul General, Consul or Vice Consul of a foreign country may import or receive into Guam for private use and consumption;

(3) A person arriving in Guam may bring with them not more than once every sixty(60) days for private use and not for sale, alcoholic beverages not exceeding one(1) gallon in quantity without a license.

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:** Huge and/or large furniture items and other non-essential items should be placed in non-temporary storage for the duration of overseas Guam tour.

6. **PETS/QUARANTINE:** Kennel reservations at Government of Guam approved commercial quarantine facility must be obtained prior to shipping pets along with an entry permit. Required entry permits may be obtained by writing the Department of Public Health and Social Services, PO Box 2816, Agana, Guam 96910/PH (671) 735 7210 and kennel reservations with Harper Veterinary Kennels, 138 E Marine Dr, Agana, Guam 96910/PH (671) 734-4543/fax (671) 477-0192. Upon receipt of kennel reservations and entry permits, the pet(s) may be shipped. Health certificates are required and dated more than 10 days prior to shipment. Rabies vaccination certificates are required for animals over 3 months old dated no less than 30 days and not more than 6 months prior to shipment. A certificate of immunization against Canine Distemper, Hepatitis, Leptospirosis, Parainfluenza, Adenovirus-2 and Corona Virus are

required for dogs. A certificate of immunization against Feline Viral Rhinotracneitis , Feline Leukemia, Calici Virus, and Panleukopenia are required for cats. Dogs and cats will be quarantined for 120 days upon entry into Guam. The quarantine facilities leaves a lot to be desired and are expensive. Older or sickly pets should not be brought to Guam. The Andersen AFB veterinarian has weekly pet clinics but is not involved with quarantine facilities. Veterinarian services are also available at the COMNAVMARIANS clinic by appointment only.

7. **PRIVATELY OWNED FIREARMS (POFs):** Recommend avoiding shipping firearms to Guam. Ensure member has proof of ownership, or if proof of ownership is not available, an affidavit of ownership with notary seal, for firearms in possession. There is no limit on the number of firearms allowed to be shipped. Member must obtain firearms permit immediately, by paying a fee, and register each firearm with Government of Guam within 30 days of arrival. Members are charged $5 for permit, and $15 for each firearm.

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

a. **POVs:** No restrictions. However, Government of Guam applies a four (4) percent use tax on vehicles purchased and imported by members when vehicle is owned less than 90 days. Recommend shipment of a small or medium, well-maintained, rust-free car. Repairs can be made locally but parts are often hard to locate and labor is expensive. Used cars are available for sale, but often have extensive rust damage and sell far above comparative US prices. Transit time ranges between 4-6 weeks from the West Coast and up to 3 months from the East Coast. Rental vehicles are available both on and off-base.

b. **MOTORCYCLES/MOPEDS:** No restrictions on shipment of mopeds/motorcycles.

c. **GASOLINE/CATALYTIC CONVERTERS:** Premium and unleaded gasoline are available island-wide.

d. **INSURANCE/SAFETY REQUIREMENTS:** POV safety and emission standards on Guam are the same as CONUS. Guam requires all POVs to pass a safety inspection checking integrity of exhaust system, body, braking power, wheel alignment, lights, horn, and windshield wipers prior to issue of either Guam license or soldiers/sailors relief registration decals.

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** No restrictions.

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

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

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

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**:

a. For all shipments, to include Air Force retirees, destined to the Commonwealth of the Northern Marianas Islands (i.e., Saipan, Rota, Tinian) or the Federated States of Micronesia (i.e., Ponape, Chuuk, Yap, Belau, Kosrae), a OTO Code 4/Code 8 request must be requested to final destination. Do not DPM. Do not, repeat do not consign these shipments to Guam for onward movement to the ultimate destination. This also includes shipments for Civic Action team members. Annotate PPGBL: "Carrier will notify ITO, COMNAVMARIANS Guam, at DSN 333-2045, prior to delivery to residence or placing in SIT." Mail advance documents (Orders, DD1299, PPGBL and/or TCMD, and a legible copy of inventory list) to ITO, COMNAVMARIANAS Guam.

b. Personnel contemplating retirement, separation, or relocating dependents to Guam, Commonwealth Northern Marianas Island, and the Federation States of Micronesia 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 Territory Government.

c. 36 TRNS, Andersen AFB, is the designated intransit port for all unaccompanied baggage shipments originating from Diego Garcia for retirees, separatees, and bluebark members destined for the Philippines. TMO Andersen will request one-time-only solicitations for onward movement to the Philippines. All advance documents must be forwarded to: Traffic Management Officer, ATTN: LGTT, 36 TRNS, Unit 14005, APO AP 96543-4005.

13. **OTHER**:

a. **HOUSING**: Waiting time for Government quarters is 2 to 5 months, depending on rank, rate, and number of bedrooms required. Adequate TLA accommodations are available off-base. A limited number have kitchen facilities. Linens are provided. Baby cribs are normally not provided; however, a few are available. Local command's hospitality kits have a limited number of utensils. Local power is standard US 110 volt 60 cycle. No modifications required for US type appliances. Color TV is available with programs taped in the US and shown 1 week later. More specific information should be requested from command sponsors.

b. **BOATS**: Import standards are the same as for CONUS. US Coast Guard inspects boats for sea worthiness. Boats from CONUS should have a manufacturer's certification decal as it eliminates the inspection requirement. Guam customs may collect a 4 percent use tax at time of importation. All boats must be promptly preregistered with the harbor unit of the Guam Police Department. Boat owners have 60 days to ensure they meet Guam boating requirements before registration with the harbor unit is completed. The documents required for registration must be originals or notarized copies proving ownership. Boat trailers are registered with vehicle registration. A safety inspection is required. A manufacturer's statement of origin or a certification of title is required for a trailer license. A Soldier's/ sailor's relief registration decal is acceptable for the trailer. Repair parts for the major American brands are usually available but at a higher price than most CONUS areas. Labor rates are generally higher than in CONUS. Docking, mooring, and storage space is extremely limited. There is a long waiting list for space at the COMNAVMARIANAS Sumay Cove Marina. Commercial space is available but is very limited and expensive. More commercial marinas are planned and are under construction, but "not open for business" date has been established. Expect a difficult time finding a mooring space.

47-2 DEL-JEN, INCORPORATION, ANDERSEN AFB, GUAM(GQ) (CH)
REVIEW DATE: 17 AUG 04 AIR FORCE PERSONNEL ONLY

1. **GENERAL**:

a. **GBLOC: PBFL**

b. **DODAAC: FB5240**

c. **E-MAIL:**

d. **TWX:** TRENDWESTERN ANDERSEN AFB GU//LGTT//

e. **MAIL:** DEL-JEN, INC. (CH)
BLDG 18002
APO AP 96543-4005

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Andersen AFB, GQ-UAM **WPOD:** COMNAVMARIANAS, GQ-TA2

h. **DSN:** 366-XXXX **COMM:** 671-366-XXXX, Inbound-4857, Outbound-4227/7193, QA-2376 (CH)

i. **FAX: DSN:** 366-5272 **COMM:** (671) 366-5272, Customer Service/Inbound/Outbound/QA/Passenger Travel-5272

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to TMO, Andersen AFB, Guam. M/F member at unit of assignment. Air shipments should be sent via AMC. Do not use INTL/AIR/COMM/DPM.

b. **ITGBL HHG AND BAGGAGE**: Ship via Code J with DPM as an alternative mode. Consign to member c/o unit of assignment. Annotate PPGBL: "Carrier will notify TMO, Andersen AFB, Guam, prior to delivery to residence or placing in storage." Shipment of HHGs via Code 5 is not rate favorable. Strongly recommend use of Code 4 for HHGs to Guam. In addition, Navy Forces Marianas is not geared to handle the volume of Code 5 shipments.

c. **PARCEL POST**: Do not use parcel post for baggage shipments due to the extreme variability of transit times and the lack of tracing procedures within the postal system.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Advance copy of member's inventory is required on Code 5 and DPM HHGs shipments only. Failure to provide advance copies of the inventory will cause delay in clearing shipments with local customs officials.

b. **NOTE 2**: For Air Force shipments with ultimate destination of Guam, consign to Del-Jen/LGTT, Andersen AFB, Guam, using the established rate channel. (CH)

c. **NOTE 3**: Andersen AFB is the designated intransit port for all shipments originating from Diego Garcia for retirees, separtees, and bluebark members destined to the Philippines. Del-Jen will request one-time-only solicitations for onward movement to the Philippines. All advance documents must be forwarded to Andersen AFB, Guam. (CH)

d. **NOTE 4**: All shipments destined to the Federated States of Micronesia (i.e., Ponape, Chuk, Yap, Belu, Kosrae) or shipments destined to the Commonwealth of Northern Marianas Islands (i.e., Saipan, Rota, Tinian) see US Naval Forces Marianas, Guam 47-3 for consignment instructions.

e. **NOTE 5**: POV's motorcycles and boats must comply with all EPA and DOT Standards. Government of Guam will impose a four(4) percent use tax on all vehicles purchased and imported by the member when the POV is owned less than 90 days.

f. **NOTE 6**: Refer to record 47-1 GUAM(GQ) - GENERAL INSTRUCTIONS.

47-3 US NAVAL FORCES MARIANAS, GUAM(GQ)
REVIEW DATE: 26 FEB 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: PBNQ**

b. **DODAAC: N61755**

c. **E-MAIL:**

d. **TWX:** COMNAVMARIANAS GU//CODE N8//

e. **MAIL:** COMMANDER (CH)
US NAVAL FORCES MARIANAS
ATTN: PERSONAL PROPERTY CODE 8
PSC 455 BOX 190
FPO AP 96540-1500

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** Commonwealth of Northern Marianas Island: Saipan, FPO 96950, Rota, FPO 96951, Tinian, FPO 96952, Federated States of Micronesia: Ponape, FPO 96941, Chuuk, FPO 96942, Yap, FPO 96943, Kosrae, FPO 96944; Republic of Palau, FPO 96940 (See Special Instructions 3a, Note 1)

g. **APOD:** Anderson AFB, GQ-UAM **WPOD:** COMNAVMARINAS, GQ-TA2

h. **DSN:** 339-6087, **COMM:** (671) 333-2045, **POV:** (671)339-2205 (CH)
DSN: 333-2047 (QA), **COMM:** (671)339-4628 (QA), (671)339-2046 (CH) (Inbound), (671)339-4420, (671)333-2040 (Outbound) (CH)

i. **FAX: DSN:** 339-4154/3234 **COMM:** (671) 339-4154/3234 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to ITO, COMNAVMARIANAS GUAM (PBNQ). Mark for member and unit of assignment. Shipments by DPM/AMC - 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 (high/weight to cube) boxes.

b. **ITGBL HHG, ITGBL BAGGAGE**: Consign to member or member's agent at destination address or unit of assignment. Recommend use of Code J and Code 4 with DPM/AMC as an alternate. Annotate PPGBL: "Carrier will notify ITO, COMNAVMARIANAS Guam, at DSN 333-2045, prior to delivery to residence or placing in SIT."

c. **PARCEL POST**: Do not consign to ITO, COMNAVMARIANAS GUAM. Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: For all ITGBL UB and HHG shipments to an island other than Guam, solicit one-time-only(OTO)rate Code 4/Code 8 request to final destination. Do not use DPM. Do not consign these shipments to Guam for onward movement to ultimate destination. Mail advance documents (Orders, DD1299, PPGBL and/or TCMD, and a legible copy of inventory list) to ITO, COMNAVMARIANAS Guam. For shipments destined to Commonwealth of the Northern Marianas Islands (i.e., Saipan, Rota, Tinian) or the Federated States of Micronesia(i.e., Ponape, Chuuk, Yap, Belau, Kosrae). Specify that island in the destination block of the PPGBL and annotate: "Carrier will notify ITO, COMNAVMARIANAS Guam, at DSN 333-2045, prior to delivery to residence or placing in SIT."

b. **NOTE 2**: Refer to record 47-1 GUAM(GQ) - GENERAL INSTRUCTIONS.

CHAPTER 48

48-1 GUATEMALA(GT) - GENERAL INSTRUCTIONS
REVIEW DATE: 28 FEB 01

1. **SHIPMENT INSTRUCTIONS:**

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

b. **CONTAINER/CRATING REQUIREMENTS:**

(1) Due to the use of commercial narrow-body aircraft, external shipping containers for Code T shipments moving to/from South and Central America in accordance with PPP-B-601, style A or B, are required, not to exceed 60 inches in height. In accordance with Item 508, International Personal Property Rate Solicitation, special packing arrangements will be authorized by the PPSO for oversize items which will not fit into the restricted height container.

(2) Cannot exceed door dimensions of a C-130 aircraft, which is: width - 114 inches, height - 105 inches.

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: For all DOD shipments:**

(1) In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

(2) Allow approximately 6 or more weeks for HHG and 4 weeks for UB. Consideration should be given to using INTL/AIR/COMM/DPM if it is felt RDD will not be met by AMC. DPM/Intl air should be routed via La Aurora Airport, Guatemala. AMC has a station manager at the airport.

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

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Importation is limited to three bottles per adult person.

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 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:** A certificate of rabies inoculation is required for all pets arriving in Guatemala. In addition, an import license issued by Guatemalan authorities is required for any pet arriving in Guatemala unaccompanied by its owner. Required documents can be obtained after arrival of employee and/or pet.

7. **PRIVATELY OWNED FIREARMS (POFs):** Personnel planning to import firearms to Guatemala should first check with the administrative officer of the Embassy. Occasionally, the rules are completely suspended by "State of Seige" circumstances. Importation of firearms is restricted by Guatemalan law to the following types of nonautomatic arms:

a. **HANDGUNS:** Pistols: 22, 25, 32, 38, 380 caliber, and revolvers: 22, 32, 38 Caliber.

b. **RIFLES/SHOTGUNS:** Rifles: 22, 32, 222 and shotguns all gauges permitted.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Importation and carrier of the following types of arms are prohibited: daggers, blackjacks, brass knuckles, swords, pocket knife with blades exceeding 5 centimeters in length, and similar weapons.

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

a. **POVs:**

(1) POVs should be shipped to Guatemala City, Guatemala. Prior authorization for shipment is no longer required. (CH)

(2) Members must have in their possession an original Bill of Sale and/or title of the vehicle or original invoice of the POV. Document must contain name of owner, total value of vehicle, make, model, year, and VIN and/or engine number. POV customs clearance cannot begin before member's arrival in country and subsequent accreditation. (CH)

(3) Original copy of the Ocean Bill of Lading (OBL) is required prior to receipt of POV in order to initiate foreign ministry and customs clearance. OBL should be mailed by priority mail to Transportation Officer, U.S. ODC, American Embassy, Guatemala City, Embajada de Los EE.UU, Oficina de

Customs and Shipping, at Avenida Reforma Reforma 7-01 Zona 10, Ciudad de Guatemala, Guatemala. POC # is commercial 011-502-331-1541, fax 001-502-333-0052. Vehicles should be shipped and consigned to American Ambassador, American Embassy, Guatemala City, Guatemala, FOR: (Name of Member), ODC, POC Phone 331-1541. (CH)

(4) **SPECIAL REQUIREMENTS:** Name of owner, VIN or engine number, color, year, make, and model must be described on the OBL. (CH)

b. **MOTORCYCLES/MOPEDS:** Motorcycles are considered POVS. Members bringing a motorcycle in addition to a POV are subject to a high import tax. (CH)

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

d. **INSURANCE/SAFETY REQUIREMENTS:** Members must have third party insurance which is provided by the General Services Office in the Embassy. This is liability insurance. Additional liability insurance and collision insurance are optional. (CH)

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Importation or utilization of CB radios by DOD personnel 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/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Guatemala 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 Guatemala. Shipments for retirees or separatees will be shipped under OTO program.

13. **OTHER:** None.

48-2 US MILITARY GROUP, GUATEMALA CITY, GUATEMALA(GT)
REVIEW DATE: 28 JUN 01 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ONAK**

b. **DODAAC: WF5LHZ**

c. **E-MAIL:** Not Available

d. **TWX:** CDR USMILGP GUATEMALA CITY GT

e. **MAIL:** TRANSPORTATION OFFICER
US MILITARY GROUP MISSION
APO AA 34024

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** USDAO Guatemala City

g. **APOD:** Howard AFB, PN-HOW **WPOD:** Santo Tomas DE Castilla, GT-CR6

h. **DSN:** None **COMM:** 011-502-232-3235/011-502-231-5947

i. **FAX: DSN:** None **COMM:** 011-502-232-2844

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS SHIPMENTS TO/FROM CONUS**:

(1) **Household Goods(HHG):** Ship Code 4 utilizing rates provided in Chapter X of the International Rate Solicitation. (CH)

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC

b. **SHIPMENTS TO/FROM OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE**: Consign all ITGBL shipments to member c/o destination address or US Military Group. Annotate PPGBL: "Carrier will notify US Military Group, Guatemala City, Guatemala, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to US Military Group/mission Guatemala City, Guatemala (ONAK). M/F member.

e. **HIGH VALUE**: Consign to owner or agent.

f. **PARCEL POST**: Consign to member c/o Commander, US Military Group, APO AA 34024.

3. **SPECIAL INSTRUCTIONS**: Refer to record 48-1 GUATEMALA(GT) - GENERAL INSTRUCTIONS

CHAPTER 49

49-1 HAITI(HA) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 OCT 01

1. **SHIPMENT INSTRUCTIONS:**

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

b. **CONTAINER/CRATING REQUIREMENTS:** There is no limitation on weight or size of shipping containers.

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

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

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

a. Embassy requires an advance copy of the PPGBL commercial bill of lading/inventory to expedite local customs clearance. Surface shipments require Haitian consular clearance via US Dispatch Agent who obtains consular clearance for all shipments from CONUS. Shipments from other countries require counselor clearance from nearest Haitian Consulate, if available.

b. Port of Discharge: Port-AU Prince.

c. Marking Instructions and Consignee Address
American Ambassador
American Embassy
Port-au-Prince, Haiti
(Employee Name)

d. POV/HHE can be routed via us Dispatch Agent Miami or Direct commercial lines.

e. Shipments can be cleared and temporarily stored prior to employee's arrival but customs clearance procedures will begin only when post receives original bill of lading for HHG/POV or air waybill for UAB shipments plus packing list for each shipment of personal effects. Pleased that it is a must to have the packing list to clear UAB and HHE shipments through customs.

f. Packing lists for UAB/HHE shipments must be forwarded to Post ASAP, Marked for GSO/Shipping, To avoid customs delay.

g. For Supply (SUP) shipments, detailed list with prices must be forwarded to GSO/Shipping as well as the original bill of lading, or attached to the airway bill for air shipment. Should these paperworks be not available, the P.O. Number must be shown on the body of the bill.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** There are no import restrictions on alcoholic beverages or other items intended for the personal use of diplomatic personnel.

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 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:** Importation of animals, household pets is authorized. It is required to provide a veterinarian's statement that pet is in good health and has a current Certificate of Vaccination for rabies. N. B. Macaws, monkeys and parrots are prohibited.

7. **PRIVATELY OWNED FIREARMS (POFs):** Firearms may be imported in employee's HHE, provided COM's Authorization has been obtained prior to shipment. Employees who wish to import firearms should contact the RSO for details of post firearms policy.

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

a. **POVs:**

(1) Ship in sea containers. One POV may be imported duty-free. Vehicles should be unpretentious in appearance. Specific and up-to-date information should be obtained from the sponsoring country prior to shipment of POV. Recommend POVs be shipped to Port-au-Prince where US Embassy Customs officer will arrange for pick-up. (CH)

(2) If clarification is needed on procedures for shipping a POV to Haiti, you may contact the US Embassy Customs Officer at 509-221-1104. In order to complete customs procedures for importing a vehicle, American Embassy Haiti must have an original bill of sale or a dealer's invoice listing all options and giving the total value of the vehicle. This invoice, along with the Certificate of Origin and Bill of Lading(B/L) must be submitted to: (CH)

Customs/Shipping Unit
American Embassy
Port-au-Prince, Haiti
FAX: (509-222-1579) (CH)

(3) Employees should specify that vehicles be shipped and consigned to: (**NOTE: DO NOT USE THE FOLLOWING ADDRESS TO MAIL DOCUMENTS, USE THIS ADDRESS ONLY TO SHIP VEHICLE**) (CH)

Name of owner
American Embassy
Port-au-Prince, Haiti
ATTN: GSO/Customs-Shipping Unit
Phone: (509-221-1104)
FAX: (509-222-1579) (CH)

(4) **SPECIAL REQUIREMENTS:** Name of owner, VIN number or engine number, color, make, and model must be described on the original Bill of Lading (B/L). Copies of the B/L should be provided by faxed to post or USMILGRP. Orginal of B/L should be mailed to address on subparagraph "2" above. (CH)

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds can be imported in personal property. They are not considered POVs. Importation is duty-free.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded fuel is now available country-wide, including at the Embassy's duty free fuel pump. It is thus no longer necessary to remove catalytic converters. Employee must provide title and/or invoice of vehicle to allow timely clearance. For official vehicle (OFV): Certificate of Title or Commercial Invoice must be provided. Failure to provide these paperworks in advance will delay the clearance process.

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. **CITIZEN BAND (CB) RADIOs/AMATEUR and HAM RADIOs/MARS EQUIPMENT:** May be imported. However, a local license is required for CB/MARS/AMATEUR radio operation. A tax is assessed on maximum output power of radio.

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

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

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

13. **OTHER:** None.

49-2 US DEFENSE ATTACHE OFFICE, PORT AU PRINCE, HAITI(HA)
REVIEW DATE: 02 JUL 97 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: OWDK**

b. **DODAAC: HHAH1H**

c. **E-MAIL**: Not Available

d. **TWX**: USDAO PORT AU PRINCE HA

e. **MAIL**: TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
US EMBASSY PORT AU PRINCE
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-3400

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: None

g. **APOD**: Port Au Prince, HA-PAP **WPOD**: Port Au Prince, HA-CH1

h. **DSN**: None **COMM**: 011-509-21-0354/0368/0200

i. **FAX**: **DSN**: None **COMM**: 011-509-23-1641

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//. Ship HHG via Code 4 and baggage via Code 7 or Code 8; do not use DPM. Consign to member at destination. Consign shipment as follows: American Embassy, Port Au Prince, Haiti, for USDAO. 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 49-1 HAITI(HA) - GENERAL INSTRUCTIONS.

CHAPTER 50

50-1 HAWAII(HI) - GENERAL INSTRUCTIONS
REVIEW DATE: 22 JUN 04

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **ARMY PERSONNEL**:

(a) **Accompanied tour**: Full JFTR weight allowance.

(b) **Unaccompanied tour**: Soldiers E-1 thru E-6 are restricted to the UB/HHG weight allowance listed in Appendix V unless a greater allowance is authorized by AR 55-71, Appendix B. Unaccompanied officers and E-7 thru E-9 serving the 3 year tour may ship full JFTR weight allowance without prior command authorization.

(c) Nontemporary storage is not authorized once property has been shipped. Off-post living accommodations are much smaller than found in CONUS and member should limit property that is shipped.

(2) **FOR AIR FORCE ONLY:** VIPs (Wing commanders and Generals assigned to Hickam AFB, HI) normally have on-base housing guaranteed prior to their arrival. VIP quarters are much larger and can normally accommodate furniture items.

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

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

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

e. **OTHER**:

(1) **HOUSING:**

(a) Single unaccompanied members obtaining off-base quarters normally have 900-1200 square feet living space and should limit the amount of personal property shipped. On-base single quarters are smaller, and the waiting time is extensive.

(b) Due to the high cost of off-base quarters in Hawaii, members should plan to live in smaller sized quarters than they are used to. Oversized an/or large furniture and non-essential items should be placed in non-temp storage at origin for duration of member's overseas tour.

(c) Depending on size of family quarters assigned/obtained, standard housing in Hawaii is small; i.e., 8 foot ceilings, 12 by 14 foot master bedrooms, and other rooms 10 by 12 foot or 10 by 8 foot.

(2) **APPLIANCES**: Effective 01 Oct 04, washers and dryers will be furnished to all Army members occupying government quarters. It is recommended all appliances be stored at origin in non-temporary storage. Issues of stoves and refrigerators will continue. MCBH Kaneohe Bay no longer provides washers and dryers in family housing. Therefore, members who elect Marine Corps housing on Oahu are encouraged to ship their personally-owned washers and electric dryers. COMNAVREG HAWAII and MCBH do not issue appliances for off-base use. All other military personnel assigned to Hawaii (Island of Oahu) will be furnished major appliances to include washers, dryers, stoves and refrigerators. Members should be advised to use CONUS NTS if they plan to use the government-furnished appliances. Major appliances, when authorized by the service, are furnished in both government quarters and off-post housing (local economy) upon request form Command sponsored service members. Government furniture: Furniture support is limited to a temporary basis, pending receipt of household goods. Support period is a maximum of 90 days, unless household goods are not received within that timeframe, through no fault of the member. (CH)

(3) Members should contact their sponsors before finalizing arrangements for shipment to Hawaii.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: **US Customs Clearance**: For Code 5 and DPM surface shipments, FAX pertinent documentation including inventory to FISCPH, Code 4012 at (808) 473-2042 or mail documentation to Fleet and Industrial Supply Center, Terminals Department (Code 4012), 1942 Gaffney Street, Suite 100, Pearl Harbor, Hawaii 96860-4549. Timely receipt of customs documentation will prevent unnecessary delays and inconvenience to the service members. **(CH)**

3. **CONSUMABLES**:

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

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:** Regulations governing importation are the same as CONUS.

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

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

5. **FURNITURE, OVERSIZED**: Prior to shipping oversized furniture, such as an 8-foot sofa, a large triple dresser, or Calif-king sized bed, consider even if there is enough room to accommodate these items, narrow stairways and passageways may prevent placement of the furniture into the appropriate rooms. Several off-base high rise apartments do not allow hoisting, resulting in members selling large furniture or paying for commercial storage.

6. **PETS/PLANTS:** Entry of cats and dogs are authorized. Effective 30 June 2003, cats and dogs meeting specific pre-arrival and post-arrival requirements may have their quarantine period reduced to five days or less. The five-day-or-less quarantine program allows for “direct release” from the airport if all the pre-arrival requirements are completed and all the required paperwork is submitted at least ten days prior to arrival. The cost for direct release will be $165. If the pet must be held for five days or less, the cost will be $224. Owners are responsible to ensure all documents are in order and all requirements are met. Deficiencies could result in 120-day quarantine period. A quarantine period of 30 or 120 days is required at a cost of approximately $655.00 per animal per 30-day program and $1,080.00 per animal per 120-day program (fees are subject to change). The Department of Agriculture has published a checklist for pet owners on their website: www.hawaiiag.org/hdoa. Dogs and cats from Guam, Australia, New Zealand, and Great Britain will be exempt from rabies quarantine due to their stringent import requirements and rabies-free status. Owners desiring to import dogs and cats are advised to contact the Animal Quarantine Branch, 99-951 Halawa Valley Street, Aiea, Hawaii 96701, information line (808)483-7171, main office (808)483-7151, facsimile (808)483-7161, or their web site at www.hawaiiag.org/hdoa.

To reduce the risk for the introduction and establishment of the West Nile Virus (WNV) in Hawaii, the Hawaii Department of Agriculture (HDOA) has placed a quarantine-embargo on birds and poultry, except hatching eggs and day-old chicks, shipped through the US Postal Service (USPS). For additional pre-entry requirements for birds call HDOA at (808)973-9560. For more information on the Hawaii Department of Agriculture, write to: Hawaii Department of Agriculture, Office of the Chairperson, 1428 S. King Street, Honolulu, Hawaii 96814. Email address: hdoa.info@hawaii.gov.

7. **PRIVATELY OWNED FIREARMS (POFs):** Shipments of firearms are authorized but are subject to US regulations and State of Hawaii restrictions. All personnel arriving in Hawaii who bring firearms of any description, usable or unusable, serviceable or unserviceable, modern or antique, shall, within 72 hours after arrival, register the above with the Chief of Police of the county where member is assigned, place of business, residence or place of sojourn. Registration information may be obtained by calling the Firearms Unit of the Honolulu Police Department at (808)529-3371.

a. **HANDGUNS:** The following types of firearms are prohibited: Assault pistols (definition and examples provided below); automatic firearms. "Assault pistol" means a semiautomatic pistol which accepts a detachable magazine and has two or more of the following characteristics:

(1) An ammunition magazine which attaches to the pistol outside of the pistol grip.

(2) A threaded barrel capable of accepting a barrel extender, flash suppresser, forward hand grip, or silencer.

(3) A shroud which is attached to or partially or completely encircles the barrel and which permits the shooter to hold the firearm with the second hand without being burned.

(4) A manufactured weight of fifty ounces of more when the pistol is unloaded.

(5) A center fire pistol with an overall length of twelve inches or more.

(6) A semiautomatic version of an automatic firearm; but does not include a firearm with a barrel sixteen or more inches in length, or an antique pistol. "Semiautomatic" means the mode of operation by which a firearm uses the energy of the explosive in a fixed cartridge to extract a fired cartridge and chamber a fresh cartridge with each single pull of a trigger. "Antique pistol or revolver" means any pistol or revolver manufactured before 1899 and any replica thereof if it either is not designed or redesigned for using rim-fire or conventional center-fire fixed ammunition or is designed or redesigned to use conventional center-fire fixed ammunition no longer manufactured in the United States and is not readily available in

the ordinary channels of commercial trade.

Provided are firearms examples or what the state of Hawaii Chief of Police believe to meet the definition of "assault pistol":

A.A. Arms AP9 Auto Pistol
Australian Automatic Arms SAP
Browing Buck Mark Silhouette
Calico Model M-110
Cobray M-10 & M-11
Claridge Hi-Tec L9
Desert Eagle Magnum Pistol with Barrels Longer than 6 inches
Encom MP-9 & MP-45
Federal XP-450
Gonz Hi-Tec Pistols
Heckler & Koch SP89 Auto Pistol
Holmes MP-83 Auto Pistol
Intratec TEC-9M Auto Pistol
Iver Johnson Enforcer Model 3000 Auto
M.A.C. M-10 & M-11
P.O.C. M-11
Scarab Skopion Auto Pistol
Sterling 9mm MK-7 Pistol
UZI Pistol
Wilkinson Linda Auto Pistol

A.A. Arms A95 Auto Pistol
Auto-Ordnance Thompson 1927-A5
Bushmaster Assault Armgun/Auto Pistol
Calico Model M-950
Commando Pistol
D Max Auto Pistol
Encom MK-IV Assault Pistol
Fearther Mini-AT
Federal XP-9000
Grendel P-31 Auto Pistol
Heckler & Koch HK-94 Auto Pistol
Intractec TEC-9 Auto Pistol
Intratec TEC-22T Auto Pistol
L.A.R. Grizzly WIN MAG With Barrels Longer Than 8 inches
Patisan Avenger Auto Pistol
R.P.B. M-10 & M-11
Sepctre DA Pistol
Wildey Automatic Pistol With Barrels Longer Than 7 Inches

b. **RIFLES/SHOTGUNS:** Rifles with barrel lengths less than sixteen inches; shotguns with barrel lengths less than eighteen inches are prohibited.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Cannons; mufflers, silencers, or devices for deadening or muffling the sound of discharged firearms; hand grenades, dynamite, blasting caps, bombs, or bombshells, or other explosives; or any type of ammunition or any projectile component thereof its capability to penetrate metal or pierce protective armor; and any type of ammunition or any projective component thereof designed or intended to explode or segment upon impact with its target are prohibited.

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

a. **POVs:**

(1) Shipment of POV is authorized. Vehicles must meet federal emission and safety standards. POVs with an ultimate destination of Molokai-XDP, Lanai-XCP, Kauai-XFP, Maui-XBP, and Hawaii-XAP should be consigned directly to these POD codes, not through Oahu-XEP.

(2) POV information is maintained by the GPC subcontractor, Matson Terminals, Honolulu, Hawaii. POV status can be obtained by calling toll free 1-800-896-7745 or 808-848-8383, or by checking the website http://www.whereismypov.com/. Hours of operation are 0800-1500 hrs Monday thru Friday.

b. **MOTORCYCLES/MOPEDS:** Mopeds and Motorcycles can be shipped in HHG. Motorcycles are considered POVs by the city and county of Honolulu, Department of Motor Vehicles (DMV). The member must register the POV with DMV within 10 days of receipt from carrier. JPPSO Hawaii will furnish the member a certificate verifying the arrival date of the POV. In order to furnish the certificate, JPPSO Hawaii is requiring the member to present the DD Form 1299 showing "motorcycles" in Block 16, a copy of the inventory with "motorcycles" annotated and owner's documents showing proof of ownership, make, model, and serial number of POV. Member must have certificate from JPPSO Hawaii to register motorcycle.

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:** Individuals desiring to import plants and non-domesticated animals (i.e., birds, rabbits, turtles) are required to apply for an import permit with the Plant Quarantine Branch, 1849 Auiki Street, Honolulu, Hawaii 96819, phone (808)832-0566, FAX (808) 832-0584.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs AND MARS EQUIPMENT:** Regulations governing importation are the same as CONUS.

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

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

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** The State of Hawaii imposes no restrictions for personnel who choose to retire, separate or relocate dependents to Hawaii. However, personnel must comply with State and County laws of Hawaii when importing POVs, pets, firearms, boats, etc. Counselors should refer to the General Instructions for specific information and provide members with the telephone numbers to contact responsible offices prior to or upon arrival in Hawaii for specific information.

13. **OTHER:**

a. Warm clothing is not necessary for wear in Hawaii, but may be needed if traveling to other areas during the winter months.

b **STORAGE**:

(1) Storage space is limited to non-existent in off/on base quarters. Recommend all service members (not civilians) store all appliances at origin. All appliances are available for Government quarters with the exception of housing on MCBH Kaneohe Bay and Army installations. (Refer to subparagraph 1.e.(2) Appliances above).

(2) Personal property shipments are normally placed into SIT in Hawaii and can be held up to 180 days to accommodate the member until obtaining quarters on/off base. After the 180 days, SIT will be converted to member's expense unless circumstances exist which are beyond control of the member. In the case of Army and Air Force members, pending assignment to Government quarters is normally not a valid reason to extend SIT beyond 180 days unless the member has quarters assigned in writing and move in date is within the next 90 day SIT increment. Also, in the case of Army and Air Force members, non-availability of suitable civilian housing is not a valid reason to extend SIT beyond 180 days.

(a) **EXAMPLE 1**: Member ships 10,000 lbs of HHG to Hawaii and obtains off-base quarters which only holds 6000 lbs. Member will pay commercial storage rates in excess of 180 days until property is removed.

(b) **EXAMPLE 2**: Member ships 12,000 lbs to Hawaii and obtains on-base housing, but the quarters only hold 10,000 lbs. Non-temp storage at Government expense for items excess to Government quarters must be approved on a case-by-case basis by **base** housing officials. The approval process is strict and limited to certain items.

(3) When a shipment is converted to commercial storage, the through PPGBL character of the shipment ceases, the warehouse will be considered the destination of the shipment, the warehouseman will become the agent for the shipper, and the shipment becomes subject to the rules, regulations, and charges of the warehouseman. Commercial charges run approximately 4.00 per NCWT per 30-day storage period may apply. Also, an additional 4.00 per NCWT charges for handling into commercial storage may apply.

50-2 JOINT PERSONAL PROPERTY SHIPPING OFFICE, PEARL HARBOR, HAWAII(15)
REVIEW DATE: 24 FEB 04 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: MLNQ**

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:** APO 96556; FPOs 96786, 96792, 96862; ZIPS 96661, 96669, 96672, 96744, 96786, 96792, 96799, 96814, 96819, 96853, 96857, 96859, 96860, 96861, 96863, 96854, 96858, 96862, 96701, 96813, 96706, 96712, 96825, 96818, 96730, 96731, 96734, 96817, 96707, 96759, 96762, 96822, 96826, 96789, 96782, 96816, 96821, 96791, 96815, 96795, 96797, 96799, 96562 (CH)

g. **CROSS REFERENCE OF OTO APOs/FPOs SERVED:** Outer island OTO areas are listed by islands in 3.d. Special Instructions, Note 4.

h. **APOD:** Hickam AFB, HI-HIK **WPOD:** Pearl Harbor, HI-XE2

i. **DSN:** (315) XXX-XXXX **COMM:** (808) XXX-XXXX HHG Dir-473-4488, HHG QA-473-4910, HHG Inbound/Outbound-473-1489, POV Inbound-848-8383 24 hour Interactive Voice Response(IVR) System 473-4497, **TELEX:** None

j. **FAX: DSN:** (315) XXX-XXXX, **COMM:** (808) XXX-XXXX, Administration 473-4917, Inbound 473-4902, Outbound 473-4912, Quality Assurance 473-2323, POV 853-2116

2. **CONSIGMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE (see Notes 2 thru 4)**: DPM shipment to island of Oahu only. **Effective 01 FEB 00, consign to Royal Hawaiian Movers, Inc., 3017 Ualena Street, Honolulu, HI 96819-0000.** M/F member. Since there are no DPM contractors on the islands of Hawaii, Kauai, Lanai, Maui, and Molokai, ship ITGBL OTO only. Shipments by DPM/AMC - 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 (high weight to cube) boxes.

b. **ITGBL HHG, ITGBL BAGGAGE (see Notes 3 and 4)**: Consign to member or member's agent at destination address or unit of assignment. For shipments to an island other than Oahu, specify that island in the destination block of the PPGBL and annotate: "Carrier will notify JPPSO-HI prior to delivery or placing in storage." For all ITGBL UB and HHG shipments to an island other than Oahu, solicit one-time-only (OTO) rate UB-Code 8 or Code 7, HHG-Code 4 only. (**See Special Instructions 3d. Note 4**). (CH)

c. **PARCEL POST**: Do not consign to Director, JPPSO-HI. Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: AAFES Hawaii outbound shipments are handled by JPPSO-Hawaii. Inbound shipments for AAFES personnel should be consigned to AAFES Hawaii, Bldg 2171, 10 Hickam Ct, Unit 2, Hickam AFB, HI 96853, at (808) 423-7687.

b. **NOTE 2**: INTL/AIR/COMM/DPM is acceptable and should be routed via Honolulu International Airport. Ensure airway bill(AWB) is shown on PPGBL and advance shipping documents.

c. **NOTE 3**: Shipments to be transshipped through Hawaii must be clearly marked for FISC Pearl (XE2) or Hickam AFB (HIK) FFT the ultimate destination. Do not show JPPSO-HI as responsible installation. JPPSO-HI is not the transshipment office.

d. **NOTE 4**: All shipments consigned to State of Hawaii must be thoroughly reviewed to determine consignment to the correct island. All but three military installations are on the island of Oahu. The Pacific Missile Range Facility (PMRF) is on the island of Kauai. Pohakuloa Training Center and the Kilauea Military Recreation Center are on the Island of Hawaii. All military installations, cities, towns, and counties for the seven inhabited Hawaiian Islands for the State of Hawaii are listed in the Bullingers Postal Guide. For the Island of Oahu, the rate area is US89. (CH)

The following islands are OTO Rate Areas:

1. **Kauai**: Kekaha (Pacific Missile Range Facility) 96752, Anahola 96703, Eleele 96705, Hanalei 96714, Hanamaulu 96715, Hanapepe 96716, Kalaheo 96741, Kapaa 96746, Kaumakani 96747, Kealia 96751, Kilauea 96754, Koloa, 96756, Lawai 96765, Lihue 96766, Makaweli 96769, Princeville DPOBU 96722, Waimea 96796.

2. **Hawaii**: Captain Cook 96704, Hakalau 96710, Hawaii National Park 96718, Hawi 96719, Hilo (Main Office) 96720, Downtown Hilo 96721, Holualoa 96725, Honaunau 96726, Honokaa 96727, Honomu 96728, Kailua-Kona 96740, Kailua-Kona 96745, Kamuela 96743, Kapaau 96755, Keaau 96749, Kealakekua 96750, Keauhou 96739, Kurtistown 96760, Laupahoehoe 96764, Mountain View 96771, Naalehu 96772, Ninole 96773, Ocean View 96737, Ookala 96774, Pauhau 96775, Paauilo 96776, Pahala 96777, Pahoa 96778, Papaaloa 96780, Papaikou 96781, Pepeekeo 96783, Volcano 96785, Waikoloa 96738.

3. **Maui**: Haiku 96708, Hana 96713, Kahului 96732, Kihei 96753, Kula 96790, Lahaina Main Office 96761, Lahaina Downtown 96767, Makawao 96768, Paia 96779, Pukalani 96768, Puunene 96784, Wailuku 96793.

4. **Molokai**: Hoolehua 96729, Kalaupapa 96742, Kaunakakai 96748, Kualapuu 96757, Maunaloa 96770.

5. **Lanai**: Lanai City 96763.

6. **Niihau**: Puuwai

If further information is needed on the above OTO areas, contact JPPSO-Hawaii.

e. **NOTE 5**: Refer to record 50-1 HAWAII(15) - GENERAL INSTRUCTIONS.

CHAPTER 51

51-1 HONDURAS(HO) - GENERAL INSTRUCTIONS
REVIEW DATE: 23 JAN 01

1. **SHIPMENT INSTRUCTIONS:**

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

b. **CONTAINER/CRATING REQUIREMENTS:**

(1) Due to the use of commercial narrow-body aircraft, external shipping containers for Code T shipments moving to/from South and Central America in accordance with PPP-B-601, style A or B, are required, not to exceed 60 inches in height. In accordance with Item 508, International Personal Property Rate Solicitation, special packing arrangements will be authorized by the PPSO for oversize items which will not fit into the restricted height container.

(2) Transit time for HHG is 45 days; UB is 30 days. INTL/AIR/COMM/DPM is not acceptable. Commercial airport in Tegucigalpa is Toncontin IAP. American Airlines and Continental serve the airport and there is no AMC terminal; however, an AMC station manager at the airport coordinates loading/unloading of AMC aircraft. Containers cannot exceed door dimensions of C-130 AMC aircraft: width-114 inches, height-105 inches.

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:**

(1) For all DOD Shipments: Transportation officers should obtain recommendation on routing from the Commander, JTF-B, Palmerola AB, (Soto Cano) HO, ATTN: JPPSO, DSN 449-4336/4410, prior to arranging movement.

(2) In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** All Government and commercial bills of lading covering shipments of household goods and POVs to Honduras for personnel assigned to Honduras Mission will include the appropriate service mission in the consignee's address and remarks (US Army Mission to Honduras) to permit duty-free entry into Honduras. Members of Armed Forces Mission are exempt from payment of port handling charges and customs duties.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Importation is limited to one litre per adult in family.

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 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:** No restrictions identified.

7. **PRIVATELY OWNED FIREARMS (POFs):** Request for entry must be conducted through appropriate mission prior to shipment.

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

a. **POVs:**

(1) Duty-free entry for mission personnel only. Vehicles may be driven to Honduras from CONUS via Pan American Highway. Local clearance is available. Military personnel are furnished license plates upon application without cost to the individual. Specific and up-to-date information should be obtained from the sponsoring country prior to shipment of POV. POV's should be shipped inside a container to prevent damage or pilferage while awaiting movement from port of entry.

(2) In order to complete customs procedures for importing a vehicle, the American Embassy must have the original bill of sale or a dealer's invoice listing all options and giving the total value of the vehicle. This invoice, along with the Certificate of Origin and Bill of Lading (B/L) must be submitted to the Government of Honduras. (CH)

(3) Vehicles should be shipped and consigned to:

Consignee: American Embassy
(Agent Name)
Member Name
Tegucigalpa, Honduras
Telephone Number: (504) 236-9320 (CH)

(4) **SPECIAL REQUIREMENTS:** Name of owner, VIN number or engine number, color, make, and model must be described on the original B/L. Copies of B/L should be provided by FAX to American Embassy. Original of B/L should

be mailed by international courier (D.H.L., FEDEX, or UPS) to American Embassy, Tegucigalpa, Honduras, telephone: (504) 236-9320 ext. 4269, FAX No. (504) 238-6912, e-mail address: . (CH)

b. **MOTORCYCLES/MOPEDS:** May be shipped as HHG.

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:** No restriction provided CB arrives in HHG shipment or via APO. Host country approval is required for operation. Army members must have approval from overseas commander prior to shipment (AR 105-4).

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/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Honduras 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 Honduras. Shipments for retirees or separatees will be shipped under OTO program.

13. **OTHER:** None.

51-2 AMERICAN EMBASSY, TEGUCIGALPA, HONDURAS(HO)
REVIEW DATE: 07 JUN 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: OODK**

b. **DODAAC: HHAH2H**

c. **E-MAIL:** Not Available

d. **TWX:** AMEMBASSY TEGUCIGALPA//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY TEGUCIGALPA
APO AA 34022-3480

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Tegucigalpa, HO-TGU **WPOD:** Pureto Cortes, HO-CR4

h. **DSN:** None **COMM:** 011-504-32-3120

i. **FAX: DSN:** None **COMM:** 011-504-38-6912

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE:** Consign all shipments to member c/o destination address or unit of assignment. Annotate PPGBL: "Carrier will notify US Military Group, Tegucigalpa, HO, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to US Military Group/Mission, Tegucigalpa, HO (OOAK). M/F member.

e. **HIGH VALUE:** Consign to owner or agent.

f. **PARCEL POST:** Consign to member c/o Commander, US Military Group, APO AA 34022.

3. **SPECIAL INSTRUCTIONS:** Refer to record 51-1 HONDURAS(HO) - GENERAL INSTRUCTIONS

51-3 US MILITARY GROUP, TEGUCIGALPA, HONDURAS(HO)
REVIEW DATE: 07 JUN 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: OOAK**

b. **DODAAC: WF5QNN**

c. **E-MAIL:** milgrpho@jtfb-emh1.army.mil

d. **TWX:** CDR USMILGP TEGUCIGALPA HO

e. **MAIL:** TRANSPORTATION OFFICER
MILGP MISSION HONDURAS
UNIT 3000
APO AA 34022

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Howard AFB, PN -HOW **WPOD:** Amapala, HO-CR5

h. **DSN:** From CONUS 449-5200, From Panama 280-5200 **COMM:** 011-504-233-2627

i. **FAX: DSN:** From CONUS 449-5271, From Panama 280-5271
COMM: 011-504-233-6171

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE:** Consign all shipments to member c/o destination address or unit of assignment. Annotate PPGBL: "Carrier will notify US Military Group, Tegucigalpa, HO, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to US Military Group/Mission, Tegucigalpa, HO (OOAK). M/F member.

e. **HIGH VALUE:** Consign to owner or agent.

f. **PARCEL POST**: Consign to member c/o Commander, US Military Group, APO AA 34022.

3. **SPECIAL INSTRUCTIONS**: Refer to record 51-1 HONDURAS(HO) - GENERAL INSTRUCTIONS.

51-4 PALMEROLA AIR BASE,(SOTO CANO), HONDURAS(HO)
REVIEW DATE: 21 AUG 01 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: OOFK**

b. **DODAAC: W8019M**

c. **E-MAIL:** Not Available

d. **TWX:** CDR JTF-B PALMEROLA AB (SOTO CANO) HO//ARFOR-TRANS//

e. **MAIL:** TRANSPORTATION OFFICER
BLDG R21 ATTN SAENZ CLAUDIO (CH)
SOTO CANO AIR BASE HONDURAS (CH)
APO AA 34042

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Palmerola AB, HO-PLA (Soto Cano) **WPOD:** Puerto Cortez, HO-CR4

h. **DSN:** 449-6635/6636 **COMM:** 011-504-72-0454/0455 (EXT 4410/ 4336) (CH)

i. **FAX: DSN:** None **COMM:** None

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** Route through Charleston, SC, AMC terminal to JTF-Bravo, Palmerola AB, (Soto Cano) Honduras(HO). All shipments to include unaccompanied baggage must go by Military Air. (CH)

b. **ITGBL HHG, ITGBL BAGGAGE:** Consign to member c/o destination address or unit of JTF-B assignment. Annotate PPGBL: "Carrier will notify JPPSO, Palmerola AB, (Soto Cano) Honduras, upon arrival of shipment and prior to delivery to residence or placing in storage."

c. **HIGH VALUE:** Consign to owner or agent.

d. **PARCEL POST:** Consign to member c/o Commander, JTF-B, APO AA 34042

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** Shipment of POV is not authorized for any service member assigned to Soto Cano AB(JTF-B)

b. **NOTE 2:** Refer to record 51-1 HONDURAS(HO) - GENERAL INSTRUCTIONS

CHAPTER 52

52-1 HONG KONG(HK) - GENERAL INSTRUCTIONS
REVIEW DATE: 19 MAR 01

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**: No restrictions identified.

e. **OTHER**: Outbound Shipments: Authorized outbound shipments from Hong Kong for US Military and DOD civilians not assigned duty within Hong Kong must be handled in accordance with applicable service regulations. This is a one-time-only(OTO) rate area. Submit a request for OTO Code 4, HHG to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Documents signed by the member are forwarded to the Hong Kong agent who is authorized to process that shipment. Documents include DD Form 1299, seven(7) copies of PCS orders and personal property Government bill of lading. A copy of the SDDC OTO award message designating the Hong Kong agent will be included. For members not authorized duty-free entry of the personal property into the customs territory of the US, submit Form 3299 and Form 1253/1353-1 marked "shipment requires US customs duties associated with their shipment."

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

a. Shipments from CONUS do not require US Dispatch agent clearance. Shipments do not require host country clearance or special customs clearance. Original commercial bill of lading on HHG and POV should reach GSO prior to ship's arrival.

b. **HHG**: Mail PPGBL/Commercial bill of lading/Inventory to Hong Kong ITGBL agent. Info copy of documentation should be mailed to General Services Officer, American Consulate General, US Consulate Hong Kong, PSC 461,Box 9, FPO AP 96521-0006 so as to arrive no later than 1 week before ship's arrival in Hong Kong.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES AND CIGARETTES/TOBACCO PRODUCTS**: It is not necessary to import liquor into Hong Kong. There are no restrictions on importation in personal property but all liquors or cigarettes must be specifically itemized (including quantity and value) and be provided to post prior to arrival of shipment as tax exemptions must be processed through local authorities.

b. **COSMETICS**: No restrictions identified.

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

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

4. **ELECTRICAL EQUIPMENT**:

a. **HOME COMPUTERS:** No restrictions. However, transceivers require a license which the owner can usually obtain by applying through the General Post Office.

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

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

5. **FURNITURE, OVERSIZED**: No restrictions, however, large furniture items normally do not fit in apartment elevators.

6. **PETS/QUARANTINE**: There is a 1 to 6-month quarantine period for pets depending on the origin country. Import permit must be obtained by writing to the Department of Agriculture and Fisheries, Hong Kong Government, 5/F Cheung Sha Wan Government office, 303 Cheung Sha Wan Road, Hong Kong, prior to arrival. Information concerning breed, age, sex, color, and shipment data will be required. Government kennels is provided only.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Prohibited in Hong Kong.

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

a. **POVs:** The Hong Kong Government requires certification the POV is in compliance with Hong Kong's emission control standards. The emission control standard in Hong Kong is very difficult and complicated. If a POV to Hong Kong is consigned to the American Consulate for the employee's name, the employee may apply for the exemption of emission control and noise control based on diplomatic courtesy. Usually it takes 2 weeks to process the exemption. If the POV fails to meet the emission and noise control standards, the POV must be modified to fulfill the requirements. Unleaded gasoline is available at all gas station in Hong Kong. Do not remove catalytic converters. Ideally, the POV should be a standard passenger car with right-hand drive as driving here is on the left. A left-hand drive vehicle may be imported, however, a special import permit is required. For the permit application, post needs a copy of the OBL and vehicle registration document in advance. Advance documents can be faxed to GSO at 011-852-2845-1598. A left hand drive POV cannot, REPEAT, cannot clear customs prior to arrival of the employee. Left-hand vehicle must be exported at end of tour or sold to officials of the US or other mission. Trucks, vans and pickup models are considered commercial vehicles and may not be imported into Hong Kong. POVs require a thorough mechanical and safety inspection before being registered in Hong Kong. Cars that are 6 years old must undergo inspection prior to vehicle registration.

(1) The Hong Kong Government will not waive compliance issues on imported vehicle regarding headlight aiming. If the headlights on your vehicle cannot be altered for driving on the left side of the road, i.e. aimed away from oncoming traffic, you will not be able to license the vehicle before shipping your vehicle to Hong Kong. Please check with your dealer or parts supplier to ensure the availability of the necessary headlights for driving on the left hand side of the road. Whether the POV is right hand or left hand drive, it must have been legally owned by the employee for at least

six months prior to registration. In addition, the employee should have been issued a valid driver’s license and resided for at least six months in the country where the vehicle was last registered.

(2) Vehicle with tinted windows cannot be registered in Hong Kong. (CH)

(3) Shipment of privately owned vehicles to Hong Kong requires the American Consulate's authorization prior to shipping. Before shipping a POV to Hong Kong, please contact GSO (preferably by cable or message) and provide the year, make and model, number of cylinders, engine displacement (cc or cubic inches), chassis and engine numbers, engine model and right-hand or left-hand drive. The same information must also be included on the ocean bill of lading(OBL). The POV must have been legally owned by the employee for a least six months prior to registration. In addition, the employee should have been issued a valid driver's license and resided for at least six months in the country where the vehicle was last registered. After receiving your request, GSO will confirm with Hong Kong authorities whether or not the car can be registered and what modifications would be required. GSO will then contact you and advise you as whether or not the vehicle can be shipped, and with what conditions. Do not ship a vehicle to Hong Kong without specific permission from post. If your shipment is approved , the Hong Kong Government will require certification that your POV is in compliance with Hong Kong's emission control standards. Only unleaded gasoline is available in Hong Kong. Do not remove catalytic converters. Mail shipping documents, include the original bill of lading to General Services Officer, US Consulate General, PSC 461 Box 9, FPO AP 96521-0006 to arrive no later than 1 week before ship’s arrival in Hong Kong. (CH)

(4) For individuals assigned directly to the American Consulate General Hong Kong, the General Services Office highly discourages employees not to ship a POV and especially a left hand drive POV to Hong Kong for the following reasons. (CH)

(a) Public transportation is excellent, public parking facilities are scarce and expensive, and Hong Kong uses a right-hand drive system. POV parking at the consulate is restricted to approved car pools. Parts and maintenance for American autos are expensive and difficult to obtain. (CH)

(b) Since Hong Kong uses a right-hand drive system, post discourages the shipment of left hand drive POVs. The cost of converting headlight and other systems to right-hand drive standards can be extremely expensive depending on the make and model of the car. Trucks, vans and pickup models are considered commercial vehicles and may not be imported into Hong Kong. Similarly, vehicles with tinted windows cannot be registered. POVs require a thorough mechanical and safety inspection before being registered in Hong Kong. Anyone who cannot ship a car to Hong Kong because of these circumstances and/or restrictions should request domestic storage for their vehicle from their respective department/agency. No storage facilities for vehicles exist at post. (CH)

b. **MOTORCYCLES/MOPEDS:** Motorcycle/mopeds must be shipped separately as POVs and are imported duty-free.

c. **GASOLINE/CATALYTIC CONVERTERS:** Do not remove catalytic converters. Unleaded gasolines is available at all gas stations in Hong Kong.

d. **INSURANCE/SAFETY REQUIREMENTS:** Insurance is required. The estimated cost of obtaining vehicle insurance in Hong Kong is approximately HK$5,000.00.

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

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

11. **TRANSMITTING EQUIPMENT**:

a. **CBs AND MARS EQUIPMENT**: No restrictions. However, transceivers require a license which the owner can usually obtain by applying through the General Post Office.

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

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

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement/separation/designated location in Hong Kong should be counseled that all custom 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 Hong Kong.

13. **OTHER**: None.

52-2 AMERICAN CONSULATE GENERAL, HONG KONG(HK)
REVIEW DATE: 31 AUG 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: SJDK**

b. **DODAAC: HHAH3H**

c. **E-MAIL:**

d. **TWX:** AMCONSUL HONG KONG

e. **MAIL:** GENERAL SERVICES OFFICER
US CONSULATE GENERAL HONG KONG
PSC 461, PO BOX 9
FPO AP 96521-0006

f. **CROSS REFERENCE OF APOS/FPOS SERVED:** None

g. **APOD:** Hong Kong, HK-HKG **WPOD:** Hong-Kong, HK-RH2

h. **DSN:** None **COMM:** 011-852-2841-2222

i. **FAX: DSN:** None **COMM:** 011-852-2845-0097

2. **CONSIGNMENT INSTRUCTIONS**: This is a one-time-only (OTO) rate area. Submit a request for OTO Code 4 HHG 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. A copy of the SDDC OTO award message designating the Hong Kong agent will be included.

3. **SPECIAL INSTRUCTIONS**: Refer to record 52-1 HONG KONG(HK) - GENERAL INSTRUCTIONS.

CHAPTER 53

53-1 HUNGARY(HU) - GENERAL INSTRUCTIONS
REVIEW DATE: 20 OCT 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:** Airline restrictions apply.

e. **OTHER:** For shipments originating outside CONUS, servicing ITO should contact HQSDDC, ATTN: MTPP-HR, Alexandra, VA for proper routing instructions.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** A Hungarian customs official is on hand when unaccompanied baggage air and surface shipments are delivered. It is, therefore, highly advisable to prepare a complete inventory of effects brought into Hungary and be prepared to submit complete inventories upon arrival and departure. One advance copy of the inventory should be forwarded to GSO, American Embassy, Budapest, for translation into Hungarian. Incoming shipments can not be custom cleared until member is physically present on station and registered with the Hungarian authorities. Due to mail lag time often experienced by American Embassy Budapest, origin shipping office should forward message to TWX address providing member's name, destination carrier (to include the mail and telex address), shipment date, and PPGBL and airway bill number.

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:** Narcotics are prohibited.

4. **ELECTRICAL EQUIPMENT:** Serial numbers are required for ALL electronic equipment for customs clearance.

a. **HOME COMPUTERS:** No restrictions 220V.

b. **TVs/VCRs:** No restrictions 220V.

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

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

6. **PETS/QUARANTINE:** Pets are not subject to quarantine, but dogs and cats must have all shots up-to-date at least 30 days prior to departure. An international health certificate showing proof of rabies and distemper vaccinations is required. (The rabies shot must be at least 2 months old, but not older than 1 year.) The certificate must be issued within 10 days prior to arrival in Hungary.

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

a. **HANDGUNS:** Prohibited.

b. **RIFLES/SHOTGUNS:** Hungarian law only allows one shotgun or one rifle to be imported for hunting purposes. Serial/model numbers and caliber information must be provided to the Regional Security Officer(RSO) and General Service Officer(GSO) in advance. A permit must be obtained for all firearms BEFORE importation is possible. If permit is not available at the time of importation, weapon will be confiscated by the customs official. It will remain in their custody until the member can show a valid permit or leaves Hungary, whichever is sooner. No firearms may be imported for personal use without prior approval from the ambassador.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Prohibited.

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

a. **POVs:**

(1) Hungarian regulation requires vehicles to conform to European specifications, but the Embassy has a waiver covering all of the Embassy's official and diplomats' privately-owned vehicles(POVs). There is no restriction on the type of vehicle imported; however, there is a strict restriction on the age of the vehicle. Only vehicles 4 years old or younger may be imported.

(2) Each vehicle must go through a thorough technical inspection prior to registration/licensing. If the vehicle fails the inspection, all repairs/modifications must be completed before registration is allowed. All of these repairs are at the owner's expense and are not reimbursable. Some of these repairs might be quite expensive. Therefore, it is in the best interest of the member to ship/purchase a vehicle that is new or in 'like new' condition.

(3) POV should be shipped in sea container. Port of Bremerhaven should be used as port of destination(POD). Consign to "Transit", USDAO American Embassy, Budapest, Hungary. Information copy of documentation should be mailed to American Embassy, 1054 Budapest Szabadsag Ter 12, ATTN: GSO. (CH)

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds can not be imported with household goods. They are considered POVs if the engine size exceeds 50cc and must be registered as such. If the motor size remains under 50cc, it does not require registration.

c. **GASOLINE/CATALYTIC CONVERTERS:** All vehicles must be equipped with a three-way controlled catalytic converter. There are no exceptions made to this law.

d. **INSURANCE/SAFETY REQUIREMENTS:** Third party liability insurance coverage is mandatory. If member desires insurance coverage beyond liability we suggest obtaining the coverage from an Amerincan Company (e.i. Clements, Geico, etc.). Local insurance companies are difficult to deal with.

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

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Prohibited.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Can be imported, but local permit to operate must be obtained before it may be used.

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

c. **MARS EQUIPMENT:** Importation is prohibited.

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 Hungary 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 Hungary.

13. **OTHER:** None.

53-2 AMERICAN EMBASSY, BUDAPEST, HUNGARY(HU)
REVIEW DATE: 20 OCT 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: VODK**

b. **DODAAC: HHAH4H**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY BUDAPEST//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY BUDAPEST
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-5270

INTL MAIL: AMERICAN EMBASSY BUDAPEST
1054 BUDAPEST
SZABADSAG TER 12

f. **CROSS REFERENCE OF APOS/FPOS SERVED:** None

g. **APOD:** Budapest, HU-BUD **WPOD:** Bremerhaven, GE-JF1

h. **DSN:** None **COMM:** 011-361-475-4864/4810 (CH)

i. **FAX: DSN:** None **COMM:** 011-361-475-4803/4807 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **ITGBL HHG, ITGBL BAGGAGE**: Ship HHG via Code 4 and UB via Code 8. Consign to GSO, American Embassy, Budapest, Szabadstag Ter 12, Hungary. M/F member. If mode/rates are not available use OTO. For further information concerning OTO procedures, refer to Chapter VII, ITGBL Rate Solicitation. (CH)

b. **DPM HHG, DPM BAGGAGE**: Do not use.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**: Refer to record 53-1 HUNGARY(HU) - GENERAL INSTRUCTIONS.

CHAPTER 54

54-1 ICELAND(IC) - GENERAL INSTRUCTIONS
REVIEW DATE: 29 MAR 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 Army (UB only). Air clearance, when required, must be obtained from the appropriate Air Clearance Authority (ACA).

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

e. **OTHER:** For Navy personnel and Air Force personnel, dependent entry approval is not required prior to shipment of HHG provided dependent travel will be allowed within 20 weeks.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** Defense force member civilian employees with accompanied tour orders for whom military family arrival may submit an application for approval to reside off the NATO base. Appliance support (stove, refrigerator, washer, and dryer) will be provided.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:**

(1) May NOT be shipped commingled with your household goods. (CH)

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. Smoking policies in non-smoking buildings will be strictly enforced. Majority of bachelor quarters are non-smoking.

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

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

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

4. **ELECTRICAL EQUIPMENT:**

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

b. **TVs/VCRs:** Use of television and other video equipment. Naval Station, Keflavik, has live satellite capability via closed circuit broadcast. The electrical current is 60 cycle, the same as CONUS. Off-base current is European standard (220 volt/50 cycle) but only DOD civilian personnel who are defense force members, are currently permitted to live off the agreed area with Government of Iceland approval and if on-base quarters are not available.

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

5. **FURNITURE, OVERSIZED**:

a. Military family housing is small by US standards and storage is limited. Members should be advised furniture (couches, desks, etc.) Approximately 7 ft or longer may not fit through doors and halls in some housing units. Contact the housing office for advice before shipping such an article because housing assignments will not be changed to accommodate excessive or oversized furnishings. Washers, dryers, stoves, and refrigerators are provided for all on-base housing; therefore, these items must be placed in NTS at origin. If a member desires an extra refrigerator or freezer, one may be shipped. NTS will not be provided, nor will housing assignment be changed to accommodate shipped appliances.

b. Unaccompanied members will be assigned a room/suite depending on rank. DO NOT SHIP ANY FURNTIURE. Large electrical items such as TV's, VCR's, stereo's and personal computers are permitted however, keep in mind that space is limited. Adequate cable, Internet capabilities, and phone jacks will be available. Extension cords are prohibited, however, surge protectors may be used. You may ship a microwave, though some buildings provide them in the rooms. You will be provided with: common use laundry and kitchen facilities, recreation and work out facilities, a bed, refrigerator, sitting chair, desk, adequate lighting and an entertainment center. Some of the buildings provide common area bike storage, and all buildings provide personal storage, and all buildings provide personal storage lockers measuring at least 37 cubic feet. Bachelor housing furnishing will not be displaced to facilitate personal belongings.

6. **PETS/QUARANTINE**: Pre-spproval from the Government of Iceland is necessary before pets may enter into the country. Members are authorized NOT MORE THAN TWO PETS PER FAMILY. Pet permission and quarantines are both lengthy and expensive (approx. 8 weeks) at this time. E-mail (idf.pm@idfcfk.navy.mil) the Provost Marshal's Office to receive your information package containing your pet shipment forms and requirements. The pet can be flown into the country on a commercial flight at owner's expense (currently about $350), quarantine and veterinarian costs are approximately $1600 for a cat, and $1743 to $2500 for a dog. NO DOGS over 85lbs are permitted. Rottweilers, Pit Bulls, nor Doberman breeds are NOT PERMITTED into the country. Contact Provost Marshal's office for a complete list of breeds that are not permitted into Iceland. Animals must be registered and tagged through the Security Admin Office. Dog and cat shots must be up to date prior to entry and maintained while on the island using the local vet service. contact the Iceland Defense Force Provost Marshal office at DSN 450-7820, comm. 001-354-425-7820 concerning recent pet regulations. All procedures must be followed explicitly as stated in the law. Pets are not allowed in bachelor quarters. (CH)

7. **PRIVATELY OWNED FIREARMS (POFs)**: Shipment of firearms to Iceland is restricted to hunting weapons (hunting rifles and shotguns). All other type of firearms, ammunition, or explosives is prohibited. Laws are stringent concerning the use of firearms, and all firearms must be stored at the Weapons Department, Naval Air Station, Keflavik, Iceland. It is against regulations to fire weapons on base, and off base use must be approved by Icelandic Government and the land owner. Proof of ownership must accompany all weapons shipped to Iceland.

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

a. **POVs**: Authorized DOD personnel may import one POV duty-free. Icelandic Government imposes no restrictions as to color, age, or dimensions.

b. **MOTORCYCLES/MOPEDS**: Shipments of two-wheeled motorized POVs (motorcycles/mopeds) to Iceland is prohibited due to severe weather and unsafe road condition.

c. **GASOLINE/CATALYTIC CONVERTERS:** Diesel fuel is available from commercial source on base. The price per gallon at this station fluctuates with local market prices but does not include host nation taxes. As of NOV 2001 the price is 48.5 Icelandic Kronur per liter. While this service is available to any member, prior arrangement must be made through the Iceland Defense Force Staff Judge Advocate Office.

d. **INSURANCE:** Liability insurance is mandatory for all POVs in Iceland. Insurance must be purchased in Iceland; no US insurance companies are allowed to underwrite insurance in Iceland. Cost of liability insurance varies with type and year of the vehicle but generally runs from $400 to $500 per year. Comprehensive/Collision insurance is not required but is available for an additional cost of $200 to $1,000 per year.

SAFETY REQUIREMENTS:

(1) **Headrests:** Icelandic laws requires all POV's manufactured after 1 Jan 1983, to be equipped with high-back front seats extending to a minimum of 30 inches from the top of the seat cushion to the top of the back of the seat, or built in adjustable headrests (clip on headrests are not acceptable).

(2) **Tinted windows:** Icelandic law prohibits tint (peel off type) on the drivers side and front passengers side windows. This causes failure of inspections.

(3) **Seatbelts:** It is mandatory safety requirement in Iceland all POVs be equipped with three-point seatbelts (shoulder strap) in the front seats and the rear seats where they can be arranged, or alternatively, lap belts.

(4) **Lights:** All vehicles being operated in Iceland must have low beam headlights and exterior lights/parking lights when the vehicle is driven day and night, 24 hours. Daytime running lights will not be accepted in Iceland and will cause failure of inspection. In order for newer model cars to pass inspection, they must remove the fuses or relay connected to the daytime running lights. Recommend that members have the diagram of the electrical connection of the vehicle in order to disconnect the daytime running lights. (The taillights are not on when running lights are activated, therefore making them illegal in Iceland.) All fog lights must have “E” or “DOT” marking on.

(5) **License Plates:** Front and rear license plates are required. Recommend a license plate holder be installed for front and rear before you arrive in Iceland. Brackets are very hard to purchase in Iceland.

(6) **Side view mirrors:** Two side view mirrors (one on each side) are mandatory on all POVs.

(7) **Warning triangle:** It is a mandatory requirement to have a reflective warning triangle available in the trunk of each POV.

(8) **Mud flaps:** No mud flaps are required on regular vehicles. For certain vehicle types modified for higher ground clearance, four mud flaps are required, for example jeeps and trucks.

(9) **Fender flares:** All vehicles that have tires which extend past the body are required to have fender flares installed.

(10) **Trailer hitch:** Hitch balls must be removed prior to inspection.

(11) **Steering:** Vehicles with steering wheel on the right hand side will not be accepted in Keflavik Iceland.

(12) **Speedometer:** Speedometer must indicate speed in kilometers/MPH. Transparent overlays can be manufactured to satisfy this requirement.

(13) **Turning Signal:** Vehicles manufactured after March 1988 turning signal must be visible from front and side of the car, signal must blink not only from bumper but also the side of front fender headlights, or will cause failure of inspection.

(14) **Exhaust System:** Vehicles manufactured after 01 July 1990, that have the tail pipe ends extending to the right must have pipe end bent down or straight back or will cause failure of inspection.

e. **REPAIRS:**

(1) Tires and minor mechanical repairs are available at the Navy Exchange Service Station on-base. Limited POV parts are available. Parts and repairs off-base are expensive.

(2) Because vehicle repairs in Iceland are expensive and the mandatory inspections are quite strict, it is recommended all POVs shipped be in excellent condition and any required repairs be accomplished prior to shipment.

f. **THE FOLLOWING OPTIONS APPLY TO DRIVING ON SNOW OR ICE-COVERED ROADS:**

(1) Snow tires on all wheels.

(2) Chains on all wheels of the drive axle (front or rear).

(3) Studded tires on all wheels.

(4) Studded tires on wheels of one axle and chains on wheels of the other axle. You may not use two studded tires alone. Chains and studded tires may not be used during the period 16 April through 31 October, unless necessary due to special driving conditions. Should you be observed driving a vehicle on ice and snow covered roads without the proper equipment, you may be issued a citation; furthermore, if you are involved in an accident and your vehicle is not properly equipped, you will automatically be held responsible for the accident.

g. **REGISTRATION:** The initial cost to register a POV is $270 (varies with exchange rate). This includes registration, safety inspection, plates, and headlight inspection. A POV that fails a safety inspection is subject to $24 reinspection fee. There is also an annual safety inspection charge of $67.

h. **MODIFIED/ALTERED VEHICLES:** Vehicles which have been significantly modified or altered from their original factory specifications (e.g., four-wheel drive trucks with raised suspensions) may be subject to a special inspection at the Icelandic Motor Vehicle Supervision Office to ensure they conform with all applicable vehicle rules and specifications. The cost of the inspection is approximately $200. Additionally, these vehicles are required to carry both a fire extinguisher and a first aid kit at all times.

i. **VEHICLE AVAILABILITY:** Four-wheel drive vehicles are very popular in Iceland. Used POVs, some with four-wheel drive, are available on-base. Additionally, many models of new POVs can be purchased on and off-base, free of Iceland taxes. However, these vehicles cannot be shipped back to the US at Government expense, unless the vehicle is purchased to replace a vehicle lost through fire, theft, accident or similar causes.

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

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** The shipment of plants (with soil) is prohibited. No other restrictions identified. (CH)

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Importation or utilization of CB radios is prohibited unless approved by the Icelandic Government.

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

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

d. **DISH ANTENNAs:** Naval Air Station, Keflavik housing unit configurations preclude the installation of satellite dish antennas.

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

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

13. **OTHER:**

STORAGE:

a. Facilities are available in Iceland for storage in transit. NTS is not available.

b. Unaccompanied members should not bring their own furniture items and should "pack light" because excess storage facilities are not available.

c. NTS is not available. Large or excess items will be reshipped to NTS at members expense or disposed of by owner.

d. Bachelor housing does not provide covered parking for POV's. Adequate outdoor parking will be available.

54-2 NAVAL AIR STATION, KEFLAVIK, ICELAND(IC)
REVIEW DATE: 29 MAR 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: YSNL**

b. **DODAAC: N63032**

c. **E-MAIL:** ppso@naskef.navy.mil

d. **TWX:** NAS KEFLAVIK IC//CODE 405//

e. **MAIL:** TRANSPORTATION OFFICER
ATTN CODE 405
NAVAL AIR STATION
PSC 1003 BOX 21
FPO AE 09728-0321

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** American Embassy Reykjavik, FPO 09728-0340

g. **APOD:** NAS Keflavik, IC-KEF **WPOD:** Njardvik, IC-AU8

h. **DSN:** 450-XXXX **COMM:** 011-354-425-XXXX, Inbound-4608, Outbound-4618, POV-4296, QA-4609 **TELEX:** 2264

i. **FAX: DSN:** 450-2808 **COMM:** 011-354-425-2808

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE, HIGH VALUE, PARCEL POST**: Consign to TO, Naval Air Station, Keflavik, IC. Shipments by DPM/AMC when routed through Naval Air Terminal, Bldg LP-205, Norfolk, VA. 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, as this will cause an extended delay in shipment.

b. **ITGBL HHG**: Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify PPSO, NAS Keflavik, Iceland, prior to delivery or placing in storage." Primary codes of service for HHG shipments to Iceland from CONUS are Codes 5 and T. However Code T is not recommended due to very limited aircraft availability, shipments will become delayed. For areas, which do not have, available rates one-time-only (OTO) request will be submitted.

c. **ITGBL BAGGAGE**: Not authorized.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: INTL/AIR/COMM/DPM is not an acceptable method of shipment.

b. **NOTE 2**: Refer to record 54-1 ICELAND(IC) - GENERAL INSTRUCTIONS.

CHAPTER 55

55-1 INDIA(IN) - GENERAL INSTRUCTIONS
REVIEW DATE: 31 MAY 01

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** As per JTR/JFTR.

b. **CONTAINER/CRATING REQUIREMENTS:**

(1) The following instructions apply to HHG/POVS booked in full container loads(FCL). FCL shipments are preferred whenever possible. Household effects may be packed in liftvans size 87lx57wx76h(inches), or any other size that will fit in 20 or 40 foot containers. No gross weight limitations. HHG containers should be shipped to Inland Container Depot(ICD/New Delhi) on freight prepaid basis and be marked/consigned as: American Embassy, ICD/New Delhi, India, employee's name, port of discharge: ICD/New Delhi.

(2) Less than container load shipments of HHGS and POVs should be marked for the American Embassy, New Delhi, India, member's name, port of discharge: Bombay.

(3) HHGS liftvans waterproofing: Please ensure all liftvans are waterproofed from inside with plastic waterproofing material. Heavy rains damage shipments. Also, each liftvan must have a sheet metal cap on the top securely nailed in place at the sides of the liftvan. The metal cover must totally cover the top of the liftvan and wrapped over the sides of the liftvan at least four inches.

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

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

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

a. No shipments can be cleared through Indian Customs prior to the member's arrival at post. To avoid unnecessary demurrage charges, post strongly suggests shipments be timed to coincide with the employee's arrival at New Delhi. In order to obtain Government of India(GOI) duty free import permission, please mail the HHGs original bill of lading and invoice to the American Embassy, ATTN: GSO/Shipping, Shanti Path, Chanakyapuri, New Delhi 110021.

b. Staff members have duty-free time limit only up to 4 months from the date of arrival at post. Advance shipments should be avoided as they cause heavy demurrage charges (warehouse charges), and receive no proper closed storage. Advance shipments remain in the open and get damaged due to rains.

c. Students attending Defense Staff Colleges in New Delhi or Wellington, India, do not enjoy duty-free privileges enjoyed by the regular employees accredited to the Embassy. Their shipments are cleared from customs under transfer of residence rules. It is advised they should bring limited and used household items to avoid payment of custom duty. All major electronic equipment/items (TV, VCR, Stereo HiFi, microwave oven, video/movie camera, computer equipment, etc.) shipped in their baggage will be cleared after payment of custom duty.

d. American Embassy, New Delhi, requires a copy of the airway bill and/or ocean bill of lading prior to receipt of shipment to initiate customs clearance paperwork and formalities.

e. The markings on shipments must be the same as those shown on the shipping documents prepared by the shipper.

f. An itemized inventory of the shipment must be attached to the cargo manifest or bill of lading. Every member, upon arrival in India, will be required to present a valuation listing to process the duty-free Exemption Certificate for shipment to clear customs.

g. Importation of antiques (items over 100 years old) is discouraged. If they are imported, a clearance from the GOI, Department of Archeology as required.

h. **Documentation**: Send all documentation concerning transportation to: American Embassy, ATTN: GSO, Shanti Path, Chanakyapuri, New Delhi 110021.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES AND CIGARETTES/TOBACCO PRODUCTS**: These products should not be included in your shipments as supplies are available with American Commissary Support Association on post.

b. **COSMETICS**: No restrictions identified.

c. **FOODSTUFFS/MEATS**: Cannot be included in unaccompanied baggage or household goods shipment.

d. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS**: Cannot be included in unaccompanied baggage or household goods shipment.

4. **ELECTRICAL EQUIPMENT**: To facilitate customs clearance of personally-owned electronic items (TVS, VCRS, computers, music systems, etc.) A full description is required for customs verification and clearance. Invoices, year, model, size of TV screen, serial number, etc., are the types of information required. Import of duplicate electronic items is not allowed by GOI and, if included and discovered in the shipment, must be re-exported. Diplomatic officers are allowed free entry privileges throughout the tour of duty. Staff members have duty-free time limit up to 4 months from the date of arrival at post.

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

6. **PETS/QUARANTINE**: Certification of a recent rabies inoculation (not less than 1 month or more than 4 months old) is required. Also, a veterinarian's statement of good health is necessary.

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

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

a. **POVs**:

(1) Diplomatic employees may import personally owned vehicle or they may order a new vehicle directly from the manufacturer or authorized dealer and import it into India duty free. Diplomatic officers of the rank of First Secretary and above may import second vehicle after providing necessary

justification to the Government of India (GOI). The permission generally is granted by the GOI. The GOI also purchases vehicles owned by diplomatic personnel after depreciating the cost, insurance, and freight (CIF) value at 3 percent per quarter or 12 percent per year. Also personnel are advised not/not to bring a vehicle that will be more than seven (7) years old at the time of sales unless you are planning to export it upon departure. The State Trading Corporation(STC) is usually very reluctant to purchase such vehicles, from April 01, 1995.

(2) You may import seven year old or older POVs but the same will be allowed on re-export basis or can be sold to the diplomatic officer with the approval of GOI. Post can attempt to sell your POV to the state trading corporation (GOI Agency) provided the vehicle is in country for three years.

(3) Please note that the Supreme Court of India's recent directive that prohibits importation/registration of vehicles that do not conform to Euro II Pollution standards. From April 01, 2000, only those vehicles, which conform to Euro II Pollution norms, will be registered in the National Capital Region of Delhi. These measures have been taken in order to reduce the alarmingly increasing pollution levels in New Delhi. Therefore, it is requested that all personnel who wish to bring their POVs into the country must repeat must bring with them the required pollution certificate from the vehicle manufacturer in order to register their POVs with the GOI.

(4) Importation of left hand driven and/or more than three years old vehicles is restricted in India. POVs already enroute to India CANNOT BE Grandfathered. (CH)

b. **MOTORCYCLES/MOPEDS:** Mopeds/motorcycles are considered POVs and GOI allows import of only one vehicle. Employee should bring the POV invoice indicating complete description, model and chassis numbers, value of vehicle, and individual costs of optional fittings. If possible, save the window sticker and bring it to New Delhi.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded fuel is available in New Delhi. From April 01, 1995, the Government of India is requiring all manufacturers of four wheel petrol driven vehicles to have them fitted with noble-metal base catalytic converters of at least an oxidative type, with an OEM certification. This instruction is for newly bought vehicles to be registered in the cities of New Delhi, Mumbai, Calcutta, and Chennai. GSO/shipping can register a previously registered vehicle with the GOI, local motor licensing authorities in New Delhi without a catalytic converter but will have to provide GOI the proof of previous registration documents. Please carry vehicle registration and invoice to finalize the CIF of POV with the Indian Customs. If employee’s POV was manufactured after April 01, 1995 (regardless of previous registration), please ensure it is fitted with a catalytic converter. All employees are required to have the bill of sale or invoice of their vehicles in order for the vehicle to be imported into the country and for the sale of the vehicle to the STC after the completion of tour of duty.

NOTE: All vehicles that do not comply to the above requirements can not repeat can not be imported to New Delhi.

d. **INSURANCE/SAFETY REQUIREMENTS:** It is mandatory for the members' to get insurance for their POVs.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Importation is prohibited.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Importation is prohibited.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs AND AMATEUR/HAM RADIOs:** Approval from the GOI Ministry of External Affairs and the Ministry of Communications must be obtained prior to shipment of such equipment.

b. **MARS EQUIPMENT:** Importation is prohibited.

c. **DISH ANTENNAs:** Importation is prohibited.

d. **CORDLESS PHONEs:** Importation is prohibited.

e. **FAX MACHINEs:** Importation is prohibited.

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

13. **OTHER:** None.

55-2 AMERICAN EMBASSY, NEW DELHI, INDIA(IN)
REVIEW DATE: 24 FEB 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: SBDK**

b. **DODAAC: HHAQ1Q**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY NEW DELHI//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER/SHIPPING (CH)
AMERICAN EMBASSY NEW DELHI INDIA
WASHINGTON DC 20521-9000

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Indira Gandhi Intl AP, IN-DEL **WPOD:** Mumbai, IN-QB1 (CH)
WPOD: for POVs: New Delhi, IN

h. **DSN:** None **COMM:** 011-91-11-419-8356/011-91-11-2419-8138 (CH)

i. **FAX: DSN:** None **COMM:** 011-91-11-419-8223

2. **CONSIGNMENT INSTRUCTIONS**: Submit a request for one-time-only(OTO), Code 6 household goods and OTO, Code 8 unaccompanied baggage 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. Consign to American Embassy, New Delhi, India. Mark for member.

3. **SPECIAL INSTRUCTIONS**: Refer to record 55-1 INDIA(IN) - GENERAL INSTRUCTIONS.

CHAPTER 56

56-1 INDONESIA(ID) - GENERAL INSTRUCTIONS
REVIEW DATE: 29 JUL 04

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **ARMY PERSONNEL:**

(a) **Accompanied tour:** 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater.

(b) **Unaccompanied tour:** Weight allowances for single/ unaccompanied personnel are in accordance with governing regulations.

(2) **AIR FORCE PERSONNEL: Accompanied tour:** 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater.

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

b. **CONTAINER/CRATING REQUIREMENTS:** Shipmetn must be waterproof inside and outside to protect the contents from water damage, humidity or dampness. The packed lift vans shall be wrapped with plastic polyethylene sheet and placed over the lift vans. The lift vans should be securely sealed with sufficient caulking compound on the panel joints to prevent entry of insects. (CH)

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:** The container/crate/box and Airway Bill must include member’s name. There has been a consistent problem with UAB arriving without the member’s name. (CH)

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: To expedite customs clearance procedures, the Airway Bill of Lading (AWB), Ocean Bill of Lading (OBL), Personal Property Government Bill of Lading (PPGBL) and inventory must be faxed to the GSO/Transportation at 011-62-21-3435-9923. (CH)

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Can be imported in personal property. Restricted to no more than 18 liters per person.

b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions.

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:** There are no restrictions on importation or use.

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

c. **OTHER (i.e. COMPATIBILITY, ETC):** Voltage in Indonesia is 220, 50hz. Voltage in Foreign Officer Accommodation (FOA) housing is 110, 50hz.

5. **FURNITURE, OVERSIZED:** Do not ship oversized furniture. Items must fit in a standard size household goods shipping crate (Type II containers).

6. **PETS/QUARANTINE:** Entry of pets is authorized. No quarantine period is required. Entry permit must be obtained from GOI.

7. **PRIVATELY OWNED FIREARMS (POFs):** Not authorized.

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

a. **POVs:**

(1) The Government of Indonesia (GOI) recently relaxed the restriction on vehicle imports. Personnel can now import most make or model vehicles into Indonesia. Only vehicles with engine displacement of 4000cc or less and costing less than U.S. $30,000.00 (exclude insurance and freight) may be imported. Vans, buses and trucks are specifically prohibited. The GOI must approve all POV imports before the POV is shipped. Post will submit the necessary forms, which must clear three government approvals. Therefore, vehicles shipped without permission must wait at the local seaport drawing huge demurrage charges or will be re-exported out of the country at member's expense. The GOI must approve all POV imports before the POV is shipped. Personnel should contact their organization of assignment to determine their eligibility for POV importation and to provide information required to obtain GOI approval. (CH)

(2) The GOI will give approval "only" after the member arrives at post and has obtained his/her Diplomatic ID Card. Personnel may not ship POVs until this approval is received. For personnel desiring to ship a POV, the following information will be provided by message to: AMEMBASSY JAKARTA //TRANS OFF// with info to USDAO Jakarta, ID, and ODC JAKARTA ID//XO// as soon as possible after receipt of assignment notification. Or fax directly to GSO/TRS (62)(21)3435-9923. Experience with GOI indicates 60 to 90 days may be required to obtain the advance approval. (CH)

(a) Name, diplomatic rank, and estimated arrival date.

(b) Vehicle Year/Make/Model/Type.

(c) Price (cost insurance freight(CIF) in US dollars).

(d) Engine displacement (CC) (not liters).

(e) Country of origin.

(f) Name and address of dealer: (for new cars).

(g) Estimated date of importation.

(h) Vehicle Identification No. (VIN): (all digits).

(i) Engine No: (all digits) (A VIN only is not acceptable).

(j) Color:

b. **MOTORCYCLES/MOPEDS:** Please DO NOT include motorcycles or other

motorized vehicle in HHG shipment (see para 8 above). Government of Indonesia (GOI) requires duty be paid on motorcycle and does not recognize them as a vehicle for duty-free clearance. (CH)

c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions on catalytic converters. Unleaded gasoline is available.

d. **INSURANCE/SAFETY REQUIREMENTS:** The Government of Indonesia requires securing third party coverage in an amount equal to RP 1,000,000,000.00.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Importation is prohibited.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Importation is prohibited.

11. **TRANSMITTING EQUIPMENT:**

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

b. **AMATEUR/HAM RADIOs:** Importation is prohibited.

c. **DISH ANTENNAs:** Importation is prohibited.

d. **CORDLESS PHONEs:** No restrictions. (CH)

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation, or relocating dependents to Indonesia 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 Indonesia (GOI).

13. **OTHER: Personal Effects:** Do not mingle personal effects with MAP supplies and equipment. Such a practice will cause difficulty in obtaining release of personal effects due to import clearance from the Government of Indonesia (GOI). (CH)

56-2 AMERICAN EMBASSY JAKARTA INDONESIA(ID)
REVIEW DATE: 10 MAR 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: RCDK**

b. **DODAAC: HHAQ2Q**

c. **E-MAIL:**

d. **TWX**: AMEMBASSY JAKARTA ID//GSO-TRS//

e. **MAIL:** GENERAL SERVICES OFFICER
TRANSPORTATION SECTION
ATTN GSO TRS
US EMBASSY JAKARTA INDONESIA
FPO AP 96520-0001

INTL MAIL: US EMBASSY
JL.MEDAN MERDEKA SELATAN NO 5
JAKARTA 10110
INDONESIA

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: None

g. **APOD**: Jakarta, ID-DJK **WPOD**: Jakarta, ID-RD1

h. **DSN**: None **COMM**: 011-62-21-344-2211 EXT 2120/2122/2123
TELEX: 44218 AMEMBASSY JAKARTA

i. **FAX**: **DSN**: None **COMM**: 011-62-21-352-0581

2. **CONSIGNMENT INSTRUCTIONS**: This is a one-time-only (OTO) rate area.

a. Submit a request for OTO Code T for HHG and OTO Code 8 for unaccompanied baggage(UB) to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Consign to American Embassy, Jakarta, Indonesia, Mark for member.

b. For personnel retiring/separating/designated location dependents: Submit a request for OTO Code 4 HHG and OTO Code 8 UB.

3. **SPECIAL INSTRUCTIONS**: Refer to record 56-1 INDONESIA(ID) - GENERAL INSTRUCTIONS.

CHAPTER 57

57-1 IRELAND(EI) - GENERAL INSTRUCTIONS
REVIEW DATE: 02 MAY 00

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:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: Irish customs require a full inventory of all incoming shipments be furnished with customs clearance and transfer of residency forms in order for shipping agent to clear all HHG and air freight arriving in Ireland. It is important to mail one copy of all inventories and other documents to post as soon as they are available so shipments will not be delayed. These documents should be addressed to the shipment assistant. Without inventories post faces difficulties in obtaining release of shipments. Customs will refuse release and charge exorbitant storage fees. Upon submission of inventories customs will release shipments.

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**: No restrictions identified. 220 volts/150 cy.

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

b. **TVs/VCRs:** No restrictions identified. TV-Pal System.

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

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

6. **PETS/QUARANTINE:** Ireland requires an extensive six-month quarantine for all animals (including birds) unless they are arriving from the United Kingdom, where they have been for a minimum of six months. No exceptions are made. The animal must arrive with a valid shot record, a current rabies shot (administered no more than 30 days prior to arrival), and a certificate of good health. The originals of these documents should travel with the pet but be sure you also have copies. Cost ranges from around 1500 dollars for a cat to over 2200 dollars for a dog, depending on size. Ireland has only one approved quarantine facility which is located on the outskirts of Dublin. You should contact the Irish Department of Agriculture's Veterinary Division for further information.

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

a. **HANDGUNS:** Local law requires a gun owner must be in possession of a current Irish Firearm Certificate (Gun License) for each firearm prior to importation into Ireland. In the absence of the owner's Irish Firearm Certificate, Irish customs will take possession of the firearms at the port of entry and will hold them until a firearm certificate is shown by the owner, at which time the firearms will be released to the owner. Irish laws governing the use and possession of any type of firearm are strictly enforced with heavy penalties. No person under the age of 16 years may own or use a firearm and will be denied a firearm certificate. A primary requirement of obtaining a Firearms License is the owner's proof of membership in a local gun club (approx USDOLS 45.00 to 55.00 per year) or permission from two local landowners to hunt on their property (no charge). The following are prohibited for importation or purchase throughout Ireland:

(1) Automatic weapons (repeater and automatic shotguns must be adapted so that they carry no more than three cartridges);

(2) Guns exceeding .22/250 (5.6mm) calibre or with a barrel shorter than 24 inches;

(3) Cross bows.

(4) Up to 500 cartridges may be imported with each gun. Cartridges of any bore are generally available in the larger Irish towns. Smaller towns will usually supply 12 bore cartridges, but there may be some difficulty in purchasing ammunition of smaller bore.

b. **RIFLES/SHOTGUNS:** Employees must have the following information for each gun in order to complete the necessary application forms:

(1) For rifle or airgun, air rifle, and shotgun: Applicant's date of birth;

(2) Calibre, manufacturer, and number of gun;

(3) Whether single or double barreled, or repeater;

(4) Bore (calibre);

(5) What type of birds or animals you hope to shoot;

(6) Number of rounds of ammunition to be imported with gun;

(7) details of any firearm certificate now held by you;

(8) ETA of gun into Ireland.

c. Deer hunting requires a Special Firearms Certificate and Hunting License. Rabbits are open season all year round and no hunting license is required. Long bows require a separate license in place of the Firearms Certificate, evidence of membership in a long bow club.

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

e. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

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

a. **POVs:** It is imperative POV's not arrive in advance of member. Member should also handcarry all documentation in relation to vehicle. Do not pack Certificate of Title with HHG or POV as this is required to clear vehicle thru customs. All vehicles of 4 years or more will be required to pass the National Car Test to obtain a certificate of competency.

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

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

d. **INSURANCE/SAFETY REQUIREMENTS:** Motor Insurance in Ireland is extremely expensive. A minimum of third party coverage by an Irish insurance company is mandated by Irish Law. The following list includes factors which inflate already costly insurance premiums:

(1) Imported/Non-standard vehicles to Ireland including left-hand drive vehicles;

(2) Soft top convertible vehicles;

(3) Vehicles in excess of 2000 C.C.;

(4) Drivers under 30 years of age;

(5) Drivers with no previous insurance record;

(6) Drivers with previous accidents/convictions;

(7) Vehicles with markings indicating a higher performance engine, e.g. turbo, GTI, etc.

e. Inbound military personnel who are coming to Ireland on a transfer of residency basis are permitted to import one vehicle free of local duties provided vehicle has been in their possession for a period of at least six months prior to shipping. A valid certificate of title is required to register the vehicle.

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

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

11. **TRANSMITTING EQUIPMENT: (i.e. CBs, AMATEUR/HAM RADIOs, MARS EQUIPMENT, DISH ANTENNAs, or CORDLESS PHONEs):** No restrictions identified.

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

13. **OTHER**: None.

57-2 AMERICAN EMBASSY, DUBLIN, IRELAND(EI)
REVIEW DATE: 02 MAY 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: YTDK**

b. **DODAAC: HHAQ4Q**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY DUBLIN IE

e. **MAIL:** GENERAL SERVICES OFFICE
SHIPPING UNIT
AMERICAN EMBASSY DUBLIN
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-5290

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Dublin, EI-DUB **WPOD:** Dublin, EI-HD3

h. **DSN:** 384-1831 **COMM:** 011-353-1-6687122/6688777

i. **FAX: DSN:** None **COMM:** 011-353-1-6682896

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//. Ship via Code 4 and UB via Code 8. Consign to member at member's address or to Marine Security Guard Detachment, American Embassy, Dublin, Ireland. Carrier will notify shipping section, General Services Office, American Embassy, Dublin, prior to delivery or placement in storage. For further information concerning OTO procedures refer to Chapter VII, ITGBL Rate Solicitation Instructions and the Defense Transportation Regulation, Part IV.

CONSIGN TO:		**OR**	
	Crown Worldwide Movers,		Beverly Smith
	112 Baum Road		Airton Road
	Dublin Industrial Estate		Tallaght
	Dublin, EI		Dublin EI
	POC Leslie Kennedy		POC Tom Griffen
	Tel 353-1-8553180		Tel 353-1-4623133

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: This installation does not handle shipments with a final destination for Northern Ireland. See record 39-1 General Instructions for the United Kingdom.

b. **NOTE 2**: Delivering Agents should be resident in the Republic of Ireland.

c. **NOTE 3**: Refer to record 57-1 IRELAND(EI) - GENERAL INSTRUCTIONS.

CHAPTER 58

58-1 ISRAEL(IS) - GENERAL INSTRUCTIONS
REVIEW DATE: 23 JUL 03 (CH)

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:**

(1) **Army personnel:**

(a) **Accompanied tour:** 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater, **for members assigned to the near East Project Offices in Tel Aviv, Ramon, Ovda.**

(b) **Unaccompanied tour:** Weight allowances for single/unaccompanied personnel are in accordance with weights listed in Appendix V.

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

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

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

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

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS AND RESTRICTIONS:**
Due to local customs regulations all shipments consigned to the **American Embassy in Tel Aviv** and the **American Consulate in Jerusalem** must NOT arrive before the owner and all shipments for both destinations **must be consigned and labeled separately**. Please ensure that all RDD's and relevant paperwork correspond with the above. Any question may be directed to GSO Shipping section at 011-9-972-971-2230/1/3, FAX 011-972-9-955-8656/5802, E-mail: TLVGSOShip@state.gov **(CH)**

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Current Government of Israel (GOI) regulations do allow the import of such items within the limits of reasonable amounts for personal consumption. 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. **(CH)**

b. **CIGARETTES/TOBACCO PRODUCTS:** Current Government of Israel (GOI) regulations do allow the import of such items within the limits of reasonable amounts for personal consumption. 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. **(CH)**

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

d. **FOODSTUFFS/MEATS:** The import of non-kosher frozen meat is not allowed by GOI. **(CH)**

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Importation of such items may need the prior approval of the local GOI Ministry of Health – please contact the Embassy's Shipping Office for details. **(CH)**

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:** Import of animals accompanied by owners i.e. pet dogs, cats, birds, rabbits, and rodents, which are not considered wildlife, up to two of each type, accompanied by their owners, are exempt from a Veterinary Import Permit provided that:

- All pets must have a certification of inoculation for rabies and a Veterinary Health Certificate, issued be a government veterinary officer in the country of origin within 7 days prior to export is attached, stating that the animal were examined, found healthy, free from infectious and contagious diseases. And that a declaration has been received from the owner stating that the animal has been in his/her possession for at least the last 90 days.

- An international certificate of vaccination stating that the dogs or cats have been vaccinated against rabies, not more than a year and not less than a month prior to shipment to Israel.

- Dogs and Cats younger than three months will not be admitted.

Every Importation of Animals must be notified to the Ramla Quarantine station at least 48 hours prior to the arrival to Israel Fax No. 972-8-922-9906. Animals arriving in good health and properly certified will generally not be quarantined.

For further information please contact the following:

The Director of the Veterinary Services / Import Export Officer
P.O. Box 12. Beit Dagan 50250, Israel, Fax: 972-3-690-5194 or –
Ramla Quarantine Station, P.O. Box 63, Ramla, Israel. Fax: 972-8-922-9906 **(CH)**

7. **PRIVATELY OWNED FIREARMS (POF's):** Only certain non-automatic firearms and ammunition may be brought to Israel. **Prior permission from Chief of Mission stating exact type, etc. is mandatory.** They cannot be shipped with personal effects. All firearms must be registered with local authorities and licensed by them in the owner's name. Hunting licenses must be applied for separately. **(CH)**

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

a. **POVs:** The Israeli Ministry for Foreign Affairs and Customs Authorities do not authorize the importation of POV's until the owner has arrived in country. Please make sure that the arrival of a POV coincides with that of the owner.

(1) **VEHICLE DETAILS:** The following details must be forwarded to post: make and model, year, engine size (**very Important**) and VIN No. Before shipping a POV please fax a copy of vehicle title to GSO Shipping, FAX 011-972-9-955-8656. **(CH)**

(2) **REGISTRATION:** All vehicles imported into Israel must comply with European specifications. The main problem encountered is the conversion of headlights from US to European specs. The cost of such conversion can be as much as 1000 USD. Diplomats and AT staff who import non-conforming vehicles face the possibility of having to either store or re-export the vehicle at their own expense. Before shipping any vehicle to Israel please check with the appropriate local transportation office.

(3) **ADDITIONAL INFORMATION:** Employees are exempt from customs duties on bought or imported vehicles. However, such duties will have to be paid when selling a vehicle on the local market and therefore will have a direct bearing on your ability to sell the vehicle upon departure. Customs duties are based on each vehicle and on the current customs regulations in force at the time. **The age of the vehicle does not necessary allow for graded reduction.**

(4) **RESTRICTIONS:** The importation of diesel powered vehicles (older than 4 years) or right hand drive vehicles is not permitted by the GOI.

(5) **SECOND VEHICLE:** Employees, if accompanied by a spouse, are permitted to import or purchase a second POV duty-free.

b. **MOTORCYCLES/MOPEDS:** Motorcycles and mopeds are considered as POV's in Israel.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded fuel is available; therefore catalytic converters do not have to be removed.

d. **INSURANCE/SAFETY REQUIREMENTS:** Insurance costs in Israel are subject to the Dollar rate and Inflation and can very greatly depending on the type of vehicle. There are 2 basic kinds of insurance in Israel.

(1) **Mandatory Insurance:** This is a statutory insurance set by the Government of Israel (GOI). Its purpose is to cover bodily injury to any person involved in an accident. No vehicle may be registered or driven on Israeli roads without this insurance. This insurance costs between 500-900 USD (depends on the make and model, engine size or weight of the car).

(2) The second kind of insurance, which covers damage to property, can be split into different levels of coverage: I) Third Party/Liability covers damage to the other party's vehicle. II) Comprehensive/collision covers all eventualities e.g., theft, damage to owner's vehicle. The policy may be purchased locally or from the US, however, please note that some US policies do not cover for third party. In addition, please check when purchasing a US policy how you would be represented locally in the case of an accident. Embassy policy requires at least third party coverage for all Embassy POV's.

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Importation or utilization of CB radios is not authorized.

b. **AMATEUR/HAM RADIOs:** Requires local Government authorization prior to shipping.

c. **MARS EQUIPMENT:** Requires local Government authorization prior to shipping.

d. **DISH ANTENNAs:** Requires local Government authorization prior to shipping.

e. **CORDLESS PHONES:** Requires local Government authorization prior to shipping.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:**

a. Personnel moving to Israel incident to retirement or separation are considered new immigrants and/or temporary residents, depending on the type of visas obtained. Local regulations require that in some cases shipments be opened, inspected, and assessed by Customs Authorities, in owner's presence, at port of arrival and any custom duties and/or import taxes be paid before goods are released for onward movement to final destination. Therefore, owner must ensure that if required, they are present at the time of release of their effects. They must also make certain they fully understand any limitations in their Israel Visa category before their arrival in Israel, which might cause unnecessary delays in releasing their shipments.

b. Household effects must be consigned to the owner and shipped by prepaid seafreight only. AMC flights should not be used for this type of shipments. Destination PPSO is TMO, Israel tel. 972-9-956-7081 fax. 972-9-950-1611, E-mail: **(CH)**

13. **OTHER:** None.

58-2 AMERICAN EMBASSY, TEL AVIV, ISRAEL(IS)
REVIEW DATE: 01 AUG 03 **MULTI SERVICE**

1. **GENERAL:**

a. **GBLOC: SHDK**

b. **DODAAC: HHAQ5Q**

c. **E-MAIL:** TLVGSOShip@state.gov **(CH)**

d. **TWX:** AMEMBASSY TEL AVIV IS//GSO// or appropriate symbol from Note 1.

e. **MAIL:** GENERAL SERVICES OFFICER
SHIPPING DEPARTMENT
AMERICAN EMBASSY
PSC 98 PO BOX 100
APO AE 09830

INTERNATIONAL MAILING ADDRESS:
GENERAL SERVICES OFFICER
SHIPPING DEPARTMENT
AMERICAN EMBASSY
71 HAYARKON ST
TEL AVIV ISRAEL

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** American Consulate, Jerusalem, APO AE 09832; USMOG/United Nations Truce Supervisor Orgn., APO AE 09830-0008

g. **APOD:** Ben Gurion Airport, IS-TLV **WPOD:** Haifa, IS-LJ1, Ashdod, IS-LJ5

h. **DSN:** None **COMM:** 011-972-9-971-2230/13 **(CH)**

i. **FAX: DSN:** None **COMM:** 011-972-9-955-8656/5802

2. **CONSIGNMENT INSTRUCTIONS:**

a. **DPM HHG, DPM BAGGAGE:** Use AMC for DPM HHG and AMC/International air for DPM Baggage. For **American Embassy Tel Aviv, Israel** consign as such and for **American Consulate Jerusalem, Israel** consign as such. M/F member and unit of assignment. **(CH)**

b. **Shipments for Multinational Forces and Observers (MFO) Personnel, refer to record number 58-3 MFO Tel Aviv.**

c. **ITGBL HHG, BAGGAGE:** Do not use.

d. **PARCEL POST:** None.

3. **SPECIAL INSTRUCTIONS:**

a. **NOTE 1:** Add initials of unit required, i.e., DET32, DAO, GSO.

b. **NOTE 2.** Refer to record 58-1 ISRAEL(IS) - GENERAL INSTRUCTIONS.

58-3 MULTINATIONAL FORCES AND OBSERVERS, TEL AVIV, ISRAEL(IS)
REVIEW DATE: 29 OCT 99 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: SHDL**

b. **DODAAC: W8033W**

c. **E-MAIL:** mfo@actcom.co.il

d. **TWX:** MFO HEADQUARTERS TEL AVIV ISREAL

e. **MAIL:** TRANSPORTATION OFFICER
MULTINATIONAL FORCES AND OBSERVERS
UNIT 7228 BOX 0004
APO AE 09832

INT'L MAIL:

MULTINATIONAL FORCES AND OBSERVERS
75 RAMOT YAM ST
HERZLIYA PITUACH 46851
ISRAEL

AND/OR

POB 550
HERLZIYA PITUACH 46105
ISRAEL

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** United States Army Element and the 1st US Army Support Battalion (MFO), APO AE 09832, Sinai, Egypt

g. **APOD:** Ben Gurion Airport, IS-TVL **WPOD:** Haifa, IS-LJI, Ashdod, IS-LJ5

h. **DSN:** None **COMM:** 011-972-9-958-6691

i. **FAX: DSN:** None **COMM:** 011-972-9-9586690

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** Use DPM and AMC/International Air for DPM Baggage. Consign to Multinational Forces and Observers, Headquarters, Tel Aviv, Israel. Route DOV-TLV.

b. **ITGBL HHG, BAGGAGE:** Do not use.

c. **DOCUMENTATION:** AMC Manifest/Airway Bill and detailed inventory are essential for customs clearance purposes. Documentation can be sent to above FAX number or by DHL Courier Service. Mail to APO or international address as listed above. Shipments cannot be released without above documentation and customs holding costs are high.

d. **PARCEL POST:** None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments for the United States Army Element and the 1st US Army Support Battalion (MFO):

(1) Shipment of unaccompanied baggage by air: Local transportation officers are directed to transport unaccompanied baggage by air to Tel Aviv, Israel. Consign TO. Logistics Supervisor, (MFO) Tel Aviv, 75 Ramot Yam Herzliyya Pituach, 46851, at 011-972-9-9586691.

(2) Shipments should be made 6 weeks prior to the members travel date.

(3) Member is required to prepare in duplicate a sealed listing of contents of shipment and value of items. Cartons containing one specific commodity such as clothing can be identified as "one carton clothing" and one dollar value for all clothing in one carton can be shown. However, if carton contains mixed items (i.e., clothing, radio, and books) they must be listed separately with a separate dollar value for each item. This listing is required for customs clearance at destination.

(4) A waterproof pouch, containing a copy of the PPGBL DD 1299, orders, inventory, and list of contents and value should be attached to the number one container of the shipment. Advance shipping documentation, to include a copy of each of the above documents, must be forwarded to the above MFO office in Tel Aviv.

b. **NOTE 2**: Refer to record 58-1 ISREAL(IS) - GENERAL INSTRUCTIONS.

CHAPTER 59

59-1 ITALY (IT) - GENERAL INSTRUCTIONS
Review Date: 06 OCT 03

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT ALLOWANCE**:

(1) **AF Personnel**:

(a) **Accompanied tour**: Full JFTR allowance for all personnel.

(b) **Unaccompanied tour**: Limited to UB allowance unless otherwise authorized on a case-by-case basis. Full JFTR allowance is authorized for unaccompanied members in the grades of E-4 and above due to non-availability of government quarters.

(2) **Army Personnel:**

(a) Accompanied tours: Full JFTR weight allowance for all areas. (CH)

(b) Unaccompanied tours: Weight allowance for single/unaccompanied personnel are in accordance with weights listed in the PPCIG Vol II, Appendix V. (CH)

(3) **Navy and Marine Corps Personnel**: Full JFTR weight allowance is authorized unless specifically restricted in the member's orders. Refer to NAVSUP P490 and MCO P4600.39 for detailed guidance.

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

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

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

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

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Alcoholic beverages (liquors/wines) limited to 1 liter per adult person, either hand carried or imported with personal property shipment.

b. **CIGARETTES/TOBACCO PRODUCTS**: Tobacco products limited to 400 grams per adult person for importation from US and 200 grams from all other countries.

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

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

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

4. **ELECTRICAL EQUIPMENT:**

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

b. **OTHER (I.E. COMPATIBILITY, ETC):**

(1) **Aviano AB:** Members should contact their sponsors for specific information. Currently the Furnishing Management Office (FMO) provides all major household appliances, wardrobes and transformers to operate the small appliances since there is a difference in wattage.

(2) **Leghorn:** Ranges, refrigerators, washers, dryers, kitchen cabinets, and wardrobes should not be shipped as these items are provided by Central Furnishing Management Office. Non-temporary storage of items shipped is not authorized.

(3) **Naples:** Ranges, refrigerators, freezers, washers, dryers, kitchen hutches, and wardrobes should not be shipped. Partial Full Tour Furnishing (PFTF) provides these items. We advise the service member to check with his or her sponsor for details.

(4) **NAS Sigonella:** It is not recommended to ship major electrical appliances due to the difference in wattage. The Housing Office provides the following items for use in on and off base housing: washer, dryer, refrigerator, stove, microwave, kitchen cabinets, wardrobes, transformers, gas detectors, carbon monoxide detectors, computer desk, standing fan, and medicine cabinet. We strongly advise that the member check with his sponsor before arranging his shipment to Sicily.

5. **FURNITURE, OVERSIZED:** Government quarters and economy housing units are generally smaller than in CONUS and frequently are accessed by narrow circular stairways. Service members shipping large items such as king and/or queen size box springs and mattresses, oversized sofas, or large furniture items that cannot be disassembled, may encounter problems when residing in government or economy housing. Washers, dryers, ranges, refrigerators, kitchen cabinets, and wardrobes are furnished for government and economy quarters. NTS is not authorized OCONUS except under very limited circumstances. Property owners should use their NTS entitlement in CONUS for items not required during overseas tour to avoid disposing of excess items, commercial storage charges or storing items in unsecured community areas. (CH)

6. **PETS/QUARANTINE:**

a. There is no quarantine period in Italy. Rabies immunizations all dogs and cats over 12 weeks of age must have a rabies vaccination not less than 30 days and not more than 11 months prior to arrival in Italy. Contact your military or civilian veterinarian and the nearest Italian embassy/consulate for the necessary paperwork and information on shipping your pet to Italy. You will need an Italian health certificate (Health Certificate for Import and Transit Through Italy of Dogs and Cats Accompanying Travelers - form is written in Italian, French, English and German). Forms may be available through your military veterinarian and should be available through one of these offices:

(1) Italian Consulate
690 Park Avenue
New York, NY 10020
(212) 737-9100

(2) Italian Consulate
2590 Webster Street
San Francisco, CA. 94155
(415) 931-4924

(3) Italian Consulate
1601 Fuller Street
Washington DC 20009
(202) 328-5500

b. The following data is required on the veterinary health certificate: personal identification of the owner, a detailed description of the animal attesting to its good health, rabies vaccination information vaccine used, vaccine lot number, date administered and signature of veterinary inspector. The health certificate is good for 10 days (Personal identification of the pet owner and detailed description of the pet, attesting to its health on the date of examination) and must be certified by an official veterinary service. An

entry fee includes debarkation taxes, veterinary certification and customs handling is levied - ranges from $15 to $20.

c. Pet owners are advised transporting pets to/from Aviano AB is at members expense and is very costly. Aviano AB is at members expense and is very costly. Aviano has no full time veterinarians but commercial vets are available.

d. Pet owners transporting pets to Naples and Aviano required registering and scheduling identification (ID) implant appointment for their pet at the veterinarian office during their check-in. The implant fee is approximately 20 dollars. It is strongly recommended the pet owner contact their sponsor for additional restrictions regarding the type of pet they may have.

7. **PRIVATELY OWNED FIREARMS (POFS):** ***Shipping of any kind of weapon is prohibited. The Italian Government has imposed a ban on shipment of privately owned firearms to Italy.*** POF includes any weapons that is designed for or can be readily converted to be used for attack, defense, sports, games or hunting by driving a projectile through the barrel. This includes air pistols, air rifles and firing replicas of antique firearms. Additionally, it includes spring-opening knives, fixed bowie knives, straight-edge razors, brass knuckles, blackjack devices, cans with sharpened points, pipes, chains, slings, metal spheres, and any other like weapon which may be used for offending a person is forbidden. Italian law states that pocket knives may be carried, but the blade must no exceed two inches in length.

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

A. **POVS:**

(1) The Italian Ministry of Finance (Customs) authorizes DOD military and civilian employees to import, free of duty taxes, no more than three privately-owned motor vehicles including motorcycles for personal and/or family member's use. However, only one is authorized at government expense. For registration and licensing of a vehicle that exceeds 50cc personnel must be 18 years of age and possess a valid operators permit for the imported automobile or motorcycle. For motorcycles that exceed 350cc personnel registering must be 18 years of age.

(2) Due to customs clearance process, POVs for La Maddalena, IT, should be consigned to KF1 Naples or FFT KG2 La Maddalena, IT. Forward a legible copy of the POV registration with a copy of the PCS orders to NAVSUPPACT La Maddalena, same procedures applies to shipping a motorcycle with HHG.

(3) Due to customs clearance process, members shipping a POV to the Port of Naples are advised it is extremely important to forward a legible copy of the POV registration prior to the expected arrival date of POV. Mail to: PPSO S43 NAVSUPPACT, PSC 808 Box 42, FPO AE 09618-0042. Same procedures apply to members shipping a MOPED or motorcycle with HHG. (CH)

(4) A POV shipped at owners expense must clear customs at the port of entry. Customs clearance must be arranged through a broker and all associated fees are the owner's responsibility. The fee is approximately 250 US dollars.

b. **MOTORCYCLES/MOPEDS:**

(1) All mopeds, motorbikes, and motor scooters less than 50cc shipped with HHG are entered duty free, but must be licensed and registered with the motor vehicle registration office prior to use on the road. Plates will be issued for those less than 50cc in the name of the sponsor only, however, the vehicle can be operated by all family members 18 years of age or older. TO operate a motorcycle that exceeds 350cc, the registered owner/operator must be 18 years of age. Before registration and licensing all individuals must show evidence of successfully completing an approved motorcycle safety course. (CH)

(2) To effectively clear customs by local port officials, all

mopeds/motorcycles shipped with HHG must be packed in a separate container and listed on inventory with make, model, and chassis number and in Block 27 on the PPGBL or on the TCMD identified with make, model, and chassis number, i.e., “This shipment consists of one lot of household goods with a 1984 Honda 750cc motorcycle chassis/serial number JT2AM21.” It is the members responsibility to ensure that no other household goods are packed with the motorcycle. (CH)

(3) **Leghorn:** When motorcycles are shipped as HHG, they should be crated separately and marked on the outside of the crate as they require separate customs clearance and could delay entire shipment.

(4) **NAPLES:** Motorcycles may be shipped as household goods but must be placed in a separate container. To facilitate the customs clearance process, members shipping a motorcycle to Naples are advised it is extremely important to forward a legible copy of the registration, the DD Form 788 and orders prior to the expected arrival date of POV. Mail to: PPSO, NSA-NAPLES CODE 443 PSC 810 Box 42, FPO AE 09619-1042. The motorcycle must be listed on the inventory with make, model, and chassis number in block 27 on the ITGBL or the TCMD. Ensure member retains a legible copy of the inventory. (CH)

(5) NAS **Sigonella:**

(a) Mopeds, mini-bikes, and motor scooters less than 50 cubic centimeters (cc) engine displacement may be shipped with HHG. However, member must be at least 18 years old in order to operate such a vehicle. In addition, before registration and licensing, all individuals must show evidence of successfully completing an approved motorcycle safety course.

(b) Motorcycles may be shipped as household goods but must be placed in a separate container. A copy of the DD Form 788 and the member’s orders must be sent to PPSO, NAS Sigonella in advance. A motorcycle must be listed on the inventory with make, model, and chassis number in block 27 on the ITGBL or the TCMD. Ensure member retains a legible copy of the inventory.

(c) We strongly advise that members check with his sponsor before arranging shipment of his motorcycle/moped.

c. **GASOLINE/CATALYTIC CONVERTERS:**

1. There is adequate availability of unleaded gas to accommodate the operation of catalyst-equipped POVs. Members shipping a POV to Italy no longer must remove their catalytic converter to participate in the DOD Importation Control Program. There are no approved facilities for removing/refitting catalytic converters.

d. **INSURANCE:**

(1) Insurance is required to operate all vehicles on Italian highways.

(2) Automobile insurance for the Naples area is expensive. Cost depends on make, model, and year of vehicle with the annual premium for minimum coverage costing up to $4,000.00 per year. Vehicles cannot be released for registration and use, without proof of valid insurance.

(3) Liability insurance with equivalent dollar minimum of 100,000-50,000-10,000 is currently required. Individuals who retain this coverage with US companies must possess a valid insurance green card. Insurance is available on the local economy.

e. **SAFETY REQUIREMENTS:** There are no restrictions as to color, age, dimensions, or special lighting of POVs imported. Vehicles must be in mechanically safe operating condition and each must undergo a detailed safety inspection. Vehicles that do not conform to the mechanical and safety standards may be denied a decal and/or temporary pass for operation aboard the military installation. Common causes of POV inspection failures in Italy are:

(1) **Brakes**: A POV must have two separate means of applying brakes. The failure of one braking system must not affect the other.

(2) **Horns**: A POV must be equipped with horns capable of being heard at least 200 feet.

(3) **Lights**: All installed lights must be operational. The tail lights or a separate lamp must illuminate the rear license plate. Backup lights must function when the transmission is engaged in reverse gear. All POVs except light motorcycles or mopeds 50cc or less will be equipped with directional signals.

(4) **Tires**: All tires must have at least 1mm tread over the complete tire surface. No re-grooved tires are allowed; the tires must be mounted on the drive wheels of the vehicle, unless the POV is equipped with snow tires. Tires extending laterally beyond the fenders are prohibited.

(5) **Windshield Wipers**: Must be operational and the blades serviceable.

(6) **License Plates Mounts:** All vehicles require front and rear license plate mounts.

(7) **Others**: Faulty exhaust system, exterior condition (missing fenders, broken windows, etc.), missing mirrors, and improper wheel alignment (wheels that cannot be turned from full right to full left without jamming or rubbing part of the vehicle).

f. **POV DOCUMENTATION:** Duty-free clearance of POV and/or motorcycle/moped shipped as a POV is arranged by military terminal personnel at the port of entry. In order to complete this procedure expeditiously, it is imperative that the DD 788 or DD 788-2 clearly states the correct chassis and license of the vehicle imported. To further expedite customs clearance and vehicle registration, ensure that the advance copy of the DD 788 or DD 788-2 is mailed to the destination ITO/TMO prior to shipment arrival. Also ensure member retains a legible copy of the DD 788 or 788-2 for both automobile and/or moped/motorcycle shipped as POV.

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBS:** Importation is strictly 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/RETIREES ENTITLEMENTS/LIMITATIONS:** Retired personnel who choose Italy as home of selection and wish to ship their household goods should contact the nearest Italian Embassy or Consulate for information concerning customs, taxes, and any other requirement in connection with importation of personal property into Italy or obtain the Certificate of Residence issued by the local Italian area city Municipal Hall officials. When accomplished and prior to shipment arrival, contact the commercial carriers broker with the documents to obtain clearance. Shipments may be made on the PPGBL (SF1203), however, upon shipment arrival the customs clearance process is their responsibility and is not authorized at government expense. The GBL when issued must be annotated in block 25 with the words “retirement or separation shipment”.

13. **OTHER:** Strongly recommend that member shipping full JFTR carefully select

those items needed to establish living comfort, considering economy and government lease quarters are in almost all cases, smaller than those found in CONUS. Storage space in these quarters is very limited. Ranges, refrigerators, washers, dryers, kitchen cabinets, and wardrobes should not be shipped as these items are provided by family housing. Except for temporary loan, no other items are available. Non-temporary storage of items shipped is not authorized.

59-2 22ND AREA SUPPORT TEAM, LEGHORN, ITALY(IT)
REVIEW DATE: 16 JUL 01 MULTI-SERVICE

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

DEACTIVATED: All personal property shipment records have been transferred to the 43-4 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 a list of APO numbers served by each PPPO. (CH)

59-3 22ND AREA SUPPORT GROUP, VICENZA, ITALY(IT)
REVIEW DATE: 06 OCT 03 MULTI-SERVICE

GBLOC: UEAS: 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 43-4 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 a list of APO numbers served by each PPPO. Contact ITO Vicenza at DSN 634-6926/6927/6929.
(CH)

59-4 31 FIGHTER WING, AVIANO AIR BASE, ITALY(IT)
REVIEW DATE: 05 Feb 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: UCFS**

b. **DODAAC: FB5682**

c. **E-MAIL:**

d. **TWX:** 31FW AVIANO AB IT//LGTT//

e. **MAIL:** TRAFFIC MANAGEMENT FLIGHT (CH)
ATTN LGRT
31 FIGHTER WING
UNIT 6109 PO BOX 120
APO AE 09604

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** 09601

g. **APOD:** Aviano AB IT-AVB **WPOD:** Livorno (Leghorn), IT-KF3

h. **DSN:** 632-XXXX **COMM:** 011-39-0434-66 plus EXT, Outbound-5931, Inbound-5930, QA-5932, Booking-5845, TM-5933/5843

i. **FAX: DSN:** 632-5846 **COMM:** 011-39-0434-66-5846 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** Consign all shipments to TMO, Aviano, AB, Italy. M/F member and unit of assignment.

b. **ITGBL HHG AND UB:** Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify TMO, Aviano AB, IT, prior to delivery or placing in storage."

c. **PARCEL POST:** Consign to TMO, Aviano AB, APO AE 09604. M/F member and unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** Route DPM HHG and Code 5 shipments through the Port Of Livorno(Leghorn)KF3.

b. **NOTE 2:** POVs are shipped under the Global POV Contract.

c. **NOTE 3:** Aviano TMO is **NOT** responsible for the following 31FW GSUs: Ghedi(APO AE 09610) and Araxos(APO AE 09843). Shipment destined to the 831st MUNS-Ghedi, are handled by the ITO, 22nd ASG, Vicenza, Italy. Shipments destined to the 731st MUNSS, Araxos are handled by NAVSUPACT Souda Bay, Crete.

d. **NOTE 4:** Refer to record 59-1 ITALY(IT) - GENERAL INSTRUCTIONS.

59-5 NAVAL SUPPORT ACTIVITY, NAPLES, ITALY(IT)
REVIEW DATE: 18 FEB 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: UCNQ**

b. **DODAAC: N62588**

c. **E-MAIL:** ppso@nsa.naples.navy.mil

d. **TWX:** NAVSUPONASSUPPACT NAPLES IT//N443//

e. **MAIL:** PERSONAL PROPERTY SHIPPING OFFICE
US NAVAL SUPPORT ACTIVITY
ATTN CODE N443
PSC 808 BOX 42
FPO AE 09618-0042

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** APO/FPO 09609, 09620, 09621, 09622, 09625, 09626

g. **APOD:** Naples, IT-NAP **WPOD:** Naples, IT-KF1

h. **DSN:** 629-6778 **COMM:** 011-39-081-811-6778

i. **FAX: DSN:** 625-6949 **COMM:** 011-39-081-811-6949

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** Consign to PPSO NAVSUPPACT Naples, IT, FPO AE 09619 (DODAAC: N62588) c/o International Transport Company Calata Capodichino 254 Napoli, Italia. Shipments by DPM/AMC when routed through Naval Air Terminal Bldg LP-205, Norfolk, VA. 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 AND BAGGAGE:** Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify PPSO, NAVSUPPACT, Naples, IT, prior to delivery to residence or placing in storage." If a moped/motorcycle is shipped with HHGs, a legible copy of the registration must be included with advanced documents and make, model, and vehicle ID number listed on the GBL in block 27 and on customer's inventory. Recommend moped/motorcycle be crated separately or as a separate shipment. (See record 66-1 Italy - General Instructions for additional POV information.)

c. **PARCEL POST:** Do not consign to PPSO NAVSUPPACT Naples, IT. Consign to member c/o local address or unit of assignment.

d. **HIGH VALUE:** None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: INTL/AIR/COMM/DPM is not acceptable due to customs and transportation difficulties which delay receipt of property.

b. **NOTE 2**: Partial full tour furnishings are available for all personnel (military and DOD civilian employees). These furnishings consist of refrigerator, range, kitchen cabinet, one wardrobe per family member, one or two transformers, and washer and dryer for use during tour of duty with Naples area commands.

c. **NOTE 3**: Refer to record 59-1 ITALY(IT) - 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 PPGBL: "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.

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)

59-8 NAVAL AIR STATION, SIGONELLA, SICILY, ITALY(IT)
REVIEW DATE: 29 APR 03 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: UMNL**

b. **DODAAC: N62995**

c. **E-MAIL:** ppsosig@nassig.sicily.navy.mil

d. **TWX:** NAS SIGONELLA IT//CODE 191.3//

e. **MAIL:** US NAVAL AIR STATION SIGONELLA ITALY
PSC 812 BOX 3230
FPO AE 09627-3230
ATTN: PERSONAL PROPERTY OFFICE

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None.

g. **APOD:** CODE J/DPM - SIGONELLA, IT-SIZ **WPOD:** CATANIA, SICILY, IT-KE3

h. **DSN:** 624-5759 **COMM:** Within Italy 095-86-5759, Within Europe 0039-095-86 5759, From CONUS 011-39-095-86-5759 **TELEX:** None

i. **FAX: DSN:** 624-5992 **COMM:** Within Italy 095-86-5992, Within Europe 0039-095-86-5992, From CONUS 011-39-095-86-5992

2. **CONSIGNMENT INSTRUCTIONS**:

a. **ITGBL BAGGAGE**: The preferred method of shipment for Army, Air Force, and Marine Corps UB is Code J with DPM/AMC as the primary alternative. The preferred method of shipment for Navy UB is DPM/AMC with Code J as the primary alternative. (CH)

b. **ITGBL HHG**: Use Code 4 as the primary method of shipment. Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify Personal Property Office, US Naval Air Station, Sigonella, Italy, prior to delivery to residence or placing in storage."

c. **DPM HHG, DPM BAGGAGE**: Consign to Personal Property Director, US Naval Air Station, Sigonella, Italy (UMNL). 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.

d. **PARCEL POST**: Consign to member or member's agent c/o Personal Property Director, US Naval Air Station, Sigonella, Italy, PSC 812 Box 3230, FPO AE 09627-3230.

3. **SPECIAL INSTRUCTIONS**: Refer to record 59-1 ITALY(IT) - GENERAL INSTRUCTIONS.

CHAPTER 60

60-1 JAMAICA(JM) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 OCT 01

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** No restrictions identified.

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

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

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

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

a. Embassy requires a copy of the PPGBL/commercial bill of lading/inventory prior to receipt of shipment to initiate customs clearance. As mail takes approximately 1 month to arrive, request FAX copy of PPGBL/commercial bill of lading/inventory. Mark FAX for GSO.

b. Only active duty military and civilian personnel assigned to a US Government agency in Jamaica can import household goods (HHGs) and POVs. Personnel being released from active duty, retiring, or being discharged from the military are not authorized to import HHGs and POVs into Jamaica unless they personally pay the import fees and customs. Strongly recommend personnel contact the Jamaican Customs Service prior to shipping HHGs and POVs.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Cannot be imported in personal property shipment.

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 pork or citrus fruits.

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:** Importation of pets is prohibited except for those animals currently residing in the United Kingdom (UK). To bring animals from the UK, member must obtain a certificate from the Ministry of Agriculture, Fisheries and Food at Hookrise, Surrey, England, proving the animal has been residing in the UK. This certificate must be presented to the Veterinary Department of Hope Gardens in Kingston, Jamaica, to receive an import permit. These steps must be taken before an animal arrives at any port in Jamaica.

7. **PRIVATELY OWNED FIREARMS (POFs):** Jamaica has very stringent laws concerning all types of guns, and weapons in general. Contact American Embassy/sponsor for complete information.

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

a. **POVs:** Ship in containers to prevent damage and loss of property. No vehicle will be discharged from a vessel unless it has a valid import license. Engine size cannot exceed 3,000cc. No waivers allowed. Vehicles must be under 4 years old (from date of manufacture to date of importation).

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds can only be shipped as a POV, not in personal property.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded gas is available.

d. **INSURANCE/SAFETY REQUIREMENTS:** All POV's must carry third party liability insurance under Jamaican Law.

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** No restrictions.

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

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

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 Jamaica 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 Jamaica.

13. **OTHER:** None.

60-2 GENERAL SERVICES OFFICER, KINGSTON, JAMAICA(JM)
REVIEW DATE: 26 FEB 02 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: OXDK**

b. **DODAAC: HHAJ1J**

c. **E-MAIL:** Not Available

d. **TWX:** AMEMBASSY KINGSTON//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY KINGSTON
STATE DEPARTMENT POUCH ROOM
WASHINGTON DC 20521-3210

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** None **WPOD:** Kingston, JM -CG1

h. **DSN:** None **COMM:** 1-876-929-4850

i. **FAX: DSN:** None **COMM:** 1-876-926-6743

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG AND UB**: Ship HHG via Code 4 and UB via Code 8 using the One-Time-Only procedures. Only for personnel assigned to US Government Agencies. Consign to American Embassy, Kingston, Jamaica. M/F member's last name, first name, middle initial, SSN. (CH)

b. **ITGBL HHG AND BAGGAGE**: None.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**: Refer to record 60-1 JAMAICA(JM) - GENERAL INSTRUCTIONS.

CHAPTER 61

61-1 JAPAN(JA) - GENERAL INSTRUCTIONS
REVIEW DATE: 25 MAY 04

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:**

(1) **Army personnel:**

(a) For household goods weight to mainland Japan and Okinawa, Japan, counsel Army personnel following the guidance in paragraphs (b) and (c) below, with implementation effective date of orders with 1 March 2002.

(b) **10TH ASG Torii Station, Okinawa, JA:** Household goods administrative weight allowance for military members/DoD employees is 5,000 lbs or 50% of full JFTR/JTR weight allowance, whichever is greater. Unaccompanied and single members are authorized to ship their household goods in accordance with DA Message, DAPE-ZX, dated 272355Z March 1991, Subject: Single and Unaccompanied Soldiers Household Goods (HHG) Weight Allowances in Overseas Areas. Unaccompanied and single members/DoD employees should check with their sponsor or PPSO for items to ship.

(c) **Camp Zama:** Household goods administrative weight allowance for military members/DoD employees is 5,000 lbs or 50% of full JFTR/JTR weight allowance, whichever is greater. Unaccompanied and single members are authorized to ship their household goods in accordance with DA Message, DAPE-ZC, dated 272355Z March 1991, Subject: Single and Unaccompanied Soldiers Household Goods (HHG) Weight Allowances in Overseas Areas. Unaccompanied and single members/DoD employees should check with their sponsor/housing manager for items not to ship.

(2) **Air Force personnel:**

(a) **Kadena AB, Okinawa, JA:** 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater.

(b) **Misawa AB, JA:** Accompanied personnel are authorized 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater. An additional 3675 lbs for the member and spouse; 700 lbs for each additional dependent is added to the 25 percent of the full JFTR or 2,000 pounds. Member and dependents are also authorized unaccompanied baggage allowance. Member serving an accompanied tour with dependent travel delayed for less than 20 weeks are authorized shipment of HHGs on members orders in lieu of waiting for dependent travel orders. Authority is HQ, US Air Force, Washington, DC, MSG 1420002 Jun 94.

(c) **Yokota AB, JA:** Effective with HHG pick up dates of 01 NOV 00 or later accompanied military members and Air Force civilian employees are authorized 50 percent of their full JFTR/JTR weight allowance or 4,000 pounds, whichever is greater, plus the unaccompanied baggage allowance. Authority: USAF/ILT Message DTG: R17153OZOCT 0CT 00.

(3) **Navy personnel:**

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

(b) **Japan (except Okinawa)** - 75 percent of full JFTR/JTR weight

allowance for inbound shipments.

(1) A weight restriction will not apply unless it appears in the members rotation from Japan.

(2) Members will be entitled to full weight allowance upon rotation from Japan.

(4) **Marine Corps personnel, Okinawa, JA:** 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater. MCB Camp Butler continues to receive personal property shipments in excess of the JFTR administrative weight restrictions. Improper counseling by ITOs has caused financial hardship for Marine Corps and Navy members attached to MCB Camp Butler. Close examination of the area clearance, which required for accompanied tour personnel, is necessary.

(a) Accompanied tour personnel are authorized to ship 2,000 lbs or 25 percent of their full JFTR weight allowance, whichever is greater. Additional weight items not provided by base housing is clarified in the area clearance. An unaccompanied baggage shipment is authorized not to exceed 600 pounds for active duty member and 200 pounds each family member. Weight is not counted against the administrative weight restriction. (Reference MCO P4600.39, Marine Corps Personal Property Transportation Manual, Section 2, 2205, Para 2). Col (06) on accompanied tour at MCB Camp Butler are authorized 10,000 pounds of HHG. BGEN (07) and above are authorized full JFTR weight allowance on accompanied tour.

(b) Unaccompanied tour personnel (dependent restricted) are authorized to ship no more than 10 percent of their full JFTR weight allowance.

(5) Department of Defense Dependent School(DODDS) personnel assigned to Okinawa are the responsibility of Kadena AB, Okinawa, JA.

(6) **Kadena AB, JA:** Personnel assigned to Detachment 1, 18 Combat Support Group, APO AP 96368-5198 are not authorized to ship POVs and HHGs.

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

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

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

e. **ITGBL RATES:** ITGBL rates for Japan cover the principal Japanese Islands of Honshu, Shikoku, and Kyushu. Shipments to or from the Island of Hokkaido will be solicited under the one-time-only (OTO) procedures. This includes Sapporo, Obihiro, Wakkanai, and all other points in Hokkaido. Use TMO, Misawa AB, JA (QEFL), as responsible PPSO; however, shipment MUST be consigned to the destination street, city, on Island of Hokkaido under the OTO rate.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS :** Personal property consigned to and for personal use of members of US Armed Forces, civilian component and their dependents will be exempt from customs duties provided the property is imported within 6 months of initial arrival date of members and/or dependents in Japan.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES AND CIGARETTES/TOBACCO PRODUCTS:** Under current US Forces policy, there are no restrictions on importation of alcohol and tobacco products. However, it is not advised to bring alcohol collections into Japan in HHGs shipments. In accordance with (IAW) Defense Transportation

Regulation , Part 4 (DTR4), when a member returns to the customs territory of the US, alcohol is not permitted to be shipped in HHGs.

b. **COSMETICS:** No restrictions identified.

c. **FOODSTUFF AND MEATS:** No restrictions identified.

d. **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:**

a. **Misawa AB:** Due to shortage of Government-owned essential furniture items, members with pay grade of E5 and above serving an accompanied tour are required to ship privately-owned essential furniture items, i.e., beds, clothes chests, dining set, and living room sets to Misawa AB, JA, in conjunction with their PCS move. They are authorized to ship a restricted weight of 2,000 pounds or 25 percent of full JFTR weight allowance, whichever is greater; 3675 pounds for the member and spouse; 700 pounds for each additional dependent; plus the unaccompanied baggage allowance for the member and dependents. Attention: Please be advised all major appliances such as stoves, refrigerators, washers, and dryers are available and will be furnished by the Government. Exception is a freezer, which is not provided by the Government. Due to small size of on and off-base quarters, contact your local sponsor for additional data concerning size and available floor space of quarters. Consider Non-temporary Storage (NTS) of nonessential items to avoid unnecessary and expensive commercial storage at Misawa area.

b. **Yokota AB:** Effective 1 September 1998, Air Force personnel assigned to Yokota will be authorized concurrent travel. Individuals should contact their sponsors or their gaining command to inquire about housing and the availability/non-availability of government furnishings.

c. **FISC Yokosuka-Yokohama area:**

(1) Members must be counseled on non-availability of government storage facility and inability of most local economy housing to accommodate HHG over 6,000 pounds. To avoid unnecessary and expensive commercial storage. Large furniture items and major appliances such as a washer, dryer, gas range, freezer, refrigerator, couches/sofas and king size bed sets should be placed in NTS at origin for duration of member's overseas tour. Major appliances are furnished in both government quarters and off-base housing (local) economy) on request from the command sponsored member.

(2) Due to small Japanese economy quarters; long waiting list for military family quarters (22-30 months for military/39-46 months for GS-12 civilians and above) and extremely high cost of commercial HHGs storage, member should be counseled on not designating a partial lot HHG shipment. End of SIT entitlement at government expense for items remaining in HHG storage while awaiting assignment to family quarters places the member in an out of pocket expense scenario in order to gap the difference in time. Member should be further counseled on exploring other storage option entitlements in CONUS i.e., NTS or conversion of NTS to SIT before the end of 180 day rule in JFTR U5375 3. C. DOD civilians may request shipment of NTS under a renewal

agreement IAW JTR, Vol II, para C8002, 3.c.(1).

d. **FISC Det, Sasebo:**

(1) Members should be counseled on non-availability of government storage facilities. Most off-base dwellings can only accommodate HHGs up to 5,000 pounds. NTS should be utilized for personal property not needed during tour of Japan. Average waiting time for on-base housing is 12-18 months. Government appliances (washer, dryer, refrigerator, cooking stove, air conditioner, and kerosene heater) are provided by housing office both for on base and off-base residents. Loaner furniture (tables, chairs, chest of drawers, and beds) are also available upon request for members waiting their HHGs to arrive.

(2) Advise counselors to encourage members inbound to this activity to designate items and locations for partial withdrawal items. The items designated for partial withdrawal out of SIT must be separated at origin, packed separately, and all copies of the inventory clearly marked to reflect which inventory items are to be withdrawn.

e. **NAF Atsugi:**

(1) Washer, dryer, and refrigerator are provided by the housing office both for on-base and off-base residents. Loaner furniture consisting of chairs, tables, and chest of drawers are also available upon request for members waiting for their HHG to arrive. Waiting time for on-base housing is 7-20 months for officers and 12-24 months for enlisted.

(2) Members should be advised and counseled on non-availability of government storage facilities. Most off-base dwellings can only accommodate HHG up to 5,000 pounds. Large furniture are highly discouraged due to the size of doorways and windows in Japanese style house. NTS should be utilized for personal property not needed during tour in Japan.

f. **MCAS Iwakuni:**

(1) Due to limited amount of space in on and off base quarters it is recommended member's consider non-temporary storage of non-essential items. Temporary storage facilities are limited and expensive.

(2) Advise counselors to encourage members inbound to this activity to designate items for partial withdrawal due to duration of stay in temporary lodging facilities. These items designated must be identified on the inventory as partial removal items and placed in the number one container.

6. **PETS/QUARANTINE:**

a. Shipment of pets as excess baggage accompanying the member in PCS travel may be accomplished by requesting category "Y" or "B" travel. Advance (90-120 days) reservations are required for pets and should be requested at the same time PCS port call is being requested. There is no entitlement for shipment of pets at Government expense.

b. Personnel who choose to bring pets may bring them into Japan via commercial air or AMC's Category B (Patriot Express) flights. The only authorized AMC military ports for importing/exporting pets are Yokota, Kadena, and Misawa AB (Misawa export only). Whether arriving at a commercial or AMC port, MDJ Form 270, Pet Quarantine and Examination Certificate is required. An MDJ Form 270 will be issued upon arrival at the point of entry – commercial or military port. The original rabies certificate must accompany the animal. Rabies vaccines need to be older than 30 days and less than one year old upon entry into Japan. The original health certificate must also accompany the animal. Health certificates issued in the US are valid for ten days only. **If**

either the rabies certificate or health certificate was issued by a civilian veterinarian, it must have the raised seal of the USDA. Members must comply with instructions on the MDJ Form 270, to include a 14 day home quarantine. If a pet is shipped separately as freight, it will be customs cleared using USFJ Form 380EJ provided by the transportation office in Japan. Contact a local veterinarian bout detailed medical requirements for shipment of pets into Japan. Additional information can be found on US Army Japan's website: http://www.usarj.army.mil/organization/vet.

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

a. US Forces Japan (USFJ) personnel must meet the requirements of Japanese law. Japanese Government has **PROHIBITED** local agents in Japan from line-hauling HHGs shipments containing firearms on Japanese highways. USFJ members are **NOT AUTHORIZED** to import or possess handguns, rifles, pellet, air or bb guns in Japan, including Okinawa. All shotguns will be mailed by the member through the US Postal System, consigned to the Commander, unit of assignment, of the gaining command. USFJ members who own shotguns and reside off-base must store their shotgun(s) in the armory on-base and can only be checked out as needed for approved use. Service commanders are authorized to impose more stringent requirements than those outlined herein regarding privately owned firearms (POFs). Members need to contact the local (Japan/Okinawa) Commander/TMO/ITO to determine if POFs can be shipped into Japan including Okinawa.

b. **All US Naval Installations in Japan (FISC Yokosuka, Sasebo, and Atsugi):** Importation of firearms into Japan is prohibited. US military members, or US Civilian components, assigned to duty either on a permanent basis, or extended temporary duty, shall not import by mail, or household good shipments, any type of handgun, rifle, shotgun, pellet, air or bb guns.

c. **For Okinawa:** Importation of handguns, rifles, pellet, air and bb guns to Okinawa is strictly prohibited. Possession of these types of firearms on Okinawa is not authorized. Shotguns, may be imported, however, it is strongly discouraged. Use of parcel post only (subject to postal regulations). Members must mail shotgun(s) to their gaining unit Commander, marked for member. Shotguns MUST be stored in the armory and can only be checked out as needed for approved use. DOD members must have a current Japanese gun permit prior to transporting, using, storing, or otherwise possessing firearms outside military installations on Okinawa. DOD members planning to ship shotguns must coordinate with their sponsors or gaining unit before proceeding with the shipment.

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

8. **PRIVATELY OWNED VEHICLES (POVs)**: POV shipments are subject to embargo or waiver requirements. Effective 1 April 1996, the Assistant Secretary for Defense (for Management Policy) has granted limited case-by-case, waiver authority to Commander USFJ for shipment of post 1976 type vehicles to Mainland Japan only. Okinawa continues to be under an embargo status and is not included under this waiver authority. The waiver authority for Mainland Japan has been further delegated by USFJ to Component Commanders. When requesting a waiver the following information should be included: make/year/model of vehicle and vehicle identification number (VIN), if equipped with California emission. All DoD/military members/employees must obtain prior approval from their respective service authority in Japan named in para 8e. All imported motor vehicles must be registered by the Government of Japan.

(1) All DoD/service members must be counseled on the following items: the high cost of initial registration of their POV in Japan ($3000 to $5000 dollars per vehicle based on 100 Yen to $1.00 US dollar), availability of

parts and qualified maintenance, and emission testing ($3,000 to $5,000).

(2) POVs shipped to Japan are either category A or B.

(a) **Category A** are POVs manufactured prior to 31 March 1976. Category A POVs will have to meet the insurance, taxes, registration fees and local vehicle emission standards and safety requirements (headlights, color of bulbs, MPH to KPH speedometer, etc.). This category will not require a waiver. Category A POVs may be shipped to Mainland Japan or Okinawa, Japan as appropriate. Estimated cost per vehicle is between $500 to $1000 based on 100 Yen to $1.00 US dollar.

(b) **Category B** are POVs manufactured after 31 March 1976. Category B POVs will have to pass the Japanese Vehicle Emission Standards (JVES), plus the above mention items (insurance, tax, and registration requirements). This category will require a waiver (component services) and is authorized for shipment to Mainland Japan **ONLY!** Estimated cost per vehicle is between $3000 to $5000 based on 100 Yen to $1.00 US dollar.

(c) Due to the remote locations and size of the installations of US Naval Base Sasebo, MCAS Iwakuni and Misawa AB, there are no on-base facilities authorized to modify or inspect vehicles to meet Japan emission and safety standards. The estimated cost per vehicle may be $2,000 to $5,000 based on 100 Yen to $1.00 US dollar regardless of vehicle category A or B.

(d) Oversized vehicles, i.e., special purpose vehicles, campers, motor homes, recreational vehicles, exceeding 12 meters in length 2.5 meters in width and 3.8 meters in height will not comply with Japanese registration standards. Modifications, including installed camper shells, cannot protrude more than 15cm from each side of the vehicle. Total vehicle weight cannot exceed 20 tons: axle weight-10 tons; and wheel weight-5 tons.

(e) Members should contact their sponsors and/or transportation offices concerning the current cost of owning and operating POVs in Japan.

(3) Diesel passenger vehicles shipped to the Kanto plain: "Government of Japan vehicle regulations concerning some diesel-powered vehicles are in effect in the Tokoyo, Nagoya and Osaka metropolitan regions. U.S. Forces must abide by these regulations. The Tokoyo region includes Yokosuka NB, NAF Atsugi, Yokoto AB and Camp Zama. The new regulations are designed to reduce pollution in these heavy-traffic areas. Owners of older model diesel vehicles must determine if this law applies to their POV prior to shipping to an affected area. If they are shipping intra-Japan, they can check with their local Land Transportation Office (LTO). The newcomer can also request that his/her sponsor check with the local LTO. Members moving to the affected areas should consider these regulations when purchasing older model diesel vehicles. Information on vehicle registration can be obtained from local (Japan) installation vehicle registration offices." (CH)

b. **MOTORCYCLES/MOPEDS:**

(1) The Government of Japan (GOJ) has imposed requirement for motorcycles/mopeds over 250cc manufactured 1 July 1999 or later must comply with GOJ brake standards. In addition to the brake standard requirement, motorcycles/mopeds over 250cc manufactured 1 April 2001 or later must pass GOJ emission testing and meet engine exhaust emission control standards.

(2) The estimated minimum costs for mandatory engine exhaust emission testing is approximately $800. Cost to bring a noncompliant motorcycle to standards depends on type/model. If a motorcycle does not meet brake standards, cost to bring into compliance could run $2000-$4000. (Brake testing cost depends on type/model). These are separate requirements (subject to manufactured dates) and failure to meet compliance places the owner in an

even costlier situation. The additional cost of meeting GOJ's standards is subject to the various equipment types and models and degree of difficulty in meeting compliance. There is only one brake testing facility in Tokyo; two emission testing facilities located in Tokyo and one in Osaka. There are no brake or emission testing facilities on Okinawa. Furthermore, there are no brake or emission testing facilities near Misawa, Sasebo, or Iwakuni (mainland Japan).

The following paragraphs outline current DoD policy on importing motorcycles/mopeds over 250cc:

(a) **Manufactured prior to 1 Jul 99:** No import restrictions.

(b) **Manufactured 1 Jul 99 to 31 Mar 01:** The motorcycle must meet brake standards. No import restrictions to **mainland Japan**, however, member should have a manufacturers certificate stating the motorcycle meets Japanese brake standards.

Mainland Japan: Members assigned to military installations outside the Kanto Plain (Tokyo area) will face high costs and extreme inconvenience transporting the motorcycle to a brake testing facility, if testing is required. The member (all mainland bases) should contact the motorcycle manufacturer and ask for a certificate that specifically states the vehicle meets Japan brake standards. If the member has any doubt about meeting the brake standard, he/she may send the manufacturer's brake certificate to the sponsor in Japan and ask him/her to check with the local Land Transportation Office (LTO). The sponsor can then advise the member (before shipment) if the motorcycle meets standards.

Okinawa: May only import to Okinawa if the owner obtains a certificate from the Okinawa LTO, before shipment stating the bike passes brake standards. To accomplish this, the member should request the sponsor in Okinawa to take the ORIGINAL COPY of manufacturer's brake certificate to the Joint Forces Vehicle Registration Office at Camp Foster for assistance. That office will provide a memo that must be taken to the LTO. After the LTO signs the memo (certifying compliance with brake standards), it should be mailed to the member, who must in turn, give to the origin TMO/ITO. The TMO/ITO can then arrange shipment.

(c) **Manufactured 1 Apr 01 or later:** Both brake and engine exhaust emission standards must be met. Members assigned to military installations outside the Kanto Plain (Tokyo area) will face high costs and extreme inconvenience transporting the motorcycle to an engine exhaust testing facility, and to a brake testing facility if required. Member must sign a memo (prepared by origin TMO/ITO) acknowledging costs/inconvenience if he/she chooses to ship to mainland Japan. A copy of this memo will be included in advance shipping documents sent to the destination TMO/ITO. **Motorcycle is prohibited from importation to Okinawa due to no brake and emission testing facilities.**

(3) Motorcycles/mopeds must be insured with a temporary registration tag in order to be driven to a testing facility.

(4) It is critical that counselors brief members of the extremely high GOJ compliance costs when shipping motorcycles/mopeds into Japan. Counselors should advise members as an alternative to place their motorcycles/mopeds into nontemporary storage as household goods for the duration of their tour in order to avoid the compliance expense. Service members may also use their POV storage entitlement (if a POV is not shipped) to store their motorcycle as a POV in the POV storage program where it will receive proper care.

(5) IAW Japanese Customs requirements, all motorcycles to include mopeds shipped as HHGs must be properly inventoried. The make, model, chassis number, and engine size must be noted on the inventory and shipping documents. Motorcycles may also be shipped as POVs. **(NOTE: motorcycles/mopeds do not require POV waivers).** Motorcycles/mopeds shipped as part of HHGs that fall in the above manufactured date category [b.(1)] must still comply with GOJ's requirements.

(6) Motorcycles shipped as HHGs to Japan: All ITOs/TMOs are required to identify the inclusion of a motorcycle with make, model, chassis number, and engine size in block 27 of the PPGBL and as trailer card data on applicable TCMDs. Personal property carriers must show the same information on the inventory.

(7) **Diplomatic Personnel:** Department of Defense personnel on diplomatic assignment to the American Embassy, Tokyo must contact their sponsor or the Transportation Section of the Embassy for specific guidelines with respect to shipping a motorcycle.

c. **GASOLINE/CATALYTIC CONVERTERS:**

(1) Gasoline purchased on military installations is 89 octane. Off-installation gasoline is minimum 89 octane. Prices off base start at approximately $4.00 per gallon for 89 octane. Higher grade gasoline off base is more expensive.

(2) Member should be counseled on extremely stringent emission standards imposed.

d. **INSURANCE/SAFETY REQUIREMENTS:** Effective 01 Jan 1997, each POV shall have insurance required by the Japanese Motor Vehicle Damage Compensation Guaranty Law. POV owners must secure and maintain supplemental coverage of no less than 30,000,000 Yen or $300,000 for bodily injury, and 3,000,000 Yen or $30,000 for property damage. Military and family members, and civilians assigned to US Navy commands, shall not operate private or rental vehicles unless the proper insurance provisions have been met.

e. **WAIVERS:** All DOD/military members/employees must obtain prior approval from their respective service authority in Japan as indicated below for shipment of POVs. The following are the POC's for POV Waivers:

(1) **For all Army:** Chief, Transportation and Services Division DCSLOG US Army Japan/9th TAACOM, Unit 45005, ATTN: APAJ-GD-TSD, APO AP 96343-0054, phone number DSN 263-3503/FAX number DSN 263-3414.

(2) **For Air Force:**

(a) Yokota AB, JA: 374 TRNS Yokota AB JA/LGTT, Unit 5120, APO AP 96328, phone number DSN 225-7385/7389/FAX number DSN 225-9606.

(b) Misawa AB, JA: 35 TRNS Misawa AB JA/LGTT, Unit 5015, APO AP 96319-5015, phone number DSN 226-3393/FAX number DSN 226-2077.

(3) **For Navy and Marines:** Commander, US Naval Forces, Japan ATTN: N-8, FPO AP 96349, phone number DSN 243-7742/5663/6392/FAX number 243-7759.

(4) **Diplomatic personnel:** All DOD military members ordered to Japan under diplomatic assignment are exempt from the 01 April 1996, Assistant SECDEF case-by-case waiver authority identified herein. DOD military members may ship POVs in accordance with guidelines established by appropriate authority at the Embassy to which they have been assigned.

f. **POV Consignment and Ports:**

(1) **Misawa AB:** If shipment of POV is authorized to Misawa AB, consign the POV shipment to 836th Transportation BN, Yokohama, JA (UM1), for transshipment to Hachinohe, JA (UH2), which is 20 miles from Misawa AB via highway. Four snow tires are required during 1 Dec through 31 Mar. Actual arrival date of the service member to Misawa should be annotated on DD Form 788 due to non-secure storage area at the Hachinohe fuel terminal.

(2) **FISC DET Sasebo:** Consign the POV shipment to 836th Transportation BN, Yokohama, JA (UM1), for transshipment to Sasebo, JA (UQ2), via Hakata Port, JA (UQ5). POV shipped to Sasebo, JA, by US Forces personnel must be cleared by Japanese Customs at port of discharge. To initiate clearance, owner must complete USFJ Form 380 at personal property office upon arrival in Sasebo, JA. Member should be counseled on extremely stringent emission standards imposed.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** The importation of pornographic material is a violation of Japanese law. Any exposure of the pubic area is considered pornographic. Those items determined to be pornographic will be confiscated and destroyed.

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Use of Citizen Band (CB) is prohibited.

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

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

d. **DISH ANTENNAS:** Personally-owned satellite dishes are prohibited.

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

12. **DOD PERSONNEL ASSIGNED TO THE U.S. EMBASSY TOKYO :** Personal property shipments both inbound and outbound for DOD personnel assigned to the U.S. Embassy Tokyo will be processed/handled by their respective service.

a. FISC Yokosuka is responsible for Navy and Marine personnel.

b. Camp Zama is responsible for Army personnel.

c. Yokota AB is responsible for Air Force personnel.

13. **SEPARATEES/RETIREES/ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Japan 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 Japan.

14. **OTHER:**

a. **JAPAN NATIONAL HOLIDAYS:** Japanese Customs offices close 29 Dec through 03 Jan. Also, many commercial companies including transportation and port operations close between 29 Apr through 05 May for golden week. RDDs should not be assigned later than 28 Dec or earlier than 05 Jan or between 29 Apr through 05 May. For planning purposes when scheduling RDDs, Japanese National Holidays are:

01 Jan	New Year's Day

2nd Monday of Jan	Adulthood Day
11 Feb	National Foundation Day
21 Mar	Vernal Equinox Day
29 Apr	MiDori-NO Hi (Green Day)
03 May	Constitution Day
04 MAY	Free Day (Between Two Holidays)
05 May	Children's Day
20 Jul	Ocean Day
15 Sep	Respect for the Aged Day
23 Sep	Autumn Equinox Day
2nd Monday of Oct	Health-Athletics Day
03 Nov	Culture Day
23 Nov	Labor-Thanksgiving Day
23 Dec	Emperor's Birthday

b. **BOATS**:

(1) Sailboats, motorboats, jet ski's and wave runners may be imported to Japan duty-free subject to the following provisions:

(a) Boats must be included in personal property shipments and imported within 6 months of sponsor's arrival in Japan.

(b) Sponsor must declare boat as unaccompanied personal property at the time of his/her entry in Japan and possess evidence of ownership (title/registration papers) and date of purchase.

(c) Properly completed USFJ Form 380EJ, which is required to authorize duty-free customs clearance, must be pre-entered at port of entry (POE) for personal property shipment. NOTE: This action will be accomplished for sponsor by the cognizant US Forces representative at POE.

(d) If boat is subsequently sold/transferred to non-SOFA personnel, consumption tax of 5 percent of boat's value will be charged by the Government of Japan.

(2) All DOD members should be counseled on the following items: (Note approximate dollar amounts shown).

(a) Initial registration, Japanese emissions clearance and Japanese insurance costs average $300 to $500.

(b) Insurance cost average $1000 annually.

(c) Operator must obtain a class 4 boating license. The license cost is about $400, and the test is only given twice a year.

(d) Parking is very limited at the marina, as well as in off--base housing areas. Ball type hitches are very rare and should be shipped in with the water craft, or trailers must be converted for a pintle hook connection.

(3) **For Okinawa:** Members requesting shipment of boats should be made aware of the following information (subparagraphs (a) through (e)):

(a) Considering all the expenses involved and limited weight entitlement allowed, this activity discourages the importation of boats to Okinawa.

(b) Boats cannot be shipped to Japan duty-free under the SOFA agreement. The Government of Japan will charge a 30 percent commodity tax based on the market value of the boat.

(c) It is difficult and expensive to obtain a license for the boats. There are only 2 boat licensing classes per year costing approximately $300.

(d) Boat registration fee is approximately $80 per year.

c. **JA01 - Central**

Aichi
Atsugi
Camp Fuji
Camp Zama
Chiba
Fukushima
Gifu
Gumma
Ibaraki
Ishikawa
Kanagawa
Mie
Nagano
Nara
Niigata
Osaka
Saitama
Shiga
Shizuoka
Tochigi
Tokyo
Toyama
Wakayama
Yokohama
Yokosuka
Yokota

JA02 - South

Ehime
Oita
Fukuoka
Hiroshima
Hyogo
Iwakuni
Kagawa
Kagoshima
Kochi
Kumamoto
Nagasaki
Okayama
Saga
Sasebo
Shimane
Tokushima
Tottori
Yamaguchi
Kyoto

JA03 - North

Akita
Aomori
Hachinohe
Iwate
Misawa
Miyagi
Morioka
Towada
Yamagata
Yamanashi
Miyazaki

OTO AREA

Island of Hokkaido (RTO: Misawa AB)
Chitose/Sapporo
Muroran
Otaru
Wakkanai

61-2 18TH LOGISTICS READINESS SQUADRON (P), KADENA AIR BASE, OKINAWA, JAPAN(JA)

REVIEW DATE: 19 SEP 02 **AIR FORCE, NAVY (EXCEPT NAVY ASSIGNED TO MARINE DETS) and DODDS PERSONNEL ONLY**

1. **GENERAL**:

a. **GBLOC: QIFL**

b. **DODAAC: FB5270**

c. **E**-MAIL: 18LRS.TMO@kadena.af.mil

d. **TWX**: 18LRS KADENA AB JA//LGRT//

e. **MAIL**: TRAFFIC MANAGEMENT FLIGHT
18LRS/LGRT
UNIT 5198
APO AP 96368-5198

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: APO 96365, 96376, FPO 96601-6006, 96362, and 96370

g. **APOD**: Kadena AB, JA-DNA, **WPOD**: Naha, JA-UB1

h. **DSN**: 634-XXXX **COMM**: 011-81-61173-4XXXX, Inbound-5963, TMO-1191, Outbound-1549, QC-3800,

i. **FAX: DSN**: 634-2966 **COMM**: 011-81-61173-42966

2. **CONSIGNMENT INSTRUCTIONS**:

a. **ITGBL HHG AND BAGGAGE**: ITGBL and Baggage is the primary method of shipment. Consign to member c/o unit of assignment. Annotate PPGBL: "Carrier will notify TMO, Kadena AB, Okinawa, JA (QIFL), upon arrival prior to delivery to residence or placing in SIT." (See Note 3.)

b. **DPM BAGGAGE, DPM HHG, HIGH VALUE, PARCEL POST**: Consign to Okinawa Enterprise Corp., PO Box 266, Okinawa City, Okinawa, JA 904-8691. M/F member and unit of assignment. (See Note 5.)

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: DPM/INTL Air should be routed via Naha International Airport, Okinawa, JA. Airway bill(AWB) number should be listed on shipping documents.

b. **NOTE 2**: Code J is an authorized mode for, Air Force and Navy UB shipments.

c. **NOTE 3**: This activity is responsible for all Department of Defense Dependent School (DODDS) personnel assigned to Okinawa.

d. **NOTE 4**: Navy personnel assigned to Marine Corps units: See Record 61-11 Camp S.D. Butler, Okinawa, AJ for instruction. (CH)

e. **NOTE 5**: Refer to record 61-1 JAPAN(JA) - GENERAL INSTRUCTIONS

61-3 374 LOGISTICS READINESS SQUADRON, TOKYO/FUSSA CITY, YOKOTA AIR BASE, JAPAN(JA)

REVIEW DATE: 10 DEC 02 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: QFFL**

b. **DODAAC: FB5209**

c. **E-MAIL:**

d. **TWX**: 374 LRS YOKOTA AB JA//LGRT// (CH)

e. **MAIL**: TRAFFIC MANAGEMENT OFFICER (CH)
ATTN LRS/LGRT
UNIT 5120
APO AP 96328-5120

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: APOs 96328, 96336, FPOs

g. **APOD**: Yokota AB, JA-OKO, **WPOD**: Yokohama, JA-UM1

h. **DSN**: 225-XXXX, **COMM**: 0425-52-2511 5-XXXX, Customer Service-9724/9725, QC-8565, NCOIC and TOPS Admin-2118

i. **FAX: DSN**: 225-9606, **COMM**: 0425-52-2511, EXT 5-9606, International Commercial **FAX**: 011-81-3117-55-9606

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign all shipments to TMO, Yokota AB, JA, (QFFL), 374 LRS/LGRT, APO AP 96328. M/F member and unit of assignment. (CH)

b. **ITGBL HHG AND BAGGAGE**: Consign to member c/o unit of assignment. Annotate PPGBL: "Carrier will notify TMO, Yokota AB, JA, prior to delivery to residence or placing in storage."

c. **PARCEL POST**: M/F member and unit of assignment, c/o TMO, B1dg. 4145, 374 LRS/LGRT, APO AP 96328-5120. (CH) (See Note 3)

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: DPM/AMC shipments transiting Yokota AB, JA, destined for other areas within Japan or other countries remain within the AMC system. Tracer actions on shipments of this nature are to be addressed to 730 AMS/TRKC/YOKOTA AB JA//.

b. **NOTE 2**: Unaccompanied baggage shipments should be routed via Code J. Do not tender unaccompanied baggage shipments via INTL/AIR/COMM/DPM movement to preclude unnecessary delays in delivery of the property to the member and prevent the member from incurring financial/personal hardships or inconvenience due to problems with customs clearance.

c. **NOTE 3**: Ensure that all parcel post shipments are clearly identified as unaccompanied baggage to preclude delay in delivery to the member.

d. **NOTE 4**: Yokota AB, JA, is a weight restricted area. Counselors are to brief members to this effect.

e. **NOTE 5**: Refer to record 61-1 JAPAN(JA) - GENERAL INSTRUCTIONS.

61-4 10TH AREA SUPPORT GROUP, OKINAWA, JAPAN(JA) (CH)
REVIEW DATE: 22 JAN 02 ARMY AND AAFES PERSONNEL ONLY

1. **GENERAL**:

a. **GBLOC: QKAS**

b. **DODAAC: W902A4**

c. **E-MAIL:** ito@okinawa.army.mil

d. **TWX:** CDR10THASG TORII STATION JA//APAJ-GOL-T//

e. **MAIL:** TRANSPORTATION OFFICER
10TH AREA SUPPORT GROUP
UNIT 35115
APO AP 96376-5115

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** APOs 96376

g. **APOD:** Kadena AB, JA-DNA **WPOD:** Naha, Okinawa, JA-UB1

h. **DSN:** 644-XXXX **COMM:** 011-81-611744-XXXX, Inbound-4753, TMO-4327, Outbound-4318, Customs/QC-4120, Counselor-4335

i. **FAX: DSN:** 644-4375 **COMM:** 011-81-611744-4375
International **COMM: FAX:** 011-81-98-956-9759

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to ITO, 10th Area Support Group Okinawa, JA, (QKAS). M/F member and unit of assignment.

b. **ITGBL HHG AND BAGGAGE**: Consign to member c/o unit of assignment. Annotate PPGBL: "Carrier will notify ITO, 10th Area Support Group, Okinawa, JA (QKAS), upon arrival of shipment and prior to delivery or placing in storage."

c. **PARCEL POST**: Do not consign to ITO, 10th Area Support Group, Okinawa, JA. Consign to member or member's agent at unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: DPM/INTL AIR should be routed via Naha International Airport, Okinawa, JA. Airway bill(AWB) number should be shown on PPGBL and advance shipping documents. Advance documents must precede shipment arrival.

b. **NOTE 2**: Code J service is the primary code of service for UB when expedited mode (Air) is needed to satisfy the requirements of sponsor or dependents. Other air codes should not be used unless Code J service is not available.

c. **NOTE 3**: For Department of Defense Dependent School (DODDS) personnel assigned to Okinawa, refer to record number 65-2 Kadena AB, Okinawa, JA.

d. **NOTE 4**: Refer to record 61-1 JAPAN(JA) - GENERAL INSTRUCTIONS.

61-5 AREA SUPPORT GROUP, CAMP ZAMA, JAPAN(JA)
REVIEW DATE: 20 FEB 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: QFAC**

b. **DODAAC: WT5SZP**

c. **E-MAIL:** atozama@zama.army.mil

d. **TWX:** CDR17THASG CP ZAMA JA //APAJ-GH-ID-TR-Z// (CH)

e. **MAIL:** COMMANDER (CH)
USAG-J
UNIT 45006
ATTN APAJ-GH-ID-TR-Z
APO AP 96343-5006

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** APO 96337, FPO 96347 (Army only)

g. **APOD:** Yokota AB, JA-OKO **WPOD:** Yokohama, JA-UM1
Yokohama Commercial Terminal, UME (CH)

h. **DSN:** 263-XXXX **COMM:** 011-81-3117-63-XXXX, Outbound-8986, Inbound-5154/4766, QC-8986, Traffic Manager-4955, TO-8980 (CH)

i. **FAX: DSN:** 263-8984 **COMM:** 011-81-3117-638984

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** Consign to, Area Transportation Office, 17th ASG, Camp Zama, JA (QFAC). M/F member and unit of assignment. DPM/Intl Air is acceptable (Note 1).

b. **ITGBL HHG, ITGBL BAGGAGE:** Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify Area Transportation Officer, Camp Zama, prior to delivery to residence or placing in storage." (Note 2)

c. **PARCEL POST:** Do not consign to ATO Zama. Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** DPM/INTL AIR should be routed via Tokyo/Narita International Airport. Ensure airway bill(AWB) number is shown on PPGBL and advance shipping documents.

b. **NOTE 2:** Code J service is the primary code of service for UB when expedited mode (air) is needed to satisfy the requirements of sponsor or dependents. Use other codes if they are most cost effective. (CH)

c. **NOTE 3:** FPO AP 96310 Akizuki, Kure, Kawakami, 83d Ord Bn consign to, Marine Corps Air Station, Iwakuni, Japan FPO 96310 (record 61-8). Misconsignment and inconvenience to member is caused when consigned to Camp Zama APO AP 96343.

d. **NOTE 4**: Refer to record 61-1 JAPAN(JA) - GENERAL INSTRUCTIONS. Refer to 1.a. Weight Restrictions (c) Camp Zama; 7. POFs and 8. POV restrictions.

61-6 35 LOGISTICS READINESS SQUADRON, MISAWA AIR BASE, JAPAN(JA) (CH)
REVIEW DATE: 08 JUL 03 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: QEFL**

b. **DODAAC: FB5205**

c. **E-MAIL:**

d. **TWX:** 35 LRS MISAWA AB JA//LGRT//

e. **MAIL:** TRAFFIC MANAGEMENT FLIGHT (CH)
35 LRS/LGRTP
UNIT 5014 BOX 29
APO AP 96319-5014

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Misawa AB, JA-MSJ, **WPOD:** HHG-Yokohama, JA-UM4, POV-Hachinohe, JA-UH2 (see Note 2)

h. **DSN:** (315) 226-XXXX, Inbound/Outbound-3525/3105/9359, QC-3310, PAX-3096/3117 **COMM:** 011-81-311-766-XXXX

i. **FAX: DSN:** (315) 226-2077 **COMM:** 011-81-311-766-2077, 011-81-176-53-5836 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** Consign to TMO, 35 LRS, Misawa AB, JA, (QEFL). M/F member and unit of assignment. See Special Instructions Notes 1 and 2.

b. **ITGBL BAGGAGE:** Ship via Code 8. Code J and DPM/AMC should only be used as an alternative when no other mode is available. Consign to Traffic Management Flight, 35LRS/LGRTP, Misawa AB, Japan (QEFL).

c. **ITGBL HHG:** Consign to member at unit of assignment, destination: Misawa AB, JA. Annotate PPGBL: "Carrier will notify TMF, Misawa AB, JA, prior to delivery to residence or placing in storage." (CH)

d. **PARCEL POST:** Consign to Traffic Management Flight, 35LRS/LGRPT, Unit 5014, c/o member and unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** Do not use DPM commercial air mode due to customs clearance problems at Narita International Airport, which is located 450 miles south of this base.

b. **NOTE 2:** Refer to record 61-1 JAPAN(JA) - GENERAL INSTRUCTIONS.

61-7 FLEET AND INDUSTRIAL SUPPLY CENTER, YOKOSUKA-YOKOHAMA AREA, JAPAN(JA)
REVIEW DATE: 03 MAR 03 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: QENQ**

b. **DODAAC: N62649**

c. **E-MAIL:** fiscy code800@yoko.fisc.navy.mil

d. **TWX:** FISC YOKOSUKA JA//CODE 800//

e. **MAIL:** COMMANDING OFFICER
ATTN CODE 800
FISC YOKOSUKA
PSC 473 BOX 11
FPO AP 96349-1500

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** FPOs 96349, 96350 (CH)

g. **APOD:** Yokota AB, JA-OKO **WPOD:** SDDC Terminal Yokohama, JA-UM1, POV-Yokosuka, JA-UM4

h. **DSN:** 243-XXXX, TO/Outbound-7061, QC/Claims-6324, Inbound-5426/ (CH) 7587 **COMM:** 011-81-6160-43-XXXX **TELEX:** 3852-509

i. **FAX: DSN:** 243-XXXX, Inbound-7011, Outbound-5746, **COMM:** 011-81-6160-43-XXXX

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to TO, FISC Yokosuka, JA, (QENQ). M/F member (see Note 1).

b. **DPM HHG**: Consign to WPOD: SDDC Terminal Yokohama, JA-UM1

c. **ITGBL HHG, ITGBL BAGGAGE**: Consign to member c/o destination address or unit of assignment. Annotate PPGBL: "Carrier will notify PPSO, FISC, Yokosuka, JA, prior to delivery to residence or placing into storage."

d. **PARCEL POST**: Do not consign to PPSO, FISC, Yokosuka, JA. Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Commercial air shipments via Haneda, Tokyo International Airport, are not acceptable as a general rule. Shipment can be received on an exception basis at added time and expense. Request AMC be used to maximum extent possible. Commercial air shipments via Narita New Tokyo International Airport. Mark for attention: “Receiving Office, US Naval Base, M/F Code 800, FISC Yokosuka, JA 96349.”

b. **NOTE 2**: FISC Yokosuka is the cognizant activity for customs clearance of Navy cargo at Tokyo.

c. **NOTE 3**: Inbound located in the housing office Bldg 1441, all other functions located in Bldg 1848.

d. **NOTE 4**: FISC Yokosuka is responsible for all NAVY/MARINES stationed at the US Embassy, Tokoyo and Hardy Barracks Stars and Stripes Office. (CH)

e. **NOTE 5**: Refer to record 61-1 JAPAN(JA) - GENERAL INSTRUCTIONS.

61-8 MARINE CORPS AIR STATION, IWAKUNI, JAPAN(JA)
REVIEW DATE: 31 MAR 00 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: QEML**

b. **DODAAC: M62613**

c. **E-MAIL:** iwakuni_ppty@iwakuni.usmc.mil

d. **TWX:** MCAS IWAKUNI JA//4TMO//

e. **MAIL:** TRAFFIC MANAGEMENT OFFICE
ATTN 4TMO
MARINE CORPS AIR STATION
PSC 561 BOX 1873
FPO AP 96310-1873

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Code-J/T-Yokota AB, JA-OKO, DPM/AMC-MCAS-Iwakuni, JA-IWA **WPOD:** HHG-Yokohama, JA-UM1, POV-Iwakuni, JA-UL7

h. **DSN:** 253-4272/3172/3433 **COMM:** in Japan 0827-21-4171, from CONUS-011-81-6117-53 EXT 4272/3172/3433

i. **FAX: DSN:** 253-6455 **COMM:** 011-81-6117-53-6455

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to TMO, MCAS Iwakuni, JA, (QEML). M/F member and unit assigned. (See Special Instructions Note 1)

b. **ITGBL HHG AND BAGGAGE**: Consign to member at unit of assignment. Annotate PPGBL "Carrier will notify TMO, MCAS Iwakuni, JA, prior to delivery to residence or placing in storage." (See Special Instructions Note 1)

c. **PARCEL POST**: Consign to member or member's agent c/o unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: For DPM baggage or UB, Code J is the preferred service when expedite mode (AIR) is needed to satisfy the requirements of the member.

b. **NOTE 2**: Refer to record 61-1 JAPAN(JA) - GENERAL INSTRUCTIONS.

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

1. **GENERAL**:

a. **GBLOC: QENF**

b. **DODAAC: N68246**

c. **E-MAIL:** fiscyds_ppty@yoko.fisc.navy.mil

d. **TWX:** FISC YOKOSUKA DET SASEBO JA//CODE 182.3//

e. **MAIL:** PERSONAL PROPERTY TRANSPORTATION OFFICER
ATTN CODE 182.3 BLDG 154
FISC DET SASEBO JA
PSC 476 BOX 6
FPO AP 96322-1502

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** 96322(See Special Instruction Note 1)

g. **APOD:** Code J/T-Yokota, JA-OKO, DPM/AMC - Fukuoka JA-FUK (See Consignment instruction 2a)
WPOD: DPM (HHG): Yokohama, JA-UM1, POV-Sasebo, JA-UQ2 via UM1 (See Special Instruction Note 4)

h. **DSN:** 252-XXXX **COMM:** Into Japan 011-81-956-50-XXXX, Inbound/Outbound-3418, QC/Claims-3154, Traf Mgr-3151, TO-3152, COMM within Japan 0956-50-XXXX (CH)

i. **FAX:** **DSN:** 252-3704 **COMM:** Into Japan 011-81-956-50-3704, Comm within Japan 0956-50-3704. Make voice contact with the base operator first, then request FAX EXT 3704. Otherwise the FAX will go to a private Japanese residence outside base. (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

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

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

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

3. **SPECIAL INSTRUCTIONS**:

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

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

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

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

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

1. **GENERAL**:

a. **GBLOC: QENL**

b. **DODAAC**: N62507

c. **E-MAIL**: NAFAtsugiPPSO@atsugi.navy.mil

d. **TWX**: NAF ATSUGI JA//45P//

e. **MAIL**: PERSONAL PROPERTY SHIPPING OFFICE
ATTN N45P
US NAVAL AIR FACILITY
PSC 477 BOX 4
FPO AP 96306-9998

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: FPO 96306, 96313, 96349, 96387, 96601, AND 96604

g. **APOD**: Code J/T, DPM/AMC: Yokota AB, JA-OKO
WPOD: DPM/MSC: Yokosuka, JA-UM4, POV: Yokohama, JA-UM1

h. **DSN**: 264-XXXX, TO-4136, Inbound-4137/4402, Outbound-4142/3754, (CH) QC-3491/4404, Claims-4144, Traffic Manager-4403 (CH)
COMM: 011-81-6160-64-XXXX (CH)

i. **FAX**: **DSN**: 264-4139 **COMM**: 011-81-6160-64-4139

2.**CONSIGNMENT INSTRUCTIONS:**

a. **DPM HHG, DPM BAGGAGE:** Consign to PPSO, NAF Atsugi, JA(QENL). Mark for member and unit of assignment. International Air/Commercial/DPM is not acceptable.

b. **ITGBL HHG AND BAGGAGE**: Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify PPSO, NAF Atsugi, JA (QENL), upon arrival of shipment and prior to delivery into SIT or residence."

c. **PARCEL POST**: Consign to member c/o local address or unit of assignment. Do not consign to PPSO NAF Atsugi, JA.

3. **SEPCIAL INSTRUCTIONS**:

a. NOTE 1: Refer to record 61-1 JAPAN (JA) - GENERAL INSTRUCTIONS.

61-11 CAMP S.D. BUTLER, OKINAWA, JAPAN(JA)
REVIEW DATE: 11 APR 02

MARINE CORPS & NAVY PERSONNEL ASSIGNED TO MARINE CORPS UNITS

1. **GENERAL**:

a. **GBLOC: QIMS**

b. **DODAAC: M20200**

c. **E-MAIL:** tmoombppso@mcbbutler.usmc.mil (CH)

d. **TWX:** CG MCB CAMP BUTLER JA//G4/TMO//

e. **MAIL:** TRANSPORTATION MANAGEMENT OFFICER
ATTN G4
MCB CAMP SD BUTLER UNIT 35018
FPO AP 96373-5018

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** 96602, 96603 (CH)

g. **APOD:** Kadena AB, JA-DNA **WPOD:** Naha, JA-UB1

h. **DSN:** 645-XXXX, **COMM:** 011-81-6117-45-XXXX, TMO-0419, PPSO OIC-9628, Inbound-0415/0414, Outbound-9339/9476, QC/Customs-9383/9365, Claims-7108 **TELEX:** None

i. **FAX: DSN:** 645-7750 **COMM:** 011-81-6117-45-1155

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE, HIGH VALUE**: Consign to TMO, MCB Camp S. D. Butler, Okinawa, JA (QIMS), c/o Okinawa Enterprise Corp., PO Box 266, Okinawa City, Okinawa, 904-8691 JA. M/F member, SSN, and unit of assignment. (See Note 1)

b. **ITGBL HHG/BAGGAGE**: Consign to member c/o destination address or unit of assignment. Annotate PPGBL: "Carrier will notify TMO, MCB Camp S. D. Butler, Okinawa, JA (QIMS), upon arrival of shipment and prior to delivery to residence or placing into storage."

c. **PARCEL POST**: Consign to member or member's agent c/o TMO, MCB Camp S. D. Butler, FPO AP 96373-5018.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: DPM/INTL AIR should be routed via Naha International Airport, Okinawa, JA. Airway bill(AWB) should be shown on PPGBL and advance shipping documents.

b. **NOTE 2**: For Department of Defense Dependent School (DODDS) personnel assigned to Okinawa, see Kadena AB, Okinawa, JA.

c. **NOTE 3**: Refer to record 61-1 JAPAN(JA) - GENERAL INSTRUCTIONS.

CHAPTER 62

62-1 JOHNSTON ATOLL(JQ) - GENERAL INSTRUCTIONS
REVIEW DATE: 26 APR 00

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** This is a weight restricted area. Weight restricted to 600 pounds.

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

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

d. **UNACCOMPANIED BAGGAGE:** Baggage weight is restricted to 600 pounds.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: All arriving personnel will be subject to a luggage inspection by Johnston Atoll Security Force. Unaccompanied baggage is considered in the same category as luggage; and as such, is subject to inspection.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** No restrictions.

b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions.

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

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

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

4. **ELECTRICAL EQUIPMENT**:

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

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

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

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

6. **PETS/QUARANTINE**: Shipment of pets are not authorized.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Shipment of privately owned firearms(POFs) are not authorized.

a. **HANDGUNS:** Not authorized.

b. **RIFLES/SHOTGUNS:** Not authorized.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Shipment of firearms ammunition, bows, arrows, spear guns (unless used for ecological study), brass knuckles, switchblade knives and knives with blades in excess of three inches (unless required in work assignments, or are special skin or scuba diving fishing knives), swords, machetes, kung-fu stars, nunchuka sticks, explosives, or incendiary devices (including fireworks) are not authorized. **NOTE:** Hawaiian slings are authorized.

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

a. **POVs:** Shipment of POVs are not authorized.

b. **MOTORCYCLES/MOPEDS:** Shipment of motorcycles and/or mopeds are not authorized.

c. **GASOLINE/CATALYTIC CONVERTERS:** Does not apply.

d. **INSURANCE/SAFETY REQUIREMENTS:** Does not apply.

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

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

11. **TRANSMITTING EQUIPMENT:** Electronic eavesdropping equipment such as miniaturized transmitter microphones of type designed for installation for the purpose of clandestine observation and unauthorized interception of sensitive or classified information is not authorized.

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/RETIREES ENTITLEMENTS/LIMITATIONS:** Separating, retiring or relocation dependents to Johnston Atoll is not authorized.

13. **OTHER:** None.

62-2 JOHNSTON ATOLL(JQ)
REVIEW DATE: 09 MAY 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: PCFL**

b. **DODAAC: FG5274**

c. **E-MAIL:**

d. **TWX:** DTRA AO JOHNSTON ATOLL UM//AMC REP//

e. **MAIL:** TRAFFIC MANAGEMENT OFFICER
ATTN AMC REP
TERMINAL OPS JOHNSTON ATOLL
APO AP 96558

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** 96558 only

g. **APOD:** Johnston Atoll, JQ-JON **WPOD:** Johnson Island, JQ-WE1

h. **DSN:** 315-441-2268 **COMM:** (808) 421-0011 EXT 2268

i. **FAX: DSN:** 315-441-2343 **COMM:** (808) 421-0011 EXT 2343

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, ITGBL BAGGAGE**: Not authorized.

b. **DPM BAGGAGE**: Consign to TMO, AMC REP, Johnston Atoll, APO AP 96558. M/F member and unit of assignment. Ship UB via AMC only.

c. **PARCEL POST**: Consign to member c/o unit assigned.

3. **SPECIAL INSTRUCTIONS**: Refer to record 62-1 JOHNSTON ATOLL(JQ) - GENERAL INSTRUCTIONS.

CHAPTER 63

63-1 JORDAN(JO) - GENERAL INSTRUCTIONS
REVIEW DATE: 20 OCT 03

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **Army personnel - Amman**:

(a) **Accompanied tour:** 25 percent of full JFTR weight allowance.

(b) **Unaccompanied tour:** Weight allowances for single/unaccompanied personnel are in accordance with weights listed in Appendix V.

(2) **Air Force personnel**: 25 percent of full JFTR weight allowance.

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

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**: Mail copies of all documentation, to include customs forms, if applicable, inventory and POV DD 788 to Military Assistance Program, Unit 70207, APO AE 09892-0207.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Embassy would rather not have personnel ship alcoholic beverages.

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**: No restrictions as long as all vaccinations and certificates are current.

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

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

a. **POVs:**

(1) There is no age limit on sedans. Pick ups and SUV's there is a 10 year or newer requirement. Ford and American Motors products have been removed from the Arab boycott list and are no longer prohibited from being shipped to Jordan. POVs with diesel engines are not allowed entry.

(2) Consign to General Services Officer, American Embassy, (Members Name), Amman, Jordan via port of Aqaba, Jordan-PEl. Mark for member.

b. **MOTORCYCLES/MOPEDS:** Prohibited shipment for personal use in Jordan.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded gasoline is available in some gas stations within the city limits. Leave catalytic converter on vehicle.

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:** Extremely hard to get license.

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

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

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

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

13. **OTHER**: None

63-2 MILITARY ASSISTANCE PROGRAM(MAP), AMERICAN EMBASSY AMMAN, JORDAN(JO)
REVIEW DATE: 20 OCT 03 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: SQDK**

b. **DODAAC: HHAJ3J**

c. **E-MAIL:**

d. **TWX:** MAP AMEMBASSY AMMAN JO

e. **MAIL:** MILITARY ASSISTANCE PROGRAM (MAP)
AMERICAN EMBASSY AMMAN
UNIT 70207
APO AE 09892-0207

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Amman, Queen Alia Intl AP, JO-AMM (for units other than DOD), Amman Civil Ap, JO-ADJ
WPOD: Aqaba, JO-PE1

h. **DSN:** None **COMM:** 011 962-6-592-0101 EXT 2537 **TELEX:** None

i. **FAX: DSN:** None **COMM:** 011 962-6-592-0160

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG, UB**: Ship DPM/AMC from Dover AFB, DE. Consign to gaining unit, American Embassy, Amman, JO. Mark for member. (See NOTE 1)

b. **PRIVATELY-OWNED VEHICLES(POVs)**: Consign to General Services Officer, American Embassy, (Members Name), Amman, Jordan, via port of Aqaba, Jordan-PEl. Mark for member.

c. **ITGBL HHG AND BAGGAGE**: None.

d. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Above consignment instructions are applicable to DOD personnel who are assigned/attached to the American Embassy Amman only. Shipment of personal property for all other personnel, including Jordanian Nationals under USG contract, must be via commercial means (surface or air) into recognized international ports/points of entry.

b. **NOTE 2**: Refer to record 63-1 JORDAN(JO) - GENERAL INSTRUCTIONS.

CHAPTER 64

64-1 KENYA(KE) - GENERAL INSTRUCTIONS
REVIEW DATE: 21 MAY 98

1. **SHIPMENT INSTRUCTIONS**:

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

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

c. **HARD LIFT AREA:** Kenya is a 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**: A message indicating member's name, pickup date, pieces/weight/cube, PPGBL number, name of carrier, routing, airway bill number, estimated time of departure and ETA should be forwarded to American Embassy, Nairobi, Kenya as soon as possible.

3. **CONSUMABLES**: Consumable allowance will be consolidated with HHG.

a. **ALCOHOLIC BEVERAGES:** Limited to one liter.

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**: Pets must be accompanied by a health certificate certifying the animal is free from contagious or infectious diseases. Certificate cannot be dated more than 5 days prior to departure from the US. Also, the animal must be accompanied by a certificate of rabies vaccination listing the type, manufacture and batch number of the vaccine, the age of the animal at the time of vaccination and the date of vaccination.

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

a. No one is permitted to import personal weapons and ammunition without the specific written approval of the Ambassador. Once this approval has been received, it will be the responsibility of the employee to make advance application to import firearms and ammunition to the Central Firearms Bureau, PO Box 30263, Nairobi, Kenya.

b. Since May 19, 1977, there has been a complete ban on hunting, except some bird hunting, in Kenya. No new firearm certificates for rifles or shotguns will be issued. No permits will be issued to authorize importing toy guns of any description. There is skeet/trap shooting, pistol shooting and rifle shooting with competitive matches through the Nairobi Rifle Club. All inquires regarding importation or licensing of any firearm for exceptional reasons should be addressed, after obtaining the Ambassador's approval, to: Chief, Licensing Office, Central Firearms Bureau, PO Box 30263, Nairobi.

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

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

(1) Shipment of POV is authorized. However, parts for American-made automobiles are scarce.

(2) Consign to individual POV owner c/o American Embassy, Nairobi, Kenya, via Mombasa. Port of discharge is Inland Container Depot (ICD), Embakasi. POV shipment (sea containers) will be prepaid to ICD Embakasi.

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds cannot be imported in personal property shipments. They must be shipped as POVs.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded gasoline is not available in Kenya, and local mechanics are not familiar with removing catalytic converters, removal should be done before POV is shipped.

d. **INSURANCE AND SAFETY REQUIREMENTS:** Liability insurance must be purchased locally at a rate of about 80.00 dollars per year. Additional Liability insurance and collision/comprehensive insurance can be purchased locally or from the US at varying rates.

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

10. **STUFF WILD LIFE/ANIMALS/PLANT RESTRICTIONS**: No restrictions identified.

11. **TRANSMITTING EQUIPMENT**:

a. **CBS AND MARS EQUIPMENT:** Advanced permission must be obtained from Government of Kenya prior to import.

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

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

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

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

13. **OTHER**: None.

64-2 AMERICAN EMBASSY, NAIROBI, KENYA(KE)
REVIEW DATE: 21 MAY 98 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: TMDK**

b. **DODAAC: HHAK1K**

c. **E-MAIL:** Not Available

d. **TWX:** AMEMB NAIROBI KE//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY NAIROBI
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-8900

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Jomo Kenyatta Intl AP, Nairobi KE -NBO; Wilson, Nairobi, KE-WIL **WPOD:** None

h. **DSN:** None **COMM:** 011-254-2-334-141

i. **FAX: DSN:** None **COMM:** 011-254-2-340-838

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 the Defense Transportation Regulation, Part IV. Consign to General Services Officer, American Embassy, Nairobi, Kenya. Marked for member.

3. **SPECIAL INSTRUCTIONS**: Refer to record 64-1 KENYA(KE) - GENERAL INSTRUCTIONS.

CHAPTER 65

65-1 KOREA(KS) - GENERAL INSTRUCTIONS
REVIEW DATE: 27 SEP 99

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **Army Personnel:**

(a) **Accompanied tour:** Authorized 1/4 JFTR weight allowance. Additional weight entitlements are based on availability of government/ government-leased housing and government furnishings and must be stated in your orders. Contact your gaining command sponsor. Accompanied personnel (Command sponsored) assigned to Camp Humphreys and Area III, Korea is authorized the following additional weight of the listed items in addition to the current 1/4 JFTR weight allowance based upon non-availability of government furnishings. PCS orders must reflect as follows: "The member is authorized** pounds of additional weight as government furnishings are not available for issue to accompanied personnel assigned to Camp Humphreys and Area III, Korea (APO AP 96271) and APO AP 96297)".

**Figure of an additional weight should be determined by the member's family size in reference to the below listed items.

ITEM	AUTHORIZED ADDITION WEIGHT
Single bedroom	90 pounds
Double bedroom	120 pounds
Queen size bed per room	150 pounds
Dresser, 5 drawer	175 pounds
Chest of drawer	125 pounds
Night stand	30 pounds each
Dining table	150 pounds
Chair dining	20 pounds each
Sofa	250 pounds
Easy chair	125 pounds
End table	39 pounds

(b) **Unaccompanied tour:** Weight allowances for single/ unaccompanied personnel are in accordance with weights listed in DA MSG 141800Z MAY 91.

(c) **Key Personnel:** Colonels and Lieutenant Colonels in command and Command Sergeants Majors are key personnel and are authorized to ship their full JFTR weight allowance. Unaccompanied/Single (without dependents) Colonels, Lieutenant Colonels, and Command Sergeants Majors identified as key command personnel are required to contact the destination housing office prior to shipping full JFTR weight allowance to insure the assigned quarters will accommodate their household goods. Excess personal property shipped to Korea, but not used or stored in quarters, will not be stored or returned to CONUS at Government expense. Procurement of commercial storage at personal expense is not possible as adequate storage facilities do not exist in the local area.

(d) General officer are authorized to ship their full JFTR weight allowance.

(2) **Navy Personnel - Chinhae, Korea**: 25 percent of full JFTR weight allowance or 2000 lbs, whichever is greater. **NOTE**: A weight restriction will not apply unless it appears in the member's orders. Refer to NAVSUP Pub 490 for detailed guidance.

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

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

d. **UNACCOMPANIED BAGGAGE**: Do not use DPM commercial air to ship UB to the Republic of Korea (ROK). Excessive delays are experienced during custom clearance procedures.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: ROK customs information:

a. Authorized personnel may import goods duty-free if, at the time of importation, they are employed as members of the civilian component, invited contractors, technical representatives of other authorized United States Forces Korea (USFK) supported organizations or activities. POV importation will also be in compliance with paragraph 8a(1), below. Additionally, personnel not authorized duty-free importation, may import goods and pay Korean customs duty only if they receive authorization from their Embassy certifying they will remain in Korea for a period of at least 24 months.

b. **Reasonable Quantity**: Personal property shipments by PCS or other personnel authorized duty-free importation must be "reasonable". "Reasonable" is defined as personal effects and household goods of a type and quantity which would ordinarily be purchased in the US for the private use of the member and authorized dependents. Quantities may be increased based on family size, professional/personal interest (such as cameras), or as requested by the importer and certified by the commander/supervisor and approved by the USFK Customs Officer, prior to clearance for importation.

c. **Unreasonable Quantities**: Shipments of unreasonable quantities of new or like-new household and high-value items (e.g. VCRs, Stereos, TVs, cosmetics, vitamins, gulf clubs, appliances, etc.) may be construed to be not for personal use. ROK customs laws are strictly enforced. Violations may result in delay of the shipment, levying of ROK customs fines, seizure of property and/or prosecution. Additionally, your duty-free import privilege is good only for 6 months after the date you arrive to serve with USFK, or the date your authorized dependents arrive for reunion with you, whichever is later. Shipments arriving after this 6 month period are subject to duty/taxes (up to 250 percent of the fair market value), or the shipment must be returned to the sender, or shipped out of Korea, abandoned, or sold at public auction. After the 6 month period has expired, you may only import items free of duty through the APO, not through international mail channels.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES**: Limit 2 bottles, not to exceed 1 liter, of liquor.

b. **CIGARETTES/TOBACCO PRODUCTS**: Not to exceed 1 carton, 10 cigars or a "small quantity" of bulk tobacco.

c. **COSMETICS**: Shipments of unreasonable quantities of cosmetics, etc., may be construed to be not for personal use. Refer to para 2c above.

d. **FOODSTUFFS/MEATS:** You may not import fresh fruit, vegetables or meats without the permission of the Ministry of Agriculture.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Importation of narcotics and aphrodisiacs (such as deer horn, Chinese medicine, etc.) is prohibited.

f. **OTHER:** Shipments of unreasonable quantities of vitamins, etc., may be construed to be not for personal use. Refer to para 2c above.

4. **ELECTRICAL EQUIPMENT:**

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

b. **TVs/VCRs:** Shipments of unreasonable quantities of VCRs/TVs, etc., may be construed to be not for personal use. Refer to para 2c above.

c. **OTHER (i.e. COMPATIBILITY, ETC):** Shipments of unreasonable quantities of appliances/stereos, etc., may be construed to be not for personal use. Refer to para 2c above.

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

6. **PETS/QUARANTINE:** Cats and dogs may be shipped and are subject to Korean customs and quarantine requirements. Pets other than cats and dogs must have a permit for importation issued by the Ministry of Agriculture and Forestry prior to movement to Korea. Requests for importation permits, with all particulars should be forwarded to: Commander, 8th MP-BDE, ATTN: SOFA Spt Div/USFK Customs, APO AP 97205. The following information applies to all personnel covered under the Status of Forces Agreement (SOFA) between the United States and Republic of Korea (ROK).

a. **Port of Entry/Shipping:** The entry point for all pets entering the Republic of Korea is Kimpo International Airport, Seoul, Korea. Osan Air Base is not an entry point due to the non-availability of Koreas customs personnel at this facility. Pets should be shipped directly to the ROK without any layover in Japan or Hawaii in order to preclude possible delay, due to Japanese or Hawaiian quarantine requirements. Attach the following documents to your pet's shipping cage: one copy of the health certificate, one copy of the rabies certificate, one copy of the flight itinerary, one copy of your PCS orders to Korea, and a feeding schedule (if your pet is on a special diet).

b. **Kennels:** Kennel/boarding facilities are available at Yongsan and Osan AB, Korea, for military and DOD civilians personal pets. Incoming personnel should have their sponsor contact the appropriate facility to coordinate kennel space and ground transportation for pets upon arrival in the ROK.

(1) Yongsan Pet Care Center is located in building 5256, near gate 17, telephone numbers are: 011-822-7916-6426, DSN: 736-6426, hours of operations are: Monday to Friday 1000 to 1900 and Saturday 1000 to 1700 hours. The pet care center is closed on Sundays and holidays.

(2) Osan AB Pet Center is located in building 766, telephone numbers are: 011-82-333-661-6614/8004, DSN: 736-6426, hours of operations are: Monday to Thursday 0830 to 1630 hours.

c. **Customs Clearance/Quarantine:** Health and rabies certificates are required for all pets entering the ROK.

(1) Documents required to clear customs and quarantine are: Health Certificate, less than 10 days old, the original plus two copies. Rabies certificate, the original plus two copies. The bill of lading, air waybill, or certificate of excess baggage, with original signature, if the animal is traveling unaccompanied. Rabies vaccinations must be current and at least 30 days old. Pets less than 90 days old are not required to have a rabies certificate. After clearing Korean customs pets with current health and rabies certificates will not undergo quarantine but will be released to their owners.

(2) Pets arriving without a current (expired) rabies vaccination or one that is less than 30 days old, will be quarantined at the owner's expense for up to a maximum of 30 days. Dogs and cats will be placed in quarantine at the National Quarantine Station in Seoul, Korea. Upon arrival in Korea pet owners must go to the Yongsan Pet Care Center and prepare the necessary forms for your animal to be picked up from the National Quarantine Station. The pet center will need the following documents: original health certificate; original rabies certificate; the bill of lading, air waybill, or certificate of excess baggage (if the animal is traveling unaccompanied); one copy of your PCS orders to Korea, and a Power of Attorney (forms are available at the pet center.

(3) When released from quarantine, you will need to register your animal with the 129th Medical Detachment, Veterinary Hospital within 14 days. The Yongsan Veterinary Hospital is located in building 4278, telephone numbers are: 011-822-7618-5144/5145 or DSN 738-5144/5145.

d. The pet owner is responsible for arranging and payment for housing and transportation cost for their pets. Most Korean hotels do not allow pets. Recommend having your sponsor make arrangements with the Yongsan or Osan Pet Care Center and to provide any additional information.

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

a. **HANDGUNS/RIFLES/SHOTGUNS:** DOD personnel may bring nonautomatic firearms in “reasonable” quantities, i.e., a number/type normally found in the home for private use by the owner/and or his/her dependents. When arriving at Korean POD, weapons/ammunitions may be seized whether or not an individual is on travel orders. Individuals who have weapons/ammunition seized should contact the USFK Customs Officer immediately upon arrival in the ROK. All firearms, other weapons, to include any weapon which fires/ejects projectiles of any kind, by means of an explosive force (except for children’s toys that eject a plastic projectile) and ammunition, will be stored in a unit arms room, rod and gun club, or Korean National Police Armory only. No weapons or ammunition will be stored in government or private housing - on or off post. Weapons will be registered within 3 working days of receipt with the MP/SP unit of your assigned area. Military personnel on leave and US civilians on leave to Korea have no Status of Force Agreement(SOFA) rights to import weapons and ammunition. They must comply with ROK domestic law, i.e., obtain import permits through a Korean Embassy/Consulate or the Korean Government prior to importation. These weapons/ammunition, once imported, will be registered/stored as outlined above.

b. **TOY-RELATED GUNS:** No restrictions Identified.

c. **AMMUNITION, EXPLOSIVES ETC:** Explosives of any kind are prohibited. No more than one standard box of ammunition per weapon is authorized.

d. **ARCHERY WEAPONS (includes crossbows):** This item is considered a Category A weapon. Item will be annotated on official transportation documents (unaccompanied baggage/household good shipment) on member's inventory list. Archery weapons brought into Korea via commercial airlines or by military aircraft will be declared on a Customs Declaration Form (USFK Form 96, 1 May 97) and confiscated upon arrival. The item(s) may be released within thirty (30) days after filing/completing proper documentation. Archery weapons must be registered at area (local) Provost Marshal Office within three (3) working days and stored in the unit arms room. All Category A weapons will not be stored in government or private housing, on or off-post. It's recommended that service member's store their archery weapons in Non-Temporary Storage (NTS). (CH)

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

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

(1) USFK defines a POV as any motorized vehicle, excluding motor driven cycles with an engine combustion chamber of 49cc or less, including but not limited to, automobiles, trucks, station wagons, jeeps and motorcycles owned or operated for personal use. Additionally, USFK policy restricts operation and registration to one POV per family without regard to whether the vehicle was shipped as a POV or as household goods (HHG). Exceptions to the one POV limitation must be directed to the member’s gaining unit for approval by the appropriate authority. USFK policy prohibits the registration and operation of a POV by unaccompanied personnel in the grades of E-5 or GS-4 and below; however, those accompanied personnel with authorized dependent travel at government expense to the ROK are exempt from the grade restriction. Unaccompanied personnel contemplating shipment of a two-wheeled motorized vehicle in their HHG should contact their gaining unit regarding registration and operation procedures. Registration and operation of a POV is restricted in many geographical areas. This is due to mission constraints as well as physical location. Due to these restrictions, all personnel not authorized to ship a POV are requested to contact their gaining command prior to shipping a two wheeled motorized vehicle with their HHG. No storage of POVs is available. For service restrictions and authorizations, see the applicable paragraph below. Unleaded fuel is available at all major installations in the ROK and is generally available at most service stations on the local economy. Catalytic converters do not need to be removed. If the catalytic converter is not removed, unleaded fuel must be used. Removal of the catalytic converter will be at the member’s option and expense. There are no specific ROK safety requirements for POVs; however, USFK requires a local safety inspection as part of POV registration procedures. AAFES is the primary source of general automotive repair in the ROK. Very little automotive repair is available on the local economy. The AAFES repair facilities service all makes and models of POVs; however, AAFES does not always have the capability to deal with technological advancements that are in the newer models. The problem of servicing newer models is intensified due to the lack of mechanic experience, equipment and part availability.

(2) **Army Active Duty Personnel:** Shipment of one POV as defined in para 8a(1) above is authorized for persons whose travel of dependents at government expense is authorized, joint domicile couples scheduled to serve a 24 month tour and eligible personnel who elect and are authorized to serve the equivalent of a command sponsored (24 month) tour. Unaccompanied personnel must comply with the provisions of para 8a(1) above when contemplating shipment of a POV in their HHG.

(3) **Air Force Personnel:**

(a) Grades E-6, GS-5 and above assigned to the ROK are entitled to ship one POV regardless of the type of tour (accompanied/unaccompanied/DLM). Advance approval is not required unless member is assigned to specified units below:

(1) **Camp Red Cloud:** 604th Direct Air Support Sq. (DASS); OL-A, 30th Weather Sq.; Det. 1, 5 TAIRCG, OL-T, 6 MASG (AMC).

(2) **Camp Casey:** Det 1, 604th DASS; Det 20, 30th Weather Sq.

(3) **Camp Howze:** DL-A, Det 1, 604th DASS.

(4) **Camp Page:** DL-A, Det 18, 30th Weather Sq.

(5) **Camp Stanley:** OL-A, Det 20, 30th Weather Sq.

(6) **Camp Laguardia:** Ol-E, Det 20, 30th Weather Sq.

(b) A request to possess and operate a POV in these areas will be forwarded through CBPO channels to the commander of the parent unit (604th DASS, 30WS, or 83ALD). Approval to ship POV must be stated in the member's orders and cite approval authority's correspondence.

(c) **Authorized POV shipment by grades E-5/GS-4 and below, assigned to the ROK:** Members assigned position on the command-sponsored position listing (CSPL) and will serve the accompanied tour length (24 months) are authorized shipment of POV; regardless if the command-sponsored dependents are at or in the vicinity of the duty station in the ROK. Advanced approval is not required unless member is assigned to one of the units listed above. This shipping entitlement cannot be denied.

(d) **Controlled POV shipment by all others in grades E-5/GS-4 and below, assigned to the ROK:** Members must have advance approval from the gaining installation commander to ship, possess and own a POV while assigned to the ROK. This includes members with an approved designated location move (DLM) for dependents to the ROK and members who will serve an unaccompanied tour. Requests for exception will be forwarded through CBPO/CPO channels to the base commander of the gaining installation. Requests for policy exceptions are considered for the most compelling reasons based upon military necessity. Approval to ship a POV must be stated in the member's orders and cite approval authority's correspondence.

(e) When dependents are allowed to reside in the ROK, under a DLM, but the sponsor is not assigned to the ROK, POV shipment is not authorized. The SOFA between the US/ROK and USFK regulations do not permit duty-free importation, registration, or licensing of POVs unless the member is actually residing in the ROK.

(4) **Navy Personnel:** Shipment of POV is authorized for personnel E-4 and above who will have minimum of 12 months to serve in the ROK at the time the vehicle is delivered to the loading port.

(5) **DOD Civilian Personnel:** Queries concerning POV entitlements should be IAW the JTR, Vol. II, Chapter 11 and addressed to one of the following addresses:

(a) **Department of the Army and Navy Civilian Employees:** Seoul Civilian Personnel Advisory Center, Attn: EANC-SA-CPAC, Unit 15333, APO AP 96205-0177.

(b) **DOD Dependent Schools:** Contact the DOD Education Activity, Arlington, VA, as listed in the member's orders.

b. **MOTORCYCLES/MOPEDS:** Although not considered a POV, mopeds or motor driven cycles can only be registered and operated by personnel authorized to possesses a POV. Personnel in the grade of E-6 or above desiring to register or operate a two-wheeled motorized vehicle (including mopeds) in the ROK must have in their possession proof of completion of a "hands-on" riding course. The following courses are acceptable: Better Biker Program (BBP), Experienced Rider Course (ERC), Motorcycle Riders Course (MRC) and Riding and Street

Skills (RSS). Upon completion of one of the above courses, members must obtain and keep in their possession a Motorcycle Safety Foundation (MSF) Course Completion Card. The MSF Course Completion Card must be presented along with a valid inspection sticker for your vehicle to be registered and operated. These courses are not offered in the ROK and must be completed prior to arrival. ROK law prohibits the travel of two wheeled vehicles on all expressways (no exceptions). In order for two-wheeled vehicles shipped in HHG to properly and expeditiously clear through the ROK customs the following information must appear on the inventory: year, make, price, model, body number, cc capacity, mileage, serial number and price.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded fuel is available at all major installations in the ROK and is generally available at most service stations on the local economy. Catalytic converters do not need to be removed. If the catalytic converter is not removed, unleaded fuel must be used. Removal of the catalytic converter will be at the member's option and expense.

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

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Pornography (excluding magazines such as Playboy) is prohibited.

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Entry/shipping is prohibited.

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

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

d. **DISH ANTENNAs:** Entry/shipping is prohibited.

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

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

13. **OTHER:**

a. **Communist Propaganda:** Prohibited.

b. **Propane Tanks:** There are no facilities within the ROK to properly purge these tanks for shipment out of Korea. Highly recommend these tanks not be shipped to Korea.

c. **Scales:** Certified government scales are available for reweighing HHG shipments destined for Yongsan, Taegu and Kunsan only. Shipments may be reweighed on local agent scales, which have been verified for use by the QA program.

65-2 8 LOGISTICS READINESS SQUADRON, KUNSAN AIR BASE, KOREA(KS) (CH)
REVIEW DATE: 13 MAR 03 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: QMFL**

b. **DODAAC: FB5284**

c. **E-MAIL:** 8lrs.lgrt@kunsan.af.mil

d. **TWX:** 8LRS KUNSAN AB KOR//LGRT//

e. **MAIL:** TRAFFIC MANAGEMENT FLIGHT
ATTN LGRT
8 LRS
UNIT 2133
APO AP 96264-2133

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** APO 96262 (see Note 3) (CH)

g. **APOD:** DPM KS-KUZ/Code J KS-OSN **WPOD:** Pusan, KS-UD6

h. **DSN:** 782-4114/4741 **COMM:** 011 82-63-470-4114/4741

i. **FAX: DSN:** 782-5762 **COMM:** 011-82-63-470-5762

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to Traffic Management Officer, Kunsan AB, KS (QMFL). Mark for member and unit of assignment.

b. **ITGBL HHG AND BAGGAGE**: Consign to member c/o destination address or unit of assignment. Annotate PPGBL: "Carrier will notify Traffic Management Office, Kunsan AB, KS (QMFL), upon arrival of shipment and prior to delivery to residence or placing into storage." Code J is the preferred method of shipping baggage to Korea.

c. **PARCEL POST**: Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Do not ship U/B via DPM commercial air.

b. **NOTE 2**: There are no accompanied tours at Kunsan. Personnel are limited to their unaccompanied baggage allowance or option to ship 10 percent of JFTR by surface. Allowances for Air Force personnel authorized to relocate dependents to Korea as a designated location move (DLM) are prescribed under JFTR U5350.D.5.

c. **NOTE 3**: Kunsan Air Base is responsible for all DoD personnel assigned to Korea with duty at Kwang-Ju AIN. Special Instructions 3b. Note 2 applies. (CH)

d. **NOTE 4**: Refer to record 65-1 KOREA(KS) - GENERAL INSTRUCTIONS.

65-3 AREA II SUPPORT ACTIVITY, SEOUL, KOREA(KS) (CH)
REVIEW DATE: 14 JUN 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: QXAK**

b. **DODAAC: W81LYE**

c. **E-MAIL:** QXAKCBO@korea.army.mil (CH)

d. **TWX:** CDR 34TH SPT GP SEOUL KOR//EANC-SA-SO-MV//

e. **MAIL:** COMMANDER, AREA II SUPPORT ACTIVITY
ATTN: EANC-SA-SO-MV,(BLDG 1230 CAMP KIM)
UNIT #15333
APO AP 96205-5333

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** USDAO, APOs 96260 (Waegwan), 96224 (Tongduchon), 96251 (Munsan), 96258 (Uijongbu), 96271 (Pyongtaek), 96297 (Wonju), 96208 (Chunchon), 96259 (Pusan), 96218 (Taegu), FPO 96269 (Chinhae)

g. **APOD:** Osan AB, KS-OSN
WPOD: Pusan, KS-UD6

h. **Phone Numbers:**

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

i. **FAX: DSN:** 315-723-8932 **COMM:** 011-822-7913-8932

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG**: Ship via ITGBL Code 3, 4, 5, T, or DPM. Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify CBO, Yongsan Transportation Division, Area II Support Activity, Unit # 15333, APO AP 96205-5333, prior to delivery to residence or placing in storage."

b. **UNACCOMPANIED BAGGAGE**: Ship via ITGBL J, 7, 8, and DPM AMC. Do not ship via commercial DPM air. Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify CBO Yongsan, Transportation Division, Area II Support Activity, Unit # 15333, APO AP 96205-5333, prior to delivery to residence or placing in storage."

c. **PARCEL POST**: Consign to Commander, Area II Support Activity, ATTN: EANC-SA-SOL-MV, Unit #15333, APO AP 96205-5333. M/F member at unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

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

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

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

65-4 51ST LOGISTICS READINESS SQUADRON, OSAN AIR BASE, KOREA(KS)
REVIEW DATE: 26 FEB 04 MULTI-SERVICE PPSO

1. **GENERAL**:

a. **GBLOC: QNFL**

b. **DODAAC: FB5294**

c. **E-MAIL:** 51lrslgrtttmo@osan.af.mil

d. **TWX:** 51 LRS OSAN AB KOR//LGRT//

e. **MAIL:** 51 LRS/LGRT
UNIT 2069
APO AP 96278-2069

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** APO 96275, 96278 (See Note 2)

g. **APOD:** Osan AB, KS-OSN **WPOD:** Pusan, KS-UD6

h. **DSN:** 784-XXXX, Inbound-1848, Outbound-6019, QC-4997, TMO-5856, PPTY Supervisor-6924 **COMM:** 011-82-31-661-EXT

i. **FAX: DSN:** 784-9484 **COMM:** 011-82-31-661-9484

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** ITGBL Code J is the preferred method of shipping baggage to Korea. INTL/AIR/COMM/DPM is not an acceptable method of shipment due to the distance from commercial airport and host country customs clearance problems. Consign to 51 LRS/LGRT, Osan AB, KS, mark for member's duty station. All other HHGS shipments should be routed via ITGBL.

b. **ITGBL HHG, ITGBL BAGGAGE:** Consign to member at destination address or unit of assignment. Annotate PPGBL: "Carrier will notify TMO, Osan AB, KS, (QNFL), prior to delivery or placing in storage."

c. **HIGH VALUE:** Use DPM and consign to member c/o destination address or unit of assignment. Notify TMO, Osan AB, KS, (QNFL), upon arrival.

d. **PARCEL POST:** Do not use this service Transit time is 60 to 70 days and in most cases can not be traced.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** Army shipments destined for Korea must be clearly marked for ultimate destination. TMO, Osan AB, KS, is not a transshipping office and does not provide tracer action on intransit shipments.

b. **NOTE 2:** This installation is responsible only for shipments destined to Osan AB, Chong JU AB, and Suwon AB, Consign to 51 LRS/LGRT, Osan AB, KS (QNFL). Mark for member’s unit and duty station. Shipments destined for other installation within the Republic of Korea are handled by either the 34th Support Group or 8 Logistics Readiness Squadron.

c. **NOTE 3:** ALL DoD personnel assigned to Kwang-Ju AIN consign shipments to Kunsan Air Base. Refer to record 65-2, 8 LRS, Kunsan Air Base and special instructions 3b. Note 2.

d. **NOTE 4**: Air Force personnel. Strongly recommend members serving accompanied command sponsored tours shipping full JFTR weight carefully select those items to establish living comfort considering that government and off base quarters are in almost all cases smaller than those found in CONUS. The following are the square footage size for Government quarters: 2b-741 SQ FT, 3br-966 SQ FT, 4br-1147 SQ FT. Storage space in both on base and off base quarters is very limited. Ranges, refrigerators, washers, and dryers should not be shipped as these items are provided by family housing. Members should carefully review floor plans and information provided in sponsor package before selecting items to be shipped.

e. **NOTE 5**: Motorcycles/mopeds must be shipped by surface via Port of Pusan, i.e., Codes 3, 4, or DPM HHGS. Do not ship these items by air via AMC, i.e., Codes T, J, or DPM UB. Korean customs **will not** clear motorcycles/mopeds through the AMC terminal, therefore, they must be shipped via surface. Refer to record 65-1, para 8b, for additional information.

f. **NOTE 6**: Army personnel. Refer to record 65-1 KOREA(KS) - 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/RETIREES 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.

66-2 ARCENT-KUWAIT, CAMP DOHA, KUWAIT(KU)
REVIEW DATE: 13 APR 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: SLAL**

b. **DODAAC: W81PJJ**

c. **E-MAIL**: trafficmanager_ito@kuwait.army.mil

d. **TWX:** CDR ARCENT-KU CAMP DOHA//ITO//

e. **MAIL:** TRANSPORTATION OFFICER
ATTN ARCENT-KU-ITO
CAMP DOHA, KUWAIT
APO AE 09889-9900

f. **CROSS REFERENCE OF APOS\FPOS SERVED:** Arifjan, APO AE 09366 (CH)

g. **APOD:** Kuwait International Airport, KU-KWT
WPOD: AL Shuwaikh, KU-PN1

h. **DSN:** (318) 438-5261 **COMM:** 011-965-487-8822 EXT 5261

i. **FAX: DSN:** 318-438-33106 **COMM:** 011-965-487-8822 EXT 3310

2. **CONSIGNMENT INSTRUCTIONS:** This is a one-time only (OTO) rate area for HHG (ship Code 6). Ship baggage Code 8 (UB) under the Special Solicitation Program. **DO NOT SHIP DPM**! For further information concerning OTO procedures refer to Chapter VII, ITGBL Rate Solicitation. Consign to Installation Transportation Officer ARCENT-Kuwait, Camp Doha, Kuwait, M/F member.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Government bill of lading is required on all personal property shipments (HHG and UB). Send advance PPGBL to ITO ARCENT-Kuwait, Camp Doha, Kuwait. Provide airway bill (AWB) number, carrier and RDD by Message or e-mail as soon as possible. HHGs and UB must be declared as, "Used Personal Effects for Personal Use" on the AWB and PPGBL.

b. **NOTE 2**: Advice to all Unaccompanied/Single soldiers E-6 and below that will PCS to Camp Doha, Kuwait in the near future. Recommend that only essential personal property (2-3 duffel bags) be sent to this installation due to limited living condition.

c. **NOTE 5**: Attention to **all service members** that will **PCS/TDY/TCS** to Arifjan, Kuwait anytime. Recommend that only essential personal property (2-3 duffel bags) by sent to Arifjan, Kuwait due to limited living condition.

d. **NOTE 4**: Refer to record 66-1 KUWAIT(KU) - GENERAL INSTRUCTIONS.

66-3 AMERICAN EMBASSY KUWAIT, KUWAIT(KU)
REVIEW DATE: 13 APR 04 MULTI-SERVICE

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 67

67-1 KWAJALEIN ATOLL, REPUBLIC OF THE MARHSALL 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)

67-2 US ARMY KWAJALEIN ATOLL, REPUBLIC OF THE MARSHALL ISLANDS(RMI)
REVIEW DATE: 17 AUG 04 DOD PERSONNEL

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 68

68-1 LAOS(LA) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 APR 00

1. **SHIPMENT INSTRUCTIONS**:

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

b. **CONTAINER/CRATING REQUIREMENTS:** Maximum size for HHG or other surface shipments must be 5.00m length, 2.20m width and 2.00m height.

c. **UNACCOMPANIED BAGGAGE(UB) AND HARD LIFT AREA:** For Army (UB only). Air clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA). Maximum size for UAB must be 1.10m length, 0.85m width and 1.10m height.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: Original Bill of lading, inventory, invoice/packing list and other pertinent information is required prior to receipt of shipment to initiate customs clearance. For automobiles the shipment information must include: automobile, year, make, type, color, engine number, chassis (VIN) number and driving system, and is required prior to receipt of shipment to initiate customs clearance.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Shipments of alcoholic beverages are prohibited.

b. **CIGARETTES/TOBACCO PRODUCTS:** Shipments is limited to 500 grams.

c. **COSMETICS:** No restrictions.

d. **FOODSTUFFS/MEATS:** No restrictions on canned or preserved food. No fresh products permitted.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Prescription drugs must be accompanied by a prescription.

4. **ELECTRICAL EQUIPMENT**:

a. **HOME COMPUTERS:** Limited to one per person.

b. **TVs/VCRs:** Limited to one TV and one VCR per person.

c. **OTHER (i.e. COMPATIBILITY, ETC):** Electricity is 220 volts/50 cycles.

5. **FURNITURE, OVERSIZED**: DOD personnel are not authorized furniture.

6. **PETS/QUARANTINE**: Entry of dogs and cats is permitted. Owners must present a certificate of good health for their pets and proof such pets had been inoculated for rabies within 6 months before entry into Laos. No quarantine period is involved.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Military personnel are prohibited from carrying privately-owned firearms while in Laos. Firearms carried officially while on duty may not be retained in personal quarters but must be checked at the work station at the end of each workday.

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

a. **POVS**: Not authorized. DOD personnel are not permitted to drive or ride motorized vehicles in Laos P.D.R.

b. **MOPEDS**: Not authorized. DOD personnel are not permitted to drive or ride motorized vehicles in Laos P.D.R.

c. **MOTORCYCLES**: Not authorized. DOD personnel are not permitted to drive or ride motorized vehicles in Laos P.D.R.

d. **GASOLINE/CATALYTIC CONVERTERS**: Does not apply.

e. **INSURANCE/SAFETY REQUIREMENTS**: DOD personnel are not permitted to drive or ride motorized vehicles in Laos P.D.R.

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

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS**: Prohibited.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs and MARS EQUIPMENT**: Prohibited.

b. **AMATEUR/HAM RADIOs**: Prohibited.

c. **DISH ANTENNAs**: Prohibited.

d. **CORDLESS PHONEs**: Prohibited.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: The Government of Laos currently does not permit US Government employees to reside in Laos after separation.

13. **OTHER**:

68-2 AMERICAN EMBASSY VIENTIANE LAOS(LA)
REVIEW DATE: 18 APR 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: RBDK**

b. **DODAAC: HHAL4L**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY VIENTIANE//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY VIENTIANE
BOX V
APO AP 96546-4350

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Vientiane, LA-VTE **WPOD:** None

h. **DSN:** None **COMM:** 011-85-6-21-21-2581 or 2220

i. **FAX: DSN:** None **COMM:** 011-85-6-21-21-2584 or 011-85-1-21-21-4675

2. **CONSIGNMENT INSTRUCTIONS**: Submit a One-Time-Only request to CDRSDDC ALEXANDRIA VA//MTPP-HS//. Consign to American Embassy, Vientiane, Laos, and member's name.

3. **SPECIAL INSTRUCTIONS**: Refer to record 68-1 LAOS(LA) - GENERAL INSTRUCTIONS.

CHAPTER 69

69-1 LEBANON(LE) - GENERAL INSTRUCTIONS
REVIEW DATE: 20 OCT 03

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** Full furnishing are provided, HHE will not exceed 2000 lbs or 25 percent of the prescribed JFTR/JTR allowance, whichever is greater, exclusive of unaccompanied baggage, and professional books, papers and equipment. Post is unable to provide storage for personal items and HHE. Therefore, incoming personnel should arrange for storage of their remaining personal and household effects. (CH)

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

c. **HARD LIFT AREA:** Hard lift area for US Army.

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

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** The Embassy cannot begin clearing your UAB through customs until after you arrive at post. In order to get customs clearance underway ASAP, you will need to sign certain personnel and GSO paperwork immediately upon your arrival at post. Delivery of your UAB will take about five days. To facilitate clearance of shipment through customs, please advise by fax or cable prior to arrival of shipments the applicable airway bill number, carrier, and ETA, if known. These documents are required to request duty free entry. (CH)

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Importation is not 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:** All furniture and furnishings are provided at Post.

6. **PETS/QUARANTINE:** No restrictions as long as all vaccinations and certificates are current. Extracted from the US Embassy Cable "due to the restricted nature of the Embassy Compound," employees are permitted a limited number and variety of pets. Indoor cats, birds, and fish are permitted at Embassy Beirut. A deposit of $250 is due upon arrival for each cat to cover the cost of shipping the animal to Washington in the event of evacuation.

(CH)

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

8. **PRIVATELY OWNED VEHICLES (POVs)**: All individuals assigned to the US Embassy Beirut must live on the 17-acre compound. All official and unofficial travel off the compound is conducted using U.S. Embassy vehicles. (CH)

a. **POVs**: Importation/exportation is prohibited. Shipment of POV is not authorized. (CH)

b. **MOTORCYCLES/MOPEDS**: Shipment of Motorcycles/Mopeds is not authorized.

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 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/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Lebanon 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 Lebanon.

13. **OTHER**: None.

69-2 US DEFENSE ATTACHE OFFICE, BEIRUT, LEBANON(LE)
REVIEW DATE: 20 OCT 03 **MULTI-SERVICE**
(ARMY ONLY)

1. **GENERAL**:

a. **GBLOC: SRDK**

b. **DODAAC: HHAL1L**

c. **E-MAIL:** daobeirut@notes.dawn.dia.smil.mil

d. **TWX:** USDAO BEIRUT LE

e. **MAIL:** Official letters and small packages can be sent to post using the following address: (CH)

USDAO BEIRUT
6070 BEIRUT PLACE
WASHINGTON DC 20521-6070

Or for Personal Pouch mail: (CH)

NAME
6070 BEIRUT PLACE
DULLES VA 20189-6070

For outgoing mail you will need to bring U.S. Postage Stamps with you. THEY ARE NOT AVAILABLE IN LEBANON. (CH)

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Beirut International Airport - BEY (CH)
WPOD: Port of Beirut, Lebanon (CH)

h. **DSN:** None **COMM:** 00-961-4-542600 ext 515/363 or direct to (CH)
USDAO Ofc: 00+961-4-544603 (CH)

i. **FAX: DSN:** None **COMM:** 00-961-4-544318 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE, ITGBL HHG, ITGBL BAGGAGE**:

(1) Full furnishings are provided, HHE will not exceed 2000 lbs or 25 percent of the prescribed JFTR/JTR allowance, whichever is greater, exclusive of unaccompanied baggage, and professional books, papers and equipment. Post is unable to provide storage for personal items and HHE. Therefore, incoming personnel should arrange for storage of their remaining personal and household effects. Shipment must be sent by Air or Sea directly to Beirut International Airport or the Port of Beirut. Shipments are no longer, repeat, no longer required to be routed through Cyprus prior to being sent to Beirut. Address to:

American Embassy
(Name)
Aoukar, Beirut, Lebanon
Tel: 00-961-04-5426000

(2) The Embassy cannot begin clearing your UAB through customs until after you arrive at post. In order to get customs clearance underway ASAP, you will need to sign certain personnel and GSO paperwork immediately upon

your arrival at post. Delivery of your UAB will take about five days. To facilitate clearance of shipments through customs, please advise by fax or cable prior to arrival of shipments the applicable airway bill number, carrier and ETA, if known. These documents are required to request duty free entry. (CH)

b. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: All above consignment instructions are applicable to DoD personnel who are assigned to the American Embassy Beirut. All shipments msut be marked as stated in para 2(a) above. Shipments are no longer, repeat, no longer required to be routed through Cyprus prior to being sent to Beirut. All shipments may be sent directly to Beirut. (CH)

b. **NOTE 2**: Beirut is a weight restricted Post. Request DoD employees on orders to Beirut be authorized 2000 lbs or 25 percent of the prescribed JFTR/JTR allowance, whichever is greater, exclusive of unaccompanied baggage, and professional books, papers and equipment. (CH)

c. **NOTE 3**: Currently this is and will continue to be a 1 year unaccompanied assignment for all DOD employees except for Defense Attache who is assigned for 18 months.

d. **NOTE 4**: Refer to record 69-1 LEBANON(LE) - GENERAL INSTRUCTIONS.

CHAPTER 70

70-1 LIBERIA(LI) - GENERAL INSTRUCTIONS
REVIEW DATE: 05 AUG 04

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **Army personnel - US Military Mission**:

(a) **Accompanied tour**: 2,500 pounds of HHG.

(b) **Unaccompanied tour**: Weight allowances for single/unaccompanied personnel are in accordance with weights listed in Appendix V.

b. **CONTAINER/CRATING REQUIREMENTS:** All UB should be marked for name of Marine, American Embassy Monrovia, Liberia, transiting Abidjan, Cote D'Ivoire, for first available onward flight. Due to the size of aircraft currently flying between Abidjan and Monrovia, containers should not exceed 30" X 30" X 48". The length may be longer than 48" for items like ironing boards, brooms, fishing poles, etc. However, the other dimensions should be considerably smaller than the maximum to allow the item(s) to fit through the cargo door at an angle.

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**: Copy of airway bill should be forwarded to Embassy as soon as possible.

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:** Pets arriving with owner should have all shots up-to-date, along with import permit. If pet is arriving without owner, records should be forwarded in advance.

7. **PRIVATELY OWNED FIREARMS (POFs):** POFs are not permitted in country. Do not ship in HHG or UB.

a. **HANDGUNS:** Prohibited.

b. **RIFLES/SHOTGUNS:** Prohibited.

c. **TOY-RELATED GUNS:** Prohibited.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Prohibited.

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

a. **POVs:** No restrictions identified.

b. **MOTORCYCLES/MOPEDS:** No restrictions. Government of Liberia does not consider them to be a POV. May be shipped as HHGs or separately.

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

d. **INSURANCE/SAFETY REQUIREMENTS):** It is mandatory for all POV's to have third party liability insurance coverage which can be purchased after arrival at post. A fire extinguisher in all POV's is also a mandatory government requirement.

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs AND MARS EQUIPMENT:** No restrictions.

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

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

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS):** Personnel contemplating retirement, separation or relocating dependents to Liberia 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 Liberia.

13. **OTHER:** None.

70-2 US DEFENSE ATTACHE OFFICE, MONROVIA, LIBERIA(LI)
REVIEW DATE: 05 AUG 04 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: TCDK**

b. **DODAAC: HHAL2L**

c. **E-MAIL:** Not Available

d. **TWX:** USDAO MONROVIA LI//GSO//

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY MONROVIA
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-8800

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Roberts Intl Airport, LI-ROB **WPOD:** Monrovia, LI-MH1

h. **DSN:** None **COMM:** 011-231-226-370, EXT 240/242

i. **FAX: DSN:** None **COMM:** 011-231-226-148

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG AND UB**: DO NOT USE. (CH)

b. **ITGBL HHG AND BAGGAGE**: 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, Monrovia, LI. M/F member, USDAO Liberia. For further information concerning OTO procedures, refer to Chapter VII, ITGBL Rate Solicitation Instructions and the Defense Transportation Regulation, Part IV. (CH)

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: All air freight to Monrovia must, repeat, must transit Abidjan, Cote D'Ivoire for onward shipment to Monrovia. Recently the problems in receiving air freight seems to have become more frequent because of incorrect routings. Also note that all air freight transiting Abidjan must be cleared through Cote D'ivoire customs before they are forwarded to final destination. This exercise takes 10-14 working days to complete. (CH)

b. **NOTE 2**: Post is presently serviced by Weasua Air Transport (WAT) from both Abidjan and Freetown. SN Brussels and Ghana Airways are flying in and out of Monrovia. Post is also serviced by a new air transport company, Satgur Air Transport Corporation. (CH)

c. **NOTE 3**: **Suggested Routings**:

- Please route air freight via London/Abidjan. Do not, repeat, do not route via London/Cairo/Abidjan or Amsterdam/Cairo/Abidjan. Previous air freight routed this way has experienced delays, loss/damages, and time consuming queries as to whereabouts.

d. **NOTE 4**: Refer to record 70-1 LIBERIA(LI) - GENERAL INSTRUCTIONS.

CHAPTER 71

71-1 LITHUANIA(LH) - GENERAL INSTRUCTIONS
REVIEW DATE: 12 NOV 03

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** No restrictions identified.

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

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

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

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: HHE and UAB shipments for military members and DOD civilians are imported into Lithuania under diplomatic privileges, which means that shipping containers and boxes are not opened or subjected to customs investigation at the time of customs entry. All containers and boxes must be marked as follows: American Embassy/Akmenu 6, Vilnius/ATTN: Employee's name. It is preferable to ship UAB to Vilnius by Lufthansa via Frankfurt. (CH)

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Declaring these items in shipping documents should be avoided. A special permit from local officials is required if these items are involved in shipping documents. (CH)

b. **CIGARETTES/TOBACCO PRODUCTS:** Declaring these items in shipping documents should be avoided. A special permit from local officials is required if these items are involved in shipping documents. (CH)

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

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

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Import of any narcotics is restricted. (CH)

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 up-to-date health certificate and recent rabies vaccination is required. (CH)

7. **PRIVATELY OWNED FIREARMS (POFs)**: Import of any firearms or ammunition into Lithuania should be avoided. (CH)

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

a. **POVs:** There are no special requirements for POV importation to Lithuania. For customs clearance, the following data and documents must be provided: model, make, year, vehicle identification number, color, the originals of the ownership documents (Certificate of Title for a vehicle, etc.) (CH)

b. **MOTORCYCLES/MOPEDS:** There are no special requirements for importation. For customs clearance, the following data must be provided: model, make, year, vehicle identification number, color, the originals of the ownership documents (Certificate of Title for a vehicle, etc.) (CH)

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

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

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

10. **STUFF WILD LIFE/ANIMALS AND PLANT RESTRICTIONS**: Prior permit from the State Veterinary Service for stuffed wildlife/animals, and from the State Plant Protections Service for plants are required. (CH)

11. **TRANSMITTING EQUIPMENT**:

a. **CBs:** No restrictions for importation of CB radios intended for private use if they bear type approval mark "CEPT PR 27 Y" (10 channels, FM 4 W Max output power).

b. **AMATEUR/HAM RADIOs:** No restrictions for importation if owner has a valid international "Radio Amateur License".

c. **MARS EQUIPMENT:** Prior authorization from State Radio Frequency Service (SRFS) required.

d. **DISH ANTENNAs:** Prior permit of State Radio Frequency Service (SRFS) required. (CH)

e. **CORDLESS PHONEs:** Only cordless phones made to European standards CT1, CT1+ and DECT might be imported.

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

13. **OTHER**: None.

71-2 US DEFENSE ATTACHE OFFICE, AMERICAN EMBASSY VILNIUS, LITHUANIA(LH)
REVIEW DATE: 12 NOV 03 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: VRDK**

b. **DODAAC: HHAL3L**

c. **E-MAIL:** Not available

d. **TWX:** USDAO VILNIUS LH

e. **MAIL:** AMERICAN EMBASSY VILNIUS (CH)
PSC 78 BOX V
APO AE 09723

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None.

g. **APOD:** None **WPOD:** None

h. **DSN:** None **COMM:** 011-370-5-266-5572 (CH)

i. **FAX: DSN:** None **COMM:** DAO 011-370-5-266-5550 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

HHE and UAB: Ship HHE via Code 4 OTO and UAB via Code 8 OTO. Consign to (member's name), USDAO, American Embassy, Akmenu 6, Vilnius, Lithuania. (CH)

3. **SPECIAL INSTRUCTIONS**: Refer to record 71-1 LITHUANIA(LH) - GENERAL INSTRUCTIONS.

CHAPTER 72

72-1 LUXEMBOURG(LU) - GENERAL INSTRUCTIONS
REVIEW DATE: 02 JUN 98

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:** No restrictions identified.

e. Consign only shipments for official Embassy employees to the American Embassy Luxembourg. Shipments for all other members assigned to duty in Luxembourg, are the responsibility of record 43-5 Transportation, Spangdahlem AB, GE. Refer to record 43-5 for further information.

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

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES AND CIGARETTES/TOBACCO PRODUCTS:** Both may be imported in personal property, limited to 1 litre (over 20 reg. cent) and 200 cigarettes. Higher quantities can be part of personal property shipment but must be declared upon arrival so post can issue special custom form to permit duty-free entry.

b. **COSMETICS:** No restrictions identified.

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

d. **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:** International vaccination (rabies) certificate required. Certificate must be at least 10 days old but less than 1 year and certificate of good health must be within the past 10 days.

7. **PRIVATELY OWNED FIREARMS (POFs):** Anyone wishing to import firearms must send a description of weapons and their intended use to the administrative officer and receive written approval prior to shipping.

a. **HANDGUNS:** Limited as follows: Two of each: pistols and revolvers.

b. **RIFLES/SHOTGUNS:** Limited as follows: Four of each: rifles and shotguns.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

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

a. **POVs:** No restrictions.

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

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:** No restrictions.

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/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Luxembourg 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 Luxembourg.

13. **OTHER:** None.

72-2 AMERICAN EMBASSY, LUXEMBOURG(LU)
REVIEW DATE: 02 JUN 98 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: VQDK**

b. **DODAAC: MP0994**

c. **E-MAIL:** Not Available

d. **TWX:** AMEMBASSY LU

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY LUXEMBOURG
UNIT 1410
APO AE 09126-1410

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Luxembourg, LU-LUX **WPOD:** None

h. **DSN:** None **COMM:** 011-352-46-0123

i. **FAX: DSN:** None **COMM:** 011-352-46-1401/352-22-0028

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 the Defense Transportation Regulation, Part IV. Consign to member at destination Luxembourg.

3. **SPECIAL INSTRUCTIONS**: Refer to record 72-1 LUXEMBOURG(LU) - GENERAL INSTRUCTIONS.

CHAPTER 73

73-1 MALAWI(MI) - GENERAL INSTUCTIONS
REVIEW DATE: 24 JUN 98

1. **SHIPMENT INSTURCTIONS**:

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

b. **CONTAINER/CRATING REQUIREMENTS:** HHG and UB should be packed in waterproof containers with dimensions not to exceed:

(1) If wooden crates/lift vans (meters) height 1.52, width 1.45, length 2.23.

(2) If a twenty foot shipping container: Limiting are the internal dimensions of the container.

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.

e. **OTHER:**

(1) Do not ship via AMC

(2) Small lift vans should be used to facilitate air shipment.

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

a. Shipments do not require US dispatch agent or host county consular clearance.

b. Forward ITGBL to US Security Assistance Office, Lilongwe, Department of State, Washington, DC 20521-2280 as soon as possible.

c. Advance documentation for HHG/UB/POV should be forwarded to US Security Assistance Office at destination (Lilongwe) as soon as possible.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Importation permitted in HHG as long as individual is diplomatically assigned. No limitation on quantity.

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. Prior to importation, using a valid Health Certificate and Rabies Vaccination Certificate, obtain an Import Permit through the Embassy from Malawi Department of Veterinary Services.

b. Prior to exportation ensure Rabies Vaccine is still active in the animal, obtain a vaccination certificate and an Export Permit (Interterritorial Movement Permit) from the veterinarian.

7. **PRIVATELY OWNED FIREARMS (POFs):** No limit on number of weapons imported. Permit must be applied for prior to entry. Diplomat or not, weapons will be confiscated if paperwork is not correctly completed.

a. **HANDGUNS:**

(1) Importation authorized. Fully automatic weapons are prohibited. Semiautomatic handguns are prohibited.

(2) Obtain the Ambassador’s approval prior to any attempts at acquiring a permit to import or purchasing locally.

b. **RIFLES/SHOTGUNS:**

(1) Importation authorized. Fully automatic weapons are prohibited.

(2) Obtain the Ambassador’s approval prior to any attempts at acquiring a permit to import or purchasing locally.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):**

(1) Obtain the Ambassador’s approval prior to any attempts at acquiring a permit to import or purchasing locally.

(2) Requires application for a permit with which acquisition/ purchase of 100 rounds per firearm is allowed.

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

a. **POVs**:

(1) POV should be crated and shipped via Durban, SA. Embassy arranges for transportation from ship side to Lilongwe (costs payable by member unless prior approval is received for onward shipment at Government expense). Non-diplomatic personnel may import only one motor vehicle duty-free. POV should be more than 5 years old. POVs should be containerized in a steel shipping container.

(2) A vehicle owned and used for at least one year prior to exportation to Malawi will be imported duty-free and should the owner want to, sell it duty-free on condition that he/she will have it for a period of five years from the date of customs clearance after importation.

(3) All American Government personnel whose status is equal to that of Embassy Administrative and Technical Staff enjoy the privilege to import one vehicle duty-free during the first six months from the date of their initial arrival in Malawi.

b. **MOTORCYCLES/MOPEDS**: Motorcycles/mopeds can be shipped in HHG. Motorcycles for diplomatically assigned personnel are considered POVs. They have to undergo customs clearance, registration and insurance cover has to be obtained in respect of them.

c. **GASOLINE/CATALYTIC CONVERTERS**: Malawi gasoline is leaded. So it is advisable to remove the catalytic converter before shipping.

d. **INSURANCE/SAFETY REQUIREMENTS**: Under Malawi Law minimum insurance cover required third party. Safety requirements Malawi Government Law requires that driver and passengers in vehicles put on seat belts all the time.

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

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/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Malawi 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 Malawi.

13. **OTHER**: None.

73-2 US SECURITY ASSISTANCE OFFICE, LILONGWE, MALAWI(MI)
REVIEW DATE: 24 JUN 98 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: TKDK**

b. **DODAAC: HHAM3M**

c. **E-MAIL:**

d. **TWX:** USDAO LILONGWE MI

e. **MAIL:** TRANSPORTATION OFFICER
US SECURITY ASSISTANCE OFFICE
AMERICAN EMBASSY LILONGWE
WASHINGTON DC 20521-2280

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Lilongwe, MI-LLW **WPOD:** Durban, SF-NA5

h. **DSN:** None **COMM:** 011-265-783-166 EXT 409

i. **FAX: DSN:** None **COMM:** 011-265-780-471

2. **CONSIGNMENT INSTRUCTIONS**: This is a one-time-only (OTO) rate area and you must submit a 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. Consign to American Embassy, Lilongwe, Malawi, followed by members initials and SSAN in parenthesis.

3. **SPECIAL INSTRUCTIONS**: Refer to record 73-1 MALAWI(MI) - GENERAL INSTRUCTIONS.

CHAPTER 74

74-1 MALAYSIA(MY) - GENERAL INSTRUCTIONS
REVIEW DATE: 07 MAY 98

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS: Air Force personnel - Kuala Lumpur (Security Assistance Office (SAO) personnel only)**: 25 percent of JFTR weight allowance or 2,000 pounds, whichever is greater.

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**:

a. The Government of Malaysia (GOM) requires the original commercial bill of lading airway bill and/or PPGBL, to include detailed inventory, prior to receipt of shipment in order to initiate customs clearance. Paperwork should be mailed to destination as soon as possible to avoid heavy demurrage and storage charges.

b. Malaysian law requires all items brought into the country be exported on the members departure. If items are to be sold in the country, they require the prior approval of the Malaysian Government.

c. UB, HHG, and POV shipments should not arrive in Malaysia more than 30 days prior to members arrival. Customs will turn away such shipments and return to place of origin. UB clearance procedure takes about 2 weeks after shipment arrival, HHG clearance take about 3 weeks and POV clearance takes about 2 months.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES/TOBACCO**: Neither product may be shipped in personal property shipments.

b. **COSMETICS**: No restrictions identified.

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

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

4. **ELECTRICAL EQUIPMENT**:

a. **HOME COMPUTERS**: May be imported.

b. **TVs/VCRs:** Standard American-Made television and video cassette systems (National Television Standard Committee-NTSC) will operate in Malaysia but will not play locally recorded tapes. American made TV sets will pick up the video portion of local broadcasts but not the sound. Local systems (Phase Alternate Lines-PAL) are available, and there is an abundance of shops which rent video tapes. A multiple system TV and or VCR will work with no problem. While there is a mixture of tapes available, most Embassy personnel currently have VHS systems.

c. **OTHER (i.e. COMPATIBILITY, ETC):** The electrical currant is 240 voltage and 50 cycles. Transformers may be provided to those assigned to Embassy housing. Suggest contacting the GSO prior to departure.

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

6. **PETS/QUARANTINE:** A 30-day quarantine period is required for all pets. If you plan to ship a pet, you must contact the American Embassy Kuala Lumpur, General Service Officer (GSO) 30 days prior to shipping. Member must submit a request to the American Embassy, ATTN: GSO and provide the following information: quantity, name of pet/s, species, age, sex, breed and color; in addition to the name of the air carrier, flight number, time of arrival, and air waybill number. Upon receipt, the GSO will initiate action to reserve kennel space and upon confirmation will provide member with approval to ship. Do not ship your pet until you receive confirmation kennel space is available. If planning to ship other than a dog or cat, follow procedures as outlined above requesting advice on GOM restrictions. Inoculation and health certificate must accompany the pet and be attached to the outside of the shipping container. Please note any overtime costs associated directly with the arrival of a pet and associated quarantine processing will be at the member's expense.

7. **PRIVATELY OWNED FIREARMS (POFs):** Not authorized.

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

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

(1) Vehicles more than 5 years old are not permitted to enter into Malaysia, however vehicles more than 5 years old may be considered by GOM if an undertaking letter provided by the owner to re-export the vehicle upon conclusion of the tour is sent with the advance request to Ministry of Foreign Affairs of Malaysia with full description of the vehicle: model, year, make, engine no., chassis no., engine capacity, etc. Ship in sea container to Port Kelang.

(2) Consign to: Name of member, c/o GSO, American Embassy PO Box 10035, 50700 Kuala Lumpur.

(3) The bill of lading for POV should provide complete description of vehicle including, make, type, year model, engine capacity, engine number, chassis (serial) number, and color. This information MUST also be sent IMMEDIATELY to the GSO by message for prior approval to import a vehicle.

(4) The average time required to process the paperwork for the POV is two months. POV procedures are longer because another agency, the Road Transport Department, is involved in the registration and licensing.

(5) The original car title, or a certified true copy is required for the import permit to be issued.

b. **MOTORCYCLES/MOPEDS:** May not be shipped in personal property shipments. The Government of Malaysia considers motorcycles to be POV's and separate custom declarations are required. Customs requires they be shipped as a separate shipment; customs will open this type of shipment. They are considered POVs and can be imported duty-free. However, an individual may only import one duty-free vehicle be it a car/motorcycle/moped. If both are shipped, individual will be required to pay importation fee for one of the two vehicles. Import duties and registration fees are high.

c. **GASOLINE/CATALYTIC CONVERTERS:** There is no requirement to remove catalytic converters. Leaded and unleaded gasoline are available locally.

d. **INSURANCE/SAFETY REQUIREMENTS:** Third party insurance is required and can be obtained upon arrival. With a letter from your previous/current car insurance company stating how long you have had no claims, reduced insurance rates may be obtained. The following is a basic listing of POV inspection standards required:

(1) Serial numbers of motor and chassis must be the same as stated on vehicle registration.

(2) All tires must have at least 1mm tread over the complete tire surface.

(3) **Exhaust system:** No rusted out or leading exhaust system components allowed. Exhaust systems with cutouts, fiberglass-packed, or straight through exhaust system are not allowed.

(4) **Brakes:** A mismatch of 20 or more between wheels, as measured on the brake wheel drag machine. Hand brake must hold vehicle on incline.

(5) **Wheel Alignment:** Wheels must be able to be turned to full right or full left without jamming or rubbing any part of vehicle. Tierod steering arm assemblies must not be damaged or worn.

(6) **Lights:** All installed lights must be operational. All automobiles must have a third brake light mounted inside the rear window. All automobiles must have a center high-mounted brake light.

(7) **Exterior Condition:** Missing fenders, broken windows, extensive body damage, deterioration, broken springs, or oil leaks are not allowed.

(8) **Horns:** Must be equipped with a horn and it must be operational. Horns must not be extremely loud or be confused with emergency vehicles or police.

(9) **Seat Belts:** Required for the front seat of the vehicle.

(10) **Tinted Windows:** Vehicles with windows and windscreens tinted more than fifty percent visibility are not allowed in Malaysia.

(11) Traffic in Kuala Lumpur is heavy and disorganized and it moves on the left with the steering on the right, i.e., cars are right-hand drive (RHD). Motorbikes are abundant and generally do not follow traffic rules. For these reasons small or medium-size cars are more practical. Japanese and European automobiles may be ordered locally from their manufacturers. Many employees have ordered reconditioned cars from Japan with good results.

(12) Left-hand drive cars are permitted in Malaysis but are not recommended due to the traffic conditions in Kuala Lumpur. They also have limited resale value.

(13) If you plan to import an American car, bring along extra belts, plugs, windshield wipers, oil and fuel filters, etc., as spare parts are often expensive or difficult to find. Parts, for most foreign makes and service are readily available. While service is relatively inexpensive, parts are expensive.

(14) Members who will drive in Malaysia must obtain a Malaysian drivers license after arrival. If you possess a Foreign driver's license, please bring it, as you may be issued a Malaysian driver's license without waiting for the written exam. Driver's with a US license only will be required to take the test. If your license is less than two years old, please bring your former license, to avoid the probationary license issued to new drivers.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: Importation is prohibited.

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

11. **TRANSMITTING EQUIPMENT**: Prior approval is required from Ministry of Telecommunication and Energy of Malaysia.

a. **CITIZEN BAND (CB) RADIOs, AMATEUR RADIO EQUIPMENT (HAM), MILITARY AFFILIATED RADIO SYSTEM (MARS)**: Malaysian Government approval is required prior to shipment. The following information must be furnished to the GSO: make, model, range and transmission frequencies.

b. **DISH ANTENNAs**: Importation is prohibited.

c. **CORDLESS PHONEs**: No restrictions Identified.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation, or relocating dependents to Malaysia 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 Malaysia (GOM).

13. **OTHER**: None.

74-2 US DEFENSE ATTACHE OFFICE, KUALA LUMPUR, MALAYSIA(MY)
REVIEW DATE: 07 MAY 98 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: RDDK**

b. **DODAAC: HHAM2M**

c. **E-MAIL:**

d. **TWX:** USDAO KUALA LUMPUR MY

e. **MAIL:** TRANSPORTATION OFFICER/GSO
AMERICAN EMBASSY
PO Box 10035
50700 KUALA LUMPUR
APO AP 96535-8152

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** American Embassy-KL, APO AP 96535-8152

g. **APOD:** Subang INTL Airport, MY **WPOD:** Port Kelang, MY-RB2

h. **DSN:** None **COMM:** 011-603-248-9011

i. **FAX: DSN:** None **COMM:** 011-603-243-3551

2. **CONSIGNMENT INSTRUCTIONS**: This is a One-Time-Only (OTO) rate area.

a. Submit a request for OTO Code 4 for HHG to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Port of discharge is Port Klang. Port is able to accept 20 and 40 feet containers. Mark and consign to: American Embassy, PO Box 10035, 50700 Kuala Lumpur for (Name of member).

b. Submit a request for OTO Code 8 for UB to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Aerial port of discharge is Kuala Lumpur International Airport. Mark and consign to: American Embassy, PO Box 10035, 50700 Kuala Lumpur for (Name and member).

3. **SPECIAL INSTRUCTIONS**: Refer to record 74-1 MALAYSIA(MY) - GENERAL INSTRUCTIONS.

CHAPTER 75

75-1 MALI(ML) - GENERAL INSTRUCTIONS
REVIEW DATE: 03 JUN 98

1. **SHIPMENT INSTRUCTIONS:**

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

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

c. **HARD LIFT AREA:** Hard lift 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 copy of the airway bill and a complete inventory should be forwarded to the General Services Officer at the Embassy well in advance of the shipment. This is a must.

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:** Importation is authorized only for national feasts, visits of VIP's and for the Ambassador.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Must be for real medical needs.

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:** No restrictions identified.

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

a. **HANDGUNS:** No restrictions identified.

b. **RIFLES/SHOTGUNS:** No restrictions identified.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

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

a. **POVs:** No restrictions identified.

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

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:** 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/RETIREES/ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Mali 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 Mali.

13. **OTHER:** None.

75-2 AMERICAN EMBASSY, BAMAKO, MALI(ML)
REVIEW DATE: 03 JUN 98 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: TDDK**

b. **DODAAC:**

c. **E-MAIL:** Not Available

d. **TWX:** AMEMBASSY BAMAKO ML//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY BAMAKO
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-2050

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Bamako, ML-BKO **WPOD:** None

h. **DSN:** None **COMM:** 011-223-225-479/011-223-223-138/543/317

i. **FAX: DSN:** None **COMM:** 011-223-223-712

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to Ambassade Des Etats Unis, Rue Testard Et Mohamed V, Bamako, Mali BP 34. Mark for member.

b. **ITGBL HHG, ITGBL BAGGAGE**: Do not use.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**: Refer to record 75-1 MALI(ML) - GENERAL INSTRUCTIONS.

CHAPTER 76

76-1 MALTA(MT) - GENERAL INSTRUCTIONS
REVIEW DATE: 31 MAR 99

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:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** Mail copies of shipping documents to General Services Officer, American Embassy, Department of State, Washington, DC 20521-5800. Malta requires a copy of commercial bill of lading and/or PPGBL prior to receipt of shipment in order to initiate customs clearance.

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 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:** Any importation of animals must be authorized by the Government of Malta (GOM). The GOM has imposed a total ban on the entry of monkeys. Dogs and cats may be imported dependent upon the country of origin. However, animals will have to go through a quarantine procedure. These are no exceptions to this requirement. The quarantine period could last from one to six months depending upon the country of origin. Importation of dogs and cats from the United States require a one month quarantine period provided that the criteria outlined by the GOM is met. Failure to meet the criteria established will require immediate exportation of the animal from Malta or the animal being destroyed. In order to facilitate the permission of the GOM for the importation of pets, all personnel desiring to import a pet should contact the GSO section as soon as possible.

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

a. **HANDGUNS:** Prohibited.

b. **RIFLES/SHOTGUNS:** Prohibited.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Prohibited.

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

a. **POVs:** POVs are required to have license tags affixed to the vehicle after it is removed from the container. Due to a registration delay of 60-90 days, these tags will act as interim tags for operation of the vehicle in the country of Malta. During this period, it is the members responsibility to have the vehicle assessed by customs, insured and subsequently registered with the GOM. Persons assigned to the American Embassy will have these items expedited by the GSO. All other private persons, retirees and separating personnel must conduct this procedure on their own and be prepared to pay duty to the GOM on the assessed value of the vehicle. Persons assigned to the American Embassy are exempt from duty and taxes on **ONE** vehicle only.

b. **MOTORCYCLES/MOPEDS:** Members assigned to Marine Security Guard Battalion (State Department) are not authorized to ship or operate motorcycles or mopeds. No other restrictions identified.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded fuel is available.

d. **INSURANCE/SAFETY REQUIREMENTS:** Insurance is required before the vehicle being released from the port facility. Recommend the member obtain insurance from a stateside vendor before shipment.

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

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

11. **TRANSMITTING EQUIPMENT:** Use of transmitting or receiving equipment which requires placing antennas or equipment outside or on top of the home requires Government of Malta Planning Authority approval before such equipment can be installed.

a. **CBs:** No restrictions identified, other than stated above.

b. **AMATEUR/HAM RADIOs:** No restrictions identified, other than stated above.

c. **MARS EQUIPMENT:** No restrictions identified, other than stated above.

d. **DISH ANTENNAs:** No restrictions identified, other than stated above.

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

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

13. **OTHER:** None.

76-2 AMERICAN EMBASSY, REPUBLIC OF VALLETTA, MALTA(MT)
REVIEW DATE: 31 MAR 99 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: UIDK**

b. **DODAAC: HHAV4V**

c. **E-MAIL:** usembassy@kemmunet.net.mt
maltadet@maltanet.net

d. **TWX:** AMEMBASSY VALLETTA MT

e. **MAIL:** GENERAL SERVICES ASSISTANT
AMERICAN EMBASSY VALLETTA
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-5800

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Malta, Mediterranean Sea, MT-MLA **WPOD:** Valetta, Malta Island, MT-KF4

h. **DSN:** None **COMM:** 011-356-235-960/011-356-235-965

i. **FAX: DSN:** None **COMM:** 011-356-243-229/011-356-223-322

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: DO not use.

b. **ITGBL HHG, ITGBL BAGGAGE**: **Personnel Assigned to the American Embassy only (See Note 2)**. Ship via Code 6, or Code 8. If mode/rates are not available, use OTO. For further information concerning OTO procedures, refer to Chapter VII, ITGBL Rate Solicitation. Consign to General Services Officer, American Embassy Valletta, Malta. Mark for member at unit of assignment (See Note 1).

c. **PARCEL POST**: Do not use.

d. **POV**: Ship via Surface mode.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Mail and fax copies of shipping documents to General Services Officer, American Embassy Valletta, Department of State, Washington, DC 20521-5800.

b. **NOTE 2**: The Embassy **only** services shipments for personnel assigned to the American Embassy. The Embassy cannot and will not assume responsibility for anyone not assigned.

c. **NOTE 3**: Refer to record 76-1 MALTA(MT) - GENERAL INSTRUCTIONS.

CHAPTER 77

77-1 MEXICO(MX) - GENERAL INSTRUCTIONS
REVIEW DATE: 06 APR 01

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:** No restrictions identified.

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

DOCUMENTATION:

a. The Government of Mexico requires a detailed item listing of the contents of each container. To satisfy this requirement, the Embassy GSO must be provided a legible copy of the inventory which is translated into Spanish and included with the request for free entry.

b. It is **imperative** origin ITOs forward this legible copy of the inventory and a copy of the PPGBL showing the number of outer containers, total weight of shipment (either net or gross), estimated value of shipment, and port of entry to the Embassy GSO as soon as available. It takes approximately 5-6 weeks after receipt of this data to obtain the import permit and nonreceipt of the above documentation or omission of any of the required information will cause delay and serious hardship for member and family.

c. Although the initial destination is to a point in CONUS (Laredo, Texas), this is only a transfer point for onward movement to Mexico. Shipments must be packed for overseas delivery. Shipments remain in Laredo until the Mexican Government processes and approves this request for free entry.

d. After approval, it normally takes 2-3 weeks for delivery of HHG to owner. New arrivals should anticipate spending 5 to 9 weeks in temporary quarters without HHG and should plan accordingly.

e. In order to avoid storage charges, please ship HHG, UAB and POV to coincide with the arrival at post of the member. The GOM will not issue any import permits, nor release any shipments until member is country and has been accredited.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** No restrictions as long as no excessive quantities are shipped.

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:** Veterinarian's certificate of good health and rabies vaccination certificate are required. These documents must be certified, for a fee, by a Mexican Counsel. To avoid duty fees, a free entry permit, which takes from 4 to 6 weeks to secure, is required. This permit may only be requested when member is in country and has been officially reported to Mexican Government. We recommend member bring pet in POV or as excess baggage in order to avoid customs brokerage fees and the need to leave it in customs overnight.

7. **PRIVATELY OWNED FIREARMS (POFs):** Firearms must be included with HHG. A special permit from the Mexican Government is required for use of firearms in Mexico. Procedures to follow when applying for the permit are available from the Regional Security Officer. Because of firearms restrictions and limited hunting opportunities, firearms may be of little use.

a. **HANDGUNS AND RIFLES/SHOTGUNS:** The following quantities and types of nonautomatic firearms may be imported by each person over 18 years of age: 2 each of pistols and revolvers--not to exceed 38 caliber special 1 rifle--not to exceed 30 caliber 2 shotguns--not to exceed 12 gauge (barrel length must be at least 635 MM-25).

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** 30 cal. M-1 and M-2 carbines and 30 cal; grenades are not authorized; .357 magnum is not authorized.

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

a. **POVs:**

(1) Following are the Government of Mexico's (GOM) laws concerning importation of privately-owned and official vehicles. These laws were implemented on January 1, 1992, and are still current.

(a) Within certain dollar limitations, all types of vehicles can be imported and sold.

(b) POV's for the Chief of Mission can be imported for the term of assignment, but the value cannot exceed 60,000 US dollars. Additionally, these employees are allowed to buy two Mexican made vehicles which are exempt from value added taxes (IVA). (CH)

(c) All other accredited US personnel are allowed to import one US vehicle of any model or make, as long as the value does not exceed 30,000 US dollars. Also, these employees are allowed to purchase one Mexican made vehicle, which is exempt from value added taxes (IVA). According to GOM law, it is illegal to import vehicles under a Temporary Import Permit and keep them in country.

(d) Vehicles should be shipped and consigned to: American Embassy Warehouse, 620 Logan Street, Laredo, TX 78040; telephone: 956-725-6803; FAX: 011-525-207-5080. (CH)

(e) Following are the documents needed to register a personal (imported) vehicle in Mexico. (CH)

(1) Import Permit issued at the border by the Mexican Government at the time of your entrance into country.

(2) Original Title or Certificate of Origin. These documents must be under the employee's name.

(3) Copy of bill of sale, also known as an invoice. If the original document is not available, a certified and notarized copy of the bill of sale must be provided to SRE. Bill of sale must contain name of owner, VIN or engine number, year, color, make, and model. If the vehicle was purchased through a credit union or bank, these institutions must issue a letter stating that the original document is being held by them. The price must appear in the letter. The letter must be signed and notarized by a notary public and attested to by a Mexican Consulate in the United States. (CH)

(4) Proof of Mexican third party Liability insurance.

(f) Once all the necessary and completed documents have been turned in to GSO, Customs and Shipping will begin the process to register your vehicle. Expect to wait four to six weeks to receive your diplomatic license plates. During the Christmas and Easter holidays, this process can take considerably longer as the SRE is closed for business during these times.

(2) **Vehicle Purchased in Mexico:** The following documents are necessary to register a vehicle purchased in Mexico.

(a) A photo copy of the bill of sale or invoice endorsed to the employee.

(b) Proof of third party insurance. As with imported vehicles, it will take three to four weeks for the SRE to issue the diplomatic plates for a locally purchased vehicle.

b. **MOTORCYCLES/MOPEDS:** For motorcycles importation is prohibited. For mopeds no restrictions identified.

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

d. **INSURANCE/SAFETY REQUIREMENTS:** Need Mexican third party liability insurance.

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

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

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** May be imported. Permit to operate must be issued by Mexican Government.

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

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

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

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:**

a. Personnel contemplating retirement, separation or relocating dependents to Mexico should be counseled that all customs entry requirements to include duties and taxes remain the responsibility of the member and is a personal matter between the member and the Government of Mexico.

b. **RESTRICTIONS ON SHIPMENTS OF RETIRED PERSONNEL OR DEPENDENTS RESIDING IN MEXICO:** Transportation officers are prohibited from shipping personal effects of above categories to the Laredo address. Mexican law does not allow the Embassy to request free entry permits nor process such shipments into Mexico. Shipments for any individual not officially assigned to duty in Mexico must be processed into Mexico by a registered customs broker (offices are located in all border cities). It is emphasized that the Embassy will not accept such shipments if sent to the Laredo address, and originating transportation officers must brief individuals on these restrictions in order to avoid considerable hardship and financial liability incurred due to customs duties imposed by the Mexican Government.

13. **OTHER:** None.

77-2 AMERICAN EMBASSY, MEXICO CITY, MEXICO(MX)
REVIEW DATE: 28 OCT 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: OYDK**

b. **DODAAC: HHAM4M**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY MEXICO CITY//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER (CH)
ATTN CUSTOMS AND SHIPPING
AMERICAN EMBASSY MEXICO CITY
PO BOX 9000
BROWNSVILLE TX 78521

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Mexico City, MX-MEX, Mexico City, Atizapan AP, MX-AZP
WPOD: None

h. **DSN:** None **COMM:** 011-525-209-9100

i. **FAX: DSN:** None **COMM:** 011-525-207-5080

2. **CONSIGNMENT INSTRUCTIONS**: Information listed herein is not applicable to retired personnel or dependents residing in Mexico. Refer to record 77-1 Mexico(MX) - General Instructions.

a. **HHG**: All shipments must be packed for overseas delivery.

(1) **From point within CONUS:** Ship DPM only. Consign to (Employee Name), Embassy Mexico City, c/o U.S. Logistic Center, 25 Vermillion Rd, Brownsville TX 78520-0900. Shipping DPM to U.S. Logistic Center allows the Embassy, upon receipt of the documentation required, to process entry into Mexico and forward to final destination. (CH)

(2) **From point outside CONUS to Mexico:** Ship DPM surface. Consign to Villasana, S. A., Name of Port, Mexico. M/F Rank/Name/SSN, American Embassy, Mexico City. **TGBL Service is not to be used as the carrier must arrange customs clearance into Mexico and lengthy delays are common.**

b. **UB**: Ship Code 8 or INTL/AIR/COMM/DPM. Consign to General Services Officer, American Embassy, Mexico City, Aeropuerto International Mexico, D. F. Mark for member.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**: Refer to record 77-1 MEXICO(MX) - GENERAL INSTRUCTIONS

CHAPTER 77A

77-A MONGOLIA – GENERAL INSTRUCTIONS
Review Date: 01 DEC 03

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** In accordance with prescribed service regulations and the JFTR/JTR.

b. **CONTAINER/CRATING REQUIRMENTS:** Both 20’ and 40’ ocean containers are accepted. All crating requirements must show declaration of non-coniferous wood package material and shipping documents attached to show containers meet Chinese standard as all ocean shipments transit via Xingang, Tianjin port.

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

d. **UNACCOMPANIED BAGGAGE:** There is a size restriction not to exceed 1 cubic meter on regular flights. If size is within 208cm x 330cm x 160cm (1.6m height and 2.08m x 3.30m is pallet size), weight limit per pallet up to 5000kg; shipments can be booked on aircraft flying only on the following dates to Ulaanbaatar: Mondays and Fridays from Tokyo Narita Airports; Wednesdays from Beijing; Thursdays from Frankfurt; Sundays from Berlin TEGEL Airport. Onward bookings of transiting shipments from Beijing to Ulaanbaatar should be confirmed. Packing list must be attached to the Air Way Bill. If the baggage is anticipated to arrive prior to employee’s arrival, a copy of the diplomatic passport must be sent to FAX: 976-11-312-422 and attached to the Air Way Bill.

2. **CUSTOM CLEARANCE PROCEDURES, REQUIREMENTS AND RESTRICTIONS:** Copies of the member’s diplomatic passport and packing list shall be attached to the Air Way Bill or the Ocean Bill of Lading. These documents are necessary to clear customs. FAX advance copies of the member’s diplomatic passport to the GSO at 976-11-312-422.

3. **CONSUMABLES:** Commissary facilities are not available. The amount of consumables varies with rank, family size and duration of tour. Consumables should be sent as an air shipment.

a. **ALCOHOLIC BEVERAGES:** No restrictions.

b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions.

c. **COSMETICS:** No restrictions.

d. **FOOD STUFFS AND MEATS:** No restrictions.

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

4. **ELECTRICAL EQUIPMENT:**

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

b. **TVs/VCRs:** The American Embassy residential compound has cable television to include CNN, BBC and the National Geography channels. Several Armed Forces Network (AFN) channels are also available. Multi-system television is recommended. The American Embassy provides one multi-system television and VCR.

c. **OTHER:** Electric current is 220-240 volts, 50 cycles. The American Embassy and residences are connected to generators. Therefore, the American Embassy encourages surge protectors for expensive electrical equipment and an uninterruptible power supply for computers shipped with household goods.

5. **FURNITURE, OVERSIZED:** No restriction on shipping furniture. However, Embassy housing on Ulaanbaatar is furnished therefore shipment of furniture is not necessary.

6. **PETS/QUARANTINE:** Pets are not allowed to be transported in the baggage compartment on certain flights into Ulaanbaatar. It is important to check with the airlines before shipping a pet. There are no quarantine checks on pets. Individuals should provide an international health certificate and proof of vaccinations upon arrival. There is a $10 charge for pets.

7. **PRIVATELY OWNED FIREARMS (POF):** There are no restrictions on bringing most types of firearms for recreational use with the possible exception of handguns. Members must notify the American Embassy Ulaanbaatar, GSO at least three months in advance of shipping.

8. **PRIVATELY OWNED VEHICLES (POVs):** Advance shipment notification should be sent to the American Embassy Ulaanbaatar, Attn: Chooson at least two weeks prior to the arrival of the POV. The original Bill of Lading, shipping manifest and packing list, a copy of the vehicle title and a copy of member's diplomatic passport must be sent via express mail to the American Embassy Ulaanbaatar, Mongolia, ATTN: GSO/Shipping

a. **POVs:** There are no restrictions regarding the type or color of vehicle. However, due to the poor road conditions and extreme weather, a four-wheel drive vehicle is recommended.

b. **MOTOCYCLES/MOPEDS:** Shipment of motorcycles and mopeds are allowed.

c. **GASOLINE/CATALYTIC CONVERTERS:** Only leaded gasoline is available, therefore, catalytic converters should be removed before shipping.

d. **INSURANCE AND SAFETY REQUIREMENTS:** Local third party liability insurance is required. Cost is approximately $20 per driver per year. Employee should obtain additional collision insurance through a US insurance agency before departing for Post assignment.

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

10. **STUFF WILD LIFE/ANIMALS AND PLANT RESTRICTIONS:** No restrictions.

11. **TRANSMITTING EQUIPMENT:** No restrictions. The American Embassy residential compound has cable TV, to include CNN, BBC and National Geography channels. There are also several Armed Forces Network (AFN) channels (news, sports, entertainment and radio) available.

a. **CITIZEN BAND:** No restrictions.

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

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

d. **DISH ANTENNAS:** No restrictions

e. **CORDLESS PHONES:** No restrictions

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement or separation to Ulaanbaatar 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 Mongolia.

13. **OTHER:** Telephone and Internet: Reasonably priced international phone

cards can be purchased locally to make international calls from residential housing. The country code for Mongolia is 976 and the city code for Ulaanbaatar is 1. The Embassy has an IVG line direct to Washington DC which provides free calls to the Washington DC area (area codes 703/202/301/410) and free of charge access to 1-800 toll free numbers. Additionally the IVG line allows individuals, using a commercial calling card, to call anywhere outside of the Washington DC area and be billed as if the call originated in Washington DC. Internet service is provided at the American Embassy for no charge. There is a nominal charge for installation and use of Internet service at home.

77A-1 AMERICAN EMBASSY, ULAANBAATAR, MONGOLIA (MN)
REVIEW DATE: 01 DEC 03 **ARMY AND AIR FORCE ONLY**

1. **GENERAL**:

a. **GBLOC: MGDK**

b. **DODAAC:** Not available

c. **POC:**

d. **EMAIL:** DAO@USEMBASSY.MN

e. **TWX:** AMEMBASSY ULAANBAATAR//DAO//

f. **MAIL:** GENERAL SERVICES OFFICER
DEPARTMENT OF STATE
4410 ULAANBAATAR PLACE
WASHINGTON DC 20521-4410

g. **CROSS REFERENCES OF APO/FPOs SERVED:** None

h. **APOD:** ULN-Ulan Bator, Buyant-UKHAA Airport **WPOD:** RHB-Xiangang, Canton Area

i. **DSN:** None **Comm:** 976-11-329-095 ext: 4432

j. **FAX:** 976-11-311-520

2. **CONSIGNMENT INSTRUCTIONS:** This is a one-time-only (OTO) rate area, which requires an OTO request message to CDRSDDC Alexandria VA//SDPP-HR//. Unaccompanied baggage should be sent OTO Code 8 and household goods should be sent OTO Code 4. (See Special Instructions Notes 1 and 2 below). Shipments should be consigned to (Member's Name), American Embassy Ulaanbaatar, Mongolia. Telephone: 976-11-329095 and fax 976-11-312-422.

3. **SPECIAL INSTRUCTIONS:**

a. **Note 1:** Unaccompanied baggage Code 8 should be routed via Beijing International Airport for onward flight on Mongolian Airlines or Air China servicing Ulaanbatatar. Packing list must be attached to the Air Way Bill. If the unaccompanied baggage is anticipated to arrive prior to member's arrival, a copy of the diplomatic passport **must** be attached to the Air Way Bill.

b. **Note 2:** Household goods Code 4 should be routed via the Port of Xingang. Place of delivery on the original Bill of Lading should read Ulaanbaatar, Port of Discharge - Xingang. Freight must be prepaid to Ulaanbaatar Rail Terminal.

c. Refer to Chapter 77A, General Instructions For Mongolia for specific country instructions and information.

CHAPTER 77B

77B-1 MOLDOVA - GENERAL INSTRUCTIONS
REVIEW DATE: 1 SEP 04

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** This is a weight restricted area HHG's weight allowance is limited to 2000 lbs or 25 percent of full JFTR which ever is greater, anything more will be at members expense.

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

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

d. **UNACCOMPANIED BAGGAGE:** Due to small air crafts flying to Moldova, unaccompanied Baggage containers cannot exceed the following dimensions 0.74 meters width X 1.20 meters height X .74 meters length.

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

Household Goods and Unaccompanied Baggage shipments are cleared in one day. In order to clear them through Customs we need the original Bill of Lading, copy of the airway bill, the packing list and a copy of the employee's passport. Household Goods/Unaccompanied baggage and POV should be sent directly to post and consigned to:

103 Alexei Mateevici
Chisinau, Moldova 2009
American Embassy
For (employee's initials)

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** No restrictions identified.

b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions identified.

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

d. **FOODSTUFFS/MEATS:** To import agricultural products a certificate from the manufacturer is needed, with an expiration date at least half a year from the date of manufacturer. If meat stuff is imported, a veterinarian certificate from the exported country is required.

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. COMPATABILITY, ETC):** Houses have 220 volt current

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

6. **PETS/QUARANTINE:** There is no restriction on importation of pets. Pets should fly with member/dependents, not shipped as cargo. A rabies shot must be done exactly 10 days before the arrival in country. When pet arrives at the airport the veterinarian will complete a medical certificate and a fee of

$4.00 is charged. Embassy must know in advance the size of the cage, and the weight of the pet in the cage.

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

a. **HANDGUNS:** Handguns can be imported only if the owner has a hunting contract or a contract for a shooting competition. The Ministry of Internal Affairs must authorize the importation in advance of shipment.

b. **RIFLES/SHOTGUNS:** Rifles and Shotguns can be imported only if the owner has a hunting contract or a contract for a shooting competition. The Ministry of Internal Affairs must authorize the importation in advance of shipment.

c. **TOY-RELATED GUNS:** Can be imported but require proof that they are only toys, otherwise permission is required from the Ministry of Internal Affairs Officials (MIA).

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Can be imported by require authorization from the MIA. Not authorized in household goods or unaccompanied baggage shipments.

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

a. **POVs:**

(1) POVs There are no prohibited vehicles or colors. Vehicles must be left hand driven. POV cannot be cleared prior to employee's arrival at Post. Vehicles with dark tinted windows are noth permitted entry. POV should be registered in another country and have proper license plates before shipment. In order to speed up the car registration process the "certificate of origin" needs to be sent in advance to Post. The Original Bill of Lading, correct consignee dta, shipper, RDD, type of vehicle, color, VIN/serial number, license plate should be forwarded to American Embassy, Chisinau, Attn: Shipping.

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

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

d. **INSURANCE/SAFETY REQUIREMENTS:** Car insurance must be obtained from a local insurance company upon arrival.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** 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/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating

retirement, separation, or relocating dependents to Moldova 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 Moldovan Government.

13. **OTHER**: None.

77B-2 AMERICAN EMBASSY, CHISINAU, MOLDOVA
REVIEW DATE: 1 SEP 04 **MULTI-SERVICE**

1. **GENERAL:**

a. **GBLOC: VFDK**

b. **DODAAC: N/A**

c. **POC:**

d. **E-MAIL:**

d. **TWX: N/A**

e. **MAIL:** GSO
Department of State
5740 Sofia Place
Washington DC 20521-5740

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** International Airport Chisinau
WPOD: Seaport Odessa, Ukraine or Constanta, Romania

h. **DSN:** None **COMM:** 00-373-22-23-37-72 ext 8363

i. **FAX: DSN:** None **COMM:** 00-373-22-23-30-44; 40-84-47

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.

3. **SPECIAL INSTRUCTIONS:** Refer to record MOLDOVA - GENERAL INSTRUCTIONS.

CHAPTER 78

78-1 MOZAMBIQUE(MZ) - GENERAL INSTRUCTIONS
REVIEW DATE: 01 JUN 98

1. **SHIPMENT INSTRUCTIONS:**

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

b. **CONTAINER/CRATING REQUIREMENTS:** HHG and UB should be packed in waterproof containers with the following dimensions: Length 87” or 2,21m, width 57” or 1,45m and height 76” or 1,93m.

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:** Do not ship via AMC.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** HHG and UB can be cleared, if necessary, prior to member's arrival; however, given post's limited storage facilities, post encourages timing of shipments' arrivals to coincide with or follow member's arrival at post.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** No restrictions on importation.

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 AND TVs:** No restrictions on importation

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

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

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

6. **PETS/QUARANTINE:**

a. There is no quarantine, however, you must advise if you are bringing a pet with you to facilitate customs clearance. Import permits are no longer required. Please keep information regarding health certificate.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Importation of firearms and ammunitions are prohibited.

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

a. **POVs**:

(1) Consign to Maputo, Mozambique. Vehicles should be containerized to prevent damage in shipment. Members should have bill of sale and registration of vehicle. The documents must indicate the make, model, cost, type of fuel used and chassis number (VIN) of the vehicle. In addition, the engine serial number is required to clear customs. POV shipment should be planned to arrive concurrent with or after member's arrival at post and not before. Two duty-free POVs are authorized.

(2) In addition the following information should be provided: Full name of the owner and official title of the owner.

(3) All information and shipping documents should be forwarded by DHL to expedite customs clearance of vehicles.

b. **MOTORCYCLES/MOPEDS**: No restrictions, however, motorcycle/mopeds are considered POVs by the Government of Mozambique.

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 AND MARS EQUIPMENT**: Bands/frequencies must be registered with the Government. The Government of Mozambique will charge a fee to register radio equipment. The Embassy (GSO) must have prior notification of intent to ship radio equipment.

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

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

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

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

13. **OTHER**: None.

78-2 US DEFENSE ATTACHE OFFICE, MAPUTO, MOZAMBIQUE(MZ)
REVIEW DATE: 01 JUN 98 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: MZDT**

b. **DODAAC: HHAM6M**

c. **E-MAIL:** Not Available

d. **TWX:** USDAO MAPUTO MZ

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHÉ OFFICE
AMERICAN EMBASSY MAPUTO
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-2330

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Maputo INT'L Airport, MZ-MPM **WPOD:** Maputo, MZ

h. **DSN:** None **COMM:** 011-258-1-490714

i. **FAX: DSN:** None **COMM:** 011-258-1-493731/011-258-1-490114

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 the Defense Transportation Regulation, Part IV. Ship HHG via Code 6 and UB via Code 8. Consign to member/ssn, American Embassy, Maputo, MZ. Do Not ship via Harare, Zimbabwe.

3. **SPECIAL INSTRUCTIONS**: Refer to record 78-1 MOZAMBIQUE(MZ) - GENERAL INSTRUCTIONS.

CHAPTER 79

79-1 MOROCCO(MO) - GENERAL INSTRUCTIONS
REVIEW DATE: 20 OCT 03

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** This is a weight restricted area HHG's weight allowance is limited to 2000 lbs or 25 percent of full JFTR which ever is greater, anything more will be at members expense.

b. **CONTAINER/CRATING REQUIREMENTS:** Containers of 20-foot and 40-foot are accepted in Morocco.

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(UB):** A shipping notice must be cabled to American Embassy Rabat within two days of shipment giving the air waybill number, number of pieces, gross weight, flight number, and ETA. Size and weight restrictions are 2m length X 1m width X 1m height, 330 pounds, or 150 kq. UB shipments must not be shipped to Rabat prior to arrival of employee. If UB shipment cannot be held at post of origin until employee's arrival in Rabat, then it should be shipped to Elso Antwerp for temporary storage.

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

a. HHG and POV should not be sent to arrive in advance of the employee, since customs clearance cannot be arranged unless the employee has arrived at Post. If necessary, please arrange temporary storage at Elso Antwerp. Post will advise Elso Antwerp when employee is ready to receive his effects and POV; surface shipments from Antwarp generally arrive within two to three weeks of the request. If all the documentation is in order, local moving company normally clears and delivers HHG and POV from port within 10 working days.

b. Original ocean bill of lading and complete packing list should be sent to the Embassy Rabat, ATTN: GSO, as soon as possible, preferably by air courier, since duty free entry requests from the Moroccan authorities cannot be initiated without them. Inbound customs clearance arrangements for all DOD shipments to Morocco have been coordinated and effected with American Embassy, Rabat, Morocco.

c. **DUTY-FREE IMPORTATION:** Shipments of personnel not on the diplomatic list must be shipped sufficiently far in advance to ensure arrival in Morocco within 6 months from date of employee's anticipated arrival in country. Staff members are only allowed one duty-free HHG, one UB. Shipments must arrive in Morocco during first 6 months of tour. Duty-free clearance of subsequent shipments is not routinely granted by the MFA, even if authorized by new orders (i.e., home leave and return to post orders). Staff members who need to ship separate shipment of HHGs (i.e., from post of origin and from permanent storage) should instruct Elso Antwerp to consolidate shipment prior to forwarding to Rabat.

d. **DIRECT SHIPMENTS:** POVs and HHGs may on occasion be shipped direct to Rabat rather than via Elso Antwerp provided employee will arrive before shipment and routing and costs are advantageous to the Government. Advise Embassy in advance with proposed routing. Also POVs and HHGs may be shipped directly as long as they are really shipped directly. Past experience has been that such shipments from CONUS are transferred to other ships, usually in Spain, and the shipment arrives on an unknown vessel, such shipments often remain at Casablanca Port for long periods of time before being located. However, if accurate timely trans-shipment information on such shipments is provided, the Embassy has no objection.

e. **RESTRICTED ITEMS:** Shipments containing restricted items cannot be declared until employee has arrived in country, been declared to the MFA and been issued a Moroccan ID Card (process can take 4 to 6 weeks). Employee should be instructed not to ship restricted items in UB shipments. This will avoid prolonged delays in customs clearance upon arrival in Rabat. Restricted items: firearms, and video tapes; will be removed by customs official for inspection and further delay clearance process. (CH)

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Alcoholic beverages should not be shipped with UB but can be combined with HHG. The Foreign Ministry stated, informally, quantities imported should not exceed a reasonable amount for personal use and specified one case was considered reasonable.

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 identified.

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

c. **OTHER (i.e. COMPATABILITY, ETC):** Power in Morocco is generally 220 volts, 50 hz. However, some older houses have both 220 and 137. Adapter plugs are necessary for items that convert easily to 220 (i.e. lamps). A limited number of step down transformers are supplied to the employee.

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

6. **PETS/QUARANTINE:** Entry of pets is authorized. No quarantine period is required. Health certificate issued not more than 10 days prior to departure is required. Certificate must be signed by a registered veterinarian and state animal is free from infectious/contagious diseases, particularly rabies. A rabies certificate not older than 6 months but not more recent than 1 month is also required and should include owner's name, complete description of pet, actual departure time and a statement the pet has not bitten anyone within 15 days prior to departure to Morocco. A valid shot record and a veterinarian health certificate not more than 10 days old before departure are required by Moroccan customs.

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

a. **HANDGUNS:** Prohibited.

b. **RIFLES/SHOTGUNS:** Shotguns for hunting are the only firearms which may be imported legally into Morocco. Member is limited to 12-, 16-, and 20-gauge shotguns--not to exceed a total of three. Firearms must be packed and itemized separately on packer's inventory since they will be retained by customs authorities until the owner has obtained a license. It is recommended they be sent as a separate shipment and not co-mingled with other household effects.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

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

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

(1) POVs are required to have current and valid CONUS registration. Ship via Bayonne or Norfolk to Casablanca, Morroco. (CH)

(2) Post requires previous title or ownership or registration card and/or invoice copy in the name of the employee to register a POV. In case POV documents are in the dependent’s name, they must be changed to the name of the employee by the manufacturer or the authority in charge. The Moroccan Foreign Ministry does not accept POV title or registration card in the name of a dependent even if authorized by the latter with a certified authorization.

(3) Staff member are only allowed one duty-free POV. Shipment must arrive in Morocco during first 6 months of tour. Unaccompanied Diplomatic or Counsel Officers may only import or purchase one vehicle duty-free.

b. **MOTORCYCLES/MOPEDS:** Motorcycles over 50cc are restricted. No restrictions exist on mopeds as they are not considered vehicles.

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, RADIO TELEPHONE, AND RADIO TRANSMITTERS:** May be imported with advance approval of the Embassy and Moroccan authorities and must be packed and itemized separately on packer's inventory since they will be retained by customs authorities until the owner has obtained a license. It is recommended they be sent as a separate shipment and not co-mingled with other household effects.

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

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation, or relocating dependents to Morocco 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 Moroccan Government.

13. **OTHER**: None.

79-2 OFFICE OF DEFENSE COOPERATION(ODC), RABAT, MOROCCO(MO)
REVIEW DATE: 20 OCT 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: TEDK**

b. **DODAAC: HHAM5M**

c. **E-MAIL:** Rabat-Ship-Recv-WO-Requests@state.gov

d. **TWX:** Amembassy RABAT or ODC Rabat MO or DAO Rabat MO (CH)

e. **MAIL:** OFFICE OF DEFENSE COOPERATION
RABAT
PSC 74 BOX 23
APO AE 09718-5000

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Rabat, MO-RAB **WPOD:** Rabat, MO-KB7

h. **DSN:** None **COMM:** 011-212-37-762-65, EXT 2162 (CH)

i. **FAX: DSN:** None **COMM:** 011-212-37-766017 (CH)

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 the Defense Transportation Regulation, Part IV.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: There are American Flag sailings to Casablanca twice monthly. Inbound customs clearance arrangements for all DOD shipments to Morocco have been coordinated and effected with the American Embassy, Rabat, Morocco.

b. **NOTE 2**: Personnel being assigned to Rabat are encouraged to contact the Embassy Rabat, at COMM 011-212-37-762265, FAX: 011-212-37-769032, Email: Hyperlink mailto: Rabat-Ship-Recv-WO-Requests@state.gov for up to date information. (CH)

c. **NOTE 3**: Refer to record 79-1 MOROCCO(MO) - GENERAL INSTRUCTIONS.

CHAPTER 80

80 MYANMAR (also referred to as Burma)

Refer to Chapter 19 for Burma.

CHAPTER 81

81-1 NAMIBIA(WA) - GENERAL INSTRUCTIONS
REVIEW DATE: 09 JUN 98

1. **SHIPMENT INSTRUCTIONS:**

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

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

c. **HARD LIFT AREA:** Hard lift 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:** Do not ship via AMC.

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

a. Only Embassy personnel on the diplomatic list are eligible for the exemption of customs and excise tax for their entire tour.

b. Advance documentation for POV is required to effect customs release.

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:** Clearance and permit have to be obtained from the Namibian Meat Board and the State Veterinarian, contact the Embassy.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Clearance and permit have to be obtained from the Namibian Medical Board. This must be done prior to importation, contact the Embassy.

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**: Dogs and cats require US Certificate of Vaccination against rabies and General State of Health Certification. Quarantine is not required. Permits are obtained from the state veterinarian, however contact the Embassy prior to shipment of pet.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Written approval from US Embassy, Windhoek, Namibia, must be obtained before any firearms can be imported into Namibia.

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

a. **POVs**: No restrictions identified.

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

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**: Clearance should be obtained from the Communication Commission prior to importation, contact the Embassy prior to departure.

a. **CBs**: Clearance prior to importation required.

b. **AMATEUR/HAM RADIOs**: Clearance prior to importation required.

c. **MARS EQUIPMENT**: Clearance prior to importation required.

d. **DISH ANTENNAs**: Clearance prior to importation required.

e. **CORDLESS PHONEs**: Clearance prior to importation required.

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

13. **OTHER**: None.

81-2 US EMBASSY, WINDHOEK, NAMIBIA(WA)
REVIEW DATE: 09 JUN 98 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: NADK**

b. **DODAAC: HHAN7N**

c. **E-MAIL:** Not Available

d. **TWX:** WINDHOEK WA//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY WINDHOEK
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-2540

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Windhoek, WA-WDH, Windhoek-Eros, WA-ERS **WPOD:** None

h. **DSN:** None **COMM:** 011-264-61-221601

i. **FAX: DSN:** None **COMM:** 011-264-61-229792

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 the Defense Transportation Regulation, Part IV. Consign to American Embassy Windhoek, Namibia, marked for member.

3. **SPECIAL INSTRUCTIONS**: Refer to record 81-1 NAMIBIA(WA) - 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/RETIREES 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.

CHAPTER 83

83-1 NETHERLANDS(NL) - GENERAL INSTRUCTIONS
REVIEW DATE: 10 FEB 98

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **AF Personnel**:

(a) **Accompanied tour:** Full JFTR for all personnel.

(b) **Unaccompanied tour:** Depend upon unit of assignment

(1) Volkel AB, 752 MUNSS, APO AE 09717: Full JFTR; however, unaccompanied member may choose to reside in the barracks, if available. Member must always inquire with destination sponsor for availability of barracks prior to determination of personal property(PPTY)-weight to be shipped. In addition, member must ensure destination sponsor knows member' personal travel flight number and date/time arriving a Schiphol AP.

(2) 470th AB USAF Element assigned to Brunssum or AFCENT: Full JFTR. If member must reside in barracks, restricted weight entitlement applies. Member **must always** inquire with destination sponsor for availability of barracks prior to determination of PPTY-weight to be shipped.

(2) **Army Personnel**:

(a) **Accompanied tour:** Full JFTR.

(b) **Unaccompanied tour:** See AR 55-71 for entitlement. Member **must always** inquire with destination sponsor for availability of barracks prior to determination of PPTY-weight to be shipped.

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

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

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

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: There are no restrictions on personal property shipments. PPTY shipment will be cleared through customs by the destination ITO. No special documentation is required.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** One litre of an alcoholic beverage and four bottles of wine can be imported in personal property.

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 Government owned housing is available in the Netherlands. Government controlled housing and other economy available housing might be smaller than American houses and can have narrow stairways and/or small windows. Therefore, houses may have restricted accessibility for king/queen size beds and mattresses, or other equivalent in size property. A common bedroom dimension for the largest (master) bedroom is 15 x 12 feet. Large appliances are impractical and recommended to store in NTS in the US.

6. **PETS/QUARANTINE:**

a. Animals must be vaccinated with a live virus rabies vaccine at least 30 days, but not more than 1 year, prior to departure from old duty station.

b. A valid US Department of Agriculture (USDA) certificate of health signed by a veterinarian and notarized by a USDA Regional Office within 10 days of departure from CONUS (USDA Export Licenses).

c. There is no general quarantine period or entrance fees. If rabies and health certificates are not valid, however, a 30-day quarantine is required and costs approximately DG 25 per day. A military veterinarian is available, but you might need to drive to another supporting unit/base. Veterinarian care is also available through the economy. **NOTE: USDA Regional Offices are located in major US cities and may be found in telephone directories under US Government.**

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

a. Personnel who reside on the economy must register weapons with local police authorities. Failure to register firearms may result in confiscation of weapons. The use of firearms in the Netherlands is uncommon because of hunting formalities, availability of shooting ranges and stringent laws governing there use.

b. Host nation policy is to absolutely minimize the import of weapons. Although there is no restriction on import quantities, the need for having a weapon must be proven to local authorities. Military installations might have restricted storage facility for POFs, due to lack of adequate storage facilities.

c. Membership with a local (Dutch) rod and gun club is mandatory. Firearms must be fired (at least 8 times a year) at an authorized range.

d. Firearms may be shipped in HHG or UB. However, they must be clearly identified on the carrier's descriptive inventory.

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

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

(1) **General information**: Local customs permit registration of more than one POV, tax/duty free. Other than AFCENT eligible registration of POVs might encounter to pay more registration fees than used to in the US to license and register a POV. AAFES auto service will reduce service to light maintenance (sample: oil change, etc.) Heavy duty maintenance is no longer available through AAFES, only local economy vendors/dealers/garages. Large American vehicles can and may be operated in the Netherlands, but member may encounter challenges when parking.

(2) **Eligibility for licensing**: Driver must have a valid US driver's license in possession. Minimum age to drive a moped is 16 years. Minimum age to drive a motorcycle or automobile is 18 years. Special requirements are applicable for members who have no valid US driver's license in possession.

(3) **Long Term Lease Vehicles**: Because a leased vehicle is not registered nor owned in the member's name, import is not allowed by Netherlands customs as a tax-free vehicle. It is recommended that the member's destination sponsor contact the Military Base Vehicle Registration Office for update information and requirements.

(4) Automobiles, Mopeds, and Motorcycles must be registered at local military authority, and a drivers license must be obtained prior to operation of the vehicle.

b. **MOTORCYCLES/MOPEDS**: Mopeds/motorcycles can be imported in personal property shipment duty-free. There is no restriction on the number of vehicles imported.

c. **GASOLINE/CATALYTIC CONVERTERS**: Unleaded gas is available, however, not in all European communities. Members no longer have to remove catalytic converters from their POV prior to shipping. However, members must have their catalytic converter systems tested annually to ensure their POVs have not been run on leaded fuel while overseas. In addition, a final test will be required 10 calendar days prior to the POV being turned in for shipment back to the Customs Territory of the United States. This requirement is to confirm the POV is in conformity with EPA Federal and Regulatory Emission Control Standards.

d. **INSURANCE/SAFETY REQUIREMENTS**:

(1) All vehicles must be in sound mechanical condition, have no protruding parts, and tires must have sufficient tread; i.e., automobiles may not have tread less than 1.6 millimeters.

(2) If a car is intended to be used, or could be used, to pull a trailer, it must have two outside mirrors (1 left/1 right) and a directional signal on each side of the vehicle.

(3) Vehicles equipped with tinted windows are accepted if installed by vehicle manufacturer. Vehicle windows equipped with folies-tinted windows by others than the vehicle manufacturer, the folies must be removed prior to registration.

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

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

11. **TRANSMITTING EQUIPMENT**:

a. **CBs AND MARS EQUIPMENT**: Importation or utilization of CB radios is not prohibited. However, maximum transmittal power may not exceed 4 watt, and only on the 27MC channel.

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

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

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

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Retiree/separatees are not authorized US Government arranged customs clearances/duty-free import of personal property or POVs into The Netherlands. Retirees/separatees are personally responsible for arranging clearance through the appropriate Dutch Customs Office.

13. **OTHER, BOATS**: Prior to shipping a boat to the Netherlands, it is recommended the member contact Netherlands customs to inquire import restrictions. Furthermore, a special license must be in possession to operate a boat in the Netherlands. The operator’s license has various categories and can only be obtained in the Netherlands.

83-2 254TH BASE SUPPORT BATTALION, SCHINNEN, NETHERLANDS(NL)
REVIEW DATE: 16 JUL 01 MULTI-SERVICE

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

DEACTIVATED: All personal property shipment records have been transferred to the 43-4 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 a list of APO Numbers served by each PPPO. (CH)

CHAPTER 84

84-1 NEW ZEALAND(NZ) - GENERAL INSTRUCTIONS
REVIEW DATE: 26 AUG 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 air clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA).

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

e. **OTHER: Active duty military and military sponsored civilians on PCS to New Zealand.** All personal property is imported duty free with the stipulation they are for the member's personal use and will not be sold or otherwise disposed of.

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

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Importation in personal property shipments is not permitted.

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:** The following items are prohibited: All fresh fruits and vegetables; egg cartons. Honey; including pollen, honeycombs and other bee products including propils and medications. Meat and meat products; fresh, cooked and small goods. Fresh water fish species including salmon and trout (canned products subject to examination).

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

f. **OTHER PROHIBITED AND/OR RESTRICTED ITEMS:** **PROHIBITED ITEMS** include: straw packaging, straw handicrafts may be allowed after examination and treatment. Coral, clam, turtle shells, tortoise shells, and ivory in any form including curios, jewelry, souvenirs and handicrafts. **RESTRICTED ITEMS** include: unprocessed wool and animal hair; including yarns, rugs and apparel. Riding equipment including clothing, footwear and grooming equipment. Camping gear and lawn mowers. Animal remedies, foots, and vaccines. **NOTE:** Restricted items must be declared and may require inspection and/or treatment. If restricted items require treatment, it will be at owners expense. They may be prohibited depending on origin and packaging. Additional information can be obtained at www.maf.govt.nz. (CH)

4. **ELECTRICAL EQUIPMENT**:

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

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

c. **OTHER (i.e. COMPATIBILITY, ETC):** New Zealand voltage is 230 volts at 50 cycles. Transformers are required for American appliances of 110 volts. **NOTE:** Electronic digital clocks or washer/dryers which are designed to function at 60 cycles will not keep time properly in New Zealand.

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

6. **PETS/QUARANTINE:**

a. Importation regulations change often. Members considering importing their cat or dog must contact the Ministry of Agriculture and Fisheries(MAF) Import Management and Quarantine office AT LEAST SIX MONTHS prior to intended importation date. The commercial number for the Ministry of Agriculture and Fisheries (MAF) is 011-64-4-498-9624. Current standards are as follows:

b. The animal must have a microchip inserted or a tattoo implanted by a veterinarian for identification purposes (the chip that is currently preferable is the Trovan Destron Fearing chip and MAF can provide names and phone/fax numbers of suppliers. This must be done at least six months prior to export.

c. Primary rabies vaccination must have taken place not less than six months and not more than one year prior to shipment. **NOTE:** The microchip/tattoo identification number should be on the rabies certificate. OR: Booster vaccination must have taken place not more than one year prior to shipment.

d. Rabies Neutralizing Antibody Titration test results, showing antibodies of greater than 0.5IU/ml must be performed at least six months prior to the first day of quarantine in New Zealand. Time limit may vary depending on rabies vaccination history. Additional information is available at www.maf.govt.nz. (CH)

e. A second Rabies Neutralizing Antibody Titration Test is also required to be performed within the 30 days preceding the first day of quarantine in New Zealand. To be permitted entry into New Zealand, animals must be issued with an Import Health Permit (application forms available from the MAF point of contact). You must already have CONFIRMED space arranged at a MAF approved quarantine facility, there are currently two in the Auckland area. Rates range from NZ$35.00 - $45.00 per day for a dog and the required period of confinement is 30 days. These facilities currently have a six month waiting list. There is only one quarantine facility in the Christchurch area. Additional information is available at www.wumba@xtra.co.nz. Also accompanying your completed application must be: (CH)

(1) A check or money order for NZ$135.00.

(2) Letter from the operator of the quarantine facility, co-signed by the supervising MAF Veterinarian confirming availability of space for the animal at the time of importation.

(3) Rabies antibody titration test results. This needs to be greater than 0.5IU/ml, taken at least six months prior to the first day of quarantine in New Zealand.

(4) Letter from the animal's veterinarian stating the date blood was taken from the animal for the laboratory testing above. The pet owner must also contact the airlines they are traveling on, domestically within CONUS and international. This should be done well in advance of the planned travel dates. The cost is high and is based on excess baggage costs which go by

size and/or weight of the animal, this varies from domestic to international flights. Once an animal has been in quarantine in Auckland for the required 30 days, further transportation costs are involved to get the animal to it's final destination, again at the member's expense.

7. **PRIVATELY OWNED FIREARMS (POFs):** Owners of guns must acquire a firearms license from a New Zealand Police Arms Office at a cost of NZ$123.75. The owner must then apply to the same office for a permit to import their gun. The New Zealand Police hold a list of approved makes and models of guns, so members should apply before shipment to see if their gun is approved and to obtain a copy of the Firearms Code. The commercial phone for the New Zealand Police Arms Office for Christchurch is 011-64-3-379-3999.

a. **HANDGUNS:** Strict requirements exists for ownership of handguns in New Zealand. Contact the New Zealand Police Arms Office for specific information.

b. **RIFLES/SHOTGUNS:** Sporting rifles and shotguns may be imported but must be inventoried as a separate item on the household goods inventory. Member must have their original U.S. firearms license/permit for registration in New Zealand. Contact the New Zealand Police Arms Office for specific information.

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

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** All POVs must be cleared through New Zealand Customs. Members ordered PCS to New Zealand may import two POVs duty free, however, the cost of shipping the second vehicle is borne by the member.

(1) Active duty military and civilians assigned to Air National Guard Det 13, Christchurch, and tenant activities. Approval from, Air National Guard Det 13, Christchurch, is not a requirement prior to release of POV for shipment. Member should hand carry to New Zealand (not place in HHGs) title and bill of sale as proof of ownership, purchase price, purchase date, POV identification number, etc. Member should also know cubic inch measurement of engine. Consignment of vehicle should be to Port Lyttelton, NZ, water port code (VE5). Importation is duty-free, with the provision the vehicle cannot be sold before 2 years in country and it would be converted to right-hand drive before sale. Member also must declare POV will be reshipped if they are posted before a 2 year tour is fulfilled.

(2) Active duty military and civilians assigned duty with the American Embassy, Wellington, New Zealand. Shipment of POV should be coordinated through the American Embassy, Wellington, NZ. Consignment of vehicle should be to Wellington, NZ (VE2). Importation is duty-free, with the provision the vehicle cannot be sold before 3 years in country and it would be converted to right-hand drive before sale.

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds are considered POVs and may be shipped in personal property. Motorcycles should also be steam cleaned prior to shipment and member hand carry steam cleaning certificate to facilitate agriculture clearance.

c. **GASOLINE/CATALYTIC CONVERTERS:** New Zealand has recently converted to unleaded fuel only. Catalytic converters need not be removed.

d. **INSURANCE:** Any member under the age of 25 importing an American vehicle with engine power over 2 liter should know insurance companies in New Zealand will only insure them for third party cover at very high premiums. Member will have great difficulty getting an insurance company to insure them. Cost of insurance on a left hand drive vehicle ranges from NZ$250.00 a year, with a NZ$1000.00 deductible, to NZ$1000.00 a year, with a lower deductible (NZ$500.00). A statement of record from a previous insurer shows an accident free and no claim history will greatly assist in obtaining insurance at a more reasonable price.

e. **SAFETY REQUIREMENTS:** Part of the clearance process is the requirement to apply to the Land Transport Safety Authority (LTSA) for a permit to Import a left hand drive vehicle. Once this is obtained a physical safety and road worthiness check is performed by the same authority at a minimum cost of NZ$120.00, costs go up if modifications are required. After the safety inspection, a Warrant of Fitness (WOF) is issued. Generally, any vehicle meeting local state vehicle inspection criteria will pass a Warrant of Fitness inspection in New Zealand. Regulations covering seat belts require lap and shoulder restraints for the two front seats, i.e., the driver and passenger nearest to the door. Shoulder restraints must be the dual sensitive emergency locking retractor (Inertia reel) type. To replace these could cost NZ$485.00 to NZ$585.00. Also required are the same belts including shoulder restraints for back seat passengers nearest either door. All other seats require approved lap belts. Another requirement is at least one high-mounted stop light at driving eye level at the rear of the vehicle. On a convertible, this is to be no lower than 152 millimeters below the lower edge of the rear window. On other cars, no lower than 77 millimeters below the lower edge of the rear window. Once satisfying all of these requirements the member must register their POV. Fees are based on horsepower rating or cubic inch engine size and for the first time registration in country can cost from NZ$190.10 to NZ$368.60 for six months or NZ$265.20 to NZ$444.45 for one year (approx. US$129.27 - $250.65 and $180.33 - $302.25) Subsequent registrations cost NZ$82.65 for six months or $157.75 for a year (approx. US$56.20 or $107.27). The member should now have their Left Hand Drive (LHD) Import Consent, WOF, and Registration certificate. They must now apply to the LTSA for a Permit to Operate a LHD vehicle on the road. There is no cost for this permit. New Zealand Ministry of Agriculture and Fisheries may also require the vehicle be steam cleaned at port of entry if found to have excess dirt or bugs in wheel wells or about the engine. The cost is NZ$106.87 and is payable by the member. Recommend POVs be steam cleaned prior to shipment and receipt or certificate to verify cleaning be placed in the window of the car. There are many safety restrictions, therefore before shipping your POV, recommend a visit to www.ltsa.govt.nz. Second hand vehicles are affordable and may be cheaper than shipping your own in the long term. (CH)

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** The New Zealand Ministry of Agriculture and Fisheries require all cane, bamboo, rattan, and associated products entering New Zealand to undergo inspection in New Zealand. Fumigation will be required if any evidence of infestation is found. Rates for fumigation range from NZ$6.65/item to a maximum of NZ$112.50 for loose loads, through to NZ$420.00 for a forty foot container load (Code 4). For additional information visit www.maf.govt.nz. (CH)

11. **TRANSMITTING EQUIPMENT**:

a. **CBs AND MARS EQUIPMENT:** No restrictions exists for shipment of electronic equipment. In order to use CB Radios, registration is required at an approximate annual fee of NZ$18.00. Single side band radios are allowed but are subject to New Zealand Post Office approval. American made CB radios require modification prior to use in NZ. Registration of Mars equipment is required at no cost to the member.

b. **AMATEUR/HAM RADIOs:** No restrictions identified.

c. **DISH ANTENNAs:** No restrictions identified.

d. **CORDLESS PHONEs:** No restrictions identified.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**:

a. **Personnel Shipping to NZ for Separation or Retirement:** Consignment of vehicle should be made to port closest to home of selection. Member should contact Air National Guard Det 13, Christchurch, to arrange for clearance and pickup of car. Member must meet all of the following conditions, supported by full documentary evidence, to qualify for duty-free importation.

(1) You comply with the Land Transport Safety Authority requirements or conditions of resale, reexport, or conversion to right hand drive. In the first instance, you should write to the Land Transport Safety Authority, Vehicle Compliance, PO Box 2840, Wellington, New Zealand, Commercial telephone number 011-644-494-8600 and fax 011-644-494-8601.

(2) You are arriving in NZ to take up permanent residency for the first time.

(3) You have personally owned and personally used the vehicle for at least 1 year before the date of your departure for NZ or the date of its shipment, whichever is earlier.

(4) You are bringing the vehicle for your personal use and not for resale, gift, or disposal in any other way.

(5) You must be prepared to give a written undertaking/statement if you sell or dispose of the vehicle within 2 years of the date of its importation, you will pay an amount equal to the duty and Government Service Tax (GST) which would otherwise be payable.

(6) A written undertaking/statement will be required that the vehicle will not be used in a commercial capacity for hire, or for the transport of cargo or the carriage of passengers for reward, within two years from the date of importation.

NOTE: Returning New Zealanders do not qualify for the above concession unless they can demonstrate personal ownership and use of vehicle prior to 21 Jun 79.

(7) Personnel importing POVs that do not qualify for duty free importation are liable for a minimum customs duty of NZ$1500.00. They also pay 12.5% GST on the value for duty plus duty payable, plus cost of shipping vehicle to New Zealand and insurance. Information is contained in NZ Customs Notice Number 6. The commercial phone and fax numbers for the Christchurch office of New Zealand Customs are 011-643-358-0600 and 011-643-358-0606.

b. **Personnel shipping to New Zealand upon separation or retirement.** Your household goods and other effects will be admitted free of duty and exempt from GST for a reasonable time after you arrive provided you can meet the following requirements.

(1) You are coming to New Zealand with the intention of taking up permanent residence.

(2) You have lived outside New Zealand for the whole of 21 months before the date of your arrival in NZ.

(3) You have owned and used the goods before the date of your departure for New Zealand.

(4) The goods are for your own personal use and not intended to be used in your business or be of a commercial nature. Information is contained in NZ Customs Notice Number 4.

c. When selecting the method of shipment for a member having to pay the cost over and above their entitlement, for example, someone choosing New Zealand as their home of selection upon retirement, the least expensive mode should be chosen and surface mode is acceptable.

13. **OTHER**:

a. **BOATS:** Boats imported into New Zealand fall under the same customs provisions as paragraph 8 above. Boats do not require registration; however, the boat trailer has to be registered and warranted at the owner's expense. As New Zealand is a hard lift area, HHGS are authorized air shipment; however, AMC regulations may limit the size of boats to be shipped.

b. **HOUSING:** Floor plans of New Zealand homes are different from those found in most US homes. Long hallways with rooms leading off are standard. Most homes do not have a basement. Many of the homes lack storage space and sufficient electrical outlets. Also rooms and closets are small by US standards. Few homes have central heating, relying instead on space heaters, wood stoves, or fireplaces. In rental properties, cooking ranges are provided by the landlord. Refrigerators, washers, and dryers are provided by the tenant. However, refrigerators, washers, dryers, are available to active duty service members on a first come, first serve basis from the command. Personnel should check for availability through their sponsor. (CH)

c. **STORAGE:** There are no DOD approved commercial storage facilities in New Zealand. Non-temporary storage (NTS) is available in the command's small Government warehouse on a space available basis. Storage of household goods in the command's non DOD approved warehouse is at the member's own risk. Recommend utilizing CONUS NTS to greatest possible extent.

84-2 AIR NATIONAL GUARD, CHRISTCHURCH DETACHMENT 13, CHRISTCHURCH, NEW ZEALAND(NZ)

REVIEW DATE: 30 AUG 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: REFL**

b. **DODAAC: FY6543**

c. **E-MAIL:**

d. **TWX**: DET13 ANG CHRISTCHURCH NZ

e. **MAIL**: TRANSPORTATION OFFICER
ANG CHRISTCHURCH DETACHMENT 13
CHRISTCHURCH NEW ZEALAND
PSC 467
FPO AP 96531-2000

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: USDAO

g. **APOD**: Christchurch Intl Airport, NZ-CHC **WPOD**: Port Lyttleton, NZ-VE5 (Refer to record number 84-1 General Instructions for NZ)

h. **DSN**: None **COMM**: 011-64-3-358-1498

i. **FAX**: **DSN**: None **COMM**: 011-64-3-358-1409

2. **CONSIGNMENT INSTRUCTIONS**:

a. **ITGBL HHG, ITGBL BAGGAGE**: New Zealand is a hard lift area. Ship HHG via Code T/AMC. Consign to member at unit of assignment. As household goods and unaccompanied baggage come to NZ via AMC channel, they both travel quickly. Recommend unaccompanied baggage type items be put in number 1 container and be marked: "Extra stop-off authorized." Annotate PPGBL: "Carrier will notify TO, Det 13 ANG, Christchurch, NZ, prior to delivery or placing in storage."

b. **DPM HHG, DPM BAGGAGE**: Ship via DPM/AMC. Consign to TO, 13 ANG, Christchurch, NZ (REFL). Mark shipment for member and unit of assignment. Shipments by DPM/AMC - 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 (high weight to cube) boxes.

c. **PARCEL POST**: Consign to member and unit assigned.

3. **SPECIAL INSTRUCTIONS**: Refer to record 84-1 NEW ZEALAND(NZ) - GENERAL INSTRUCTIONS.

CHAPTER 85

85-1 NICARAGUA(NU) - GENERAL INSTRUCTIONS
REVIEW DATE: 10 APR 03

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **Army personnel - Managua**:

(a) **Accompanied tour:** 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater.

(b) **Unaccompanied tour:** Weight allowances for single/unaccompanied personnel are in accordance with weights listed in Appendix V.

(2) USMILGROUP, Managua, Nicaragua: (CH)

(a) Accompanied tour: Full JFTR weight allowance. (CH)

(b) Unaccompanied tour: Weight allowances for single/unnaccompanied personnel in accordance with weights listed in Appendix V. (CH)

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

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:** Military uniforms should be shipped via APO or handcarried. The former is recommended. Uniforms in personal property shipments are subject to confiscation by customs personnel without recourse.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: Bills of lading should indicate consignment of shipment to either US Military Group or Defense Attache, US Embassy, depending on assignment of personnel to facilitate customs clearance.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** One US gallon can be imported in personal property shipments.

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:** Recommend shipment via APO AA 34021 only. Home computers are subject to loss. Require special permit from the Government of Nicaragua.

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 certificate of rabies inoculation issued not less than 30 days nor more than 1 year and a health certificate not more than 30 days old are required. Advance issue of an import permit from Nicaragua authorities can be obtained through agency of assignment in Nicaragua with the following data on the animal(s) to be shipped: age, sex, weight, color, breed, name of animal, and place of origin.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Advance permission must be obtained through agency of assignment in Nicaragua if additional firearms are to be shipped. Importation, for personal use only, of the following types of nonautomatic firearms is permitted:

a. **HANDGUNS:** One .22 caliber pistol; one .38 caliber pistol

b. **RIFLES/SHOTGUNS:** One .22 caliber rifle; one 20 gauge shotgun; one 12 gauge shotgun.

c. **TOY-RELATED GUNS:** No restrictions identified.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs:**

(1) POVs shipped to Nicaragua should be unpretentious and modestly equipped. Vehicles such as Fords, Chevrolets, Plymouths or common foreign imports are recommended for ease of repair and availability of parts and service. Personnel assigned to the US Embassy or USMILGP may normally import one vehicle duty-free. Those families having a need for a Second vehicle may, if approved by the US Embassy, import a second vehicle duty-free. This is not to be construed as authorizing a second shipment at Government expense. (CH)

(2) Customs clearance procedures, requirements and restrictions:

(a) Vehicles and parts of the make ROVER; i.e., Land Rover, are prohibited from import.

(b) Original Bill of Lading and copy of invoice of the vehicle or copy of bill of sale, copy of the Certificate of Title issued by the selling company. On the Bill of Lading, the name of the owner of the vehicle must be clearly identified. Notify party telephone number should be (505) 266-6010, EXT 4589. (CH)

(c) In the bill of lading, mark and consign to: American Embassy Nicaragua (state area); complete remainder of address, name of employee. (CH)

. (3) **SPECIAL INSTRUCTIONS:** Original Bill of Lading should show name of the owner, make of the vehicle, year, color, VIN number or engine number. (CH)

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds can be imported with household goods shipments but must be clearly identified in the original Bill of Lading since in Nicaragua they are considered a vehicle and must be declared. They can be imported duty-free. (CH)

c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENTS:** Liability insurance is required and is most economically purchased in Nicaragua. Specific up-to-date information can be obtained when the person arrives to the country. (CH)

e. MILITARIES RETIRING FROM OFFICIAL DUTY ARE NOT GRANTED EXEMPTIONS OF TAXES FOR IMPORTATION BY THE NICARAGUAN GOVERNMENT AS DIPLOMATIC PERSONNEL OF THE AMERICAN EMBASSY, MANAGUA. RETIRING PERSONNEL ARE CONSIDERED CIVILIAN AND HAVE TO PAY THE CORRESPONDING TAXES OF IMPORTATION. ONLY THE EMPLOYEES ASSIGNED BY THE US GOVERNMENT TO THE AMERICAN EMBASSY IN MANAGUA ARE REGISTERED AT THE MINISTER OF FOREIGN AFFAIRS AND GRANTED THEIR POSITION AS DIPLOMATS AND EXEMPTIONS OF TAXES. The only way to apply for Exemption of Taxes is by the Tourist Department by Decret 628 for retiring people over 45 years of age or older. The person must have lived 10 years out of Nicaragua, present copy of birth certificate, Certificate from Interpol, and a Certificate of Health. For more information, the person should call to (505) 222-7423 with Carolina Gadea, Direccion de Asuntos Juridicos. Decreto 628 Ley de Residentes Pensionados.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** There are no restrictions imposed on DOD personnel on importation of CB radios; however, Army members must have approval from overseas Commander prior to shipment, (AR 105-4).

b. **AMATEUR/HAM RADIOs:** No restrictions identified.

c. **MARS EQUIPMENT:** Recommend shipment via APO AA 34021 only. MARS and all radio equipment require special permit from the Government of Nicaragua.

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 Nicaragua should be counseled that all customs entry requirements of the member and payment of duties and taxes remain the responsibility of the member and is a personal matter between the member and the Government of Nicaragua.

13. **OTHER**: None.

85-2 AMERICAN EMBASSY, MANAGUA, NICARAGUA(NU)
REVIEW DATE: 07 JUN 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: OPDK**

b. **DODAAC: HHAN4N**

c. **E-MAIL:** Not Available

d. **TWX:** USDAO MANAGUA NU

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY MANAGUA
UNIT 2701, BOX 11
APO AA 34021

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Managua Augusto C Sandino AP, NU-MGA **WPOD:** Managua, NU-DD2

h. **DSN:** None **COMM:** 011-505-266-6016, EXT 270

i. **FAX: DSN:** None **COMM:** 011-505-266-4925

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG AND UB**: Ship HHG via Code T and UB via DPM/AMC. (See SPECIAL INSTRUCTIONS.) Consign to member, American Embassy, Managua, NU.

b. **ITGBL HHG AND BAGGAGE**: None.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

b. **NOTE 2**: INTL/AIR/COMM/DPM is acceptable via Sandino IAP, Managua.

c. **NOTE 3**: Refer to record 85-1 NICARAGUA(NU) - GENERAL INSTRUCTIONS

85-3 US MILITARY LIAISON OFFICER, MANAGUA, NICARAGUA(NU)
REVIEW DATE: 13 JAN 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: OPAK**

b. **DODAAC: W9OW1H**

c. **E-MAIL:** usdao@amemb.org.ni

d. **TWX:** AMERICAN EMBASSY MANAGUA NU

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
UNIT 2701, BOX 13
APO AA 34021

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Managua Augusto C Sandino AP, NU-MGA **WPOD:** Managua, NU-DD2

h. **DSN:** None **COMM:** 011-505-266-6039/268-1982

i. **FAX: DSN:** None **COMM:** 011-505-266-8022

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to USMLO, Managua, Nicaragua.

b. **ITGBL HHG AND BAGGAGE**: Consign to member at destination address or unit of assignment. Annotate PPGBL: "Carrier will notify USMLO, Managua, NU, upon arrival of shipment and prior to delivery or placing in storage."

c. **HIGH VALUE**: Consign to owner or agent.

d. **PARCEL POST**: Consign to member c/o Commander, USMLO, APO AA 34021.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

b. **NOTE 2**: Refer to record 85-1 NICARAGUA(NU) - GENERAL INSTRUCTIONS.

CHAPTER 86

86-1 NIGER(NG) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 JUN 04

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.

b. **CONTAINER/CRATING REQUIREMENTS:** Size restrictions on lift vans/containers, crates of HHG, UAB, and consumables for air transportation can not exceed the following dimension: height 162cm, no limit for length or width. Crates taller than 162cm are sometimes laid on the side, which may damage contents, or crates can be refused by carrier.

c. **HARD LIFT AREA:** Hard lift area for Army, Air Force, and Marine Corps. Air clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA).

d. **UNACCOMPANIED BAGGAGE:** For UB only mark: American Ambassador (initials of employee), U.S. Embassy-Niamey, Niger(not Nigeria)West Africa. Routing usually via Paris, France.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: No restrictions identified.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Shipments of alcoholic beverages between CONUS and overseas or within overseas countries may be shipped subject to host country requirements/restrictions identified. When undefined or in doubt, the TO/TMO will request clarification by message from the responsible transportation authority at destination.

b. **CIGARETTES/TOBACCO PRODUCTS:** Shipments of cigarettes/tobacco products between CONUS and overseas or within overseas countries may be shipped subject to host country requirements/restrictions identified. When undefined or in doubt, the TMO will request clarification by message from the responsible transportation authority at destination.

c. **COSMETICS:** No restrictions identified.

d. **FOODSTUFFS/MEATS:** No restrictions identified.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified.

4. **ELECTRICAL EQUIPMENT**:

a. **HOME COMPUTERS:** No restrictions.

b. **TVs/VCRs:** No restrictions identified.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED**: No restrictions identified.

6. **PETS/QUARANTINE**: Health certificate should be dated 5 days before departure and rabies vaccination within last 90 days of arrival are required. Pets arriving or departing Niger transiting through France must be tattooed or have a microchip inserted for identification purposes. (Per French Government regulations). (CH)

7. **PRIVATELY OWNED FIREARMS (POFs)**: Importation is prohibited.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POV**:

(1) DoD OUTGOING POV SHIPMENTS are made using the Department of State shipping process in accordance with the Memorandum of Agreement (MOA) between Department of State and Department of Defense. (CH)

(2) DoD INCOMING POV shipments must be marked: American Ambassador (initials of employee), U.S. Embassy-Niamey, Niger and (for employee's full name). Consign to: American Ambassador, US Embassy Lome or Cotonou via sea freight. Info Amembassy Niamey and Amembassy Lome or Cotonou on all cable traffic. Employee should fax copies to Niamey of vehicle documents: Last registration; bill of sale; or title, so that pre-clearance procedures can begin. (Fax No. 011-227-73-31-68). Additional copies should be hand-carried by the employee, as well as original title, registration, bill of sale or other documents concerning vehicles. All documents will be needed to facilitate customs clearance and other procedures. (CH)

b. **MOTORCYCLES/MOPEDS**: No restrictions, but helmet must be worn during use. No headlights permitted during daylight hours.

c. **GASOLINE/CATALYTIC CONVERTERS**: No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENTS**: No restrictions identified.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS**: No restrictions identified.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: Importation is prohibited.

b. **AMATEUR/HAM RADIOs**: No restrictions identified.

c. **MARS EQUIPMENT**: Contact Embassy before shipping.

d. **DISH ANTENNAs**: No restrictions identified.

e. **CORDLESS PHONEs**: No restrictions identified.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Niger should be counseled that all customs entry requirements to include payment of duties and taxes remain the responsibility of the member and is a personal matter between the member and the Government of Niger.

13. **OTHER**: None.

86-2 AMERICAN EMBASSY, NIAMEY, NIGER(NG)
REVIEW DATE: 18 JUN 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: TIDK**

b. **DODAAC: DNKA00**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY NIAMEY NG

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY NIAMEY
DEPARTMENT OF STATE-NAMEY
WASHINGTON DC 20521-2420

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Niamey, NG-NIM **WPOD:** Port of Cotonou or Lome (CH)

h. **DSN:** None **COMM:** 011-227-73-3480

i. **FAX: DSN:** None **COMM:** 011-227-73-3861/3167

2. **CONSIGNMENT INSTRUCTIONS**:

a. **ITGBL HHG, UB**: This is a one-time-only (OTO) rate area. Submit OTO request for HHG via Code 6 and UB via Code 8 by message to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Consign to American Embassy, Niamey, NG. Embassy clears all shipments with its own personnel and equipment. This Embassy has problems with shipments being misrouted to Lagos, Nigeria. Shipments should be clearly marked: American Ambassador(initials of employees), U.S. Embassy-Niamey, Niger (not Nigeria), West Africa. For further information concerning OTO procedures, refer to Chapter VII, ITGBL Rate Solicitation Instructions and the Defense Transportation Regulation, Part IV. (CH)

b. **DPM HHG AND BAGGAGE**: DO NOT USE. (CH)

c. **PARCEL POST**: DHL available.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Do NOT consign to any freight forwarders in Niamey such as AGS, ADV, NITRA and CET. (CH)

b. **NOTE 2**: Forward copy of airway bill(AWB) with employee's full name and Government bill of lading(GBL) to US Embassy Niamey, NG, prior to shipments arrival.

c. **NOTE 3**: Refer to record 86-1 NIGER(NG) - GENERAL INSTRUCTIONS

CHAPTER 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 ladings (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/RETIREES 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 88

88-1 NORWAY(NO) - GENERAL INSTRUCTIONS
REVIEW DATE: 28 MAY 99

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** Full JFTR is authorized for accompanied and unaccompanied tour (**NOTE:** See import restriction below).

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

c. **HARD LIFT AREA:** No restrictions identified.

d. **UNACCOMPANIED BAGGAGE:** This is an OTO area. Ship via Code 8.

e. **HOUSEHOLD GOODS:** This is an OTO area. Ship HHG via Code 4.

f. **OTHER:**

(1) **Housing:** No Government quarters available. All members reside off-base.

(2) **Appliances/Furniture:** Electric current is 220v. Government owned washers and dryers are available. Most Norwegian rental homes are equipped with washers/dryers, stoves, and refrigerators. Furniture support is limited to temporary basis pending receipt of household goods.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:**

a. Personnel assigned to Norway on active duty are authorized to import two shipments of HHG plus one shipment of UB duty-free. All property brought into the country, other than goods obtained through recognized military channels, must be cleared through Norwegian customs and is subject to Norwegian import regulations and duties. Customs clearance for authorized shipments is effected on NATO Customs forms initiated by the destination TMO.

b. **FOR OSLO:**

(1) To facilitate prompt customs clearance in Norway, a copy of the commercial bill of lading must be mailed in advance of shipment to American Embassy, ATTN: GSO Shipping, PSC 69 BOX 1000, APO AE 09707. If the commercial bill of lading is not available, then a copy of the ITGBL must be mailed. This is required for the customs clearance in Norway prior to receipt of shipments. POVs should be in sea containers.

(2) The American Embassy, Oslo, Norway, is responsible for all geographically separated units (GSU) in Norway.

(3) For members assigned to NATO or their support elements in the Stavanger City, JAATTA, and Sola Areas consign to TMO, 426 AB FLT/LGTT, Stavanger City, Norway.

(4) Code 4 shipments delivered 30 miles beyond the radius of Oslo, Norway, must have specific destination (not Oslo) indicated on the ITGBL. Delivery of property outside the Oslo area is costly unless specified destination is indicated in the consignee block of the ITGBL (block 18).

c. **FOR STAVANGER CITY:**

(1) To facilitate prompt customs clearance in Norway a copy of the commercial bill of lading (CBL) must be mailed in advance of shipment to Traffic Management Officer, 426 ABS/LGTT, APO AE 09706-6655. If the CBL is not available, then a copy of the ITGBL must be mailed. POV ports must book POV's destined to Stavanger/JATTA to the final destination Port-JA5. POV's destined to Oslo must be booked to the final destination port-JA1.

(2) This Transportation Office is only responsible for US NATO personnel and their support elements assigned to the Stavanger City, JATTA, and Sola areas.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Importation of alcoholic beverages in either HHG or UB is prohibited.

b. **CIGARETTES/TOBACCO PRODUCTS:** Importation of cigarettes/tabacco products in either HHG or UB shipment is prohibited. Items are considered restricted and must be hand carried. Traveler over the age of 18 can import 200 cigarettes or 250 grams of tobacco products.

c. **COSMETICS:** No restrictions identified.

d. **FOODSTUFFS/MEATS:** Shipment and importation of dried foods is allowed into Norway; however, shipment/importation of agricultural products in either HHGs or UB shipment is prohibited.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Importation of narcotics and pharmaceutical products in either HHGs or UB shipments is prohibited. Prescription medication must be hand carried.

4. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions identified.

b. **TVs/VCRs:** American televisions are usually not compatible with Norwegian (PAL) transmission system.

c. **OTHER (i.e. COMPATIBILITY, ETC):** Electric current is 220 volts.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** An import permit is required from the Norwegian Pet Health Authority. Information may be obtained from the nearest Norwegian Consulate/Embassy or by contacting, COMM 011-47-22-24-19-40. All animals originating from a non-exempt country (the USA is a non-exempt country) must be placed into quarantine for 4 months immediately upon arrival into Norway. Recommend ordering space well in advance (4-5 months) from Statens Karantenestasjon for DYR: Verkseir Furulunds NO. 44, 0668 Oslo, Norway. Application for quarantine space may be submitted on ordinary paper by listing the pet's sex, breed, size, age, and country of origination. An address or a contact person in Norway is an advantage.

7. **PRIVATELY OWNED FIREARMS (POFs):**

a. **HANDGUNS/RIFLES/SHOTGUNS:** Norwegian weapon laws requires permission be obtained from the police in order to import weapons into Norway. Sporting guns are allowed, but the importation of all Martial Arts weapons is forbidden, as is the importation of some shotguns. If the necessary import permission is not obtained beforehand, the weapons will be confiscated on entry into Norway.

b. **OTHER(i.e., AMMUNITION EXPLOSIVES ETC):** Importation of ammunition and explosives in either HHGS or UB shipments is prohibited.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** One POV for each military/DOD civilian and accompanying spouse assigned to Norway may be imported duty free. Shipment of one POV is at the expense of the Government, Shipping cost of a second POV is at the member's expense. Under existing agreements, a military member cannot import a leased vehicle into Norway.

(1) Vehicle stateside registration does not have to be valid upon arrival in country for personnel assigned to Norway for more than 1 year. Current state registration can expire while POV is in-transit. POVs cannot be driven from port with American license plates. Temporary Norwegian plates should be obtained by the member. Personnel assigned to Norway for 1 year or less may drive with American license plates in a tourist status. Current stateside registration must be valid upon arrival in country in this case.

(2) Personnel who have pickup trucks designed for carrying passengers in the bed area should contact 426 ABS Stavanger, APO AE 09706, prior to shipment. Norwegian safety laws prohibit passenger seats in the bed area of certain pickup trucks based on configuration of vehicle.

(3) **Driver's License:** US personnel assigned to units in support of NATO in Norway and their dependents 18 years of age and older are authorized to operate a POV with a valid operator's license issued by any US State, a valid Norwegian operator's license or a valid international driver's license.

b. **MOTORCYCLES/MOPEDS:** In addition to the importation of two duty-free POV's a military/DOD civilian may import one moped or motorcycle duty-free provided it is shipped as household goods and in a separate crate upon arrival into Norway for custom purposes. Members desiring to ship a motorcycle/moped to Norway should contact their sponsor for current importation information.

c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENTS:** A safety inspection is part of the initial vehicle registration process in Norway. The following requirements for POV registration are:

(1) Parking lights must have clear lenses. Front signal lights have to be amber or clear and rear signal lights: amber or red. If parking lights and directional lights are the same, they must have clear lenses which can be made from plexiglass or simply change the light bulb to a clear bulb. There can be no lights on either side of front and rear fenders.

(2) Interior rear view mirror and outside mirrors on each side.

(3) Emergency flasher lights.

(4) Front Seat Belts - three point.

(5) Dual breaking system.

(6) Laminated windshield.

(7) Two-speed windshield wipers.

(8) Windshield washers.

(9) Emergency warning triangle.

(10) **Tires**: Tread depth on summer tires must be at least 1.6mm and 3mm on winter tires. Winter tires are optional and all weather tires may be used.

(11) **Vehicle identification number (VIN)**: The VIN must be permanently marked/engraved on the frame of the vehicle.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: Importation of child pornography is prohibited.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS**: Importation of plants animals and stuff wild life in either HHGs and UB shipment is prohibited.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: Importation or utilization of CB radios is prohibited.

b. **AMATEUR/HAM RADIOs**: Importation of Amateur/Ham radios is prohibited.

c. **MARS EQUIPMENT**: If military duties require the use of MARS equipment, approval must be obtained by the customs authorities for importation into Norway.

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 Norway 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 Norway. Individuals not assigned to duty in Norway must clear customs directly with the local customs office prior to arranging delivery of property.

13. **OTHER**:

a. **BOATS**: US service members may import one boat free of customs and duties provided the service member has owned and used the boat outside of Norway for a minimum of 6 months prior to taking up duties in Norway.

b. **STORAGE:**

(1) **For Oslo:** Personal property must not be stored at origin. This creates a hardship for members who establish quarters--having to wait the duration of the transit personal property will be shipped directly to Oslo and stored in the local area.

(2) **For Stavanger City:** Personal property must not be stored at origin. This creates a hardship for members who establish quarters having to wait the duration of transit time before they can occupy quarters. Personal Property will be shipped directly to Stavanger and stored in the local area.

88-2 AMERICAN EMBASSY, OSLO, NORWAY(NO)
REVIEW DATE: 03 JUN 98 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: VIDK**

b. **DODAAC: HHAN6N**

c. **E-MAIL:** Not Available

d. **TWX:** AMEMBASSY OSLO NO

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY OSLO
PSC 69 BOX 1000
APO AE 09707

OR: GENERAL SERVICES OFFICER
AMERICAN EMBASSY OSLO
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-5460

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Gardermoen, NO-OSL **WPOD:** Oslo, NO-JA1

h. **DSN:** None **COMM:** 011-047-2244-8550 **TELEX:** None

i. **FAX: DSN:** None **COMM:** 011-047-2243-0777/011-047-2244-3363

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 the Defense Transportation Regulation, Part IV. Consign to member at unit of assignment and notify the American Embassy, GSO, Oslo, Norway, prior to delivery or placing in storage.

3. **SPECIAL INSTRUCTIONS**: Refer to record 88-1 NORWAY(NO) - GENERAL INSTRUCTIONS.

88-3 426 AIR BASE STATION, STAVANGER CITY, NORWAY(NO)
REVIEW DATE: 15 SEP 99 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: VIFC**

b. **DODAAC: FY8243**

c. **E-MAIL:**

d. **TWX:** 426ABS SOLA SEA NO//LGTT//

e. **MAIL:** TRAFFIC MANAGEMENT OFFICER
ATTN LGTT
426 ABS
UNIT 6655
APO AE 09706-6655

f. **CROSS REFERENCE APOs/FPOs SERVED:** None

g. **APOD:** Gardermoen, NO-OSL **WPOD:** Stavanger, NO-JA5

h. **DSN:** 310-224-0574/0572 **COMM:** 011-47-51-95-0574/0572

i. **FAX: DSN:** 224-0575 **COMM:** 011-47-51-95-0575

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 the Defense Transportation Regulation, Part IV. Consign to member at unit of assignment and notify the TMO, 426 ABS/LGTT, Stavanger City, Norway, prior to delivery or placing in storage.

3. **SPECIAL INSTRUCTIONS:** Refer to record 88-1 NORWAY(NO) - GENERAL INSTRUCTIONS.

CHAPTER 89

89-1 OMAN(MU) - GENERAL INSTRUCTIONS
REVIEW DATE: 03 JUN 98

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 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.

e. **OTHER:** Personal property should be shipped commercial air freight to Seeb International Airport, Muscat, Oman. Optimum shipping route from CONUS to London, then London to Muscat.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:**

a. All incoming HHG may be inspected by customs officials. Boxes identified on the inventory as containing records, CDs, audio and video cassettes, magazines and books may be subject to inspection, seizure and censor. Boxes marked miscellaneous items or a similar phrase are not typically searched.

b. HHG and POVs shipped from the US usually take about 45 days to arrive in Muscat. Air freight usually arrives in 2 to 3 weeks. Shipments should be scheduled to arrive at post about the same time as the employee in order to minimize demurrage and storage charges.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Shipment is strictly 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 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**: If the employee wishes to bring a pet to the post, please contact GSO/Shipping as soon as possible for specific instructions at Comm Fax 011-968-699-778.

7. **PRIVATELY OWNED FIREARMS (POFs)**:

a. **HANDGUNS**: Shipment is strictly prohibited.

b. **RIFLES/SHOTGUNS**: Shipment is strictly prohibited.

c. **TOY-RELATED GUNS**: Toy pistols, swords and Halloween masks are prohibited items.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC)**: Shipment is strictly prohibited.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs**: (includes information on prohibited vehicles, colors, etc.) Consign to American Embassy, Muscat, Oman. Port of destination(POD) is Port Qaboos-PJ1. The original ocean bill of lading for POVs sea shipments and the airway bill and inventory for air shipments, should be promptly forwarded to post. Copies of these documents can be faxed to post, so post can initiate the customs clearance procedures, but he originals are needed to complete the clearance process when the shipments arrive. Post also needs a no objection certificate (NOC) in order to clear shipments. The employee should bring extra copies of all inventories (packing list) with them to post.

b. **MOTORCYCLES/MOPEDS**: No restrictions identified.

c. **GASOLINE/CATALYTIC CONVERTERS**: No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENTS**: No restrictions identified.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: Shipment is strictly prohibited.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS**: No restrictions identified.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: No restrictions identified.

b. **AMATEUR/HAM RADIOs**: No restrictions identified.

c. **MARS EQUIPMENT**: No restrictions identified.

d. **DISH ANTENNAs**: No restrictions identified.

e. **CORDLESS PHONEs**: No restrictions identified.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Oman 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 Oman.

13. **OTHER**: None.

89-2 AMERICAN EMBASSY, MUSCAT, OMAN(MU)
REVIEW DATE: 15 JAN 99 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: SXDK**

b. **DODAAC: HHAQ9Q**

c. **E-MAIL:** aemctgnr@gto.net.om

d. **TWX:** AMEMBASSY MUSCAT MU//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY MUSCAT
UNIT 73000 BOX 7
APO AE 09890-3000

f. **CROSS REFERENCE OF APOs\FPOs SERVED:** None

g. **APOD:** Muscat Seeb INTL Aprt, MU-MCT **WPOD:** Mina Qaboos Muscat, MU-PJ1

h. **DSN:** None **COMM:** 011-968-698-989, After Hours 011-968-699-049

i. **FAX: DSN:** None **COMM:** 011-968-699-778/779

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to American Embassy, Muscat, MU. M/F member. Ship via Commercial Air. Do not ship via AMC.

b. **ITGBL HHG, ITGBL BAGGAGE**: Do not use.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**: Refer to record 89-1 OMAN(MU) - GENERAL INSTRUCTIONS.

CHAPTER 90

90-1 PAKISTAN(PK) - GENERAL INSTRUCTIONS
REVIEW DATE: 02 JAN 02

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS: Army personnel - MAAG**:

(1) **Accompanied tour**: 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater.

(2) **Unaccompanied tour**: Weight allowances for single/unaccompanied personnel are in accordance with weights listed in Appendix V.

b. **CONTAINER/CRATING REQUIREMENTS:**

(1) Acceptable container dimension should be obtained from the airline prior to pickup of property.

(2) Due to possibility of HHG being stored in Pakistan in open storage areas for extended periods, recommend all HHG shipping containers 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 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**: Customs clearance is handled by Embassy GSO upon arrival of property in country. Embassy cannot release the shipment from Customs unless the member has arrived at post. A copy of the commercial bill of lading and/or PPGBL is required prior to receipt of shipment in order to initiate customs clearance. If appliances are shipped, member must have purchase documents available. For duty-free entry, property must arrive within 6 months of member's arrival. Personal electronic equipment, such as TVs, stereos, and home computers, must be itemized on inventory.

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 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:** Must have valid health certificate attached to cage and/or original airway bill. Owner must advise gaining post as far in advance as possible the airway bill number, description of pet, ETA, flight number, and date in order for clearance at airport of entry.

7. **PRIVATELY OWNED FIREARMS (POFs):** Importation is prohibited.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:**

(1) The reciprocity issue with the Government of Pakistan has been cleared and the restriction on shipping vehicles to Pakistan has been lifted. However, prior to shipping any vehicles, make note that tinted windows in vehicles are illegal in Pakistan. If your vehicle currently has tinted windows and you plan to ship it; you must -- repeat must -- have the tinted windows replaced prior to shipment -- repeat -- prior to shipment. Due to the threat of terrorism and the use of vehicles with tinted windows in terrorist attacks, this issue is not negotiable with the Government of Pakistan. We also recommend that you ship a supply of spare parts that will require replacement due to normal wear and tear. POVs can be purchased locally but at very high prices. (CH)

(2) **Shipping/Transportation Costs:** The U.S. Government will pay the shipping costs for your vehicle from the port of Karachi to Islamabad. (CH)

b. **MOTORCYCLES/MOPEDS:** No restrictions Identified.

c. **GASOLINE/CATALYTIC CONVERTERS:** Cost of conversion. Unleaded gasoline is not available -- repeat not available -- in Pakistan so the Catalytic converter and oxygen sensor must be removed prior to shipment. The cost will vary depending on where the work is performed. You should obtain required paperwork from the local TMO and have the converter removed prior to shipping. (FYI: Midas charges approximately 125 USD for removal of these parts and will re-install it on your vehicle when you return as long as you have your receipt.) (CH)

d. **INSURANCE/SAFETY REQUIREMENTS: Insurance cost:** Pakistan law requires liability coverage as a minimum. Cost of liability is based upon the number of cc's of the vehicle's engine. Full coverage is available and is based on the vehicle's declared value. (CH)

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** This material cannot be shipped to Pakistan.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs AND MARS EQUIPMENT:** Any electronic equipment that emits/transmits is prohibited.

b. **AMATEUR/HAM RADIOs:** Any electronic equipment that emits/transmits is prohibited.

c. **DISH ANTENNAs:** Importation of TV satellite dishes are not authorized.

d. **CORDLESS PHONEs:** No restrictions identified.

12. **SEPARATEES/RETIREES/ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Pakistan 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 Pakistan.

13. **OTHER**: None.

90-2 US DEFENSE ATTACHE OFFICE, ISLAMABAD, PAKISTAN(PK)
REVIEW DATE: 06 APR 99 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: SEDK**

b. **DODAAC: HHAP1P**

c. **POC:** GSO Shipping

d. **E-MAIL:** Not Available

e. **TWX:** USDAO ISLAMABAD PK

f. **MAIL:** TRANSPORTATION OFFICER
AMEMB USDAO ISLAMABAD
UNIT 62200 Box 13
APO AE 09812-2200

g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

h. **APOD:** Islamabad, PK-ISB **WPOD:** Karachi, PK-QA1

i. **DSN:** None **COMM:** 011-92-51-826161 EXT 2209

j. **FAX: DSN:** None **COMM:** 011-92-51-276427

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG AND UB**: Ship via INTL/AIR/COMM/DPM. (Surface transportation to destination residence is furnished by Embassy). Consign to USDAO, American Embassy, Islamabad, Pakistan. M/F member.

b. **ITGBL HHG AND BAGGAGE**: Do not use.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Nearest commercial airport is Islamabad International, approximately 10 miles from Embassy.

b. **NOTE 2**: Refer to record 90-1 PAKISTAN(PK) - GENERAL INSTRUCTIONS.

91-1 PANAMA(PN) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 OCT 01

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS**: In accordance with governing regulations.

b. **CONTAINER/CRATING REQUIREMENTS**: There are no limitations on size or weight of shipping containers. Recommend use of metal roof and waterproof liftvans to load HHE in containers. Many liftvans arriving Panama have been stored outside at intermediate points where water damage may sometimes occur.

c. **HARD LIFT AREA**: No restrictions Identified.

d. **UNACCOMPANIED BAGGAGE**: No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS AND RESTRICTIONS**:

a. Shipments of UAB, HHE, and POV: Employee must be accredited at foreign ministry after arrival at post in order to proceed with exoneration of shipments.

b. GOP grants duty free import permit (imports only) after original documentation of shipments arrive at post. However, advance copies of the shipping documentation will allow post to complete preliminary paperwork.

c. Employee's agency may face significant storage fees if UAB, HHE or POV shipments arrive in Panama before the employee. Post does not have facilities to provide long term storage for incoming employees who will have long delays before arriving at post. Please note it can take up to 15 days for the HHE, POV and UAB to clear customs after employee arrives at post.

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. **FOODSTUFF/MEATS**: Import restrictions exist on non preserved foods of vegetable and animal origin.

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. COMMATIBILITY, ETC)**: No restrictions identified.

5. **FURNITURE, OVERSIZED**: No restrictions identified.

6. **PETS/QUARANTINE**:

a. Employees should insure that pets do not arrive at post before they arrive. The following documents are required by the Government of Panama for the importation of pets. A health certificate (valid for 10 days from date of issuance), a rabies vaccination certificate, a stamped certification from a Panamanian Embassy/Consulate, and a copy of your travel orders. These documents must be attached to the outside of the animal's cage.

b. Pets should be sent to the following address:
(your name)
c/o American Embassy
Panama City, Republic of Panama
Telephone: 507-207-7000, EXT 7497/7360

c. Animals will be given a new rabies shot upon arrival ($4.00) at the quarantine area in Tocumen International Airport if the vaccination is not due.

d. Animals may remain in the Panamanian National Quarantine Facility for 24 hours until it documents have been examined by GOP authorities. Thereafter, an additional forty days of "Home Quarantine" are required.

e. Fees are: (approximate costs)
$ 10.00 Complete examination for cat or dog
$ 5.00 Importation permit
$130.00 Cost for free home quarantine

The fees are payable at the Banco National De Panama Branch Office at Tocumen International Airport.

f. Shipping Birds, wild animals or other exotic pets is more complicated. Please contact the Embassy shipping department before making plans to ship these animals to post.

g. Please advise GSO via FAX (507) 227-2128, or e-mail of the flight number and date, name, age, breed, color and place of departure of your pet.

h. Please remember that all pet expenses are at your personal expense. The post cannot advance money for pet fees. If your pet will arrive before you, send us a check, made out to the American Embassy, to cover the expenses. Please, If you have more questions or concerns, FAX us at 507-227-2128 or 507-225-2720.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Written permission must be obtained from the Chief of Mission to Import, possess or carry official or personal firearms. All weapons must be registered with the GOP. The GOP will issue a license to carry a handgun after several requirements have been met. Automatic rifles, submachine guns or other "weapons of war" may not be imported. To obtain com permission, send a telegram to the attention of RSO, Listing: make, model, caliber, serial number and intended uses of each weapon, along with a statement indicating that you are completely familiar with the safe handling and use of the firearm. Once permission is granted, firearms should be shipped (unloaded) in HHE.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs**:

(1) No limitation on type of POV. The Government of Panama requires a safety inspection of all vehicles at time of registration and annually thereafter. Post will provide a list of authorized inspection facilities upon arrival. Cost of this inspection is generally $10. (CH)

(2) If possible, vehicles should have license plates. Employees can sell or replace vehicles duty free 24 months after vehicle registration date in Panama or at the end of tour, whichever is first. (CH)

(3) Original Certificate of Title and a commercial invoice showing the current value (if available) will be required to exonerate and register a car in Panama. If the car is new, the original Bill of Sale will be required. (CH)

Also, if the employee has a Certificate of Emissions Inspection, that should be brought as well to cover the possibility that, at some future time, the Government of Panama will not accept the Embassy certificate that all US cars shipped will have catalytic converters. This would prevent having to do the inspection here after arrival. (CH)

(4) Bill of Lading (B/L) mark and consign to: (CH)

United States Ambassador
United States Embassy - Panama
(Name of Employee)
Notify: Shipping and Customs Office
Telephone (507) 207-7000 (CH)

(5) Original B/L should show name of the owner, make of the vehicle, model, year, color, and VIN number or engine number. (CH)

(6) Post recommends that employees bring vehicles that will stay in good mechanical condition for the duration of their tours. Car repairs can be expensive and replacement parts for US made vehicles are not always available.

b. **RETIREES/PERSONS NOT ASSIGNED TO EMBASSY**: Embassy Panama **will only** handle shipments for personnel assigned to the Embassy. Retirees shipment for a POV must be consigned to a moving company. A contact telephone number and address **must be** provided at the time POV is turned in. There are two moving companies located in Panama with hardlift experience. Shipment should be consigned as: (CH)

Moving Company
C/O Employee Name
TEL. NO.
Panama, Rep. Of Panama (CH)

(1) The two moving companies in Panama which have experience hardlift shipments are: (CH)

Kora Transportation (**Government contractor**)
Warehouse 6, Curundu
Tel No. (507) 232-6639/6715
Fax No. (507 232-6943
E-mail: kora@pty.com
POC: Mrs. Delcia Belgrave - Int'l Traffic Dept. (CH)

And

Balboa International, S.A.
Milla 8, Via Transistmica
Tel No. (507) 231-7136/7244
FAX No. (507) 231-7385
E-mail: bisamov2@sinfo.net
POC: Mr. George O'Masta - General Manager (CH)

(2) It is **extremely** important that employee be in country prior to arrival of POV. Also **extremely important** that moving company receives complete address and telephone of owner, so that contact can be made as soon as shipment arrives to avoid demurrage charges. (CH)

(3) **Moving company will need a passport, retiree carnet, identification, and emissions test of vehicle. Moving company will process a special permit from customs to deliver the car to avoid demurrage charges. Afterwards, a customs liquidation is prepared which will take approximately one month to complete.** (CH)

(4) **Government contract moving company will unstuff POV using service members orders, but retiree/dependent or anyone not assigned to Embassy must clear customs and pay import taxes.** (CH)

(5) If employee is not in Panama at the time POV arrives, no documentation can be processed and expensive demurrage costs will be incurred. (CH)

(6) For additional details, contact the above moving companies. (CH)

c. **MOTORCYCLES/MOPEDS:** No restrictions identified. (CH)

d. **GASOLINE/CATALYTIC CONVERTERS:**

(1) An emissions inspection certification is required to inspect vehicles in Panama. At present the Government of Panama has accepted the assurance of the Embassy that cars shipped from the United States will have a catalytic converter and is not requiring this certification. Catalytic converter should not be removed from vehicles. Should an emissions inspection certification be required, it can be obtained in Panama. Current cost is $15.00 for gasoline engines and $20.00 for diesel engines. (CH)

(2) Both Unleaded and leaded gasoline are readily available in Panama. Post has an agreement for the purchased of duty-free gas coupons with Shell and Delta Gas of Panama. Check with the Administrative Section after arrival about the coupon program. (CH)

e. **INSURANCE/SAFTY REQUIREMENTS:** Post requires all personnel to have adequate insurance coverage for their POV. Insurance must be with a company licensed to underwrite insurance in Panama. Not all US insurance companies will underwrite in Panama. Arriving personnel will be advised of required coverage upon arrival at post. (CH)

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** No restrictions identified.

b. **AMATEUR/HAM RADIOs:** No restrictions identified.

c. **MARS EQUIPMENT:** No restrictions identified.

d. **DISH ANTENNAs:** No restrictions identified.

e. **CORDLESS PHONEs:** No restrictions identified.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:** Do not Consign retirees/separatees/bluebooks/and designated location of dependents(DLD) shipments to the American Embassy. The government bills of lading (Gals) and ocean bills of lading(Obis) must NOT reflect the American Embassy as a responsible destination transportation office for these shipments. These shipments must be consigned to the member or members agent, c/o the local address and telephone number. Specify the local address in the destination block of the PGBL. Provide the member with the name, address, and phone number of carrier's destination agent.

13. **OTHER:** None.

91-2 AMERICAN EMBASSY, PANAMA CITY, PANAMA(PM)
REVIEW DATE: 27 APR 01

1. **GENERAL**:

a. **GBLOC: OQDK**

b. **DODAAC: HHAP2P**

c. **E-MAIL:**

d. **TWX**: None

e. **MAIL**: GENERAL SERVICE OFFICE
AMERICAN EMBASSY
UNIT 0945
APO MIAMI AA 34002

f. **CROSS REFERENCE OF APO/FPOs SERVED**: None.

g. **APOD**: Tucumen INTL Airport **WPOD**: For Pacific routes Balboa, PM-BA1, For Atlantic Routes Port of Manzanillo, PM

h. **DSN**: None **COMM**: (507) 207-7360 (CH)

i. **FAX**: DSN: None **COMM**: (507) 227-2128

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHE**: Must be shipped as an one-time-only(OTO) shipment. Ship Code 4 utilizing rates provided in Chapter X of the International Rate Solicitation.

(1) For HHE originating from Pacific route use; Port of Balboa, Panama, Rep of Panama, American Ambassador, American Embassy-Panama, Shipping and Customs Unit (name of Employee), Tel No (507) 207-7360. (CH)

(2) For HHE originating from Atlantic route use; Port of Manzanillo, Panama Rep of Panama, American Ambassador, American Embassy-Panama, Shipping and Customs Unit (name of employee), Tel No. (507) 207-7360. (CH)

b. **UAB**: For UAB ship Code 8 via Tocumen INTL Airport, Panama, Rep of Panama, American Ambassador, American Embassy-Panama, Shipping and Customs Unit, (name of employee), Tel No. (507) 207-7360. (CH)

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: The American Embassy is responsible only for active military and DOD personnel assigned to the American Embassy and under the authority of the Chief of Mission.

b. **NOTE 2**: Instruct the members to immediately contact the carrier's destination agent upon arrival in Panama, Rep of Panama. Annotate the PPGBL: "Carrier will notify member/agent (full names, completed local address, and local telephone number), upon arrival of the shipment and prior to delivery to residence or placing into storage."

c. **NOTE 3**: Post does not have warehouse space to store POVs, HHE, and UAB. Employees going TDY to Washington for extended training or extended home leave need to delay shipments from their current post or have shipments stored in one of the regional transfer storage facilities. Post can accommodate shipments up to 30 days prior to the employees arrival.

d. **NOTE 4**: Refer to record 91-1 PANAMA(PM) - GENERAL INSTRUCTIONS

CHAPTER 92

92-1 PARAGUAY(PA) - GENERAL INSTRUCTIONS
REVIEW DATE: 23 JAN 01

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.

b. **CONTAINER/CRATING REQUIREMENTS:**

(1) Cannot exceed door dimensions of C-141 aircraft which is 123 inches wide, 109 inches high.

(2) Due to the use of commercial narrow-body aircraft, external shipping containers for Code T shipments moving to/from South and Central America in accordance with PPP-B-601, style A or B, are required, not to exceed 60 inches in height. In accordance with Item 508, Personal Property International Rate Solicitation, special packing arrangements will be authorized by the PPSO for oversize items which will not fit into the restricted height container.

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:**

a. In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

b. Embassy requires a copy of the commercial bill of lading(B/L) prior to receipt of shipment to initiate customs clearance. Embassy cannot start the clearance through customs with a PPGBL. It can be done only with the original B/L. Please do not forget that the process of clearance of the documents through the GOP takes o/a 8 weeks. This period of time starts counting from the day Embassy receive the shipping documents. Having this in mind, please send the original shipping documents(B/L, packing list, etc.) by DHL to the Embassy. In case of POVs, Embassy also need to receive along with the original Bill of Lading (B/L), a copy of the bill of sale or a copy of any document that shows the value of the POV. This is needed to initiate customs clearance, not the PPGL. The process of clearance through the GOP takes o/a 8 weeks. The period of times starts counting from the day the shipping documents are received. (CH)

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 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:** All types of pets may be imported. Certification of good health and valid certificate of inoculation against rabies, certified by a Paraguayan Consul, are the only required documents. No quarantine is imposed.

7. **PRIVATELY OWNED FIREARMS (POFs):** Firearms in the quantity listed may be shipped (but not mailed) to post without an export license provided they are consigned to US personnel for their personal use and not for resale. Prior approval of the Chief of Mission is necessary. Contact the Embassy RSO for details on registration of firearms at 011-595-21-213-715. Only the following nonautomatic firearms may be brought to Paraguay. Combined total of four of the following is allowed:

a. **HANDGUNS:** Revolvers, pistols(semi-automatic)

b. **RIFLES/SHOTGUNS:** Rifles (Cal UP to .30), Shotguns(up to 10 gauge).

c. **TOY-RELATED GUNS:** No restrictions identified.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.)

(1) POVs should be shipped in a container covered by a through-bill-of-lading to Asuncion. If both HHG and POV must be shipped by surface, please **DO NOT**, repeat, **DO NOT** ship HHG and POV in the same container. The Embassy recommends shipment through Buenos Aires to Asuncion. To ease identification of property (POV or HHG), consign the shipping documents to American Embassy Asuncion, Paraguay, ATTN: Shipping Office, 1776 Mcal. Lopez Avenue, Asuncion, Paraguay. (CH)

(a) In the B/L, mark and consign USODC Paraguay c/o US Embassy Asuncion, Paraguay, FOR (Name of the Employee) only for those POVs property of the members of the Military Group (USODC). (CH)

(b) In the B/L, mark and consign "DAO Paraguay c/o US Embassy Asuncion, Paraguay, FOR (Name of Employee)" for POVs of members of the DAO office. (CH)

(c) If the DETCMDR of the US Marine Corps ships a POV, mark and consign "USMC DETCMDR Paraguay c/o US Embassy Asuncion, Paraguay for (Name of Employee)". (CH)

(2) Advance documentation for POV shipment (original B/L, copy of GBL and especially a copy of the bill of sale) for personnel assigned to Asuncion should be sent by courier to: American Embassy Asuncion, ATTN: Shipping Office, 1776 Mcal. Lopez Ave., Asuncion, Paraguay. Original B/L should show name of the owner, make of the vehicle, year, color, and VIN number or engine number. Most of the time, the POV arrives in Asuncion before the Embassy receives the shipping documents causing extra storage fee charges as the POV cannot be picked up from customs. Embassy cannot start the clearance of the paperwork through the GOP in advance if Embassy does not receive the original shipping documents (B/L and bill of sale). (CH)

(3) **Driver License:** The GOP requires each driver to have Paraguayan drivers license. Twelve US dollars is charged for the license. The employee should bring his/her US or international driver license and proof of his/her blood type in order to obtain the Paraguayan license. US driver license or international driver permits are accepted for 60 days from the date of arrival in country.

(4) **Selling a POV at Post:** An employee shipping a POV must provide the original bill of sale to Post, if she/he plans to sell it in-country during the tour. When selling a personal vehicle, a married employee's spouse must also sign the transfer of title. If the spouse has to leave the country earlier for some reason, she/he should leave a power of attorney for his/her spouse.

(5) Consular invoice is not required any longer. It requires the original B/Ls, a copy of the POV bill of sale, and a copy of the HHG packing list.

REMARKS: If it is possible, provide all the shipping information and a copy of the B/L by FAX to the Shipping Office. The FAX number in GSO/Shipping Office is 011-595-21-213878. If you need any other information regarding shipping a POV or HHG to Asuncion, contact, Phone: 011-595-21-213715, e-mail address: . (CH)

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds are not considered POVs and can be imported duty-free.

c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENTS:** The GOP require third party liability insurance for all vehicles, which can be purchased locally at a cost of approximately US dollar 100-150. The Embassy also recommends the employee has coverage for comprehensive and collision. Before the employee comes to Asuncion, she/he should check and make sure his/her insurance company covers Paraguay. (CH)

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** There are no restrictions imposed on DOD personnel on importation of CB radios, however, Army members must have approval from overseas Commander prior to shipment (AR 105-4).

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/RETIREES/ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Paraguay 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 Paraguay.

13. **OTHER:** None.

92-2 US DEFENSE ATTACHE OFFICE, ASUNCION, PARAGUAY(PA)
REVIEW DATE: 28 JUL 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZHDK**

b. **DODAAC: HHAP3P**

c. **E-MAIL:**

e. **TWX:** AMEMBASSY ASUNCION PA//GSO//
USDAO ASUNCION PA (info)

f. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY ASUNCION (CUSTOMS AND GSO)
UNIT 4736
APO AA 34036-0001

g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

h. **APOD:** Silvio Pettirossi Airport, Asuncion, PA-ASU
WPOD: Asuncion, PA-FD1

i. **DSN:** None **COMM:** 011-595-21-213715, EXT 350

j. **FAX: DSN:** None **COMM:** 011-595-21-213878 OR 213728

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipments.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE**:

(1) For members of the Military Group that belong to USODC, Consign all ITGBL shipments to member c/o destination address or USODC Asuncion, PA.

(2) For members of the DAO Office, consign all ITGBL shipments to member c/o destination address or DAO Office Asuncion, PA.

(3) For members of the US Marine Corps, consign all ITGBL shipments to member c/o destination address or USMC DETCMDR, Marine Security Guard BN, Asuncion, PA.

(4) Annotate PPGBL for the specific organization as required: "Carrier will notify USODC or DAO or USMC DETCMDR Asuncion, PA, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Please refer to General Instruction paragraph 8(1) and record 90-2 paragraph 2c.

e. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Allow approximately 6 or more weeks for HHG and 4 weeks for UB.

b. **NOTE 2**: Shipments for retirees or separatees will be shipped under the OTO program thru 30 Sep 00. Effective 01 Oct 00, ship property Code 4 utilizing rates located in the Special Solicitation, Chapter X of the International Rate Solicitation.

c. **NOTE 3**: There is no AMC terminal. Commercial airport in Asuncion is Silvio Pettirossi International Airport. Military cargo is handled under commercial contract.

d. **NOTE 4**: Refer to record 92-1 PARAGUAY(PA) - GENERAL INSTRUCTIONS.

92-3 US OFFICE OF DEFENSE COOPERATION, ASUNCION, PARAGUAY(PA)
REVIEW DATE: 28 JUL 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZHAK**

b. **DODAAC: WG3LK3**

c. **E-MAIL:**

e. **TWX:** USODC ASUNCION PA
AMEMBASSY ASUNCION PA (info)

f. **MAIL:** GENERAL SERVICES OFFICER
SHIPPING, CUSTOMS AND TRAVEL
AMERICAN EMBASSY ASUNCION
UNIT 4721
APO AA 34036

g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

h. **APOD:** Silvio Pettirossi Intl Airport, Asuncion, PA-ASU
WPOD: Asuncion PA-FD1

i. **DSN:** None **COMM:** 011-595-21-213715 **TELEX:** None

j. **FAX: DSN:** None **COMM:** 011-595-21-213878

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipments.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE:** For those members of the Military Group that belong to USODC consign all ITGBL shipments to member c/o destination address or USODC Asuncion, PA. For those members of the DAO/Office, consign all ITGBL shipments to members c/o destination address or DAO Office Asuncion, PA. For those members of the United States Marine Corps, please consign all ITGBL shipments to member c/o destination address or USMC DETCDMDR, Marine Security Guard Battalion, Asuncion, PA. Annotate PPGBL: "Carrier will notify USODC Asuncion, PA, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to USODC or DAO or USMC DETCMDR, Asuncion, PA (ZHAK). M/F member.

e. **HIGH VALUE**: Consign to owner or agent.

f. **PARCEL POST**: Consign to member c/o USODC or DAO or USMC DETCMDR American Embassy, Asuncion, PA, Unit 4742(USODC) or Unit 4736 (DAO) or Unit 4738 (USMC DETCMDR), APO AA 34036.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments for retirees or separatees will be shipped under the OTO program thru 30 Oct 00. Effective 01 Oct 00, ship property Code 4 utilizing rates located in the Special Solicitation, Chapter X of the International Rate Solicitation.

b. **NOTE 2**: Refer to record 92-1 PARAGUAY(PA) - GENERAL INSTRUCTIONS.

CHAPTER 93

93-1 PERU(PE) - GENERAL INSTRUCTIONS
REVIEW DATE: 23 JAN 03

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.

b. **CONTAINER/CRATING REQUIREMENTS:** Due to the use of commercial narrow-body aircraft, external shipping containers for Code T shipments moving to/from South and Central America in accordance with PPP-B-601, style A or B, are required, not to exceed 60 inches in height. In accordance with Item 508, Personal Property International Rate Solicitation, special packing arrangements will be authorized by the PPSO for oversize items which will not fit into the restricted height container.

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:** To facilitate prompt customs clearance in Peru, it is important that the words unaccompanied baggage appear on shipping containers containing unaccompanied baggage.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**:

a. **UAB, HHG, and POV:** **Unaccompanied baggage (UAB), Household Goods (HHG) and Privately Owned Vehicles (POV) must be planned so as to arrive in Peru at the time of employee's arrival**. UAB and POV must not/not arrive at Post prior to employee's arrival. Paperwork for liberation of UAB, HHG, and POV cannot be processed until employee is accredited to the Peruvian Ministry of Foreign Affairs. Due to cumbersome Peruvian bureaucracy, clearance of all three shipments (UAB, HHG and POV) takes from 3 to 4 weeks approximately. Essential documents, medicines, and clothing should be packed in accompanying baggage.

b. The Peruvian Ministry of Foreign Affairs (MFA) allows duty free entry for a maximum of three shipments: One UAB and two HHG, or two UAB (up to total allowable weight) and one HHG. Additional personal effects shipments will be subject to each employee’s limited annual quota of duty free importation’s (the quota varies depending on the diplomatic title). Employee’s specific quota can be obtained from Customs and Shipping Unit, and 80 percent of this quota is normally assigned for an employee’s commissary importation’s. In any event, the quota is very limited, and therefore, should not be used for UAB and HHG shipments. It is critical employees know what they are shipping to Post and provide the exact information regarding HHG and UAB shipments and copies of inventory lists to the Customs and Shipping Unit of GSO upon their arrival.

c. Additionally, employees should be aware the Peruvian MFA only grants duty free importation for the first six months from the date of arrival of employee. All shipments arriving after that time are subjected to the yearly quota.

d. In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Personnel, regardless of rank, are no longer authorized to import alcoholic beverages in personal effects shipments.

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 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:** No restrictions identified.

7. **PRIVATELY OWNED FIREARMS (POFs):**

a. Shipment of firearms in the HHG and UAB is prohibited by the GOP. Please do not, repeat do not, include firearms in UAB and HHG shipments.

b. Employees must receive authorization from the Ambassador prior to shipping firearms to Post. Firearms must be of the types the Government of Peru permits diplomatic personnel to possess, i.e., no larger caliber than 9 MM. normally, only one hand gun and one shotgun or rifle will be authorized.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:**

(1) Requirements for Customs Clearance: Post requires the commercial invoice, title, and the Ocean Bill of Lading(OBL) for the customs clearance of vehicles. The Ocean Bill of Lading (OBL) must be prepared as follows at the port of origin: (CH)

CONSIGNEE:
Employee's Name
American Embassy
Lima, Peru (CH)

NOTIFY PARTY:
American Embassy Lima, Peru
Telephone: (511) 434-3000
FAX: (511) 434-3066 or (511) 434-(3037)

PORT OF DISCHARGE:
Callao, Peru (CH)

MARKS AND NUMBERS:
Container Number and Seal Number (CH)

DESCRIPTION OF CARGO:
Vehicles Characteristics: Make, Model, Year, Color, VIN or engine serial number (CH)

(2) A notification of the shipment en route must be sent to post via message, FAX or e-mail as soon as the vessel has departed the port of origin. This notification must contain the following information: (CH)

- Owner's Name
- Military Agency (USDAO, MAAG, NAMRCDR, etc.)
- Name of vessel and voyage number
- Port of origin
- Departure date
- Shipping line
- Ocean Bill of Lading Number
- Container number (CH)

Copy of the Ocean Bill of Lading must be sent to post in advance to FAX number (511) 434-3066 or the alternate (511) 434-3037. The shipping line must be instructed to issue the original OBL in Peru. (CH)

(3) **RESTRICTIONS**: Mission policy precludes importation of POVs that are large, flashy, or ostentatious. Newly assigned employees must obtain advance approval from the Administrative Counselor prior to shipping models of personally owned vehicles(POVs) which fall in the above category. Also there are engine size limitations to import personally owned vehicles(POVs) established by the GOP as follows: (CH)

(a) Military, Naval, Air and Police Attaches: one vehicle up to 3.0 liters engine size every three years. (CH)

(b) Military, Naval, Air and Police Assistant Attaches one vehicle up to 2.5 liters engine size every three years.(CH)

(c) Military, Naval, Air and Police Assistants one vehicle up to 1.8 liters engine size. For this category vehicles must be imported within six(6) months after the member has arrived in country and is accredited to the Ministry of Foreign Affairs(MFA). (CH)

(d) Vehicles imported by accredited military members can be sold locally tax-free after three years in country. If the member is transferred or finishes his/her official tour before three years, he/she will need to pay the import taxes for the remaining time to complete the three-year period. That amount will be calculated by the MFA dividing the import taxes by thirty-six (36) and the result will be multiplied by the number of months remaining

to complete the three year-period. If a military member arrives in Peru with orders for two years of duty only and is accredited accordingly to the Peruvian Ministry of Foreign Affairs (MFA), he/she can sell the vehicle tax free at the end of his/her official tour. But for this two-year exemption to apply the member's tour must end without fail in exactly two years. Otherwise, the three-year rule applies. (CH)

(4) Under current GOP regulations, vehicles exceeding the engine size authorized can be brought into Peru under a temporary importation permit for a period not to exceed one year. After one-year period the vehicle must either leave the country or the appropriate import taxes (97 percent of the C.I.F. value of the vehicle) must be paid. Post will request, but cannot be certain of obtaining, extensions to the one-year time limitation imposed upon vehicles imported under the Importation Permit. Vehicles imported under temporary **importation cannot repeat cannot** be sold locally tax-free. (CH)

(5) Vehicles brought into Peru under temporary importation which are five (5) years old or more cannot be sold locally even if the owners are will to pay the import taxes. (CH)

Post discourages the importation of sports utility vehicles and flashy sedans, particularly newer models loaded with upgrades. These vehicles attract attention and carry a higher risk of car-jacking and theft. In past years, there have been numerous car-jackings in Lima, though few mission personnel have been victims. Personnel are therefore discouraged but not prohibited from importing such high profile vehicles. (CH)

(6) **PROCESSING:**

(a) All personnel bringing a vehicle to post must send a copy of the vehicle's commercial invoice (bill of sale for second hand vehicles and ownership title. These documents **must repeat must** contain the following information: Make, model, year, type of vehicle, engine number, serial number, number of cylinders, color, capacity of engine in cubic centimeters, cost of the vehicle in US dollars. It is imperative that the engine number of the vehicle be mentioned in the vehicle documents. If this information is not provided by the employees before the vehicle arrives in Peru, the employee would be required by the Peruvian Customs to obtain this information by himself at the customs warehouse before the vehicle is cleared out of customs. Also, the Ministry of Foreign Affairs and the Ministry of Transportation will request the engine number when the license plates are requested. For GOP authorities, the engine and serial numbers of vehicles are different. If the two members are the same, a certification from the proper authority or dealer is required. (CH)

(b) Schedule shipment of the vehicle to arrive after you are in country. Cars must be consigned in the employee's name. Automobiles are not boxed for shipment to Lima so remove pilferable items before shipment. Theft of windshield wipers, floor mats, radios, etc., occurs. It is a good idea to have a locking gas cap. (CH)

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds can be imported in personal property shipments; however, they are considered POVs. Only one POV can be imported duty-free. The GSO requires an original ocean bill of lading (OBL) as soon as possible after it has been issued to speed up the processing of paperwork in order to clear the vehicle from the Port of Callao. The OBL can best be sent through the APO or with an overnight courier such as DHL so that paperwork may be initiated ASAP.

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:** There are no restrictions on the importation/utilization of CB radios; however, Army members must have approval from the overseas commander prior to shipment (AR 105-4) in addition to obtaining approval from the Peruvian Ministry of Transportation and Communications. Approval may be secured through US Embassy-GSO upon arrival on station but before shipment arrives in Peru.

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/RETIREES/ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Peru 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 Peru.

13. **OTHER:** None.

93-2 US DEFENSE ATTACHE OFFICE, LIMA, PERU(PE)
REVIEW DATE: 18 APR 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZIDK**

b. **DODAAC: HHAP4P**

c. **E-MAIL:** Not Available

d. **TWX:** USDAO LIMA PE

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY LIMA
UNIT 3790
APO AA 34031

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Lima, PE-LIM **WPOD:** Lima, PE-ED2

h. **DSN:** None **COMM:** 011-511-434-3000

i. **FAX: DSN:** None **COMM:** 011-511-434-3037

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code 4 utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipments.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE:** Consign all ITGBL shipments to member c/o destination address or US Military Group. Annotate PPGBL: "Carrier will notify US MAAG Lima, PE, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to US Military Group, MAAG Lima, PE (ZIAK). M/F member.

e. **PARCEL POST:** None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments for retirees or separatees will be shipped under the OTO program.

b. **NOTE 2**: Refer to record 93-1 PERU(PE) - GENERAL INSTRUCTIONS.

93-3 MILITARY ASSISTANCE ADVISORY GROUP, LIMA, PERU(PE)
REVIEW DATE: 18 APR 00 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: ZIAK**

b. **DODAAC: WH3LK8**

c. **E-MAIL:** Not Available

d. **TWX:** CMAAG LIMA PA

e. **MAIL:** TRANSPORTATION OFFICER
US MILITARY GROUP MISSION
AMERICAN EMBASSY LIMA
APO AA 34031

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Lima, PE-LIM **WPOD:** Lima, PE-ED2

h. **DSN:** None **COMM:** 011-511-434-3000 **TELEX:** None

j. **FAX: DSN:** None **COMM:** 011-511-434-3037

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code 4 utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipments.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG AND BAGGAGE**: Consign all ITGBL shipments to member c/o destination address or US Military Group. Annotate PPGBL: "Carrier will notify US MAAG Lima, PE, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to US Military Group, MAAG Lima, PE (ZIAK). M/F member.

e. **HIGH VALUE**: Consign to owner or agent.

f. **PARCEL POST**: Consign to member c/o Chief, US Military Assistance Advisory Group(MAAG), APO AA 34031.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Shipments for retirees or separatees will be shipped under the OTO program.

b. **NOTE 2**: Refer to record 93-1 PERU(PE) - GENERAL INSTRUCTIONS.

CHAPTER 94

94-1 PHILIPPINES(RP) - GENERAL INSTRUCTIONS
REVIEW DATE: 12 JAN 99

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. **HOUSEHOLD GOODS:** Ship via OTO Code 4. Consign to the American Embassy, Manila, Philippines, M/F: member and unit of assignment. Shipments for active duty military and DOD civilians assigned for duty in the Philippines must show Manila port (SA1) as the WPOD.

e. **UNACCOMPANIED BAGGAGE:** Ship via OTO Code 8. Consign to the American Embassy, Manila, Philippines, M/F: member and unit of assignment. Shipments for active duty military and DOD civilians assigned for duty in the Philippines must show Ninoy Aquino International Airport, Manila, MNL as the APOD. For UB shipments originating from Diego Garcia ship via DPM/AMC to Andersen AFB, Guam. Andersen AFB has been designated as the intransit aerial port for shipments to the Philippines. TMO Andersen AFB will request a one-time-only solicitation for onward movement to the Republic of the Philippines. All advance documents must be forwarded to: TMO, 36 TRNS/LGTT, Unit 14005, APO AP 96543-4005.

f. **DOCUMENTATION/CONSIGNMENT:** The origin Transportation Office must ensure advance shipping documents for HHGs, UB, and POVs are mailed to the GSO/Transportation Unit, American Embassy Manila, FPO AP 96515-1500. The advance documents must include the ocean bill of lading (OBL), airway bill (AWB), or government bill of lading (GBL) and packing list. For non-US flag carriers the OBL is a pre-requisite. The Philippines Department of Foreign Affair (DFA) requires legible copies of advance documents and AWB/BL for clearance and certificate of tax exemption, All shipments including the POV must be consigned as stated in paragraphs 1d and 1e above. Consignment **MUST BE SHOWN ON THE AIRWAY BILL(AWB)/BILL OF LADING(GBL)**. Shipment must be properly declared/described on the airway bill or bill of lading as: Unaccompanied baggage/personal effect for UB and household goods/personal effects for HHGs. Any description other than the above are considered misdeclared and the Embassy must file an amendment to correct the consignment before the shipment can be released from customs. Misconsigned shipments, misdeclared shipments, and consolidated shipments may require ITOs/TMOs to issue amendments or bill of lading correction notices and cause a delay in the customs clearance. The Embassy discourages consolidation of shipments (shipment consigned to two different owners). Do not consolidate UB, HHGs, and POV shipments for DOD members assigned with the Embassy with other shipments, e.g. for retirees, separatees, and DLDs. The release of the shipments for Embassy members are often delayed caused by non-Embassy shipments in the container. This is because of the different process involved in the release of the consolidated shipments. Do not consign any shipments to the local agent or broker. The above consignment is the only acceptable consignee on the AWB or BL for Embassy shipments to clear through customs.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**:

a. US military personnel and DOD civilian employees on official assignment to the Philippines are authorized duty-free importation of personal property and POV. The member must be present and accredited with the Department of Foreign Affairs (DFA) to clear UB, HHGs, and POV through the Philippines Bureau of Customs (BOC). The member must have the appropriate 9e(1) visa for diplomat and 9e(2) for staff not on the diplomatic list (administrative and technical staff members) to be accredited with DFA. DFA requires legible copies of advance documents for clearance and certificate of tax exemption.

b. All personnel without diplomatic titles on PCS orders will have 6 months to import their household goods, unaccompanied baggage and POVs tax and duty-free. The 6 month period starts on member's arrival date in the Philippines. This restrictions also applies to the importation of a second POV at the member's expense. The member is responsible to pay the corresponding duties and taxes for any type of shipment arriving after the 6 month period.

c. Origin Transportation Offices must ensure advance shipping documents for UB, HHGS, and POV are mailed to the Transportation Officer, American Embassy, Manila, in advance of the shipment arrival. Without the member and the proper shipping documents, shipments cannot be cleared and will cause a delay in clearance through Philippine Customs, with additional cost incurred by the US Government. It may also be declared abandoned or auctioned by customs if not cleared within one month after arrival. Ideally, the shipment would arrive about a week, two weeks, and three weeks for UB, HHGs, and POV, respectively, after the member arrives in country.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** The only restrictions on the importation of alcoholic beverages within personal property shipments is that the quantities commensurate the personal consumption (reasonable quantity without specific) of the member.

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 "permit for entry into the Republic of the Philippines (RP)" must be obtained prior to importation. The letter requesting this permit must include the species, breed, sex, color, age, weight, and name (optional) of the pet, arrival information, name of owner, and specified if accompanied or unaccompanied (cargo). The permit may be obtained by writing to the American Embassy Manila, GSO-TU, Republic of the Philippines, APO AP 96515-5000. The Embassy will request the permit from the Philippines Bureau of Animal Industry. Import Permit Fees: P50.00 - Import Permit (regardless of number of pets); P165.00 - Inspection and issuance of landing permit for the first two (2) pets and P220.00 for each additional pet; P225.00 - Taxi Fare (Transportation for processing the import permit with the Bureau of Animal Industry (BAI). Actual dollar amount varies depending on the peso/dollar conversion rate. Please note the Embassy does not allow use of government-owned vehicle for this purpose. Rabies vaccination has to have occurred not less than 1 month and not more than 6 months prior to importation. A veterinary health certificate (original and one copy) issued within 10 days before pet's arrival, stating the animal is free from, and has not recently been exposed to any dangerous communicable disease is required. Local veterinary service is available within the Metro Manila area. For exotic pets, write or contact the GSO, American Embassy at 63-2-523-1001 local 2796 or 2815 for specific information.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Not authorized, ban includes ammunition, reloading equipment, and all firearms.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs**: (includes information on prohibited vehicles, colors, etc.)

(1) Unaccompanied active duty military personnel and US/DOD civilian employees are authorized one POV at government expense tax-free into the Philippines. Accompanied personnel/employees are authorized a second POV duty-free shipped at the member's expense whether imported or locally purchased provided the member's spouse has a valid Philippine Drive's License.

(2) Consign POV shipments to the American Embassy, Manila, Philippines, M/F: Member's name and unit of assignment. Shipment documentation for active duty military and DOD civilians assigned to duty in the Philippines must indicate Manila Port (SA1) as the WPOD. GBLs and OBLs, and shipping documents which do not have the above information as consignee will create extreme delays in customs clearance and hardship to members. See paragraph 1f, information on advance shipping documents.

(3) Government bills of lading(GBLs) and Ocean bills of lading(OBLs) must reflect complete description (make, type, model year, number of doors, engine and serial numbers, color, number of cylinders, and piston displacement) of the POV.

(4) Importation of right-hand drive vehicle into the Philippines is strictly prohibited.

(5) The Republic of the Philippine exercises import restrictions on diplomatic, official and all other vehicles shipped into the country. There are no, repeat, no exceptions to these restrictions. The member may import into the country a gasoline-powered passenger car of any weight and engine displacement. However, members can only sell a gasoline-powered car to a non-privileged buyer (an individual without duty-free status) if the vehicle's engine displacement is 2,800 cubic centimeters (171 cubic inches) or less, and weighs 1,500 kilograms (3,300 pounds) or less. If the vehicle exceeds these specifications, you may either export or sell to a privileged buyer (with tax-free status). Vans are not classified as passenger cars under the Philippine tariff and customs code. Therefore, the restrictions cited above do not apply to vans. Vans can be sold to a privileged or to a non-privileged buyer. Diesel-powered vehicles, including passenger cars, may be imported without regard to engine displacement or weight. They can be sold to a privileged or a non-privileged buyer.

(6) Members can only sell their POV after their tour of duty or after two years of initial registration of the vehicle. A prior approval form DFA must be requested before the actual selling of the car. Members must ensure that appropriate duties and taxes have been paid if the POV is sold to a non-privileged buyer prior to releasing of the vehicle to the buyer.

b. **MOTORCYCLES/MOPEDS:** Motorcycles and Mopeds/motorized bikes are considered POVs. Mopeds must be shipped as a POV to be authorized use on the local highways/streets and must be registered with Philippine Land Transportation Office. Mopeds shipped as HHGs cannot be registered and are restricted for use on the American Embassy compound only.

c. **GASOLINE/CATALYTIC CONVERTERS:** POVs should enter the Philippines under the DOD Revised Import Control Program. The catalytic converters should be removed at origin, shipped with the POV, and put back on the POV incident to shipment back to the US. While participation in the DOD Revised Import Control Program is voluntary on the member's part, shipment of POVs utilized in the Philippines with the catalytic converter intact are subject to being redlined upon shipment back to the US. If leaded gasoline was used the owner must drain and refill the fuel tank with unleaded gasoline and replace the catalytic and oxygen sensor, if necessary, after importation. No action is required for motorcycles and mopeds.

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:** There are no restrictions; however, upon arrival, member must contact the Information Management Office (IMO), American Embassy, Manila for clearance to use CBs in the Philippines.

b. **AMATEUR/HAM RADIOs:** No restrictions identified. However, model and serial numbers of all amateur radio equipment should be listed on inventory. License is required to operate.

c. **MARS EQUIPMENT:** There are no restrictions. However, model and serial numbers of all amateur radio equipment should be listed on inventory. License is required to operate.

d. **DISH ANTENNAs:** No restrictions identified.

e. **CORDLESS PHONEs:** No restrictions identified.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS: (PERSONNEL SHIPPING TO THE REPUBLIC OF THE PHILIPPINES FOR RETIREMENT, SEPARATION, AS DESIGNATED LOCATION FOR DEPENDENTS OR FOR SHIPMENTS OF DECEASED MEMBER'S PROPERTY.**)

a. **Shipment Instructions:**

(1) Ship household goods via OTO Code 4, WPOD: SA1. Ship unaccompanied baggage via OTO Code 8, APOD: MNL. Privately-owned vehicles (POV) must be shipped to Manila water port, WPOD: SA1. All shipment (UB, HHGs, and POV) must be consigned to the member's name, address and telephone number; c/o destination agent's names, address, and telephone number.

(2) To preclude undue hardship to the member the origin Transportation Office must ensure member has a copy of all shipping documents and knows their carrier, destination agent and carrier's agent address, and telephone numbers. All shipping documents GBL, AWB, OBL and packing lists must be mailed in advance to the member's destination agent. Without the member/agent and the proper shipping documents the shipment can not be cleared and will cause delays in clearing through Philippines Customs. The shipment may also be declared abandoned or auctioned by Customs if not cleared within one month after arrival.

(3) Consignment must be shown on the airway bill (AWB), bill of lading (BL). Shipments must be properly declared/described on the airway bill or bill of lading as: Unaccompanied baggage/personal effect for UB and household goods/personal effects for HHGs. Privately-owned-vehicle must indicate the complete description (make, type, model year, number of doors, engine and serial numbers, color, number of cylinders and piston displacement) of the POV.

(4) All shipping containers must have a shipper's export declaration and packing list. The statement below must be incorporated with the shipper's export declaration and packing list:

"This is to certify that I am the consignor/sender of these items which is a true and correct description of the goods contained in this shipment being sent to the Philippines. I also certify that there are no undeclared restricted, illegal or banned items, including firearms, ammunition, illegal drugs, combustible goods included in this shipment."

PRINT NAMES. DATE. AND SIGNATURE

b. **Custom Clearance Requirements:**

(1) Members should be counseled all customs entry requirements remain a personal matter between the member and the Philippine Government. The member is responsible for paying duties and taxes, if any. Thorough inspections are made on all shipments.

(2) Member or agent must be present with shipping documents to clear UB, HHGs, and POV shipments. Department of Finance requires legible copies of AWB, OBL, or GBL, and packing list (in the English language) attached to the request for exception. Storage charges starts accruing on UB shipments upon arrival and 5 days after arrival for HHGs and POV shipments. Ideally, the shipment should arrive about a week, two weeks, and three weeks for UB, HHGS, and POV, respectively, after the member's arrival in the Philippines.

c. **Visa Requirements/Privileges**: Individuals must have a Philippine resident visa status (13G) stamped in their passport and a Alien Certificate of Registration (ACR) to obtain clearance from the Department of Finance to release their shipments. Obtaining a visa and ACR is a long process. Also the Tariff and Customs Code of the Philippines provides duty and tax free privileges to certain individuals, the extent of which depends on the individual status. Privileges are being approved by the Department of Finance and endorsed to the Bureau of Customs. All privileges are subject to change without notice. Suggest the member contact the nearest Philippines Embassy or Consulate to obtain entry requirements to avoid undue hardship.

Privately-Owned Vehicles (POVs):

(1) Right-hand drive vehicles whether brand new or used are strictly prohibited.

(2) The importation of a brand-new motor vehicle of all types, including motorcycles no longer require prior authority to import (PIA). A motor vehicle is considered brand new it meets the following criteria: The vehicle is of current or advance year model; it has never been registered or used; and it is covered by a certificate of first ownership.

(3) The importation of used motor vehicles are regulated and requires prior approval to import (PIA) from the Bureau of Import Services (BIS), Department of Trade and Industry (DTI). The PIA is obtained by submitting to the Bureau of Import Service (BIS) a completed application form which may be obtained from the BIS and the following documents authenticated by the nearest Philippines Consulate abroad where the car owner resides: Proof of continuous stay abroad for at least one (1) year; copy of the registration papers showing the vehicle is registered in the owner's name for at least six (6) months; and proof that the vehicle was acquired out of earnings. BIS address: Bureau of Import Services, 3rd Floor, Welding Industries of the Philippines Building, 349 Sen. Gil Puyat Avenue, Makati City, Metro Manila, telephone number 011-632-895-7466.

(4) All imported vehicles whether brand new or used, purchased or donated, is subject to 40 percent customs duty, 10 percent VAT and Ad Valorem Tax from 15 to 100 percent depending on the piston displacement. Its book value serves as the tax base and not the purchase price nor the acquisition cost. The book value is sourced from universally accepted vehicle reference books such as: Red Book, Blue Book, or World Book depending on the origin of the imported vehicle.

(5) Depreciation in value is accorded to a used imported motor vehicle. The depreciation schedule is 10 percent per year counted downwards from the current year which has a depreciation rate of zero percent (0%). Motor vehicles with a piston displacement of 2000cc and above may be given a maximum depreciation of 50 percent, while those below 2000cc up to a maximum of 70 percent.

(6) Taxes and duties are subject to change. Inquiry prior to importation can be obtained by writing and providing information about the vehicle such as: make, year model, piston displacement, vehicle identification number (VIN), or chassis number or sending a copy of the certification of registration to: Valuation Center and Library, Bureau of Customs, South Harbor, Manila, Philippines, Telephone Number_____ or One Stop Processing Center for Motor Vehicle, Manila International Container Port, North Harbor, Manila, Philippines, telephone number_____.

(7) Vehicle spare parts sent with the motor vehicles are also taxable and are taxed separate from the vehicle.

e. **Pets**: There are quarantine and regulatory agency restrictions and conditions on the importation of pets. A health certificate must be obtained at origin prior to importation. The certificate will be required by the Veterinary Quarantine Officer at the airport/port of disembarkation. Any pet without a health certificate will be detained by the Bureau of Animal Industry (BAI) until cleared. For pet fish(es), in lieu of a health certificate, a prior import permit must be obtained from the Bureau of Fisheries and Aquatic Resources (BFAR), address_____ telephone number _____.

f. **Shipper Certification**: The member must be counseled by the origin ITO/TMO that the Government of the Philippine Custom/Importation requirements is a personal matter between the member and the Philippines Government. The certification below must be in a memorandum form with one copy given to the member, one copy retained by the origin ITO/TMO, and a third copy attached to the shipping documents and packing list (DD Form 1299 or DD Form 788) on all shipments.

"I (member's name), certify that I am aware that all customs entry requirements remain a personal matter between me and the Philippine Government. I am further, aware that my shipment is subject to a thorough inspection. I will pay corresponding duties and taxes as determined by the Bureau of Customs and storage charge my shipment will incur.

I am aware that I am entitled to 90 days of storage in transit, for HHGs and UB, at the carrier's agent warehouse upon release of my shipment from Philippines Customs. The carrier's agent can assist with customs formalities and will arrange for delivery, perform unpacking, and upon my request will do a one time placement of furniture in my residence, at no cost to me."

g. **Claims**: Origin ITO/TMO must provide the address of claims officer (NLSO/JAG) to all members at time of counseling and suggest the member obtain a claim packet of information from the origin legal/claims office. Address of claims offices are:

(1) **Army** - The Claims Officer, US Army Claims Service, Fort Shafter, Hawaii 96858-5000

(2) **Air Force (Guam)** - The Claims Officer, 633rd ABW/JAG, Unit 14003, Box 24, APO AP 96543-5000 and Okinawa - The Claims Officer, 18th Transportation Squadron/JAG, APO AP 96368-5000.

(3) **Navy** - The Claims Adjudicating Officer, US Navy Legal Service Office, Yokosuka, PSC 473, Box 14, FPO AP 96349-2400.

(4) **Marines** - Commandant, Headquarters, US Marine Corps, ATTN: MHP-40, Washington, DC 20380.

(5) **Coast Guard** - Commandant, US Coast Guard, ATTN: G-PE-1, Washington, DC 20593.

13. **OTHER**: None.

94-2 AMERICAN EMBASSY, MANILA, PHILIPPINES(RP)
REVIEW DATE: 12 JAN 99 **ALL ACTIVE DOD PERSONNEL ASSIGNED TO AMERICAN EMBASSY AND UNDER THE AUTHORITY OF CHIEF OF MISSION**

1. **GENERAL**:

a. **GBLOC: RFDN**

b. **DODAAC: FY4184**

c. **E-MAIL:**

d. **TWX**: AMEMBASSY MANILA RP//GSO/ATTN: TRANSPORTATION UNIT//

e. **MAIL**: TRANSPORTATION OFFICER
ATTN GSO
AMERICAN EMBASSY MANILA
APO AP 96515-5000

f. **CROSS REFERENCE OF APOs/FPOs AND UNITS SERVED**: JUSMAG, DAO, MSG, NRCC, DET Singapore, NIS, MDB, APO

g. **APOD**: Manila, RP-MNL **WPOD**: Manila, RP-SA1

h. **DSN**: None **COMM**: 011-63-2-523-1001 plus EXT 2915 or 2796

i. **DSN**: None **COMM**: 011-63-2-831-0631

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM UB**: Not authorized.

b. **ITGBL HHG, BAGGAGE**: Use ITGBL (OTO) Code 4 only for HHGs shipments and use ITGBL (OTO) Code 8 only for baggage shipments. Consign all active duty military and DOD civilian shipments directly to the American Embassy, Manila, Philippines M/F: Member's name and unit of assignment. Annotate the PPGBL: "Carrier will notify GSO/Transportation Unit, U.S. Embassy, Manila, Philippines at 523-1001 local 2813 or 2815, upon arrival of the shipment and prior to delivery to residence or placing into storage."

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: The American Embassy is responsible only for active military and DOD personnel assigned to the American Embassy and under the authority of the Chief of Mission. Also, see limitations in record 94-1 Philippines - General Instructions concerning the 6 months time limit.

b. **NOTE 2**: Do not consign retirees, separatees, bluebarks, and designated location of dependents (DLD) shipments to the American Embassy. The American Embassy WILL NOT process these types of shipments. The Government bills of lading (GBLs) and ocean bills of Lading(OBLs) must NOT reflect the American Embassy as the responsible destination transportation office for these shipments. These shipments must be consigned to the member or members agent, c/o the local address and telephone number. Specify the local address in the destination block of the PPGBL. Provide the member with the name, address, and phone number of carrier's destination agent. Instruct

the members to immediately contact the carrier's destination agent upon arrival in the Philippines. Annotate the PPGBL: "Carrier will notify member/agent (full names, completed local address, and local telephone number), upon arrival of the shipment and prior to delivery to residence or placing into storage."

c. **NOTE 3**: Refer to record 94-1 PHILIPPINES (RP) - GENERAL INSTRUCTIONS for additional guidance and instructions.

CHAPTER 95

95-1 POLAND(PL) - GENERAL INSTRUCTIONS
REVIEW DATE: 22 SEP 98

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:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:**

a. Poland strictly enforces laws and regulations which prohibit the exportation of all artwork (including paintings and sculptures), china, silver, brass, copper, and crystal which was or may have been produced prior to 9 May 1945. Service members should make a detailed list of all such items (to include the number of boxes in which they are packed) and bring it with them for presentation to the Embassy, GSO, for customs declaration and documentation to avoid difficulty with customs for free entry and re-exportation. Until Poland joins the EU in May 2004, an Embasys expeditor will come to your home to take photographs of the a/m items to be added to the import customs clearance paperwork for your consignment. Without customs certification upon arrival of the goods in Poland, anything which may have been made before 1943 cannot be taken out of Poland. (CH)

b. **HHG:** Mail one copy of bill of lading and 2 copies of the packing list to American Embassy (GSO)-Warsaw, Department of State, Washington, DC 20521-5010. (CH)

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. 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. 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, but they must operate 220V, 50HZ.

b. **TVs/VCRs:** No restrictions identified.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED**: No restrictions identified.

6. **PETS/QUARANTINE**: No quarantine. A current veterinary health certificate and inoculation record (rabies shot), at least 6 weeks but less than 6 months old, is required.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Firearms can be imported only by diplomats. The Embassy requires make, caliber, and serial number of weapon prior to importation. This will facilitate registration of the weapon with the Ministry of Foreign Affairs. It is imperative and required by the Government of Poland that permission for import of any firearms is requested at the Polish Embassy or Consulate of the current country of residence before departure. (CH)

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs:** (includes information on prohibited vehicles, colors, etc.)

(1) Diplomats and non diplomats (clerks of the Embassy) are one category: Single person may own one vehicle duty and tax free, married person (couple) may have two vehicles duty and tax free; there is no limitation of the non-duty free vehicles being the legal property of a diplomat or a non-diplomat. There is no additional road tax fee, as it has been included in fuel price. All Embassy employees who have their valid American driver's license can have the Polish one with the same expiration date. All vehicles, registered in Poland must conform to European technical requirements. Main differences are as follows: Head lights, color of turn indicators (should be yellow), and lack of the rear fog lamps.

(2) When a vehicle does not conform to European technical requirements, the Embassy requests, from Polish Ministry of Infrastructure, a waiver for registration. This procedure takes about 8 weeks. We can not guarantee this procedure will continue in the future. (CH)

(3) Route all POVs to WPOD: Gydnia, Poland-JE1.

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds may be imported in personal property. They are considered POVs and can be imported duty-free.

c. **GASOLINE/CATALYTIC CONVERTERS:** In accordance to European and Polish technical requirements all vehicles registered in Poland must be supplied with a catalytic converter. Unleaded gasoline is available through out Poland.

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:** No restrictions on importation. However, the Polish Government will not give permission for the use of radios in Poland.

b. **AMATEUR/HAM RADIOs:** No restrictions identified.

c. **MARS EQUIPMENT:** No restrictions, but Polish Government will not grant frequency for use.

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 Poland 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 Poland.

13. **OTHER:** None.

95-2 US DEFENSE ATTACHE OFFICE, WARSAW, POLAND(PL)
REVIEW DATE: 14 OCT 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: VDDK**

b. **DODAAC: HHAP6P**

c. **E-MAIL:** Not Available

d. **TWX:** USDAO WARSAW PL

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHÉ OFFICE
AMERICAN EMBASSY WARSAW
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-5010

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Warsaw Intl Airport, Okecie, PL-WAW
WPOD: Gdynia, PL-JE1

h. **DSN:** None **COMM:** 011-48-22-504-2000 or 011-48-504-2406 (CH)

i. **FAX: DSN:** None **COMM:** 011-48-22-504-2479 (CH)

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 the Defense Transportation Regulation, Part IV. Consign to American Embassy (USDAO), Warsaw, Poland, marked for member's name and SSN.

3. **SPECIAL INSTRUCTIONS**: Refer to record 95-1 POLAND(PL) - 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/RETIREES 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.

96-2 GSO, AMERICAN EMBASSY, LISBON, PORTUGAL(PO)
REVIEW DATE: 03 MAR 04 **MULTI-SERVICE**

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.

96-3 CINCUSNAVEUR DETACHMENT JOINT HQ LISBON/NATO, PORTUGAL(PO) (CH)
REVIEW DATE: 10 MAY 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ULNC**

b. **DODAAC: N68088**

c. **E-MAIL:** TransOffice@lisbon-nse.navy.mil

e. **TWX:** COMUSNAVEUR DET IBERLANT SUPP CMO//JJJ// (CH)

f. **MAIL:** TRANSPORTATION OFFICER (CH)
CINCUSNAVEUR DET. USNSE
NATO/JOINT HQ LISBON
PSC 807 BOX 82
FPO AE 07629-0082

g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

h. **APOD:** None
WPOD: LISBON, PO-KA1, POVs: Cadiz, SP-KJ1

i. **DSN:** None **COMM:** 011-351-21440-4444 (Voice Mail) or 011-351-21440-4310 (USNSE)

j. **FAX: DSN:** None **COMM:** 011-351-21440-4307

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG AND UB**: (See Note 3). Consign all shipments to ITO, CINCUSNAVEUR DET, US NATIONAL SUPPORT ELEMENT, JOINT HEADQUARTERS LISBON, c/o DPM Contractor: UTS-Gauntlett International Transportes, Lda., Centro Empresarial Sintra-Estoril, Armazem L, Estrada de Albarraque, Linho, 2710-297 Sintra, Portugal, at 011-351-21924-2917, FAX 011-351-21924-3004. Please submit manifest and notification of shipment to above address. (CH)

b. **ITGBL HHG AND UB**: Consign to member at unit of assignment. Annotate PPGBL "Carrier will notify ITO prior to delivery to placing in storage."

c. **PARCEL POST**:. Consign to member's name, at JOINT HEADQUARTERS LISBON, PSC 807, Box 82, FPO AE 07629-0082. Do not consign to ITO. (CH)

d. **INTRATHEATER**: Please make advance delivery arrangements and notify ITO of delivery. Do not deliver to base. No storage is available.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Hard-lift area for Army (UB only). Air clearance, when required, will be obtained from the appropriate air clearance authority (ACA).

b. **NOTE 2**: Do not consign shipments or POVs for personnel assigned to American Embassy, Lisbon or Lajes Field, Azores to this Unit. Information on shipments for these units is contained in PPCIG for each respective unit.

c. **NOTE 3**: There are no AMC terminal facilities in mainland Portugal. Do not ship UB via DPM/AMC. ITGBL Code 8 is primary method for shipment of UB, only alternatives DPM/BF. Code 7 is not an alternative. (CH)

d. **NOTE 4**: **POVs**: Vehicles in and out of Portugal are being moved through the Global POV Contract and the VPC in Rota, Spain (port identification above). VPCs in CONUS and OCONUS have specific instructions on POV shipments to Portugal.

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/RETIREES 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.

97-2 FORT BUCHANAN, PUERTO RICO(RQ)
REVIEW DATE: 11 MAR 04 **MULTI-SERVICE**

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-Transporation 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.

97-3 832ND TRANSPORTATION BATTALLION, FT BUCHANAN, PUERTO RICO(RQ)
REVIEW DATE: 16 JUN 03 **MULTI-SERVICE VEHICLE PROCESSING**

GBLOC: OSAH

Deactivated: Record Number 97-3 unused.

This activity is not a transshipment point for the import and/or export of DPM HHG, Unnaccompanied Baggage or ITGBL. Vehicle Processing Centers (VPC) are now identified in Appendix IV, Outloading Ports for Privately Owned Vehicles.

CHAPTER 98

98-1 QATAR(QA) – GENERAL INSTRUCTIONS
REVIEW DATE: 02 FEB 00

1. **SHIPMENT INSTRUCTIONS**

a. **WEIGHT RESTRICTIONS:**

Army Personnel: Unaccompanied tour. Weight allowance for single/unaccompanied personnel is E1-E6 1000 lbs, E7-E9 1300 lbs, 01-02 1750 lbs, and 03-06 2000 lbs. Accompanied tours are authorized. HHGS shipment allowance is 25 percent of the full JFTR weight allowance or 4000 pounds, whichever is greater.

b. **CONTAINER/CRATING REQUIREMENTS**: No restrictions identified.

c. **HARD LIFT AREA**: Hard lift area for Army. Air clearance when required, will be obtained from the appropriate Air Clearance Authority (ACA).

d. **UNACCOMPANIED BAGGAGE**: Weight allowance for single/unaccompanied personnel is E1-E6 1000 lbs, E7-E9 1300 lbs, 01-02 1750 lbs, and 03-06 2000 lbs.

e. **OTHER**: Do not route personal property through Camp Doha, Kuwait.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS AND RESTRICTIONS**: Government bill of lading is required on all personal property shipments. Send advance PPGBL to TO ARCENT-Qatar, Doha, Qatar. Provide airway bill (AWB) number, PPGLB number. UB must be declared: "Used Personal Effects for Personal Use" on AWB and PPGBL. All inbound shipments are subject to a cursory inspection by Qatar Customs Officials. All carrier agents in CONUS must use the carrier that SDDC has for Qatar to avoid 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.

3. **CONSUMBLES**:

a. **ALCOHOLIC BEVERAGES**: Importation is prohibited.

b. **CIGARETTES/TOBACCO PRODUCTS**: All cigarettes which do not bear the warning "Smoking is a major cause of heart disease and cancer" are prohibited.

c. **COSMETICS**: No restrictions

d. **FOODSTUFFS AND MEATS**: Pork in all of its forms and all products derived from swine are prohibited.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS**: Unless prescribed by physician, narcotics, stimulants and hallucinogenic substances are prohibited.

4. **ELECTRICAL EQUIPMENT**:

a. **HOME COMPUTERS:** No restrictions

b. **TVs/VCRs:** No restrictions.

c. **OTHER (i.e., COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED**: Prohibited in UB shipments

6. **PETS/QUARANTINE**: Dogs and cats may be brought to Qatar 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 (POF)**: Importation is prohibited.

8. **PRIVATELY OWNED VEHICLES (POVs)**: Accompanied tours for active duty and DOD Civilian are authorized shipment of POVs.

a. **GASOLINE/CATALYTIC CONVERTERS:** Members should be advised to have their vehicles catalytic converter removed prior to shipment. Only leaded gas is available. Use of leaded gasoline in a vehicle equipped with a catalytic converter will render the converter inoperable and result in a large expense to the member for replacement at time of export or impounding of the vehicle at the port of entry until the converter can be replaced.

b. Ship POV in sea container to the Port of Doha, code is PK4. Ship through the DTS for tracking. Provide SDDC-Qatar the original bill of lading and commercial invoice for customs clearance purpose.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: Importation is prohibited.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS**: Requires special permission to import.

11. **TRANSMITTING EQUIPMENT**:

a. **CB RADIOS/MARS EQUIPMENT:** Importation is prohibited.

b. **AMATEUR/HAM RADIOs:** No restrictions identified.

c. **DISH ANTENNAs:** No restrictions identified.

d. **CORDLESS PHONEs:** No restrictions identified.

e. **VOLTAGE:** Voltage in Qatar is 240 Volts, 50 cycle. This should be taken into consideration when shipping appliances. Limited transformers are available.

12. **SEPARATEES/RETIREES/ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Qatar 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 Qatar.

13. **OTHER**: None.

98-2 ARCENT-QATAR, DOHA, QATAR(QA)
REVIEW DATE: 28 FEB 03

1. **GENERAL**:

a. **GBLOC: OFDK**

b. **DODAAC: W90CT2**

c. **E-MAIL:**

d. **MAIL:** TRANSPORTATION OFFICE
ARCENT-QATAR
APO AE 09898

e. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

f. **APOD:** Doha Airport, QA-DOH **WPOD:** Port of Doha, Qatar-PK4

g. **DSN:** 318-432-2213 **COMM:** 011-974-460-8262 **MOBILE:** 011-974-551-1934 (CH)

h. **FAX: DSN:** None **COMM:** 011-974-460-8286

2. **CONSIGNMENT INSTRUCTIONS: UB:** Ship INTL/AIR/COMM/OTO. Consign to Transportation Office, ARCENT-Qatar, Doha, Qatar M/F Member.

3. **SPECIAL INSTRUCTIONS:**

a. **NOTE 1:** Government bill of lading is required on all personal property shipments. Send advance PPGBL to Transportation Officer, ARCENT-Qatar, Doha, Qatar. Provide airway bill number, PPGBL number, carrier and RDP by message as soon as possible.

b. **NOTE 2:** UB must be declared: "Used personal effects for personal use" on AWB and PPGBL. All inbound shipments are subject to a cursory inspection by Qatar Customs Officials. All carrier agents in CONUS must use the carrier that SDDC has for Qatar to avoid 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.

c. **NOTE 3:** Refer to record 98-1 QATAR(QA) - GENERAL INSTURCTIONS.

CHAPTER 99

99-1 ROMANIA(RO) - GENERAL INSTRUCTIONS
REVIEW DATE: 24 OCT 97

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.

b. **CONTAINER/CRATING REQUIREMENTS:** Containers should be very durable and rugged for the long distance surface movement to Bucharest over poorly maintained roads. All containers should be sealed and water proof. Consumables should be in fully enclosed containers to avoid pilferage in transit. Palletized consumables are not recommended.

c. **HARD LIFT AREA:** No restrictions identified.

d. **UNACCOMPANIED BAGGAGE:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: Copies of all shipping documents and inventories should be sent to the Defense Attache Office immediately after pickup of items. Inventories are necessary for preparing customs documents and substantial delays may be encountered if documents are not received ahead of delivery.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Can be imported in personal property. Limit is 50 litres for beverages over 22 degrees alcohol content.

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:** PAL TV needed for reception of cable programming.

c. **OTHER (i.e. COMPATIBILITY, ETC):** Voltage is 220, 50 hrz.

5. **FURNITURE, OVERSIZED**: No restrictions identified.

6. **PETS/QUARANTINE**: No restrictions. Current health certificates/ immunization records are required.

7. **PRIVATELY OWNED FIREARMS (POFs):**

a. **HANDGUNS:** Not permitted by order of the Ambassador.

b. **RIFLES/SHOTGUNS:** Unloaded hunting rifles and shotguns are permitted to be imported in household shipment only. Approval of the Ambassador is required prior to shipping. Formal written requests, to include type of weapon(s) and serial number(s) should be sent to the Defense Attache Office for proper coordination through Embassy channels.

c. **TOY-RELATED GUNS:** No restrictions identified.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Explosives of any kind are not permitted.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** No restrictions. Compact and subcompact automobiles are most suitable for narrow streets of Bucharest. Recommend new or almost new POV be shipped to reduce breakdown possibilities. Maintenance facilities are poor at best. Almost no spare parts are available for foreign-made automobiles. Essential spare parts (i.e., spark plugs, points, fan belts, wipers, etc.) and extra tires should be shipped with HHG.

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds can be shipped in personal property shipment. They are considered POVs; however, they can be imported duty-free even if member also ships another POV.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded fuel is widely available.

d. **INSURANCE/SAFETY REQUIREMENTS:** American-type insurance is not available in country. Policies should be obtained in the United States prior to shipping. Host nation liability insurance is mandatory and can be obtained at minimal cost.

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:** Not generally allowed. Government of Romania will consider advance application for license on a case-by-case basis.

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 Romania 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 Romania.

13. **OTHER**: None.

99-2 US DEFENSE ATTACHE OFFICE, BUCHAREST, ROMANIA(RO)
REVIEW DATE: 26 MAR 98 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: VPDK**

b. **DODAAC: HHAR1R**

c. **E-MAIL:**

d. **TWX:** USDAO BUCHAREST RO

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE
AMERICAN EMBASSY BUCHAREST
DEPT OF STATE
WASHINGTON DC 20521-5260

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Bucharest, RO-BUH, Bucharest-Banessa, RO-BBU, Bucharest-Otopeni, RO-OTP **WPOD:** Constanta, RO-LS5

h. **DSN:** None **COMM:** 011-40-1-210-4042, EXT 288

i. **FAX: DSN:** None **COMM:** 011-40-1-212-3602

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG**: This is a one-time-only (OTO) rate area and you must submit an OTO request message to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Ship via Code 4 OTO. Consign to member c/o American Embassy, Bucharest, Romania, c/o Corstjens Company (Diplomatic Removal Service), Noordhollandstraat 14, Amsterdam, the Netherlands 1081, at 011-31-2949-1514. For further information concerning OTO procedures refer to Chapter VII, ITGBL Rate Solicitation Instructions and the Defense Transportation Regulation, Part IV.

b. **UB**: Ship via INTL/AIR/COMM/DPM only. Consign to member c/o American Embassy, Bucharest, RO.

3. **SPECIAL INSTRUCTIONS**: Refer to record 99-1 ROMANIA(RO) - 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/RETIREES/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.

100-2 US DEFENSE ATTACHE OFFICE, MOSCOW, RUSSIA(RS)
REVIEW DATE: 03 MAY 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: STDK**

b. **DODAAC: HHAU2U**

c. **E-MAIL:** MoscowGSOCustship@state.gov

d. **TWX:** USDAO MOSCOW RS

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHÉ 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

i. **FAX: DSN:** None **COMM:** 011-7-095-956-5077

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG**: 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 the Defense Transportation Regulation, Part IV. Consign to American Embassy, Moscow, Russia, marked for member's last name, first name, middle initial. Mail advance paperwork to USDAO American Embassy, APO AE 09721. (CH)

b. **UNACCOMPANIED BAGGAGE**: Please note that UAB **CANNOT** be cleared until the employee is at post. Unless freight forwarder confirms that the employee is in Moscow before forwarding UAB, storage charges accrue. (CH)

c. **ITGBL HHG AND ITGBL BAGGAGE**: None.

d. **PARCEL POST**: None.

e. **HIGH VALUE**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: For HHG originating in Europe, the shipment will be moved under tender of service Europe. Consign to American Embassy, Moscow, Russia, member's last name, first name, middle initial, USDAO. Mail advance paperwork to USDAO, American Embassy, APO AE 09721. (CH)

b. **NOTE 2**: International Express and Parcel Post services. All agencies and employees that use international express and parcel post service to ship any kind of materials to Moscow must use DHL Express Service **ONLY.** (CH)

c. **NOTE 3**: Refer to record 100-1 RUSSIA(RS) - GENERAL INSTRUCTIONS.

CHAPTER 101

101-1 RWANDA(RW) - GENERAL INSTRUCTIONS
REVIEW DATE: 10 NOV 98

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:** Service members are authorized a limited shipment of household effects. Unaccompanied (hold) baggage shipment may be shipped by air freight directly to Kigali.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: No restrictions identified.

3. **CONSUMABLES**: Consumables may be shipped with household goods if packed in separate crate or liftvans; however, the weight of the consumables must be listed separately. Extra care must be exercised to check the sturdiness of shipping boxes when packing canned foods and other heavy foodstuffs.

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 on importation.

b. **TVs/VCRs:** No restrictions identified.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED**: No restrictions identified.

6. **PETS/QUARANTINE**: Dogs and cats must have a valid rabies vaccination and a certificate from a veterinarian stating the animal is in good health.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Importation is prohibited.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs**: (includes information on prohibited vehicles, colors, etc.) No restriction on importation of privately-owned vehicles. Foreign-made and/or foreign-purchased vehicles, as well as domestic vehicles, are authorized shipment to Kigali. Upon completion of service member's tour, the vehicle may be reshipped to an onward post (exceptions applicable to gaining country). Vehicles purchased on route should be consigned by the shipper to the service member c/o American Embassy-Kigali, and not to an auto dealer.

b. **MOTORCYCLES/MOPEDS**: No restrictions identified.

c. **GASOLINE/CATALYTIC CONVERTERS**: As unleaded gasoline is not available, removal of the vehicle's catalytic converter is recommended.

d. **INSURANCE/SAFETY REQUIREMENTS**: Third party insurance is required and can be obtained upon arrival at post.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS**: No restrictions identified.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: No restrictions on importation.

b. **AMATEUR/HAM RADIOs**: No restrictions on importation.

c. **MARS EQUIPMENT**: No restrictions on importation.

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 Rwanda 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 Rwanda.

13. **OTHER**: **PERMANENT STORAGE**: None available at post.

101-2 AMERICAN EMBASSY, KIGALI, RWANDA(RW)
REVIEW DATE: 10 NOV 98

1. **GENERAL**:

a. **GBLOC: TRDZ**

b. **DODAAC: HHAR2R**

c. **E-MAIL:** Not Available

d. **TWX:** USDAO KIGALI RW//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
US DEFENSE ATTACHÉ OFFICE
AMERICAN EMBASSY KIGALI
DEPARTMENT OF STATE
WASHINGTON DC 20521-2210

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Kigali, RW-KGL **WPOD:** None

h. **DSN:** None **COMM:** Embassy: 011-250-75601/2/3

i. **FAX: DSN:** None **COMM:** 011-250-72128

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG PRIVATELY-OWNED VEHICLES(POVs):** Consign to American Ambassador, American Embassy Kigali, RW, mark for name of employee. Number of pieces (i.e., 1 of 2).

(1) **Routing:** (US originated shipments): Shipments should be routed via US dispatch agent to Elso Antwerp for shipment Kigali.

(2) **Documentation:** An original shipper's bill of lading and packing list (inventory) with a statement of estimated value, prepared by the originating packer, should be sent by Federal Express or DHL to American Embassy, Boulevard De La Revolucion Kigali, RW.

b. **UNACCOMPANIED AIR BAGGAGE(UAB):** Consign UAB to name of employee, American Embassy, Boulevard De La Revolucion Kigali, RW, number of pieces (i.e., 1 of 2). Ship to coincide with employee's arrival.

(1) **Routing:** Shipments should be routed via United Airlines (daily service) whenever possible to Brussels and on Sabena Airlines (twice weekly Saturday, Monday) to Kigali.

(2) **Documentation:** A shipping notice should be cabled, giving the airway bill no., number of pieces, gross weight and ETA. The original copy of the airway bill and packing list should be registered and sent via unclassified air pouch to the General Services Officer, Kigali-Dept of State, Washington, DC 20521-2210.

3. **SPECIAL INSTRUCTIONS:** Refer to record 101-1 RWANDA(RW) - GENERAL INSTRUCTIONS.

CHAPTER 102

102-1 SAMOA, (FORMERLY WESTERN SAMOA(WS)) - GENERAL INSTRUCTIONS
REVIEW DATE: 04 JAN 00

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:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**:

a. JPPSO-Hawaii is the responsible personal property office for Samoa. All correspondence and documentation pertaining to shipment destined for Samoa are retained by JPPSO-Hawaii. Provide member with JPPSO-Hawaii's telephone numbers and advise the members that there is no DOD representative in Samoa to assist them with personal property matters. Members are to contact JPPSO-Hawaii for assistance.

b. Samoa consists of two islands: Upolu Island (capitol city, Apia) and Savai'i Island. Shipments consigned to these islands must be thoroughly reviewed to determine consignment to the correct island.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** No restrictions identified.

b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions identified.

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**: No restrictions identified.

7. **PRIVATELY OWNED FIREARMS (POF):** POFs arriving on Samoan Islands, as part of the member's household goods, must be identified on the members personal property inventory list. POFs will be placed in the number one (1) external shipping container positioned so they are readily accessible for examination when required.

a. **HANDGUNS:** Handguns are strictly prohibited. Prohibited firearms considered as souvenirs may be shipped to Samoa as long as the firing pin has been removed and gun barrels are permanently plugged.

b. **RIFLES/SHOT GUNS:** No restrictions identified.

c. **TOY RELATED GUNS:** No restrictions identified.

d. **OTHER (i.e. AMMO, EXPLOSIVES, ETC):** No restrictions identified.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:**

(1) POVs shipped into Samoa requires a permit: Advise members that their POV turn-in shipping documents must be retained to receive the POV from the steamship company at destination. For POV Tracing and Claims, members are to contact their branch of service transportation office in Hawaii. To ship a POV to Samoa, the member must obtain a "Permit!" from the central bank of Samoa, in Apia, Samoa. This permit allows for the importation of the POV to Samoa.

(2) For POV shipments originating in Hawaii, the member must, prior to turn-in, obtain a clearance from U.S. Customs Services which allows for the exportation of the POV from the customs territories of the U.S.

b. **MOTORCYCLES/MOPEDS:** No restrictions identified.

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 WILD LIFE/ANIMALS AND 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/RETIREES/DESIGNATED LOCATION FOR DEPENDENTS**: Personnel contemplating retirement, separation, or relocating dependents to Samoa should be counseled that customs entry requirements to include payment of duties and taxes (if any) remains the responsibility of the member and is a personal matter between the member and the Samoan Government.

13. **OTHER**:

a. **NOTE 1**: For processing personal property and POVs shipments from Samoa, members are to contact their appropriate branch of service transportation office in Hawaii for guidance and assistance. Listed below are the individual service transportation offices located in Hawaii.

US ARMY:	**APPLICATION AND TRACING:**	**CLAIMS:**
Fort Shafter	**DSN:** 315-438-1861 **COMM:** 808-438-1861 **FAX COMM:** 808-438-1421	**DSN:** None **COMM:** 808-438-1271
Schofield Brks	**DSN:** 315-655-9239 **COMM:** 808-655-9239 **FAX COMM:** 808-655-8971	**DSN:** 315-655-8616 **COMM:** 808-655-8616
AIR FORCE:	**APPLICATION AND TRACING:**	**CLAIMS:**
Hickam AFB	**DSN:** 315-449-6263 **COMM:** 808-449-6263 **FAX COMM:** 808-448-3746	**DSN:** 315-449-1714 **COMM:** 808-449-1714
COAST GUARD:	**APPLICATION AND TRACING:**	**CLAIMS:**
Sand Island	**DSN:** None **COMM:** 808-541-1502/01/00 **FAX COMM:** 808-541-1515	**DSN:** None **COMM:** 808-541-1502
NAVY:	**APPLICATION AND TRACING:**	**CLAIMS:**
Pearl Harbor	**DSN:** 315-473-2982 **COMM:** 808-473-2982 **FAX DSN:** 315-473-2334 **FAX COMM:** 808-473-2334	**DSN:** 315-473-2986 **COMM:** 808-473-2986
MARINE CORPS:	**APPLICATION AND TRACING:**	**CLAIMS:**
MCBH KANEOHE BAY	**DSN:** 315-257-5868/5568 **COMM:** 808-257-5868/5568 **DSN:** 315-257-3208 **FAX COMM:** 808-257-3208	**DSN:** 315-257-5868 **DSN:** 315-257-5869 **COMM:** 808-357-5868 **COMM:** 808-357-5569

b. **NOTE 2**: For additional information contact the Samoa International Information and Media Center, PO BOX 27857, Honolulu, Hawaii 96827, telephone number: 808-637-3330.

102-2 SAMOA (Formerly Western Samoa(WS))
REVIEW DATE: 24 JAN 00 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: MLNQ**

b. **DODAAC: NOO604**

c. **E-MAIL:** fisc_prlh_jppso@navy.mil

e. **TWX:** JPPSO HAWAII PEARL HARBOR HI//CODE 600//

f. **MAIL:** FLEET AND INDUSTRIAL SUPPLY CENTER
JPPSO-HAWAII CODE 600
1942 GAFFNEY STREET SUITE 100
PEARL HARBOR HI 96860-4549

g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

h. **APOD:** Apia, Upolu Island-APW **WPOD:** Apia, Upolu Island-WB2

i. **DSN:** (315) XXX-XXXX, **COMM:** (808) XXX-XXXX, HHG Director-473-4487, QA-473-4910, Outbound-473-4911, Inbound-473-2833, **TELEX:** None

j. **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**: Consign all DOD shipments directly to Samoa, and mark for the member. Annotate the PPGBL: "Carrier will notify JPPSO-Hawaii, upon arrival of the 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. For shipments to other than Upolu Island, specify that island in the destination block of the PPGBL.

c. **PARCEL POST**: Consign to member or member's agent, c/o local address. DO NOT consign to Director, 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 Samoa.

b. **NOTE 2**: JPPSO-Hawaii is the responsible personal property office for Samoa. All correspondence and documentation pertaining to shipments destined for Samoa must be forwarded to and are retained by JPPSO-Hawaii. Provide the member with JPPSO-Hawaii's telephone numbers and advise the members that there is no DOD representative in Samoa to assist them with personal property matters. Members are to contact JPPSO-Hawaii for assistance.

c. **NOTE 3**: Samoa (Formerly Western Samoa (WS)). There are no US Military Personnel assigned to this country and there are no Marine Security Guard at this Embassy.

d. **NOTE 4**: Refer to record 102-1 SAMOA(WS) - GENERAL INSTRUCTIONS for additional information and instructions.

CHAPTER 103

103-1 SAUDI ARABIA(SA) - GENERAL INSTRUCTIONS
REVIEW DATE: 24 MAY 04

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **Army personnel**:

(a) **Accompanied tour: E4 (greater than or equal to 2 years service) and above**: 25 percent of JFTR weight allowance or 2,000 pounds, whichever is greater. **E4 (less than 2 years service) & below**: Full JFTR weight allowance.

(b) **Unaccompanied tour**: Weight allowance for single/unaccompanied personnel are in accordance with weights listed in PPCIG VOL II, Appendix V.

(2) **Air Force personnel**:

(a) **Accompanied tour**: 25 percent of JFTR weight allowance or 2,000 pounds, whichever is greater. Personnel assigned to PSAB, see record 103-5.

(b) **Unaccompanied tour**: Weight allowance for single or unaccompanied personnel are in accordance with Air Force Supplement to the JFTR, Attachment 3, Notes 2: For unaccompanied members assigned to Hardlift Area, shipment of the 10 percent option by air, is authorized.

(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 member's orders. Refer to NAVSUP Pub 490 for detailed guidance or you can access the WEB PAGE: http://www.sd.fisc.navy.mil/navsuphhg/vy.mil/navsuphhg/ or E-mail: NAVTRANS_HHG_Helpline@NAVTRANS.navy.mil.

b. **CONTAINER/CRATING REQUIREMENTS**: Ship HHG in type II shipping containers or other air eligible Government owned shipping containers. NOTE: Commercial Air shipments into King Khalid International Airport, Riyadh, Kingdom of Saudi Arabia must not exceed 148 cu. ft. Pack UB/UAB in containers not exceeding 200 lbs gross per container.

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:**

(1) UAB shipments for members of the Defense Attache Office and the Marine Security Guard Detachment of the American Embassy, Riyadh, should be marked and consigned as follows:

American Ambassador
US Embassy
Employees full name
Riyadh, Saudi Arabia
Tel: 011-966-1-488-3800, EXT. 1512/1500

(2) UAB shipments for members of USMTM-AFELM-TAFT, AFELM SECURITY AST JD, SAO SAUDI ARABIA, AFELM SECURITY AST JA-DHAHRAN-AFM ADM, USA SUP ACT

SAUDI, USCENTCOM USMTM, USMC TAFT (Marines), DCMA, DCAA, WR-ALC, Peace Sheild, AAFES, Det. 1, 83, DECA, Eskan Security Forces Detachment, and 550th should be marked and consigned as follows: (CH)

HQ USMTM-PPSO
C/O Name of Agent/Contractor
ATTN: Name of Service Member
Riyadh, Eskan Village, Kingdom of Saudi Arabia

NOTE: Instructions for other UAB shipments should come from the sponsoring organization.

e. **UAB Shipments:**

(1) UAB shipments for USMTM-AFELM-TAFT, AFELM SECURITY AST JD, AFELM SECURITY AST JA-DHAHRAN-AFM ADM, USCENTCOM USMTM, USA SPT ACT SAUDI, DCMA, USMC TAFT(Marines), DCAA, WR-ALC, Peace Shield, AAFES, Det. 1, 83, DECA, Eskan Security Forces Detachment, and 550th, route directly to King Khalid International Airport, Riyadh-RUH, Kingdom of Saudi Arabia. "Commercial Air Only". **ATTN: OUTBOUND BOOKING, IF YOU ARE NOT SURE, PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS.** (CH)

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:**

a. **Administrative Weight Restriction Area:** Saudi Arabia is an administrative weight restricted area for all DOD personnel. Contact local gaining commander in Saudi Arabia for specific information if not included in PCS orders.

b. All personal property shipments for DOD personnel on PCS orders are cleared through Saudi Arabia customs under a special exemption (**EMBASSY ONLY**), All other shipments are subject to inspection and/or examination at the point of entry into the Kingdom. Saudi Arabia is a strict Muslim country and items shipped which are offensive to the Muslim religion may be confiscated and may subject the entire shipment to confiscation without retribution.

c. **Shipment of UAB/HHG/POV:** For shipments of HHG, UAB and POV, inform your outbound counselor when your actual arrival date will be into the Kingdom of Saudi Arabia, in order for your property to be available upon your arrival. The Personal Property Shipping Office cannot obtain clearance until you have arrived on station with a copy of your Passport and VISA. Also, you will receive your Saudi ID card (IGAMA) for the Ministry of Foreign Affairs. Heat damage can be extensive if property sits in the sun for weeks before your arrival.

d. **Shipping papers:** Saudi customs officials do not, repeat, not release shipments as duty free when they are misconsigned or when shipping papers identify the commercial agent as "notify party." Place member's PCS orders inside member's personal property shipping containers.

e. **Shipping Documentation Pouch Requirements:** Ensure PCS orders and DD1299's and related documents are placed inside the shipping containers.

f. **Responsible Transportation Office:** Transportation Office, USMTM, APO AE 09803 is responsible for the overall personal property shipment program, letters of intent, and shipping information in Saudi Arabia.

g. **Mail:** Saudi customs officials may open and inspect packages coming into the Kingdom. This includes packages coming through APO. It is illegal to import alcoholic beverages, pork products, firearms, non-Muslim religious material, or material deemed pornographic. Videocassettes sent through APO mail are subject to screening and confiscation. If considered unacceptable,

tapes may be partially or completely erased, or destroyed. Books and magazines are also checked for "pornographic" pictures or politically sensitive material. Pages may be destroyed or removed if considered unacceptable. Record jackets, cassette labels, and compact discs may also be confiscated. To avoid confiscation, you may mail certain items via State Department pouch or include them in your HHG. (While HHG are subject to inspection, customs officials rarely open HHG shipments. You may send the following items by state department pouch: videocassettes (maximum ten per package, clearly labeled "video tapes"), DVD's, CD's, cassette tapes, prescription medications, and religious materials. Quantities should be limited. Pornographic material may not be sent through the pouch.

h. **Size Requirements**: The U.S. Postal Service has issued a size restriction on all parcel mail addressed to Saudi Arabia. It must fit in a mail sack. Therefore priority mail may not exceed 70 lbs. or 108 inches, measuring length and girth combined. Space available mail (SAM) may not exceed 70 lbs. or 100 inches, measuring length and girth combined.

i. **Restricted Items**: Saudi officials may restrict the importation of the following items: Books, printed materials, communication equipment, audio cassette tapes, video cassette tapes, DVD's, CD's and computer diskettes.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES**: You may not import alcoholic beverages.

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 products are prohibited.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS**: Saudi Arabia recently increased the penalties for violating narcotic laws. Clearly labeled prescription drugs, in small quantities, should pose no problems. However, difficulties may arise if prescription drugs are shipped in large quantities, lack of clear labels or proper documentation (such as a copy of the prescription), or are considered illegal by Saudi authorities. You may wish to send prescription medications via pouch.

f: **OTHER**: Non-Muslim religious material or material of a sexual nature are prohibited.

4. **ELECTRICAL EQUIPMENT**:

a. **HOME COMPUTERS**: No restrictions identified.

b. **TVs/VCRs**: The Embassy Recreation Association (USERA) currently offers the following channels free of charge: CNN international; AFN Atlantic; AFRTS spectrum; AFRTS news/sports; and two local Saudi channels. Orbit satellite service is also available for a monthly fee. Programs are broadcast in several different system formats, including, PAL, SECAM, and NTSC 3.58. Therefore, multi-system televisions are required to take full advantage of the program selection- USERA also operates an extensive VHS Video Club.

c. **OTHER (i.e. COMPATIBILITY, ETC)**: No restrictions identified.

5. **FURNITURE, OVERSIZED**: No restrictions identified.

6. **PETS/QUARANTINE**:

a. You must have approval from the Saudi Ministry of Foreign Affairs to bring a pet into the Kingdom. Therefore, at least one week prior to the animal's arrival, you must notify GSO of the following information: breed, sex, color and weight of animal. (Dogs should be listed as "guard dogs"). You may send this information by e-mail to David Simons or Ali Jama Haid, or through front channel cable. With this information, GSO will prepare a diplomatic note for the foreign ministry. While this is normally sufficient, the note may be held by the foreign ministry until the actual processed documents are faxed (see paragraph 6.f.).

b. You should update your pet's vaccinations and obtain a USDA health certificate. (Rabies shots should be administered 30 days prior to your pet's arrival.) You may place several pets on one 3 certificate if you wish. Vets in the Washington, DC metropolitan area can be expensive, so you may wish to do this at your home leave address. If your pet has health problems or needs dental work, it is best to treat them as early as possible. You should do this at least 30 but not more than 10 days before arrival at post.

c. Before you can authenticate your pet's health certificate, it must be certified by the USDA. If you are not in the Washington, DC Area, check with your vet for the nearest USDA office. If you are in the Washington area, the locations are as follows:

USDA-APHIS
4700 River Road, Unit 39
Riverdale, MD 20737-1231
301-734-8383 or 8170
(This office is located off the beltway, use Kenilworth Ave. Exit).

OR

2568A Riva Road, Room 207
Annapolis, MD 21401
410-962-7726

OR

Washington Bldg., Suite 600
1100 Bank St.
Richmond, VA 23219
804-771-2774

d. After the health certificate is certified by the USDA, the State Department Office of Authentication's must authenticate it. That office is located at Colombia Plaza on 23rd Street (SA-1, phone: 1-800-688-9889 or 647-5002 or 663-3868). The office is located on the plaza or ground floor next to the drugstore. The office attaches a letter of authentication to your health certificates. Cost is $4.00.

e. You must take the certified health certificate and letter of authentication to the visa entrance of the Saudi Embassy. It is located at 601 New Hampshire Ave., NW, a short walk from the authentication office, across from the Watergate plaza. You must obtain an official Saudi stamp on the health certificate. It may be necessary to leave the documents overnight. There is an $8.50 fee, which you may pay in cash if you have the correct change. Otherwise you will need a money order or cashier's check made out to "the Royal Kingdom of Saudi Arabia" or "the Embassy of Saudi Arabia." Be aware that the Saudi Embassy closes for extended periods of time for the Eid and Hajj religious holidays.

f. After your USDA certificate is authenticated by the State Department and stamped by the Saudi Embassy, fax copies of all these documents to the GSO/customs & shipping section in Riyadh, 011-966-1-488-7939. The section will prepare a diplomatic note for the Ministry of Foreign Affairs. The MFA will endorse the diplomatic note, directed to the Director of Airport Customs. This can take up to four days.

g. If you do not follow the process described above, airport authorities will not release your pet until checked by a Saudi veterinarian. You may want to avoid arriving on the Saudi weekend, which is Thursday and Friday, as the vet does not work on these days. If your pet is not accompanied, it will be held at the airport for up to four hours until a vet can check it. There is no charge for this service.

h. Reminder: Your pet must have reservations with the airline and you must bring all their documents with you to the airport. Be prepared to pay for your pet's passage when you arrive at the airport. Currently, you may only pay for pet travel at the counter -- it cannot be prepaid. Most airlines require that your pet travel in a sturdy cage with strong bolts and air ventilation on three to four sides of the cage. All cages must have a water dish. A piece of old carpet fixed to the bottom of the cage allows your pet to dig in claws and hold on tight when transported.

i. If you plan to book your pet inside the cabin, please check well in advance with the airline. The availability of this option is normally limited and the airline may have additional requirements concerning the date of the health certificate and other documentation.

j. If the pet is sent by airfreight, the shipment should be consigned as follows:

American Embassy
Riyadh, Saudi Arabia
Contact Tel: 488-3800, EXT 1512/1500

k. If you send a dog by airfreight, the description of the shipment in the airway bill should state that it is a "guard dog."

l. If shipping a pet by airfreight, please notify GSO, as soon as transportation arrangements are made, of the following: airline, flight number, and airway bill number assigned to the shipment.

7. **PRIVATELY OWNED FIREARMS (POFs)**: It is illegal to import or possess weapons.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs**: (includes information on prohibited vehicles, colors, etc.)

(1) Active duty personnel, other than Defense Attache Office personnel and the US Embassy Marine Security Guard Detachment Commander, are prohibited from importing privately-owned vehicles. Open bed pickup trucks cannot be registered to non-Saudi and should not be shipped. Do not ship a pickup truck as a POV. If a yellow sedan is shipped, Embassy guidance should be sought prior to shipment as this color is reserved for taxis in Saudi Arabia, so it is discouraged. All types of vehicles can be shipped, but spare parts are still difficult to obtain for pre 1988 vehicles. There are no specific safety standards imposed by Saudi Arabian Government.

(2) Shipments of POV should not, repeat, not be scheduled to arrive at Post prior to employee's arrival. Post cannot obtain clearance until employee arrives and is granted an identification card by the Saudi Ministry of Foreign Affairs. Saudi Arabian Customs do not, repeat, do not release

shipments as duty free shipments when shipments are misconsigned.

(3) **Drivers License:** Women may not repeat not legally drive in Saudi Arabia. Therefore, Saudi police will only issue diplomatic driver's licenses to men. Prior to applying for a drivers license, you must obtain your Saudi ID card (IGAMA). To qualify for a diplomatic driver's license, you must have a valid, repeat, valid driver's license, preferably one issued in the United States. When applying for your driver's license, you must submit four (4) non-glossy, non-Polaroid black/white or color photos (1 x 1 in). If you do not have a valid driver's license, but would like to obtain one in Saudi Arabia, you should be prepared to take driving courses and/or driving exams. While women are not permitted to drive in Saudi Arabia, they may import and register a vehicle. However, hiring a driver is expensive, so most female employees rely on the embassy's extensive motor pool operation for transportation.

(a) Surface shipments of POV should be sent directly to Riyadh dry port via Port of Dammam. Freight should be prepaid through to Riyadh dryport.

(b) For surface shipments please note the following:

(1) Do not pack motor vehicles and HHG in the same containers.

(2) Dammam Port and Riyadh dry port handle 20 foot and 40 foot containers.

(d) Post request that all shipments destined for Riyadh are sent directly through to Riyadh. To do this, please follow these instructions precisely:

(1) The consignee block of the OCB/L must be completed as shown in para 8.a.3(3) above.

(2) The notify party block of the OCB/L must remain blank or show "same as consignee."

(3) The port of discharge block of the OCB/L must show "Dammam."

(4) The place of delivery block of the OCB/L must show "Riyadh dry port."

(4) Embassy HHG and POV shipments should be marked and consigned as follows:

American Ambassador
c/o American Embassy
Diplomatic Quarter
Riyadh, Saudi Arabia
ATTN: GSO; Tel: 488-3800, EXT 1512/1500
FOR ()

(5) **USMTM Personnel:** Units/personnel sponsored by USMTM (AFELM-TAFT, AFELM SECURITY AST JD, AFELM SECURITY AST JA-DHAHRAN-AFM ADM, USCENTCOM USMTM, DCMA, USMC TAFT (Marines), DCAA, WR-ALC, Peace Shield, AAFES, Det. 1, 83, DECA, Eskan Security Forces Detachment, and 550th. Personal property must be shipped to King Khalid International Airport-RUH, Riyadh, Kingdom of Saudi Arabia. HHG are not authorized via Surface Mode. POV's are prohibited. **ATTN: OUTBOUND BOOKING, IF YOU ARE NOT SURE, PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS.** (CH)

- **Important instructions for CONUS locations:** Use DPM International Commercial Air Rates (DPM Code HF or BF).

- **Important instructions for Overseas locations:** Use OTO Code 8 or Code 6 as an alternative mode of shipment.

- **Markings:** See General Instructions pg 103-1, para 1d(2).

(6) The shipment should be routed through Port of Dammam to Riyadh dry port. Means of transportation from Dammam Seaport to Riyadh dry port must be stated on the OCB/L as "via railways customs terminal (RCT)."

(7) Forward original OCB/L directly to: (CH)

General Service Office
U.S. Embassy, Unit 61307
APO, AE 09803-1307

Or via registered international airmail to:

General Service Office
U.S. Embassy
P.O. Box 94309
Saudi Arabia
ATTN: Customs & Shipping

(8) **Neighboring posts:** Posts in neighboring countries (Jordan and GCC countries) may send shipments of HHG and POVs overland. If a post decides to send shipments overland, it should submit the following information at least three workdays prior to release.

(a) Full description of the truck designated to carry the shipment.

(b) Truck license plate number.

(c) Driver's name and nationality.

(d) Driver's passport number.

NOTE: This information will help post obtain customs clearance approvals and border crossing permits in a timely manner. Post suggests caution in sending shipments overland, as the shipments are more likely to be opened and inspected.

(8) **Customs clearance process:** It normally takes two to four weeks for UAB shipments to arrive in country, while HHG shipments generally take two to four months, depending on the origin of the shipment, routing, and other factors. Post can not, repeat, not pre-clear UAB, HHG, or POV shipments before they arrive in country. Nor can post begin the clearance process until after the member has arrived and received their ID card. (ID cards, or IGAMA, are usually received about two weeks after arrival.) It normally takes two weeks to finalize customs formalities, following receipt of the IGAMA. GSO will contact you to schedule delivery once your shipments clear customs. For military and DOD members, a clear copy of the passport, visa, and a Mission Relations Letter is required prior to clearing customs for HHG's and UAB thru King Khalid International Airport.

(9) **Vehicles:** No age or manufacturer restrictions apply to mission vehicles.

(10) Motor vehicles manufactured by American motors, previously on the boycott list, can now be imported. Also, Ford motor vehicles can be

imported and are locally available, but spare parts are as yet difficult to obtain. General motors vehicles and services are available, as are Chrysler products, but the latter are in less plentiful supply. Also do not,repeat,m not import a POV with tinted glass windows. Vehicles with tinted glass windows cannot be registered unless the tint-is removed. The Saudi Arabian Customs may require proof of ownership upon clearance. Copies of vehicle titles translated into Arabic or English should be sent to Post.

b. **MOTORCYCLES/MOPEDS:** If you wish to send a motorcycle (**EMBASSY ONLY**), do not include it in your HHG shipment. Motorcycles must be shipped separately and described in the bill of lading. Particulars required are: year/type/make, engine number, and chassis number.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded gas is now available in the Kingdom of Saudi Arabia. There is no longer, repeat, no longer any need to remove the catalytic converter.

d. **INSURANCE/SAFETY REQUIREMENTS:**

(1) **Motor Vehicle Insurance:** Motor vehicle insurance coverage is not mandatory in Saudi Arabia. However, post strongly recommends that you carry insurance on your motor vehicle. Motor vehicle insurance may be purchased locally at reasonable rates.

(2) **Motor Vehicle Service and Spare Parts:** Service and spare parts are available for most popular vehicle brands. However, spare parts for vehicles more than fifteen (15) years old may be difficult to find.

(3) **Motor Vehicle Inspection:** There are two types of vehicle inspections.

(a) **Standard Conformity Inspection:** Imported motor vehicles should be inspected soon after clearing Customs. The Saudi Arabian Standards Organization (SASO) inspects vehicles to ensure that they meet Saudi specifications. The inspection is simple and almost all vehicles pass. Technicians check safety belts, lights, exhaust pipes, and other areas of the vehicle. When a vehicle passes inspection, SASO issues a certificate of inspection for use in registering the car. SASO does not charge a fee for inspecting mission vehicles.

(b) **Road Safety Inspection:** Annual motor vehicle safety inspections are mandatory in Saudi Arabia. The inspection fee is about $20.00. (New vehicles, in the current year of manufacture, are exempt.) When a vehicle passes inspection, a circular sticker is placed on the windshield and a computer-generated, one-year certificate is issued. Saudi police require vehicle owners to have a valid copy of the inspection certificate when applying for issuance/renewal of vehicle registration, ownership transfer, or export permit.

e. **OTHER:**

(1) **Pickup Trucks:** Do not, repeat, not ship a pickup truck as a POV. Pickup trucks can not be registered to non-Saudies.

(2) **Motor Vehicle Color:** Do not, repeat, not ship a yellow vehicle. Yellow is reserved for taxis. If you import a yellow vehicle, it will be repainted at your expense.

(3) **Vehicles With Tinted Glass:** Do not, repeat, not ship a vehicle with a tinted windshield or with tinted front side windows. Motor vehicles that have tinted glass on either the windshield or the front side windows can not be registered with the Saudi police until the tint is removed. Rear

windows and rear side windows may be lightly tinted, as long as the tinting does not interfere with the driver's ability to see objects behind him or with Saudi security concerns. To determine if your tinting is acceptable, stand 15 to 30 yards behind the vehicle. If you can see well inside the car, then your rear window tinting is okay. If you cannot see into the car, the vehicle will most likely fail the Saudi inspection.

(4) **Vehicle Titles**: Saudi officials require proof of ownership before clearing vehicles through customs. Please send or bring a copy of your vehicle title to post. The title must be in English or Arabic. If your title is not in English or Arabic, please have it translated before coming to post.

(5) **Vehicle Registration and License**: The process of licensing a vehicle with diplomatic (CD) tags normally takes two weeks. You must pay the registration fee, which is about $8.00.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**:

a. Religious or sexually related material. Video cassettes sent through the regular APO mail or shipped as HHG's or UAB will be confiscated and viewed to ensure they are morally acceptable. If unacceptable, they will be erased entirely or in part and then are usually returned to the addressee. If mailing tapes to post, either send via registered APO or send a maximum of two tapes per package via state department pouch clearly marked "video tapes" to avoid confiscation. Books and magazines are also checked for "pornographic" pictures or politically sensitive material and pages may be destroyed or removed if determined to be unacceptable. Record jackets, cassette labels, and compact discs are also subject to confiscation.

b. **Public Behavior**: Anyone entering Saudi Arabia should be aware that Islamic Law in the foundation of the Kingdom's conservative customs and practices. Pork products, alcohol and items deemed pornographic are strictly forbidden. The norms for public behavior and dress are extremely conservative. For example, Saudi women are veiled and must wear a full-length black covering known as an Abayya. Guidance issued by the Saudi Embassy in Washington states that non-Muslim women are not required to wear an Abayya, but should dress conservatively (loose-fitting dresses that cover well below the knee, with long sleeves and a high neckline). The embassy echoes this guidance and embassy women do not, repeat, not wear Abayyas when out on official business. However, many western women, particularly those living in the Riyadh area and the more conservative central region, choose to wear an Abayya and carry a head scarf in order to avoid harassment by the religious police (know as the mutawwa'in). Even with the Abayya and scarf, harassment may still occur. When in public, embassy personnel and dependents should dress conservatively. Men should wear long pants and avoid shorts or sleeveless shirts. Women should wear dress in accordance with the above guidance and avoid trousers when out on official business.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS**: No restrictions identified.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs, AMATEUR/HAM RADIOs AND MARS EQUIPMENT**: Importation of any item containing a transmitter, including remote control airplanes is prohibited.

b. **DISH ANTENNAs**: It is illegal to import dish antennas and receivers (they are locally available).

c. **CORDLESS PHONEs**: It is illegal to import cordless phones (clearance must be obtained in advance from Ministry of Communication of Saudi Arabia.)

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**:

a. Retired/separated personnel are responsible for customs clearance of their personal property and POVs with the Saudi Arabian custom officials at the port of arrival prior to onward movement. The US Embassy, Riyadh, cannot assist with customs clearance for other than assigned Embassy personnel. Shipments for retired/separated personnel should not be consigned to the Embassy.

b. Retired/separated personnel's shipments should be shipped via ITGBL Code 6 OTO for HHG; Code 8 OTO for UB. Consign to member at final destination. Annotate PPGBL: "Carrier contact PPSO, USMTM Riyadh, Saudi Arabia, prior to delivery or placing in storage." PPGBL for all Code 6 and 8 shipments should list name of carrier's destination agent, address, and telephone numbers in Saudi Arabia. Member must provide local address and telephone contact to the appropriate PPSO immediately upon arrival in Saudi Arabia.

c. Retirees may import privately owned vehicles. Private arrangements for customs clearance and payment of duty must be made after coordination with the appropriate PPSO. POVs should be shipped, containerized if possible, to the Port of Dammam or Jeddah.

13. **OTHER**:

a. **VISAS**: You must have a visa to enter Saudi Arabia. When you apply for your Saudi visa, please request a Diplomatic Visa annotated as an assignment visa, repeat, an assignment visa. Dependents require diplomatic visas annotated as resident visas. Neither you nor your dependent(s) should be issued a visitor's visa. Please check your passport before traveling to ensure that you have the correct visa. If you are not certain that you have the correct visa, please fax a copy of it to Human Resources for review. The fax number in Human Resources is 011-966-1-488-7765. If possible, bring with you a copy of the visa request submitted to the Saudi Embassy. An incorrect visa may cause long delays in customs processing of unaccompanied air baggage (UAB) and household effects (HHG). Also no resident ID (IGAMA), multiple exit reentry permits, or driver's license can be issued to you or your dependents unless you have, the correct visa.

b. **VISAS FOR DOMESTIC HELP**: Domestic workers in Saudi Arabia require a work visa. To obtain a work visa, domestics must be "sponsored" by their employers. According to Saudi regulations, the Embassy cannot arrange sponsorship for your domestic worker prior to your arrival. When you arrive in Riyadh, the Human Resources Office will first obtain resident permits (IGAMAs) for you and your family. Only when you have your IGAMA will Human Resources be able to apply for your domestic's work visa. Processing time for the work visa ranges from two to four weeks. To facilitate processing of the work visa, you should bring a copy of your domestic's passport and two passport size photos of him/her (black/white matte). Generally, the Saudi Government does not grant work visas for single female domestic help under the age of thirty years. The Ministry of Foreign Affairs allows entry of one domestic for each direct-hire American employee.

c. **PHOTOS**: Please bring four(4) non-glossy, color photos (2 x 3 in) for your Saudi residence permit (IGAMA). Children 17 years of age and under must be photographed with their mother. Men who wish to obtain a Saudi driver's license should also bring four(4) non-glossy, non-Polaroid black/white or color photos (1 x 1 in). The photos employees obtain at the Department of State during consultations are usually not, repeat, not acceptable for the IGAMA, but may be used for the driver's license and other documentation requirements. Photos may be obtained locally in Riyadh, if you prefer. Photo expenses may be claimed on your travel voucher.

d. **EMBASSY COMPUTER SOFTWARE APPLICATIONS**: The embassy uses a Windows NT local area network for its unclassified computing needs. The PC client

operating system is Windows NT 4.0 for workstations on both the unclassified PCs and classified PCs. The software, Microsoft Office PRO 97, includes Word 97 for Word Processing; Excel 97 for spreadsheet applications. Outlook 97 for e-mail, contacts and scheduling; Accesses 97 for databases; and PowerPoint 97 for presentations. Post recommends you have training on this system before arrival in Riyadh.

e. **HOUSING:** All embassy personnel reside in the diplomatic quarter, within one half mile of the Chancery. You will occupy either an FBO townhouse (American designed and built) or a government leased townhouse. All housing is furnished and is assigned by post's interagency housing board on the basis of rank, family size and availability. Ordinarily, you should move directly into your assigned housing upon arrival at post. All residences are air conditioned and are furnished with the following: Refrigerator, freezer, range, oven, microwave oven, water dispenser, washer/dryer, vacuum cleaner, and a complete set of basic furniture, including one set of plastic patio furniture. Post does not provide computer stands, microwave carts, reclining chairs, card tables, or other specialized furniture. Please plan for your individual needs accordingly. Storage space is limited. Post does not provide extra storage space for personal effects that will not fit in your assigned housing. Upon arrival, you will receive a hospitality kit containing basic household items, such as dishes, cooking utensils, iron, ironing board, and linens. The welcome kit should be returned to GSO upon arrival of your UAB shipment.

f. **SCHOOL:** The American International School - Riyadh (AIS-R) is a private school with an application and registration process similar to that of a private school in the United States. The Community Liaison Officer will inform the school in advance of the number of new students to expect and their approximate grade, but children must be physically present in Riyadh to register. Applications are not accepted through the mail or from a second party. All records and transcripts from schools previously attended must be presented in person to the registration office. Post recommends all documents be hand carried. Entrance testing to determine grade placement is required. In addition to AIS-R, Riyadh has a Multinational School and schools that offer British, French, and German curricula.

g. **STORAGE SPACE:** As previously indicated, storage space is limited. Be advised that storage areas are limited in post housing and no commercial storage facilities are available. Discretion should be used in selecting which HHE items you send to post.

h. As per Department's recommendation (State 178721) and post policy, Embassy Riyadh is a smoke free work place.

i. If we can be of any further assistance in making your move smoother or if you have questions that were not covered. Please feel free to address such questions to either the Human Resources Officer or Community Liaison Officer at one of the following addresses:

VIA APO: American Embassy, Unit 61307, APO AE 09803-1307

VIA POUCH: American Embassy 6300 Riyadh PL(DOS), Department Of State, Washington DC 20521-6300

VIA INTL MAIL: American Embassy, P.O. Box 94309, Riyadh 11693, Saudi Arabia

OR

BY FAX 011-966-1-488-7765/488-7939

You may also send questions or receive further information by sending an e-mail to GSO.

103-2 AMERICAN CONSULATE, JEDDAH, SAUDI ARABIA(SA)
REVIEW DATE: 24 MAY 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: SFDK**

b. **DODAAC: HHAS1S**

c. **POC**: 011-966-2-667-0080, EXT 4336 or 4273 (CH)

d. **E-MAIL:**

e. **TWX**: AMCONSUL JEDDAH SA//GSO//

f. **MAIL**: GENERAL SERVICES OFFICER
AMERICAN CONSULATE GENERAL JEDDAH
APO AE 09811

(FOR SHIPMENTS FOR PERSONNEL ASSIGNED TO THIS LOCATION ONLY).

g. **CROSS REFERENCE OF APOs/FPOs SERVED**: None

h. **APOD**: Jeddah, King Abdul Aziz Itl AP, SA-JED
WPOD: Jeddah, SA-PP1

i. **DSN**: None **COMM**: 011-966-2-667-0080, EXT 4336

j. **FAX**: **DSN**: None **COMM**: 011-966-2-669-3082

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Ship via DPM International Commercial Air only. Consign to American Consulate General, Jeddah, SA, via King Abdulaziz International Airport, only when owner is a member of the Marine Security Guard Detachment. Mark for member. Mail documentation in accordance with Note 1.

b. **ITGBL HHG AND BAGGAGE**: None

c. **PARCEL POST**: Do not consign to Consul General, American Consulate, Jeddah. Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Mail one set of advance documentation to American Consulate, ATTN: GSO, APO AE 09811.

b. **NOTE 2**: Refer to record 103-1 SAUDI ARABIA(SA) - GENERAL INSTRUCTIONS.

103-3 AMERICAN EMBASSY, RIYADH, SAUDI ARABIA(SA)
REVIEW DATE: 24 MAY 04 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: SFDL**

b. **DODAAC: HHAS1S**

c. POC: 011-966-1-488-3800, EXT 1512 (CH)

d. **E-MAIL:**

e. **TWX:** AMEMBASSY RIYADH//GSO//

f. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY RIYADH
UNIT 61307
APO AE 09803-1307

(FOR SHIPMENTS OF PERSONNEL ASSIGNED TO THIS LOCATION ONLY)

g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

h. **APOD:** Riyadh King Khalid Intl AP, SA-RUH
WPOD: None

i. **DSN:** None **COMM:** 011-966-1-488-3800 EXT 1510

j. **FAX: DSN:** None **COMM:** 011-966-1-488-7939

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE:** Ship via DPM International Commercial Air only. Consign to American Embassy, Riyadh, SA, via King Khalid International Airport only when owner is a member of the DAO or the Marine Security Guard Detachment. Mark for member. Mail documentation in accordance with Note 1.

b. **PARCEL POST:** Consign to member at American Embassy, APO AE 09803-1307.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** Mail one set of advance documentation directly to American Embassy, ATTN: GSO, APO AE 09803-1307 via registered air mail. International mail address is US Embassy, P.O. Box 94309, Riyadh, 11693, SA, ATTN: Customs and Shipping.

b. **NOTE 2:** Embassy has been successful in the past in clearing all HHG and UB for personnel assigned to the Embassy without customs search. Therefore, video tapes may be shipped this way.

c. **NOTE 3:** Refer to record 103-1 SAUDI ARABIA(SA) - GENERAL INSTRUCTIONS.

103-4 US MILITARY TRANSPORT MISSION, RIYADH, SAUDI ARABIA(SA)
REVIEW DATE: 04 AUG 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: SWAP**

b. **DODAAC: W90C9A**

c. **E-MAIL:** tmo@usmtm.sppn.af.mil

d. **TWX:** USMTM RIYADH SA//PPSO//

e. **MAIL:** USMTM
UNIT 61300 BOX 2
ATTN PPSO
APO AE 09803

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** AE 09803 (HQ USMTM, Eskan Village, Riyadh and OPM-SANG, Riyadh); AE 09809 (Khamis Mushayt); AE 09810 (Tabuk); AE 09811 (USMTM Jeddah); AE 09852 (Eskan Security Forces Detachment); AE 09858 (USMTM Dhahran, Jubail) - Send to King Khalid International Airport-RUH, Riyadh, Kingdom of Saudi Arabia. (CH)

g. **APOD:** Riyadh-RUH (King Khalid International Airport, Riyadh, Kingdom of Saudi Arabia)(for 2c.and d. listed below) (CH)

WPOD: None.

h. **DSN OUTBOUND:** 318-435-7078 **COMM:** 011-966-1-478-1100 EXT 435-7078
DSN INBOUND: 318-435-7077 **COMM:** 011-966-1-478-1100 EXT 435-7077

i. **FAX: DSN:** 318-435-7080 **COMM:** 011-966-1-478-1100 EXT 435-7080

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE: CONUS – Primary Code Mode:** Ship via DPM International Commercial Air (Code HF or BF). Consign to USMTM-PPSO, Riyadh, KSA, Mark for USMTM, c/o Contractor, M/F member and unit of assignment. **If no rates are available, request OTO Code 6 or Code 8.** This is an International commercial gateway only. Do not forward any shipments through Dover AFB, DE or from any other AMC channel. (CH)

b. ITGBL: OCONUS Locations – **Use OTO Code 6 and Code 8 ONLY.** Consign to USMTM-PPSO, Riyadh, KSA, Mark for USMTM, C/O Destination Carrier Agency, M/F member and unit of assignment.

c. **Office of the Program Manager, Saudi National Guard – OPM-SANG**: Personal property must be shipped to King Khalid International Airport-RUH, Riyadh, Kingdom of Saudi Arabia. All personnel must have valid Passport and VISA to clear personal property through Saudi customs. **IF YOU ARE NOT SURE, PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS.** (CH)

- **Important instructions for CONUS locations:** Use DPM International Commercial Air Rates (DPM Code HF or BF).

- **Important instructions for Overseas locations:** Use OTO Code 8 or Code 6 as an alternative mode of shipment.

- **Markings -** See General Instructions pg 103-1 para 1d(2).

d. **HQ United States Military Training Mission - USMTM PERSONNEL**: Units/personnel sponsored by USMTM (AFELM-TAFT, AFELM SECURITY AST JD, AFELM SECURITY AST JA-DHAHRAN-AFM ADM, USCENTCOM USMTM, USA SUP ACT SAUDI, USMC TAFT (Marines), DCMA, DCAA, WR-ALC, Peace Shield, AAFES, Det. 1, 83, DECA, Eskan Security Forces Detachment and 550th). Personal property must be shipped to King Khalid International Airport-RUH, Riyadh, Kingdom of Saudi Arabia. All personnel must have valid Passport and VISA to clear personal property through Saudi customs. **IF YOU ARE NOT SURE, PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS.** (CH)

- **Important instructions for CONUS locations**: Use DPM International Commercial Air Rates (DPM Code HF or BF).

- **Important instructions for Overseas locations**: Use OTO Code 8 or Code 6 as an alternative mode of shipment.

- **Markings** - See General Instructions pg 103-1 para 1d(2).

e. **PARCEL POST**: Do not consign to PPSO, Riyadh. Consign to member or member's agent c/o local address or unit of assignment.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Do not send any unaccompanied baggage shipments by surface mode (oceanic carrier/water transport). It will cause extensive delays through customs.

b. **NOTE 2**: **Container/Crating Requirements**: Commercial Air shipments into King Khalid International Airport – Airport Code: RUH, Kingdom of Saudi Arabia **must not** exceed 148 cu ft., to avoid severe damage to member's personal property shipment. Provide crating instructions to local agent/contractor. (CH)

c. **NOTE 3**: Do not route any shipment's to Dover AFB, DE. All personal property shipments must be routed via commercial air only. (CH)

d. **NOTE 4**: Prince Sultan Air Base, Kingdom of Saudi Arabia (APOD: AKH) deactivated effective 4 Aug 03. Refer to record 103-5 for any additional information. (CH)

e. **NOTE 5**: Refer to record 103-1 SAUDI ARABIA(SA) - GENERAL INSTRUCTIONS.

103-5 PERSONAL PROPERTY SHIPPING OFFICE, PRINCE SULTAN AB, SAUDI ARABIA(SA)
REVIEW DATE: 24 MAY 04

1. **GENERAL**:

a. **GBLOC: SWFL**

b. **DODAAC: FB4833**

c. **DEACTIVATED EFFECTIVE 4 August 2003.**

d. HQ USMTM is responsible for all shipments coming into and out of Saudi Arabia. See page 103-4 for consignment instructions.

e. For American Embassy, Riyadh, KSA and American Consulate, Jeddah, KSA: see page 103-2 and 103-3 for consignment instructions.

CHAPTER 104

104-1 SENEGAL(SG) - GENERAL INSTRUCTIONS
REVIEW DATE: 31 JUL 98

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 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:** Small amounts may be imported.

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:** May be imported. They must have had a rabies shot within the last 30 days and a veterinarian's certificate of good health signed within 24 hours of departure.

7. **PRIVATELY OWNED FIREARMS (POFs):**

a. **HANDGUNS:** Handguns prohibited.

b. **RIFLES/SHOTGUNS:** Rifles and shotguns may be imported; however, they can not be automatic or semi-automatic.

c. **TOY-RELATED GUNS:** No restrictions identified.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.) One POV can be imported duty-free.

b. **MOTORCYCLES/MOPEDS:** Mopeds (up to 125cc) can be shipped with personal property but must be declared separately as they are not considered POVs. Motorcycles (greater than 125cc) must be shipped separately. Do not ship with HHG as they are considered POVs.

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/AND PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Licenses cannot be obtained for CB radio use; therefore, recommend they not be shipped.

b. **AMATEUR/HAM RADIOs:** No restrictions identified.

c. **MARS EQUIPMENT:** No restrictions.

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 Senegal 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 Senegal.

13. **OTHER:** None.

104-2 US DEFENSE ATTACHE OFFICE, DAKAR, SENEGAL(SG)
REVIEW DATE: 31 JUL 98 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: TSDK**

b. **DODAAC: HHAS2S**

c. **E-MAIL:**

d. **TWX**: AMEMBASSY DAKAR SG//GSO//

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHÉ OFFICE
AMERICAN EMBASSY DAKAR
DEPARTMENT OF STATE POUCH
WASHINGTON, DC 20521-2130

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** None **WPOD:** Dakar, SG-MD1

h. **DSN:** None **COMM:** 011-221-8-32-4296

i. **FAX: DSN:** None **COMM:** 011-221-8-32-1766

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG AND UB**: Ship via INTL/AIR/COMM/DPM. Consign to American Ambassador, American Embassy (USDAO), Dakar, SG. M/F member's initials, SSN, USDAO Dakar.

b. **ITGBL HHG AND BAGGAGE**: None.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Bills of lading should be sent in advance of shipment arrival via air courier service to avoid substantial storage charges.

b. **NOTE 2**: Refer to record 104-1 SENEGAL(SG) - GENERAL INSTRUCTIONS.

CHAPTER 105

105-1 SINGAPORE(SN) - GENERAL INSTRUCTIONS
REVIEW DATE: 04 NOV 03

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** All unaccompanied military personnel must abide by the JFTR, paragraph U5315B and HQ PACAF/DPA and Air Force Supplement 1 rules, which limits their weight entitlement to 2,000 pounds net, or 25 percent of their full JFTR allowance, whichever is greater, plus an unaccompanied baggage shipment by air. Household goods and unaccompanied shipments may be separate or combined in one shipment. The US Government provides houseing and furniture to all unaccompanied military personnel assigned to the Sembawang Housing Area. For your reference, the JFTR tables are available on the perdiem website at www.dtic.mil/perdiem/jftr. (CH)

b. **CONTAINER/CRATING REQUIREMENTS:** Being one of the largest ports in the world, there are no limits to size and weight of containers transported into Singapore.

c. **HARD LIFT AREA:** No restrictions identified.

d. **UNACCOMPANIED BAGGAGE:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:**

a. All proper documents pertaining to members HHG/UB shipments must be coordinated with carrier's agent in Singapore to clear shipments upon arrival. Delay in clearing will cause payments of high demurrage at the port and high storage fees at the airport. Annotate on PPGBL: "Carrier/agent must notify the PPTO, NRCC upon arrival of personal property shipments and prior to delivery to residence or placing in storage". (CH)

b. Singapore Customs randomly select containers and is authorized to open, inspect, and check any personal property crates/packages in the presence of the responsible carrier's representative without the approval of the member, but will notify the personal property office of their actions. The Singapore customs authority requires all personal property to be imported within 6 months of member's first arrival.

c. **For USDAO and ODC, Republic of Singapore:**

(1) Mail copy of PPGBL, airway bill, and two copies of travel orders to USDAO, US Embassy, PSC 470, FPO AP 96534-0001.

(2) The Embassy is responsible for shipments pertaining to Foreign Area Officer and active DOD military personnel assigned to the US Defense Attache Office (USDAO) and Office of Defense Coordination (ODC), US Embassy. (CH)

c. **For US Naval Regional Contracting Center:**

(1) Mail copies of PPGBL, DD Form 1299, and copy of travel orders (PCS) to TO, US Naval Regional Contracting Center, ATTN: Noil Pereira, PSC 470 Box 2100, FPO AP 96534-2100.

(2) **NAVREGCONCEN** is responsible for shipments of personal property pertaining to Exchange program personnel, multi-type service, except Diplomatic Foreign Area Officers and active DoD military personnel (USDAO and ODC, US Embassy). (CH)

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Cannot be imported in personal property shipments.

b. **CIGARETTES/TOBACCO PRODUCTS:** Not authorized in personal property shipment.

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:** There is no restriction. However, the power source (220V/50HZ) could present a problem, but convertible transformers are provided to base housing occupants, or can be purchased locally.

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) For USDAO and ODC, Republic of Singaport: Personnel planning to bring a cat or dog to Singapore must contact the Transportation Officer at least 6 weeks in advance of their departure to obtain an import license. Provide your gaining unit with the sex, age, breed, color and name of their pet, including owner's name and a point of contact phone number and email address. (CH)

(b) For US Naval Regional Contracting Center: Personnel planning to bring a cat or dog to Singapore must contact the gaining sponsor at least 6 weeks prior to their departure to obtain an import license and making arrangement for booking quarantine space at Jurong Animal Quarantine Station. Provide your gaining sponsor with the sex, age, breed, color and name of their pet. (CH)

(c) Prior to shipment, an import license must be purchased from Head/Import & Export Division, 5 Maxwell Road, #02-00, Tower Block, MND Complex, Singapore 069110, Telephone Nr. (65)62270670, Fax: (65) 62276305. The import license number must be in possession of the carrier before the airline accepts the pet for travel. A valid immunization certificate must accompany the animal. Dogs should have current rabies immunization and cats an immunization for feline enteritis. All pets coming into Singapore will be given a rabies shot. Dogs and cats are quarantined for a minimum of 30 days from date of arrival. Dogs arriving into Singapore will have a micro chip installed, if not, the authorities will have one installed in Singapore. Animals should enter Singapore as cargo. It is impossible to arrange the services of a quarantine officer to meet a plane to clear an animal after 2230 hours, (Mon-Fri). The approximate costs for import license, transportation to quarantine station, service fee, vaccination and other miscellaneous fees can

cost about S$400-$450 dollars. The quarantine fee is S$22.50 dollars with feed and care (basic accommodation) per day per animal. It is always advisable to use the services of a pet company, who will coordinate the whole importation and quarantine process. An offered price scope must be signed to say that the price is acceptable. Space must be booked in advance before departure of pets. The telephone to Airport Quarantine Office is 011-65-6545-7522. If any animal is not healthy or if any document is not in order or quarantine space is unavailable, the animal shall be returned to the country of export, detained for two weeks for observation prior to quarantine or destroyed at the descretion of the Director-General of Agri-food and Veterinary Services. In addition, the owner or his agent is subject to prosecution. (CH)

7. **PRIVATELY OWNED FIREARMS (POFs)**: No firearms may be shipped into Singapore without prior approval from the appropriate agency, member is assigned to. Based upon an individual's official duty need, approval may be obtained to ship a maximum of a shotgun or rifle. Further requirements imposed by the Government of Singapore include advance approval and an import permit which can be obtained from Arms and Explosives Branch, where all firearms are held without license or until license is granted. Applicants for a firearm license must be members of either the Singapore Gun Club or the Singapore Rifle Association and, at time of application must indicate where and under what control the weapon will be stored. If the firearm is not required for official duty, members should be prohibited from making a POF shipment.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. For US Naval Regional Contracting Center, Republic of Singapore: All military and DoD civilian personnel are **PROHIBITED** shipment of POVs to include motorcycles shipped as a POV. (CH)

b. For USDAO and ODC, Republic of Singapore: For personnel assigned to the American Embassy, Singapore, recommend contact the USDAO, prior to shipment of any POV to obtain the latest shipping information and procedures on importation/registration or if authorized, to include color, engine number, registration number, make, model, manufacturer's letter and date. Left hand drive vehicles are not authorized into Singapore. Upon payment of extremely high fees, meeting the high-test standards and safety requirements, one can import a right hand drive vehicle into Singapore. Used vehicles more than 3 years old are not allowed to be registered for use in Singapore. You are advised to check with the Land Transport Authority (LTA) at Telephone (65)6553-5229 or visit their website at http://www.lta.gov.sg for their latest requirement before you import your vehicle. (CH)

c. **MOTORCYCLES/MOPEDS:** All military and DoD civilian employees (to include USDAO and ODC) are **NOT** authorized shipment of mopeds into Singapore. (CH)

(1) Military and DoD civilian employees are **PROHIBITED** from importing motorcycles in their household goods and as a POV. (CH)

(2) For personnel assigned to the DAO, please contact the DAO at the American Embassy, Singapore to obtain approval and the latest shipping information and safety requirements prior to shipment of a motorcycle wither as a POV or in their household goods. (CH)

d. **GASOLINE/CATALYTIC CONVERTERS:** Shipment of POVs are prohibited.

e. **INSURANCE/SAFETY REQUIREMENTS:** No restrictions identified.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL: Videotapes/tapes/magazines:** Government of Singapore enforces very stringent censorship laws of printed and videotaped materials. The law goes beyond limiting "X" rated materials, even generally accepted magazines are not available in Singapore and importation is prohibited. The Censorship Board implements high fees for review and erase of videotapes. Recommend these items not be shipped into Singapore. Importation of tapes/videotapes for personal use is authorized, but again care should be taken to discuss the limits with your sponsor, but should be strictly discouraged. If authorities demand for review or erase of videotapes, a very high fee is charged. It should be highlighted there were some instances where members had one too many videotapes with their personal property shipment and were required to appear personally at a Censorship Board to rectify the issue. (CH)

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS**: No restrictions identified.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs/AMATEUR/HAM RADIOs/MARS EQUIPMENT:** No such equipment should be shipped into Singapore without prior approval. Based upon a demonstrated need, approval may be granted, after the Government of Singapore importation and licensing requirements are met.

b. **DISH ANTENNAs:** Importation of TV satellite dishes is prohibited.

c. **CORDLESS PHONEs:** No restrictions identified.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Separatees, retirees and relocating dependents must have in their possession an International Passport prior to arrival in Singapore. Personnel contemplating retirement, separation, or relocating dependents to Singapore 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 Singapore.

13. MAILING OF PERSONAL PROPERTY: For mailing of Personal Property, an authorization letter from the origin PPSO is required, including receipts from the Postal Officer, to which must be attached the required disbursing form to substantiate request for reimbursement. (CH)

14. **OTHER**: It would be advisable, when in doubt or if there are other related questions, request call the appropriate agencies for clarification or response.

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.

105-3 US EMBASSY, REPUBLIC OF SINGAPORE(SN)
REVIEW DATE: 23 JAN 02 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: RIDK**

b. **DODAAC: HHAS3S**

c. **E-MAIL:** (CH)

d. **TWX:** AMEMBASSY SINGAPORE//GSO//

e. **MAIL:** GENERAL SERVICE OFFICER
US EMBASSY SINGAPORE
PSC 470
FPO AP 96534-0001

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** None **WPOD:** SINGAPORE, SN-RBI

h. **DSN:** None **COMM:** 011-65-476-9316/9451 (CH)

i. **FAX: DSN:** None **COMM:** 011-65-476-9342 (CH)

2. **CONSIGNMENT INSTRUCTIONS**: Ship ITGBL HHG via Code 4 and ITGBL UB via Code 8. Consign to The American Embassy, The American Embassy, Singapore 27, Napier Road Singapore 258-508 ATTN: GSO - Shipping. Upon shipping please forward the ocean bill of lading, packing list to the Embassy, via couier service. The PPGBL does not provide detailed shipping information such as name of vessel, B/L number and ETD of vessel. This information is required to prepare documents for custom clearance and shipment tracers. (CH)

3. **SPECIAL INSTRUCTIONS**: Refer to record 105-1 SINGAPORE(SN) - GENERAL INSTRUCTIONS.

105A-1 SLOVAK REPUBLIC (SK) - GENERAL INSTRUCTIONS
REVIEW DATE: 16 FEB 01

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS**: In accordance with governing regulations and travel orders.

b. **CONTAINER/CRATING REQUIREMENTS**: No restriction identified. Size and weight of the shipment depends on airline/shipping company restrictions.

c. **HARD LIFT AREA**: No restrictions identified.

d. **UNACCOMPANIED BAGGAGE**: No restrictions identified.

2. **CUSTOM CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**:

a. To facilitate prompt custom clearance in Slovakia, it is important the words "Diplomatic Shipment" or "Diplomatic Cargo" appears on shipping documents and as part of the address on shipping containers.

b. To ensure custom clearance, employees should provide to GSO/Custom & Shipping prior to arrival the make, model, VIN numbers, engine numbers/sizes and estimated values of POVs.

c. Member must be in country, register with the Ministry of Foreign Affairs (MFA), and have obtained diplomatic ID card in order to have personal shipments cleared. UAB and HHG should not arrive at post prior to the arrival of the member in the country.

d. Administrative and Technical Staff (A&T staff) are limited to 6 months duty free entry of personal shipments in order to set up their first residence since entering the territory of the Slovak Republic.

3. **CONSUMBLES**:

a. **ALCOHOLIC BEVERAGES**: Consignee can import quantity only for personal use.

b. **CIGARETTE/TOBACCO PRODUCTS**: Shipment of cigarettes/tobacco products between CONUS and overseas or within overseas countries may be shipped subject to host country requirements. Consignee can import quantity only for personal use.

c. **COSMETICS**: No restrictions Identified.

d. **FOODSTUFFS/MEATS**: No restrictions identified.

e. **MEDICATION (NARCOTIC)/PHARMACEUTICAL PRODUCTS**: No restrictions identified.

4. **ELECTRICAL EQUIPMENT**:

a. **HOME COMPUTERS**: Local power is 220 Volts/50 Hrz. US manufactured computers require a transformer. Post strongly recommends the use of a Uninterrupted Power Supply (UPS). No restriction identified.

b. **TVs/VCRs:** No import restrictions identified. See below for compatibility issues.

c. **OTHER (i.e. COMPATIBILITY, ETC.):** Local electrical power is 220/50 Hrz. Local European Channels are in PAL or NICAM format. US televisions use 110/60 Hrz and use NTSC format. US TVs can operate here with a transformer, but will only receive European channels in Black and White.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** A certificate of rabies inoculation is required for all pets. A health certificate issued within the last 10 days is also required.

7. **PRIVATELY OWNED FIREARMS (POFs):** No restriction on importation; however, special permission from the local authorities is required prior to use of these items. Advance approval from the Chief of Mission is required prior to importing firearms in country.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:**

(1) Please provide the following information about your POV to the shipping section when arrive at post: year of production, make, model, VIN, engine number/size, color and approximate value.

(2) The following changes may be necessary (in accordance with the applicable Slovak Motor Vehicle Law):

(a) Low beam headlights may have to be replaced
(b) Rear fog light must be installed
(c) Rear mud-flaps must be installed
(d) All cars are required to have side mirrors on both sides of the car

(3) The above listed modifications can usually be done by local repair shops or by the local dealer or representative handling your type of vehicle for a comparable or cheaper cost than the US.

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds can be shipped in personal property. However, they must be specified on separate inventory list, including VIN, engine number, and estimated value for customs purposes. They are not considered POVs and can be imported duty-free. Any motorcycle/moped over 50 cm3 is subject to the Police registration.

c. **GASOLINE/CATALYTIC CONVERTERS:** Recommended.

d. **INSURANCE/SAFETY REQUIREMENTS:** Local Liability Insurance required. Based on engine size, current annual costs are:

Up to 1300cm3	Sk 1,920.00
From 1300cm3 to 1800cm3	Sk 3,420.00
From 1800cm3 to 2500cm3	Sk 5,700.00
From 2500cm3 and more	Sk 8,640.00

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs AND MARS EQUIPMENT**: No restrictions on importation; however, special permission from the local authorities is required prior to use of these items.

b. **AMATEUR/HAM RADIOs**: NO restrictions on importation; however, special permission from the local authorities is required prior to use of these items.

c. **DISH ANTENNAs**: No restrictions identified.

d. **CORDLESS PHONEs**: No restrictions identified.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Personal contemplating retirements, separation or relocating dependents to the Slovak Republic 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 Slovak Republic.

13. **OTHER**: None.

105A-2 US EMBASSY BRATISLAVA, SLOVAK REPUBLIC (SK)
REVIEW DATE: 07 MAY 02

1. **GENERAL**:

a. **GBLOC: VUDK**

b. **DODAAC: HHAW4S**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY BRATISLAVA (RUEHSL)

e. **MAIL:** GENERAL SERVICES OFFICER
DEPARTMENT OF STATE
5840 BRATISLAVA PL
WASHINGTON DC 20521-5840

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None.

g. **APOD:** None **WPOD:** None

h. **DSN:** None **COMM:** 011-00421-2-5922-3088/3027 (CH)

i. **FAX: DSN:** None **COMM:** 011-00421-2-5922-3044 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, UAB**: Consign to Diplomatic Cargo: US Embassy Bratislava, Hviezdoslavovo namestie. 4, Bratislava 811 02, Slovak Republic, ATTN: (Consignee's full name and SSN). (CH)

3. **SPECIAL INSTRUCTIONS**: Refer to 105A-1 SLOVAK REPUBLIC(SK) - GENERAL INSTRUCTIONS.

CHAPTER 106

106-1 SOUTH AFRICA(SF) - GENERAL INSTRUCTIONS
REVIEW DATE: 10 FEB 03

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

c. **HARD LIFT AREA:** 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:**

a. Personnel on the diplomatic list are eligible for the exemption of customs and excise tax for the duration of their tour. Staff not on the diplomatic list (administrative and technical staff members) are only entitled to duty-free entry for the first 6 months of their tour. Shipment of personal property and privately-owned vehicles(POV) must be scheduled to arrive in South Africa within 6 months of member's arrival.

b. **For PRETORIA:** Copies of Ocean Bills of Lading and airway bills must be sent by facsimile to the American Embassy, Pretoria, at (27)(21) 342-2190/6165. Original Bills of Lading must be sent via express courier service to American Embassy, 877 Pretorius St, Arcadia, Pretoria 0083, South Africa, at (27)(12) 342-1048. (CH)

c. **For CAPE TOWN:** Copies of Ocean Bills of Lading and airway bills must be sent by facsimile to the American Consulate, Cape Town, at (27)(21) 418-1989. Original Bills must be sent by express courier to American Consulate General, 4th Floor, Monte Carlo Building, Heeregracht, Cape Town, 8001, (27)(21) 421-4280. (CH)

d. Customs clearance is handled by Embassy General Services Officer(GSO) upon arrival of property in the country. Pre-clearance will be initiated on receipt of copy documents. (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. **FOODSTUFFS/MEATS:** No restrictions identified.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified.

4. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions identified.

b. **TVS:** A license is required to operate.

c. **VCRs:** No restrictions identified.

d. **OTHER (i.e. COMPATABILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** South African regulations governing the importation of pets are stringent. Individuals wishing to ship a pet to South Africa should contact the Embassy's General Services Office immediately upon notification of assignment in order to ascertain the most current regulations of the country from which the pet will be shipped and to apply for the necessary import permit. These regulations are strictly enforced. Failure to comply could result in the pet's entry being refused. Quarantine restrictions have been imposed on many countries concerning shipment of pets to South Africa. The earliest possible notification of intent to import a pet is essential to secure quarantine kennel space and to apply for the necessary import permit. (CH)

7. **PRIVATELY OWNED FIREARMS (POFs):** Personnel assigned to South Africa wishing to ship firearms and ammunition must first obtain the approval of the RSO. If permission is granted, information required by the Embassy in order to obtain the necessary import permit includes make or manufacturer of firearm, serial number, calibre, number of rounds of ammunition, type of ammunition and value of firearms.

a. **HANDGUNS:** The importation, purchase, possession, or use of handguns is absolutely prohibited.

b. **RIFLES/SHOTGUNS:** Three chamber pump action shotguns are considered to be semi-automatic. The importation, purchase, possession or use of semi-automatic firearms is strictly prohibited. Local purchase is limited to one(1) rifle and one (1) shotgun per family member of legal hunting age 16 years and over. (CH)

c. **TOY-RELATED GUNS:** No restrictions identified.

d. **OTHER (i.e. AMMUNITION/EXPLOSIVES, ETC):** The shipment of ammunition and explosives is strictly prohibited. (CH)

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:**

(1) The South African Government's allows the duty-free importation of two(2) vehicles per married member and one(1) vehicle per single member, regardless of how many licensed drivers are in the family. A vehicle imported duty-free cannot be sold duty-free for a period of 2 years from the date of importation. (CH)

(2) Left-hand drive vehicles registered anywhere in the world on January 01, 2000 or later, may not be imported. Left-hand drive vehicles registered anywhere before January 01, 2000 may be allowed to be imported, providing the vehicles are exported upon completion of the member's tour of duty. (CH)

(3) Right-hand drive vehicles registered anywhere in the world on January 01, 1997 or later, may not be imported without presentation of a compliance certificate. The ECE and EEC standards are equivalent to South African standards. Right-hand drive vehicles registered before January 01, 1997, may be allowed to be imported, providing the vehicles are exported upon completion of the member's tour of duty. (CH)

(4) Members must apply for a "Letter of Authority" from the South African Bureau of Standards before any vehicle is shipped to South Africa. (CH)

(5) All motor vehicles must be containerized before shipment to preclude pilferage and damage in transit. POVs should be consigned to American Embassy, Pretoria, South Africa, via the port of Durban and marked for the member. The original Ocean Bill of Lading must be sent by express courier service to the General Service Office, American Embassy, 877 Pretorius St, Arcadia, Pretoria, 0083, telephone at (27)(12)342-1048. A copy of the Bill of Lading must be faxed to the General Services Office on (27)(12)342-2190/6165 to apply for duty free entry of the vehicle prior to arrival. (CH)

(6) Telegraphic/facsimile advice must be forwarded to post providing engine and chassis number, color, value and engine capacity of the vehicle. (CH)

b. **MOTORCYCLES/MOPEDS:** In South Africa, motorcycles are considered to be vehicles, and must be declared to Customs Office upon arrival in the country. Motorcycles must be clearly identified on the packing list by make, model and engine number, as well as on the Ocean Bill of Lading/airwaybill, in order to obtain a Bill of Entry upon arrival. Motorcycles cannot be registered unless a Bill of Entry has been issued. Prior approval for importation is required from South African Bureau of Standards. Provide post with the same information as requested for POVs in advance of the arrival of the consignment. (CH)

c. **GASOLINE/CATALYTIC CONVERTERS:** Leaded and unleaded gasoline are readily available. (CH)

d. **INSURANCE/SAFETY REQUIREMENTS:** A minimum of third party liability insurance is available. (CH)

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS**: No restrictions identified.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs/MARS EQUIPMENT**: A license is required to operate.

b. **AMATEUR/HAM RADIOs**: No restrictions identified.

c. **DISH ANTENNAs**: No restrictions identified.

d. **CORDLESS PHONEs**: No restrictions identified.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to South Africa 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 South Africa.

13. **OTHER**: None.

106-2 US DEFENSE ATTACHE OFFICE, PRETORIA, SOUTH AFRICA(SF)
REVIEW DATE: 10 FEB 03 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: TQDK**

b. **DODAAC: HHAS5S**

c. **E-MAIL:**

d. **TWX:** US DAO PRETORIA SF

e. **MAIL:** TRANSPORTATION OFFICE
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY PRETORIA
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-9300

f. **CROSS REFERENCES OF APOs/FPOs SERVED:** None

g. **APOD:** Johannesburg, SF-JNB **SPOD:** Durban (CH)

h. **DSN:** None **COMM:** 011-27-12-342-1048 EXT 2049 (CH)

i. **FAX: DSN:** None **COMM:** 011-27-12-342-2190/6165 (CH)

2. **CONSIGNMENT INSTRUCTIONS:** This is a one-time-only (OTO) rate area and you must submit an OTO request message to CDR SDDC ALEXANDRIA VA//SDPP-PO//. Consign to American Embassy, Pretoria, South Africa with name and SSN of member. 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 106-1 SOUTH AFRICA(SF) - GENERAL INSTRUCTIONS.

106-3 AMERICAN CONSULATE, CAPE TOWN, SOUTH AFRICA(SF)
REVIEW DATE: 01 SEP 04 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: TRDK**

b. **DODAAC: FY8535**

c. **E-MAIL:**

d. **TWX:** GSO CAPE TOWN SF

e. **MAIL:** GENERAL SERVICES OFFICER
AMCONSUL CAPE TOWN PLACE
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-2480

f. **CROSS REFERENCES OF APOs/FPOs SERVED:** None

g. **APOD:** Cape Town, SF-CPT
WPOD Cape Town, SF-NA1

h. **DSN:** None **COMM:** 011-27-21-421-4280 ext 2321 (CH)

i. **FAX: DSN:** None **COMM:** 011-27-21-418-1989 (CH)

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//. Consign to American Consulate, Cape Town, South Africa marked for member. 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 106-1 SOUTH AFRICA(SF) - GENERAL INSTRUCTIONS.

CHAPTER 107

107-1 SPAIN(SP) - GENERAL INSTRUCTIONS
REVIEW DATE: 29 JUL 04

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:**

(1) **Air Force personnel:**

(a) **Accompanied tour:** Full JFTR weight for all personnel.

(b) **Unaccompanied tour:** Limited to baggage unless otherwise waived on a case-by-case basis and full JFTR weight authorized in member's PCS orders.

(2) **Army personnel:**

(a) **Accompanied tour:** Full JFTR weight for all personnel.

(b) **Unaccompanied tour:** Limited to baggage in addition to household goods(HHG) administrative weight limitation depending on type of tour. Colonels, Lieutenant Colonels, and Command Sergeant Majors are entitled to ship full JFTR weight if authorized in PCS orders. MACOMs are authorized to approve individual requests for increased HHG weight allowance up to full JFTR when justified.

(3) **Navy and Marine Corps personnel:** Full JFTR weight allowance authorized unless specifically restricted in the member's orders.

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

c. **HARD LIFT AREA:** No restrictions identified.

d. **UNACCOMPANIED BAGGAGE:** No restrictions identified.

e. **OTHER:**

(1) **For NAVSTA Rota:** For best/most satisfactory service for the member:

(a) Ship household goods Code 4 or DPM for SIT at destination Rota.

(b) Do not hold at origin pending member's request for shipment after having located quarters in Rota.

(c) Shipments can be delivered from SIT in Rota the day following members request for delivery.

(d) When shipments are held in SIT at origin, members must wait 5 to 14 days for shipments to arrive and carriers do not usually have adequate personnel and equipment to deliver shipments to residence.

(2) **INTRATHEATER SHIPMENTS:** Recommend shipments delivered on the US Naval Station be shipped Code 4, Door-To-Door Container, or DPM. If shipments are shipped with a carrier under Intra Theater Tariff, the carrier must have local agent representation. Third Country Nationals are not allowed to enter the US Naval Station without clearance from ODC/MAAG in Madrid, Spain and a pass from Spanish Security. Information must be forwarded to ODC/MAAG at least two weeks prior to the desired date of entry. Forward the request via message to ODC MADRID SPC or FAX to 011-34-1-549-7040, ATTN: Clearance NCO. Clearance requests must contain full details, including.

(a) Personnel names, country of citizenship, position, title, passport number and copy of ID Card.

(b) Full details covering purpose of visit.

(c) Dates, times, and places of arrival and departure.

(d) Name, type, and identification number of truck and reason Third-Country National is requesting base entry.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** Importation information of POVs, also applies to all personal property shipments of HHGs, privately-owned firearms, and UB. Members of the military forces and civilian employees arriving in Spain for duty may import personal property for their use or dependents' use free of all types of Spanish duties. The property must arrive in Spain within 6 months from the initial date of arrival of the military member, civilian employee or dependents.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Shipment of alcoholic beverages in personal property shipments 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):** Base quarters have 110V, 60 cycles. Voltage in off-base quarters range from 110V, 125V, and 220V, 50 cycles. Newer apartments and houses have 220V, 50 cycles. Some accommodations have 125V and 220V, 50 cycles. American refrigerators and washers can be operated in off-base quarters by using transformers. Some electric dryers can be

modified by the base exchange at Rota and the PX outlet at Moron Air Base. Electric stoves generally cannot be modified, depending whether the appliance can be converted from 60 to 50 cycles. American electric clock radios will not operate properly due to the 50 cycle current. These items should be placed in NTS. Appliances relying on a heating element; such as, toasters, fry pans, broilers, etc., will not be effected by the 50 cycle current. Microwave ovens operating only on 60 cycles should be placed in NTS. American televisions cannot be used off-base. PAL frequency television or multi-system is required.

5. **FURNITURE, OVERSIZED**:

a. **Furniture**: It is recommended bulky items not be shipped unless advised by sponsor, as the apartments in Spain are small and doors to most Spanish homes are narrow and may not accommodate these type items.

b. **Appliances**: Following should be emphasized to all members: Washers, dryers, refrigerators, and stoves are furnished under the loaner furniture program by the housing office in both on-base and off-base quarters for personnel stationed at NAVSTA Rota. These items should be placed in NTS at origin and not shipped. NTS is not available at this activity.

6. **PETS/QUARANTINE**:

a. Upon arrival in Spain, owner must present an official veterinary health certificate, legalized by the nearest Spanish Consulate, which must specify:

(1) Identification and origin of animal.

(2) Veterinary examination given within a week of entering Spain indicating no signs of illness.

(3) Animal was vaccinated against rabies. Animals under 2 months of age do not require vaccination; animals 2 months of age and older must have been vaccinated between 1 and 12 months before importation.

(4) Date of rabies vaccination, type of vaccine, issuing laboratory, date of issuance and expiration, name and address of the veterinarian who administered the vaccination.

b. If the animal is not accompanied by this duly legalized certificate, it may be placed in quarantine for 20 days at the end of which, if there are no signs of illness, it will be vaccinated and permitted to clear customs. Quarantine and vaccination will be at owner’s expense.

7. **PRIVATELY OWNED FIREARMS (POFs)**:

a. Firearms must be registered with both the Security Police and Spanish authorities within 72 hours of arrival of firearms.

b. **Torrejon AB/Moron AB**: Firearms can be commingled in the HHGs or UB shipments. The following number and type or firearms may be owned or possessed by Air Force military member and civilian employees assigned to Spain:

GRADE	HAND GUNS	RIFLES/SHOTGUNS	HI POWER RIFLE
Officers/GS-7 and above	3	6	2
E-4 (Sgt) to E-9/GS-4 to GS-6	1	6	2
E-3/GS-3 and below	0	0	0

NOTE: E-4 (SRA) must have taken Professional Military Education(PME) training in order to qualify for E-4 (Sgt) entitlement. Family members of military or civilian personnel may not register firearms. Only two of the following high powered caliber rifles can be registered: .223, .284, .308, 30-06, 30-30, .315, 7mm and 8mm. If member ships three of these specific firearms then only two will be registered. The third firearm will be placed in the Security Police Armory for the duration of tour, or returned to CONUS at member's expense.

The above restrictions apply to personnel being assigned to Air Force installation facilities in Spain which include Torrejon and Moron Air Bases. Restrictions at communication site of Sonseca Weather Station is the same as for members assigned to Torrejon AB. Restrictions should not be applied to personnel being assigned to USDAO, CMCPS, JUSMG, or MAAG. The applicable units should be contacted directly to determine firearms restrictions.

c. **NAVSTA Rota:**

(1) Ship privately-owned firearms as a separate shipment. Do not commingle with UB or HHG shipments. Ship the firearms DPM via AMC Terminal, Bldg LP 205, NAS Norfolk, VA. Ensure complete documentation and detailed, legible inventory are attached to shipping container. Mail a separate set of documents and inventory to Commanding Officer, US NAVSTA, Code SUMTH, PSC 819, Box 8, FPO AE 09645-1600. Weapons will be held on station until properly registered by member with the security department and local Spanish authorities.

(2) Prior to shipment of privately owned firearms (POFA) to Spain, assure documentary proof of ownership is obtained; such as, bill of sale, copy of the inventory listing firearm, or stateside registration document. The evidence will be required when the firearms are returned to the CONUS. Upon receipt of firearms in Spain, they must be registered with the security department in order to obtain a Spanish Firearms Permit. Civilian personnel employed by private contractors working on the Naval Station must obtain an official firearms permit from Spanish authorities prior to shipment. The only weapons and the number which can be imported by active duty Navy Military personnel in pay Grades E-5 and above and DOD employees GS-6 and above are:

(a) Handguns, maximum 1.

(b) Big game rifles, maximum 5.

(c) 22 caliber rifles, maximum 3.

(d) Shotguns or high powered pellet guns or combination thereof, Maximum 6.

(e) Pellet guns(semi-automatic firing), maximum 6.

(f) Pellet guns, unlimited.

(3) Shotguns are the only firearms authorized for hunting on board NAVSTA Rota. There is no range for firing of privately-owned pistols or rifles. Possession of the following weapons is prohibited:

(a) Fully automatic firearms, semi-automatic weapons with magazine capacity exceeding five(5) rounds, folding or removable butt, whether actioned by gas or manually.

(b) Sprays and weapons of any type that expel, gases, narcotic or corrosive substances.

(c) Blackjacks, electric, rubber wire, or lead weapons.

(d) Mufflers or silencers for any weapon.

(e) Starlight finders, image intensifiers, or similar objects.

(f) Perforating, explosive, dumdum, hollow point, or incendiary bullets.

(g) Bayonets, daggers, perforated or straight knives, (except for kitchen use), switchblades, or folding knives with blades exceeding three(3) inches in length.

(h) Bombs, grenades, mines, molotov cocktails, instruments for firing miscellaneous projectiles such as graphite, metal cone-shaped points and the like.

(i) Firearms with caliber's: 223; 308; 315; 7.92x57 mm; 7.62x54 m; 8x57 mmj's; and 8x57 mmj.

(j) Pistols or revolvers adaptable to a shoulder gun butt.

(k) Firearms replicas that could be confused with functional guns, except those authorized by the Spanish Ministry of Interior.

(l) Metal knuckles, slingshots, or any instrument which if carried on the person would put a reasonable person in fear for his safety.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs**: (includes information on prohibited vehicles, colors, etc.)

(1) Ruling of the SOFA between the Kingdom of Spain and the United States stipulates members of the US Military Forces and civilian employees ordered to Spain for duty, are authorized to import and retain one POV of non-Spanish manufacture free of all types of Spanish duties. The vehicle must be for the exclusive use of the military member, civilian employee, or a dependent and must arrive in Spain within 6 months, repeat, 6 months from the initial date of arrival of the military member or civilian employee. Members of the force and civilian component can neither import nor register a second non-Spanish manufactured POV. A second POV, shipped commercially, will be impounded at the POD and all storage and related handling fees, including reshipment will be at member's expense. If a second POV arrives via OPTLIFT, it will be held aboard the station pending reshipment via OPTLIFT to CONUS. In addition to this imported vehicle, the military member or civilian employee also may own and maintain one Spanish-manufactured vehicle purchased in Spain in accordance with special arrangements and free of the Spanish value added tax. Dependents over the age of 18 may own and maintain one vehicle of Spanish manufacture.

(2) POVs/motorcycles are picked up at the vehicle-processing center in the city of Rota and members should have a current registration that was issued at member's previous duty station. If the registration has expired, members can still pickup the vehicle, however, it will take ten to twelve days to complete the process for Spanish registration and license plates. It takes 2 to 4 days to complete the Spanish registration process if members have a current registration from a previous duty station. Spanish laws governing importation into Spain require that POVs/motorcycles be registered to members in the country where member was assigned prior to PCS to Spain; that is, PCS Germany to Rota, the POV/motorcycle must have been registered in Germany. It is recommended registration be good for at least 90 days from the date the vehicle is turned in for shipment at the CONUS or overseas VPC. Members must have a POV/motorcycle registration , even if it is expired, in order to register the vehicle with Spanish traffic authorities. (CH)

(3) Bumper stickers, decals on windows and windshields must be removed before the vehicle can be picked up by members. Suggest this be done prior to turning in the POV for shipment.

(4) Members must possess a valid US or foreign driver's license and members arriving in Spain must successfully complete a Spanish driver's test and obtain a Spanish Driver's license. Spanish license processing takes approximately 10 working days. Members can drive during the period with either an international license, or a Spanish translation of their US or foreign driver's license obtained from the Security Department, NAVSTA, Rota.

(5) Members who are not ordered to Spain for duty are not eligible for customs clearance of their POV, under the rules governing members of the US Forces. Members who ship their POV to Spain on PCS orders which assigned them to another country, or on retirement orders with a home of selection other than Spain, and with the intent of picking up the vehicle at the Spanish port and driving it to their final destination, must be advised:

(a) Customs clearance cannot be effected by Commanding Officer, NAVSTA Rota.

(b) The POV must be properly manifested and shipped for discharge at the designated commercial port of Algeciras, Cadiz, Spain. Preferably Cadiz inasmuch as the port is 35 miles from the Naval Station and Algeciras is 90 miles South.

(c) Commercial customs clearance and all costs involved must be effected by the member, and customs clearance can take a week or more.

(d) All documents for the vehicle must be current and after effecting clearance, the POV must be picked up by the owner.

(e) Shipping a POV contrary to above information will result in personal delay, expenditure, and frustration.

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds must be shipped as a privately-owned-vehicle (POV). Do not ship as HHGs. A non-Spanish manufactured motorcycle/moped/motorized bike 50cc or larger is considered a POV and must be registered and shipped as a POV. The Spanish Ministry of Industry prohibits registration/operation of non-Spanish manufactured mopeds with less than 50cc engine capacity. They cannot be imported into the country as HHG or POV. Failure to comply with above information will result in hardship on member, personal expenditures, and severely strain Spanish customs/US Forces relations. ATVs and Motorcross vehicles, provided they remain on-base and off-road, are not considered POVs and may be imported into Spain as HHGs. Possession of these types of vehicles for off-road use will not count against the limitation of tax-free vehicles members may import and

own.

c. **GASOLINE/CATALYTIC CONVERTERS:** Members shipping POVs to Spain are not required to remove their catalytic converters. Unleaded fuel is readily available.

d. **INSURANCE/SAFETY REQUIREMENTS:** POVs which have been modified or altered in a manner affecting the original design, safety, stability, performance or operating characteristics of the vehicle are prohibited. Therefore, POVs which have been changed by the installation of reversible wheel disc, oversized tires, or any other mechanical device that would enlarge the original tract width of the vehicle, cannot be operated on Spanish highways. Tires cannot protrude beyond fender wells. Additionally, the Spanish Traffic Code stipulates all vehicles registered in Spain must meet the following standards:

(1) Seat belts installed in front seat.

(2) Anti-theft device (on steering column or secure lock through steering wheel so vehicle cannot change directions when moved).

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Importation or utilization of CB radio is prohibited.

b. **AMATEUR/HAM RADIOs AND MARS EQUIPMENT:** Can be imported in HHG. However, prior to operating in Spain, members must obtain a license from the Postal and Telegraphic Administrative Director's Office in Madrid. To obtain the license, a certified copy of the US Federal Communication Commission Permit, listing the type of equipment to be used, must be included with the application. Final determination on the application takes 2 to 4 weeks. Members who do not have a US operator's license must satisfactorily complete all required examinations in order to receive a permit from Spanish Communications Officials. The equipment cannot be used until the proper Spanish authorization is obtained. Reshipment to non-temporary storage at Government expense is not authorized.

c. **DISH ANTENNAs:** No restriction when used for TV reception.

d. **CORDLESS PHONEs:** No restrictions identified.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:**

a. Shipments incident to separation, retirement, or as a designated location for dependents must move preferably by Code T or Code 4 as an alternative. Shipments must be consigned to member at destination address. If specific address is unknown, consign to specific locality with carrier instructions to notify destination transportation office. Ship unaccompanied baggage(UB) via Code J or DPM/AMC. Containers and documents must be marked “retirement shipment, separation shipment or designated location shipment”.

b. Members who elect to reside in Spain upon retirement or separation from the service must obtain a Spanish resident visa from Spanish Consulate or Embassy. This visa must be obtained prior to arriving in Spain and must be stamped in the member's passport. Based on the visa, approval for residency will take approximately a month from the date member submits the application for residency. If the visa is not obtained prior to arrival in Spain, member cannot apply for resident permit. Resident permit must be obtained prior to clearance of personal property shipments. Personal property shipments should be placed in NTS at origin until resident permit is obtained by member. Clearance through Spanish Customs is the member’s responsibility and member must be in Spain and obtain the services of a Spanish Customs Broker to effect the clearance. Commercial warehousing, documentation, handling and related charges while pending clearance are payable by the member and vary depending on the type items shipped. To effect clearance, member must present customs the resident permit, passport, customs clearance documents, orders, and copy of inventory in Spanish of the property being imported. The personal property office does not provide translation services. Shipments forwarded via DPM must be cleared personally by the member. The DD 1299 must include the statement: “Members advised clearance through Spanish customs and any related fees levied are personal responsibilities and property will not be released until all fees are paid and customs formalities completed”.

c. Dependents residing in Spain while their sponsor is assigned for duty elsewhere are not authorized privileges as US Forces members under the current Status of Forces Agreement (SOFA) between the US and Spain and are not eligible for customs/duty-free importation of HHGs/POVs. Spanish authorities may levy appropriate duty importation and other taxes.

13. **OTHER**, **Jet Skis**: No restriction on importation provided the vehicle is for sporting purposes and the personal use of the military member, civilian employee and/or dependent.

107-2 NAVAL STATION, ROTA (PROVINCE OF CADIZ), SPAIN(SP)
REVIEW DATE: 31 AUG 01 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: UNNL**

b. **DODAAC: N62863**

c. **E-MAIL:**

d. **TWX:** PPO AND SHIPMENTS DESTINED TO NAVSTA ROTA:
NAVSTA ROTA SP//CODE SU/CODE/N411H// (CH)
IN-TRANSIT SHIPMENTS TO OTHER THAN NAVSTA ROTA:
NAVSTA ROTA SP//AIR//
VPC: NAVSTA ROTA SP//SU/N411H// (CH)

e. **MAIL:** FOR PPO:
COMMANDING OFFICER
US NAVAL STATION
PSC 819 BOX 8, CODE N411H (CH)
FPO AE 09645-1600

FOR VPC:
COMMANDING OFFICER
US NAVAL STATION
PSC 819 BOX 8, CODE N411H (CH)
FPO AE 09645-1600

C/CRUCERO BALEARES # 18
11520, ROTA, CADIZ, SPAIN (CH)

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** APOS 09642, 09643 and 09647, FPOS 09501, 09644, and 09645

g. **APOD:** NAVSTA Air Terminal, Rota, SP-RTA **WPOD:** Cadiz, SP-KJ1, Rota, SP-KJ2, Algecieras, SP-KJ6

h. **DSN:** 727-XXXX, Outbound-1627/1623, Inbound-1622, Traffic-2420, Customs/Claims/-2419, QC-1189, Director-1626, Sup-1625, **COMM:** 011-34-956-82 plus EXT. VPC: 011-34-956-811044 (CH)

i. **FAX: DSN:** None **COMM:** 011-34-956-82-1621

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM UB:** Consign to JUSMG Receiving Officer, US NAVSTA, Rota (Cadiz), SP (UNNL). M/F member and unit of assignment. Do not ship baggage via commercial air, Emery World Wide, DLH or Federal Express; use AMC channel via Norfolk, VA. Pack baggage in corrugated fiberboard triple-wall boxes (FED SPEC PPP-B-640B) or double-wall, high strength, weather resistant boxes (FED SPEC PPP-B-1364B).

b. **ITGBL HHG, UB**: Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify Personal Property Director, US Naval Station, Rota, SP, prior to delivery or placing in SIT."

c. **PARCEL POST**: Address to member or agent and unit of assignment c/o Commanding Officer, US NAVSTA, PSC 819, Box 8, Code N411H, FPO AE 09645-1600. (CH)

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Partial full tour furnishings are available for all personnel(military and DOD civilian employees). These furnishings consist of refrigerator, range, washer, dryer, microwave, air conditioner, freezer, and wardrobe, for use during tour of duty with Spain area commands. (CH)

b. **NOTE 2**: Refer to record 107-1 SPAIN(SP) - GENERAL INSTRUCTIONS.(CH)

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 behicles, 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/RETIREES/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.

108-2 US DEFENSE ATTACHE OFFICE, COLOMBO, SRI LANKA(CE)
REVIEW DATE: 27 SEP 04 MULTI-SERVICE

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.

3. **SPECIAL INSTRUCTIONS**: Refer to record 108-1 SRI LANKA(CE) - GENERAL INSTRUCTIONS.

CHAPTER 109

109-1 SUDAN(SU) - GENERAL INSTRUCTIONS
REVIEW DATE: 10 NOV 98

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.

b. **CONTAINER/CRATING REQUIREMENTS:** All crates for household goods and combustibles must be new type II, triple banded and totally waterproof. Cardboard boxes are totally unacceptable due to extensive handling as well as vermin problems at airfield storage. Member is authorized to ship 2,000 pounds of consumable goods in addition to normal JFTR weight allowance. Pack consumables using tri-wall containers. Size must not exceed 15 cubic feet. No single tri-wall containers can weigh more than 200 lbs. gross weight. Each tri-wall container when sealed must be banded twice in opposite directions (i.e., four (4) bands on each box). Shipping address must read:

FIRST LINE - US Ambassador (Initials & SSN of owner)
SECOND LINE - USOMC or USDAO (as appropriate), US Embassy
THIRD LINE - Khartoum, Sudan

c. **HARD LIFT AREA:** Hard lift area for Army, AF, and Marine Corps. Air clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA).

d. **UNACCOMPANIED BAGGAGE:** No restrictions identified.

e. **OTHER:** Air freight should avoid Cairo as intermediate transshipment point. Copies of airway bills must be sent to American Embassy, Khartoum, ATTN: General Services Officer, APO AE 09829, at least 30 days prior to scheduled arrival of goods, to ensure proper customer clearance with minimum of delay. To expedite Embassy tracking procedure, provide shipment data by message to include airway bill number (key item), weight, cube, number of crates, and flight information as to departure and scheduled arrival.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** Office of Military Cooperation strongly recommends hold baggage and household goods be transshipped to Norfolk, VA, and loaded on the monthly (mid-month) AMC channel flight to Khartoum. AMC Terminal number DSN 564-2017. This proves to be quicker, reduces damage, and clears customs faster than commercial air shipment. Recommend calling AMC Terminal, Norfolk at DSN 564-4148/4118 to schedule shipment and coordinate arrival of shipment for out-loading to Khartoum (APOD-KRT).

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, TVs/VCRs, RADIOs:** May be imported to Sudan as household goods. Import is restricted to one each; however, this has not been strictly enforced in the past.

b. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** Before shipping, an import permit must be obtained. The following information is needed by message to get this permit: sex, age, race or breed, name of pet, color, owner's name, and approximate date of arrival. Pets must have the health certificate and rabies certificate attached to the cage. All pets arriving in Khartoum will be met and cleared by Embassy personnel on arrival.

7. **PRIVATELY OWNED FIREARMS (POFs):**

a. Personal handguns are not authorized for shipment to Sudan.

b. Weapons will not be shipped without prior authorization from the Ambassador and Agency Chief (USOMC or USDAO).

c. Owner must be at post prior to shipment. Import permit must be obtained in Khartoum (Embassy will do this for the owner). Owner should bring description, serial numbers, etc., to post. Ship on a separate bill of lading/airway bill and address the shipment in care of the American Ambassador with the member's initials only on the shipment. Message should be sent to the American Embassy giving arrival data prior to shipment/arrival at Khartoum.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.)

(1) Prior to shipment, the following items are needed by the Embassy GSO: make, model, year, chassis and engine number, and port ship from/name of ship, if known. Only one POV may be imported duty-free. Shipment should be on a separate bill of lading. Due to almost impossible driving conditions from Port Sudan to Khartoum, most vehicles are trucked overland to Khartoum at a cost of approximately $2,500, which is payable by the member.

(2) Shipment of a POV is authorized for all members assigned to Khartoum. POV must be shipped to Port Sudan, Sudan. Vehicle should be relatively new. Toyota is the only make locally serviceable. Bring tools/spare parts and install heavy-duty shocks. POV must be crated to preclude damage at Port Sudan. Vehicle will be marked in the same manner as HHG. Original ocean bill of lading and shipping invoice must be forwarded in advance to complete customs clearance prior to arrival of vehicle. Member must have valid stateside driver's license to drive in Sudan. Overland transportation of vehicle from Port Sudan to Khartoum is approved by US Air Force and Army at Government expense.

b. **MOTORCYCLES/MOPEDS:** Mopeds/motorcycles are considered POVs.

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:** Permission has to be obtained prior to importation. All transmitting equipment requests must go through the Foreign Ministry of External Relation.

b. **AMATEUR/HAM RADIOs:** No restrictions identified.

c. **MARS EQUIPMENT:** Permission should be obtained prior to importation. However, if shipped as household goods, little or no problem is being experienced with clearing the requirement if listed as "Household Goods."

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 Sudan 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 Sudan.

13. **OTHER:** None.

109-2 AMERICAN EMBASSY KHARTOUM, REPUBLIC OF SUDAN(SU)
REVIEW DATE: 02 FEB 99 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: TWDK**

b. **DODAAC: HHAS8S**

c. **E-MAIL:** Not Available

d. **TWX:** AMEMBASSY KHARTOUM SU

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY KHARTOUM
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-2200

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Khartoum, SU-KRT **WPOD:** Port Sudan, SU-PD1

h. **DSN:** None **COMM:** 011-249-11-774611/774700/1/2/3/4/5

i. **FAX: DSN:** None **COMM:** 011-249-11-774137

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to US Ambassador, initials and SSN of individual and agency (i.e., JGW, SSN/USDAO or OMC), Khartoum International Airport, Republic of Sudan. Ship via INTL/AIR/COMM/DPM (see SPECIAL INSTRUCTIONS). Do not route via Cairo, Egypt. Shipments for personnel assigned to the USOMC, Khartoum should be routed to Khartoum (KRT) via Frankfurt (FRA).

b. **ITGBL HHG, ITGBL BAGGAGE**: Do not use.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Since Embassy evacuation no military MAC-flights fly to Khartoum. All shipments can be forwarded to post via commercial flights (KLM or LH).

b. **NOTE 2**: Refer to record 109-1 SUDAN(SU) - GENERAL INSTRUCTIONS.

CHAPTER 110

110-1 SURINAME(NS) - GENERAL INSTRUCTIONS
REVIEW DATE: 16 FEB 01

1. **SHIPMENT INSTRUCTIONS**: Incoming employees need a bill of lading, declaration of value documents and packing list plus contact information for the office that originated shipment to assist the American Embassy.

a. **WEIGHT RESTRICTIONS**: In accordance with governing requirements.

b. **CONTAINER/CRATING REQUIREMENTS**: Vehicles must be containerized. All shipments should be packed in water resistant material.

c. **HARD LIFT AREA**: No restrictions identified.

d. **UNACCOMPANIED BAGGAGE**: No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: Bill of lading, declaration of value, and packing list are required. Airway bill is also required when shipped by air.

a. **For all DOD shipments**: Transportation officers should obtain recommendations on routing from the American Embassy Paramaribo, Suriname, at 011-597-479-829 EXT 252. Since there are only two permanently assigned personnel in the country of Suriname, all shipments are processed by the Embassy General Services Office.

b. In those cases where air movement is recommended, ITOs must follow the appropriate military service procedures for air approval.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES AND CIGARETTES/TOBACCO PRODUCTS**: No restrictions on importation.

b. **COSMETICS**: No restrictions identified.

c. **FOODSTUFFS/MEATS**: No restrictions identified.

d. **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**: No restrictions identified.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Firearms must have approval of Chief of Mission. Suriname law requires all firearms to have an approved import license from Government of Suriname and firearms be hand-carried to Post.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs**:

(1) POVs should be shipped to Paramaribo, Suriname. Prior authorization for shipment is no longer required. Ostentatious or overly expensive POVs are not recommended. Members are authorized one POV duty free. (CH)

(2) Members are required to have in their possession a copy of the bill of sale or invoice of their POV. POV customs clearance cannot begin before member's arrival in country and subsequent accreditation. (CH)

(3) Original copy of the Original copy of the Original Bill of Lading (OBL) is required prior to receipt of POV in order to initiate customs clearance. OBL should be mailed by international courier (D.H.L., FEDEX, or UPS) to Transportation Officer, American Embassy, US Department of State, 3390 Paramaribo Place, Washington, DC 20521-3390. POC # is commercial: 597-479-931 FAX 597-410 8678; fax: 597-479-839. (CH)

Vehicles should be shipped and consigned to:

American Embassy Paramaribo
129 Dr Sophie Redmonstraat
Paramaribo, Suriname, South American (CH)

(4) **SPECIAL REQUIREMENTS**: Name of owner, VIN or engine number, color, year, make, and model must be described on the OBL. (CH)

b. **MOTORCYCLES/MOPEDS**: No restrictions.

c. **GASOLINE/CATALYTIC CONVERTERS**: No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENTS**: The Chief of Mission requires that all USG personnel obtain a local personal liability insurance for their personal motor vehicle and they maintain it for the duration of their tour. (CH).

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS**: No restrictions identified.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: Prohibited.

b. **AMATEUR/HAM RADIOs**: Suriname will issue a Suriname operator’s license if operator has a valid US operator’s license.

c. **MARS EQUIPMENT**: Suriname will issue a Suriname operator's license if operator has a valid US operator's license.

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 Suriname 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 Suriname.

13. **OTHER**:

a. All incoming military personnel or employees of the US Department of Defense must request country clearance IAW current DOD Foreign Clearance Guide. All US military personnel and civilian employees must coordinate any travel to Suriname with the Office of the Defense Attache.

Message address: USDAO PARMARIBO NS//OPSCO//
Telephone COMM: 011-597-477-937

b. All travel on SLM (the Surinamese National Airline) requires a waiver from US Southern Command//J-3 Air//. The only other airline servicing Suriname is KLM (Royal Dutch Airlines) and it operates from Amsterdam to Suriname on a routine basis.

110-2 US DEFENSE ATTACHE OFFICE, PARAMARIBO, SURINAME(NS)
REVIEW DATE: 07 JUN 00 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: ZMCA**

b. **DODAAC: HHAS9S**

c. **E-MAIL:** usdaosur@sr.net

d. **TWX:** USDAO PARAMARIBO NS//OPSCO//

e. **MAIL:** TRANSPORTATION OFFICER
DEFENSE ATTACHE OFFICER
AMERICAN EMBASSY PARAMAIBO
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-3390

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Paramaribo Suriname, NS-ORG **WPOD:** Paramaribo Suriname, NS-CW2

h. **DSN:** None **COMM:** 011-597-477-937(direct)011-597-472-900 EXT 230/231/232

i. **FAX: DSN:** None **COMM:** 011-597-410565/420800

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG, UB**: Ship Code T. Consign to American Ambassador, American Embassy, Paramaribo, Suriname, South America. Mark for member.

b. **DPM HHG, DPM BAGGAGE**: None.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Commercial airport is Zandery International Airport.

b. **NOTE 2**: Ensure American Embassy GSO is informed of all shipments to Suriname COMM 011-597-479-829 EXT 252/254/261/264. Consult current JFTR to current weight allowances for HHG.

c. **NOTE 3**: Refer to record 110-1 SURINAME(NS) - GENERAL INSTRUCTIONS.

CHAPTER 111

111-1 SWEDEN(SW) - GENERAL INSTRUCTIONS
REVIEW DATE: 11 AUG 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:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**:

a. Incoming HHG shipments for military members and DOD civilian are imported into Sweden under diplomatic privileges which means shipping containers and boxes are not opened or subjected to customs examination at the time of customs entry.

b. Commercial bills of lading should show Stockholm, Sweden, as final POD even if transshipment at European Continental or Swedish port is involved. Ensure airway bill number is shown on PPGBL and advance shipping documents.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are duty-free when shipped together with HHG. Declaring these items should be avoided, especially in instances where HHG shipments arrive prior to the arrival of the member and shipment has to be placed in storage-in-transit (SIT). Declaring these items in the shipping documents will involve opening all boxes for customs examination.

b. **CIGARETTES/TOBACCO PRODUCTS:** Tobacco is duty-free when shipped together with HHG. Declaring these items should be avoided, especially in instances where HHG shipments arrive prior to the arrival of the member and shipment has to be placed in storage-in-transit (SIT). Declaring these items in the shipping documents will involve opening all boxes for customs examination.

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:** Home computers are duty-free when shipped together with HHG. Declaring these items should be avoided, especially in instances where HHG shipments arrive prior to the arrival of the member and shipment has to be placed in storage-in-transit (SIT). Declaring these items in the shipping documents will involve opening all boxes for customs examination.

b. **TVs/VCRs:** No restrictions identified.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** Dogs and cats brought into Sweden are subject to a 4-month quarantine. The quarantine kennel charges are approximately $2,807 for dogs and $2,456 for cats. An advance deposit of $175 is required at the time of reservation is made or $1,053 one month prior to the arrival of the pet. The balance is required when the pet is released from quarantine. Space in the quarantine kennel must be requested several months in advance. Pets arriving in Sweden without reserved space will not be permitted entry into Sweden and will be sent back upon arrival. **NOTE:** Always contact GSO before shipping animals.

7. **PRIVATELY OWNED FIREARMS (POFs):**

a. License may be obtained after customs entry.

b. Firearms are duty-free when shipped together with HHG. Declaring these items should be avoided, especially in instances where HHG shipments arrive prior to the arrival of the member and shipment has to be placed in storage-in-transit (SIT). Declaring these items in the shipping documents will involve opening all boxes for customs examination. **NOTE:** Always contact GSO before Shipping firearms.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.)

(1) They may be shipped unboxed. Difficulties and high costs are often encountered in modifying POV to meet stringent Swedish safety requirements. Therefore, we suggest you contact the Embassy General Services Officer (GSO) before initiating shipment of POV. Customs entry of HHG and POV of non-diplomatic staff members must be made within 4 months from date of member's initial arrival. Ensure airway bill(AWB) number is shown on GBL and advance shipping documents. A married member with accompanying spouse may import two privately-owned vehicles (POVs) duty-free.

(2) Shipping/Transaction Costs: Each individual that PCS to Sweden is authorized to ship one vehicle at US Government expense. Private shipment of a vehicle to Sweden averages $1,200-$1,400; a 17-foot boat averages $1,200. These costs are recoverable if the vehicle is sold in Sweden. A US-manufactured vehicle does not meet Swedish specifications and can only be converted under the provisions outlined. If the vehicle is imported under diplomatic privileges, waivers can be obtained. However, such waivers are valid only for the individual importing the vehicle. This means the vehicle must be taken out of Sweden upon completion of tour of duty or alternatively sold to a person with diplomatic privileges. In addition to taking advantage of the possibility of importing a vehicle under diplomatic privileges, it is also possible to import a vehicle duty-free for personal use under the following provisions. The vehicle must have been owned and used by the imported at least 1 year prior to date of importation. If the vehicle is

imported under these provisions, only minor modifications are required in order to meet Swedish specifications (outside rear view mirrors are required on both sides, speedometer scale must show kilometers only, stamping vehicle identification number into the trunk, and other minor modifications may be required). It is not possible to give an exact figure for these modifications as this can vary considerably to make and model of vehicle. However, the estimated cost is $500. If you intend to import a new or used vehicle, please contact the General Services Officer (GSO) for further details. **NOTE:** Always contact GSO before shipping POV.

b. **MOTORCYCLES/MOPEDS:** No restrictions identified.

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:** 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/RETIREES/ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Sweden 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 Sweden.

13. **OTHER:** None.

111-2 US DEFENSE ATTACHE OFFICE, STOCKHOLM, SWEDEN(SW)
REVIEW DATE: 11 AUG 03 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: VKAK**

b. **DODAAC: HHAW1S**

c. **E-MAIL:**

d. **TWX**: AMERICAN EMBASSY STOCKHOLM SW//GSO//

e. **MAIL**: TRANSPORTATION OFFICER
DEFENSE ATTACHÉ OFFICE
AMERICAN EMBASSY STOCKHOLM
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-5750

f. **CROSS REFERENCE OF APOs/FPOs SERVED**: None

g. **APOD**: Stockholm-Arlanda, SW-ARN **WPOD**: Stockholm, SW-JB2

h. **DSN**: None **COMM**: 011-46-8-783-5407 (GSO), 011-46-8-783-5342 (DAO)

i. **FAX**: **DSN**: None **COMM**: DAO-011-46-8-6628046, GSO-011-46-8-7835306, Embassy-011-46-8-6611964

2. **CONSIGNMENT INSTRUCTIONS**: Submit a request HHG via Code 4 OTO and UB via Code 8 OTO by message to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Consign to member, USDAO, American Embassy, Stockholm, Sweden. 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 111-1 SWEDEN(SW) - GENERAL INSTRUCTIONS.

CHAPTER 112

112-1 SWITZERLAND(SZ) - GENERAL INSTURCTIONS
REVIEW DATE: 23 OCT 03

1. **SHIPMENTS 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**: No restrictions identified.

2. **CUSTOM CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**:

a. **FOR BERN**:

(1) **HHG and UB**: Mail copies of all shipping documents to American Embassy, Bern, ATTN: GSO/ST, Department of State, Washington, DC 20521-5110 or by international air mail to American Embassy, ATTN: GSO/ST, P.O. Box CH-3001, Bern, Switzerland. Copy of bill of lading and/or PPGBL and HHG inventory is required prior to receipt of shipment in order to initiate customs clearance.

(2) **For air shipment to Bern**: Use AIRPORT OF DESTINATION BERN. Although Bern is not listed in the flight charts as an airport of destination, all airway bill (AWB) for shipments to Bern should be marked: "AIRPORT OF DESTINATION BERN." The shipments will be forwarded immediately from Zurich to Bern by special trucking service with no delay and no extra cost.

(3) **Shipments for other than Embassy members**: Consign to member at destination address or unit of assignment. Annotate PPGBL: "Carrier will notify TO, American Embassy, Bern, at 011-41-31-357-7273, upon arrival of shipment and prior to delivery to residence or placing in storage.

b. **FOR GENEVA**:

(1) Mail copies of all shipping documents to both the Special Liaison Office and the ITO, NSSG (US), APO AE 09708. Switzerland requires copies of PPGBL and HHG inventory prior to receipt of shipment in order to clear customs.

(2) Code 4 carrier must be advised in advance that complete residential servicing is required and that no unauthorized payments can be paid by Special Liaison Office. Normal charges such as SIT will be paid only to the ITGBL Carrier (certified on DD 619), not to local Swiss Agent by SM or SLO.

(3) US Mission, 1202 Geneva, Switzerland is responsible for shipments to the US Mission Geneva and/or the territory of the Canton of Geneva only.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES**: Limitation is 12 liters of liquor, or 200 liters of wine or alcoholic beverages with an alcoholic content of 25 percent or less.

b. **CIGARETTES/TOBACCO PRODUCTS:** Limitation is 1,000 cigarettes per smoker or 200 cigars per smoker or 1 kilo of tobacco.

c. **COSMETICS:** No restrictions identified.

d. **FOODSTUFFS/MEATS:** No restrictions identified.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified.

4. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions identified.

b. **TVs/VCRs:** No restrictions identified. PAL System utilized by Switzerland.

c. **OTHER (I.E., COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** Dogs and cats may be brought to Switzerland with a veterinary certificate of good health and rabies vaccination. It must be issued no less than 30 days and no more than 1 year prior to date of entry. For current information on importation of other animals, write to the Embassy Administrative Section.

7. **PRIVATELY OWNED FIREARMS (POFs):** For information, please see State Department Post Report or write to American Embassy, PostFach, 3001 Bern, Switzerland.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.)

(1) Vehicle must pass safety inspection upon arrival. Contact Transportation Officer (TO) at post, 011-41-31-357-7273, prior to shipment for inspection specifications.

(2) All POV's which have been owned for six months prior to arrival on station are considered to be HHG by Swiss customs. Proof of ownership showing possession for more than six months required. If POV has not been owned for six months, they are considered a newly imported vehicle regardless of the age of the vehicle. See post report or contact the TO at post for differences in these two categories.

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds are considered POV's and paragraphs 8a(1) and 8a(2) above apply.

c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENTS:** Swiss liability insurance must be purchased in country.

e. **FOR BERN: POV:** Not required to be shipped in sea container.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Only material depicting consenting adults authorized.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS**: Some exotic, nondomestic animals not allowed. No plants authorized.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: Utilization is prohibited.

b. **AMATEUR/HAM RADIOs**: Radios authorized; operator must have license.

c. **MARS EQUIPMENT**: No restrictions identified.

d. **DISH ANTENNAs**: No federal restrictions identified, although size and placement may be restricted by locality.

e. **CORDLESS PHONEs**: Must meet Swiss specifications.

f. **RADAR DETECTORs**: Radar detector warning devices are prohibited.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Shipments incident to separation, retirement or as a designated location for dependents must be consigned to member at destination address. Customs clearance is the member's responsibility. The member must have a Swiss resident permit and must be present for the customs clearance.

13. **OTHER**: None.

112-2 US DEFENSE ATTACHE OFFICE, BERN, SWITZERLAND(SZ)
REVIEW DATE: 29 JUL 98 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: VLDK**

b. **DODAAC: HHAW2S**

c. **E-MAIL:** 74657.1406@compuserve.com

d. **TWX:** USDAO BERN SZ

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE OPERATIONS COORDINATOR
AMERICAN EMBASSY BERN
WASHINGTON DC 20521-5110

INTL MAIL: TRANSPORTATION OFFICER
EMBASSY OF THE UNITED STATES/DAO
JUBILAEUMSSTRASSE 93
CH-3005 BERN
SWITZERLAND

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Bern Switzerland, SZ-BRN **WPOD:** None

h. **DSN:** None **COMM:** 011-41-31-357-7240 or 011-41-31-357-7011

i. **FAX: DSN:** None **COMM:** 011-41-31-357-7381 or 011-41-31-357-7344

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//. Consign to member at destination address or unit of assignment. Annotate PPGBL: "Carrier will notify TO, American Embassy, Bern, telephone 031-437273, upon arrival of shipment and prior to delivery to residence or placing in storage." Mail copies of all shipping documents to American Embassy, Bern, ATTN: GSO/ST, Department of State, Washington, DC 20521-5110 or by international air mail to American Embassy, ATTN: GSO/ST, P.O. Box CH-3001, Bern, Switzerland. Copy of bill of lading and/or PPGBL and HHG inventory is required prior to receipt of shipment in order to initiate customs clearance. For further information concerning OTO procedures refer to Chapter VII, ITGBL Rate Solicitation Instruction and the Defense Transportation Regulation, Part IV.

3. **SPECIAL INSTRUCTIONS**: Refer to record 112-1 SWITZERLAND(SZ) - GENERAL INSTRUCTIONS.

112-3 GENEVA, SWITZERLAND(SZ)
REVIEW DATE: 23 OCT 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: VKCA**

b. **DODAAC:**

c. **E-MAIL:**

d. **TWX:** SLO: OFFICE GENEVA SWITZ
ITO: CDR NSSG(US) SHAPE BE//AEUSG-LOG-TN//

e. **MAIL:** US MISSION TRANSPORTATION OFFICE
ATTN MDC GSO
11 RTE DE PREGNY
1292 CHAMBESY-GENEVA
SWITZERLAND

f. **CROSS REVERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Geneva Switzerland, SZ-GVA **WPOD:** None

h. **DSN:** None **COMM:** 011-41-22-749-4393 or 011-41-22-749-4111

i. **FAX: DSN:** None **COMM:** 011-41-22-749-4491 or 011-41-22-749-4880

2. **CONSIGNMENT INSTRUCTIONS**: Submit a request for HHG via Code 4 OTO or UB via Code 8 OTO by message to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Consign to member (do not show military rank). Annotate PPGBL: "Carrier will contact Special Liaison Office (SLO), US Mission Geneva, Geneva, Switzerland." 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 112-1 Switzerland(SZ) - General Instructions.

CHAPTER 113

113-1 SYRIA(SY) - GENERAL INSTRUCTIONS
REVIEW DATE: 19 OCT 98

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified

c. **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:** Non-diplomatic personnel cannot include electrical items such as radios, stereo equipment, tape recorders in baggage shipments. UB should contain only clothing and personal items.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: The term "In Transit to Damascus" must be marked on the exterior of all HHG containers to assist in identifying and obtaining release of property from Amman. Orders must accompany AMC air shipments to Amman.

3. **CONSUMABLES**: Consumables should be shipped in separate containers. Each container may not exceed 1,000 lbs gross weight.

a. **ALCOHOLIC BEVERAGES:** A maximum of six cases (12 per case) may be shipped and should be packed in a separate container.

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 AND TVS/VCRs:** These items are subject to inspection and censor by Syrian Security. Diplomatic personnel are not exempted from such inspection. Clearance is a complex process and delivery can take up to 2 months.

b. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED**: No restrictions identified.

6. **PETS/QUARANTINE**: All necessary inoculations must be up-to-date.

7. **PRIVATELY OWNED FIREARMS (POFs):** Embassy personnel are not authorized to bring weapons to Post.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** Ship to Port of Latakia, Syria (LF1), or Tartous, Syria (LF2). Bill of lading for POV must include make, model, year of manufacture, and the chassis and engine/motor numbers.

b. **MOTORCYCLES/MOPEDS:** Motorcycles are prohibited. Mopeds: No restrictions identified.

c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENTS:** No restrictions identified.

e. **DIESEL VEHICLES:** Diesel vehicles are prohibited.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:**

a. **RADIOs, CBs, AMATEUR/HAM:** Two-way radios are not permitted. Radios are subject to inspection and censor by Syrian Security. Diplomatic personnel are not exempted from such inspection. Clearance is a complex process and delivery can take up to 2 months.

b. **MARS EQUIPMENT:** No restrictions identified.

c. **DISH ANTENNAs:** No restrictions identified.

d. **CORDLESS PHONEs:** No restrictions identified.

12. **SEPARATEES/RETIREES/ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Syria 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 Syria.

13. **OTHER:** None.

113-2 US DEFENSE ATTACHE, DAMASCUS, SYRIA(SY)
REVIEW DATE: 19 OCT 98 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: SMDK**

b. **DODAAC: HHAW3S**

c. **E-MAIL:**

d. **TWX:** AMERICAN EMBASSY DAMASCUS SY

e. **MAIL:** AMERICAN EMBASSY
DAMASCUS
DEPARTMENT OF STATE
WASHINGTON DC 20521-6110

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** None **WPOD:** Latakia, SY-LF1

h. **DSN:** None **COMM:** 011-963-11-333-3232

i. **FAX: DSN:** None **COMM:** 011-963-11-2247938 or 3319607

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//. Consign to member, American Embassy, Damascus, Syrian Arab Republic. Forward advance paperwork to GSO, Damascus, Department of State, Washington, DC 20521-6110 with info copies to USDAO Damascus, Department of State, Washington, DC 20521-6110 and General Services Officer, American Embassy, Amman, APO AE 09892. 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 113-1 SYRIA(SY) - GENERAL INSTRUCTIONS.

CHAPTER 114

114-1 TAIWAN(TW) - GENERAL INSTRUCTIONS
REVIEW DATE: 05 MAY 98

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** No restrictions identified.

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

c. **HARD LIFT AREA:** No restrictions identified.

d. **UNACCOMPANIED BAGGAGE:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:**

a. **HHG/UB Shipments to Taiwan:** HQSDDC (MTPP-HR) will provide origin ITO with the name and phone number of carrier's destination agent when responding to requests for OTO rates. This information must be passed to the member. Member should contact the gaining unit on Taiwan for information on customs requirements and/or restrictions prior to shipment.

b. **HHG/UB Shipments from Taiwan:** Personnel authorized to ship personal property out of Taiwan should submit request for the outbound shipment to ITO at the member's gaining duty station. The ITO will request OTO rate from HQSDDC (MTPP-HR). SDDC will provide the name and address of the ITGBL agent in Taiwan to the ITO to provide to the member. The ITO will prepare PPGBL and supporting documents and mail to the ITGBL agent in Taiwan with instructions for agent to contact member or his releasing agent to establish pickup date.

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 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:** No restrictions identified.

7. **PRIVATELY OWNED FIREARMS (POFs):**

a. **HANDGUNS:** No restrictions identified.

b. **RIFLES/SHOTGUNS:** No restrictions identified.

c. **TOY-RELATED GUNS:** No restrictions identified.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.) Importation of vehicles over 3 years old is prohibited. The current year is considered one of the three years. This prohibition is enforced based on the model year of importation (vehicles imported during calendar year 1981 must be a 1979 or later model). Right-hand drive vehicles cannot be imported into Taiwan.

b. **MOTORCYCLES/MOPEDS:** No restrictions identified.

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:** 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/RETIREES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation, or relocating dependents to Taiwan 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 Taiwan (GOT).

13. **OTHER:** None.

1. **GENERAL**:

a. **GBLOC: QADK**

b. **DODAAC: HHAT1T**

c. **E-MAIL:** Not Available

d. **TWX:** CARRIER'S LOCAL AGENT IN TAIWAN

e. **MAIL:** CARRIER'S LOCAL AGENT IN TAIWAN
ATTN:
FPO AE

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Taipei, Chiang Kai-shek AP, TW-TPE, Taipei Sung Shan, TW-TSA **WPOD:** None

h. **DSN:** None **COMM:** None

i. **FAX: DSN:** None **COMM:** None

2. **CONSIGNMENT INSTRUCTIONS**: This is an OTO rate area. Submit a request for OTO Code 4, HHG and Code 8, unaccompanied baggage to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Consign to member c/o residence address in Taiwan if address is known, otherwise consign to member c/o carrier's local agent. SDDC will provide the name and address of the ITGBL agent in Taiwan to the ITO to provide to the member.

3. **SPECIAL INSTRUCTIONS**: Refer to record 114-1 TAIWAN(TW) - GENERAL INSTRUCTIONS.

CHAPTER 115

115-1 TANZANIA(TZ) - GENERAL INSTRUCTIONS
REVEIW DATE: 31 MAR 99

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 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**: Mail and Fax advance copies of airway bill and PPGBL to General Services Officer, American Embassy, Dar Es Salaam, as soon as available for customs pre-clearance.

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. **FOODSTUFF/MEATS**: Tanzania is a consumable authorized area. Please refer to the JTR/JFTR for appropriate weight allowances (Appendix F).

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**: Contact Embassy 2 months in advance to obtain documents for importing pets.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Firearms will be held by customs until local clearance is obtained. Ambassdor's permission is required.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs**: There are no restrictions on the shipment of POV.

b. **MOTOCYCLES/MOPEDS**: No restrictions identified.

c. **GASOLINE/CATALYTIC CONVERTERS**: No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENT**S: No restrictions identified.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/AND PLANT RESTRICTIONS**: No restrictions identified.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: No restrictions identified.

b. **AMATEUR/HAM RADIOs**: Importation is prohibited.

c. **MARS EQUIPMENT**: No restrictions identified.

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 Tanzania 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 Tanzania.

13: **OTHER**: None.

115-2 AMERICAN EMBASSY, DAR ES SALAAM, TANZANIA(TZ)
REVIEW DATE: 31 MAR 99 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: TZDK**

b. **DODAAC: 72PFSM**

c. **E-MAIL:** None.

d. **TWX:** AMEMBASSY DAR ES SALAAM TZ

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY DAR ES SALAAM
DEPARTMENT OF STATE
WASHINGTON DC 20521-2140

f. **CROSS REFERENCES FOR APOs/FPOs SERVED:** None.

g. **APOD:** Dar Es Salaam, TZ-DAR **WPOD:** Dar Es Salaam, TZ-ND2

h. **DSN:** None **COMM:** 011-255-51-666010 thru 15

i. **FAX: DSN:** None **COMM:** 011-255-51-666701

2. **CONSIGNMENT INSTRUCTIONS**:

a. **ITGBL HHG, ITGBL BAGGAGE:** Ship HHG via Code 6 and UB via Code 8. Consign to American Ambassador, American Embassy, Dar Es Salaam, TZ, East Africa. M/F member (do not mark shipment with USMC or other military designations). Initial of member should be in parenthesis. If mode/rates are not available, use OTO. For further information concerning OTO procedures, refer to Chapter VII, ITGBL Rate Solicitation. (See Note 1)

b. **DPM HHG, DPM BAGGAGE:** Do not use.

c. **PARCEL POST:** None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1:** Mail and fax copies of airway bill and PPGBL to General Service Officer, American Embassy, Dar Es Salaam, as soon as available for customs pre-clearance.

b. **NOTE 2:** Refer to 115-1 TANZANIA(TZ) - GENERAL INSTRUCTIONS

CHAPTER 116

116-1 THAILAND(TH) - GENERAL INSTRUCTIONS
REVIEW DATE: 19 APR 00

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **Air Force personnel - Bangkok (JUSMAGTHAI personnel only)**: 25 percent of JFTR weight allowance or 2,000 pounds, whichever is greater.

(2) **Navy personnel - JUSMAG (O5 & below)**: 25 percent of JFTR weight allowance or 2,000 pounds, whichever is greater.

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified. Recommend crates be lined with plastic, if possible.

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:** Commercial air is preferred method of shipment for baggage.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**: Personal property is cleared through customs duty-free only within 6 months after date of member's arrival. Six months applies to POVs also. Restrictions do not apply if the member will have Diplomatic status.

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**:

a. **HOME COMPUTERS:** No restrictions identified.

b. **TVs/VCRs:** No restrictions identified.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified. Electricity is 220 volts/50 cycles.

5. **FURNITURE, OVERSIZED**: No restrictions identified, however, quarters may have limited space.

6. **PETS/QUARANTINE:**

a. If a member will go directly into permanent housing it is convenient to bring a pet as excess baggage. Sending a pet as unaccompanied baggage will incur additional clearing costs which must be paid by the member. Local veterinary services have VERY limited boarding facilities. Cats and dogs require a valid/current health certificate and rabies vaccinations certificate. Health certificate should be issued within 15 days of arrival in Thailand.

b. Pets other than cats and dogs require special pre-clearance. Arrangements should be made in advance. Notify GSO/Customs and Shipping Unit, American Embassy Bangkok, APO AP 96546-0001, (facsimile number 011-662-255-2913) at least one month in advance if bringing birds, reptiles or animals other than cats and dogs. Also, it is the owner's responsibility to comply with CITES (endangered species) regulations and have a valid CITES certification. The Customs and Shipping Unit will perform pre-clearance and c obtain information on Thai requirements if provided with the scientific name of an endangered pet.

7. **PRIVATELY OWNED FIREARMS (POFs):** Importation of personal firearms into Thailand is authorized. Thai law prohibits the importation/registration of police/military type weapons, including war trophy firearms. In accordance with American Embassy and JUSMAGTHAI Directives, all US Armed Forces personnel and DOD civilians desiring to bring firearms into Thailand must request, in advance of shipment, the approval of the Chief, JUSMAGTHAI. Requests for approval must be addressed to HQ JUSMAGTHAI/MAGTAP-CAS, who has been delegated the authority to approve or disapprove requests. The request must specify the type, model, caliber, make, and serial number of each firearm, and requestor's full name, rank, current official address, and unit of assignment in Thailand. Forward requests by mail or electrical message. JUSMAGTHAI will send copies of written approval to the American Embassy, ATTN: Customs and Shipping Unit, and the Regional Security Office, and other appropriate law enforcement agencies. A copy of JUSMAGTHAI Directive No. 600-6, Importation, Possession and Control of Privately-Owned Firearms, will be forwarded to the member along with the approval for importation of personal firearms.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.) The Ministry of Foreign Affairs, Kingdom of Thailand, requires the following information on POVs to clear customs: make, model, year, engine number, serial number (VIN), color, cylinders, horse power, radio, air conditioner, approximate date of member's arrival in Thailand. Without this complete information, processing of POVs through Thai customs cannot commence until the vehicle is on Thai soil and pick up of POV will be delayed 10-15 working days. There are no restrictions on age, color, lighting, or other requirements necessary for registration. However, tinted windows with more than 40 percent tinted films are prohibited.

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds may be imported and are considered to be POVs. Only one POV can be imported duty-free. Under no circumstances should motorcycles/mopeds be included as part of the HHG shipment.

c. **GASOLINE/CATALYTIC CONVERTERS:** Catalytic converters and seatbelts are required.

d. **INSURANCE/SAFETY REQUIREMENTS:** POV must be inspected by Thai traffic officials prior to licensing. Vehicles should be in top mechanical condition. Spare parts for most American-made cars are either unobtainable or expensive. The following are suggested for inclusion in HHG: extra spark plugs, oil/air filter, fan belt, extra points, condenser and heavy duty shock absorbers. Royal Thai Government requires all vehicles to be covered by third party liability insurance which MUST be purchased locally from a Thai company. As this policy provides minimum benefits and no property damage coverage, the Embassy strongly recommends additional insurance which may be purchased locally or through a US company licensed to provide coverage In Thailand. USAA no longer insures POVs in Thailand. Avoid insurance that may invoke a diplomatic defense.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Items are inspected upon arrival. Plants requires a health certificate and import license. Several plants from many countries are prohibited. Inquire in advance at the nearest Thai Embassy or Consulate.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs AND MARS EQUIPMENT:** The Thai Government requires advance description of items as follows: wave, size, weight and cube, what items are to be used for, and reason for importation to Thailand. American Embassy and JUSMAGTHAI require the above information in advance in order to request import approval from the Post and telegraph department prior to arrival of shipment in country.

b. **AMATEUR/HAM RADIOs:** Permission is required prior to import. Recommend notifying the GSO/Customs and Shipping Unit, American Embassy Bangkok, APO AP 96546-0001, (facsimile number 011-66-2-255-2913) prior to shipment. Certain restrictions apply.

c. **DISH ANTENNAs:** The Thai Government requires a permit for antennas over 10 milli-watts.

d. **CORDLESS PHONEs:** The Thai Government requires a permit for telephones over 10 milli-watts. Items must be shipped in UAB, not in hand-carried or checked luggage.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:**

a. Personnel contemplating retirement/separation in Thailand should be counseled all customs entry requirements remain a personal matter between the member and the Thai Government. The member should contact the nearest Consulate or Embassy for information regarding customs and quarantine entry requirements prior to shipment. Computation methods to determine import taxes are complex and variable. It may be advantageous for the member to hire a local customs brokerage agent to process shipments. HHG for retired personnel must be cleared using member's passport and it must contain a current resident visa issued by Thai immigration department. Member must contact Customs and Shipping Unit at the American Embassy, Bangkok, as soon as possible for importation documents.

b. Consign personal property directly to the member at their address in Thailand.

c. **POV:** Consign directly to the member. One copy of the member's orders must be attached to the Private Vehicle Shipping Document (DD Form 788) and be forwarded via certified mail to the US Embassy. Documents will be held until the member calls for them upon arrival in Bangkok. To import a POV, member must request permission to import from the Ministry of Commerce at least 1 month before the vehicle arrives in country. A resident visa is also required. All charges to clear the POV must be borne by the member. POV storage is not authorized for personnel retired/separated in Thailand.

13. **OTHER:** None.

116-2 AMERICAN EMBASSY, BANGKOK, THAILAND(TH)
REVIEW DATE: 24 JAN 00 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: RHDK**

b. **DODAAC: HHAT2T**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY BANGKOK TH//GSO/C AND S//

e. **MAIL:** GENERAL SERVICES OFFICER
ATTN CUSTOMS AND SHIPPING
AMERICAN EMBASSY BANGKOK
APO AP 96546-0001

INTL MAIL: AMERICAN EMBASSY
GSO/CUSTOMS AND SHIPPING
95 WIRELESS ROAD,
PRATHUMWAN
BANGKOK, THAILAND 10330

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Bangkok, TH-BKK **WPOD:** Bangkok, TH-RA1

h. **DSN:** None **COMM:** (Embassy Switch Board)-011-662-205-4000, Direct Line-011-662-205-4317, Outbound (HHG/POV/UAB)-011-662-4722

i. **FAX: DSN:** None **COMM:** 011-662-255-2913 or 011-662-254-2990 Mailroom

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG AND UB**: Do not use DPM.

b. **DOCUMENTATION**: Send all documentation concerning transportation to GSO/Customs and Shipping, American Embassy, Bangkok, APO AP 96546-0001

c. **ITGBL HHG AND BAGGAGE**: Submit an One-Time-Only (OTO) request to CDRSDDC ALEXANDRIA VA//SDPP-PO//. For further information concerning OTO procedures refer to Chapter VII, ITGBL Rate Solicitation Instructions. Ship HHG via OTO Code 4 and ship UB via OTO Code 8. Consign to American Embassy Bangkok, Thailand and mark for the employee/member name. Annotate the PPGBL, "Carrier will notify, American Embassy, Bangkok, Thailand, upon arrival of shipment and prior to delivery or placing in storage".

d. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: When shipment is via air, notify Embassy via message ASAP indicating carrier, flight number, airway bill number, RDD, and contents.

b. **NOTE 2**: Shipment to Thailand requires a one-time-only (OTO) contract. Do not ship any other way.

c. **NOTE 3**: Refer to record 116-1 THAILAND(TH) - GENERAL INSTRUCTIONS.

CHAPTER 117

117-1 TUNISIA(TS) - GENERAL INSTRUCTIONS
REVIEW DATE: 15 JAN 04

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:**

(1) **US Office of Defense Cooperation, Tunis:**

(a) **Accompanied tour:** 25 percent of JFTR weight allowance or 2,000 pounds, whichever is greater.

(b) **Unaccompanied tour:** Weight allowances for single/unaccompanied personnel are in accordance with weights listed in Appendix V.

(2) **US Defense Attache Office, Tunis:** 35 Percent of JFTR weight allowance or 2,000 pounds, whichever is greater.

b. **CONTAINER/CRATING REQUIREMENTS:** To ensure that lift vans fit into steamship containers, dimensions should not exceed 8 feet in length, 6 feet 10 inches in height and 6 feet in width. (CH)

c. **HARD LIFT AREA:** No restrictions identified.

d. **UNACCOMPANIED BAGGAGE:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:**

a. Provide a copy of PPGBL, DD FORM 1299, members orders, inventory(ies) and other related shipping documents to USODC, USDAO, and General Service Office(GSO) at American Embassy, Tunis. Estimated value of property shipped should be reflected on the DD Form 1299 pertaining to the respective shipment(s) and also pieces, weight, and cube must be annotated on PPGBL in order for American Embassy Tunis/GSO to accomplish customs franchise documentation for clearance of shipment(s) through Tunisian customs.

b. HHE and UAB shipments are cleared within one week to 10 days. Carrier must ensure original Bill of Lading, copy of the airway bill, copy of PPGBL, inventory of shipments are made available to the servicing local agent before and upon arrival of the shipments to preclude customs clearance delays. Shipments, HHE/UAB, if sent directly to Post, should consigned to: (CH)

(1) HHE: American Ambassador (Employee's initials)
American Embassy, Tunis, Tunisia

(2) UAB: American Ambassador (Employee's initials)
American Embassy, Tunis, Tunisia

(3) POV: American Embassy
Tunis, Tunisia for: (name)

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Importation is prohibited.

b. **CIGARETTES/TOBACCO PRODUCTS:** Importation is prohibited. (CH)

c. **COSMETICS:** Packing in UAB, Airfreight is prohibited. Do not pack hazardous items such as aerosol cans, nail lacquer, paints, matches, acids, mercury, solvent, flammable or explosive items, such as lighter fluid. (CH)

d. **FOODSTUFFS/MEATS:** A wide selection of food, cosmetics, alcohol and tobacco is available in the post commissary and at the local duty-free outlet. Importation is prohibited. (CH)

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified. Health unit stocks vaccines and selected medications for short-term illnesses. (CH)

4. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions.

b. **TVs/VCRs:** No restrictions identified. Houses have 200 volt, 50 cycle current. (CH)

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** There are no restrictions on importation of pets. However, to avoid administrative delays, pets should accompany owners when possible. Owner should have documents indicating pet has been vaccinated against rabies and the vaccination is at least 30 days but not more than 1 year old. A health certificate not more than 14 days old is also required.

7. **PRIVATELY OWNED FIREARMS (POFs):**

a. **HANDGUNS:** No restrictions identified.

b. **RIFLES/SHOTGUNS:** Import restrictions: The Tunisian Government limits the importation of firearms to one hunting shotgun per household/family. The importation of all other firearms or weapons is prohibited. Newly assigned employees must obtain Chief of Mission approval (info to the Regional Security Officer and the Embassy General Services Officer) prior to bringing a shotgun to post and are prohibited from importing any other personally owned weapon/firearm. Additionally, newly assigned employees are discouraged from bringing a hunting shotgun to post due to the difficulty in obtaining a permit for its use. However, should an employee obtain the approval and elect to ship a shotgun, it must be packed in a separate, unmarked box with the employee's air freight – to facilitate customs registration – the type, make, gauge and serial number of the shotgun should be listed on the inventory of personal effects. Registration of the shotgun will generally take at least six months and can take up to one year. Tunisian and European cartridges for hunting shotguns are available locally. Do not send ammunition with your shotgun or pack it elsewhere in your airfreight or seafreight. (CH)

c. **TOY-RELATED GUNS:** No restrictions identified.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** You may not, repeat, not ship ammunition in any shipments.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.)

(1) POV cannot be cleared prior to employee's arrival at post.

Government of Tunisia will not authorize the entry of any car with dark tinted windows. Unlicensed POVs should not be shipped to Tunisia. The POV should be registered in another country and have proper license plates before shipments. Original Bill of Lading, correct consignee data, shipper, RDD, type of vehicle, color, vin/serial number, license plate, name of vessel should be forwarded to American Embassy, ATTN: Shipping, Tunisia. (CH)

(2) POVs should not be ostentatious. Air conditioning is recommended. Due to lack of competent mechanics for any make/model of POV, all systems should be in good repair. Recommend service member send basic replacement parts in HHG shipment (e.g., plugs, points, air/oil filters, belts, hoses). Non-Diplomatic personnel (i.e., Non-accredited) may ship, during their first year at Post, only one POV duty-free. Diplomatically assigned personnel are allowed to register two duty free POVs if the spouse resides at Post. Diplomatically assigned personnel may import only one POV but may buy a second POV (duty free) after arrival.

b. **MOTORCYCLES/MOPEDS:** Any moped/motorcycle under 125cc does not have to be registered and there is no limit on the number that may be shipped. Any moped/motorcycle over 125cc is considered a POV and must be registered.

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded gasoline is available in most major cities in Tunisia. Removal of the catalytic converter is not necessary.

d. **INSURANCE/SAFETY REQUIREMENTS:** All vehicles operated in Tunisia must have at least third party liability insurance obtained through an insurance company licensed to do business in Tunisia. (CH)

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Prohibited from shipment. (CH)

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Not authorized.

b. **AMATEUR/HAM RADIOs:** No restrictions identified.

c. **MARS EQUIPMENT:** Not authorized.

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 Tunisia 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 Tunisia.

13. **OTHER:** Every UAB, HHE and POV shipment is scanned before clearance through port and/or airport customs. (CH)

117-2 US DEFENSE ATTACHE OFFICE, TUNIS, TUNISIA(TS)
REVIEW DATE: 15 JAN 04 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: TUDK**

b. **DODAAC: HHAT3T**

c. **E-MAIL:** Not Available

d. **TWX:** USDAO TUNIS TS

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-6360

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** None **WPOD:** Tunis, TS-KO1

h. **DSN:** None **COMM:** 011-216-71-107-000 EXT 7200/7287 (CH)

i. **FAX: DSN:** None **COMM:** 011-216-71-964-509 (CH)

2. **CONSIGNMENT INSTRUCTIONS**: Submit a request for HHG via Code 6 OTO and UB via Code 8 OTO by message to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Consign to Ambassador (member's initials), American Embassy, 144 Ave De La Liberte, Tunis, Tunisia. For further information concerning OTO procedures refer to Chapter VII, ITGBL Rate Solicitation Instructions and Defense Transportation Regulation, Part IV.

3. **SPECIAL INSTRUCTIONS**: Refer to record 117-1 TUNISIA(TS) - GENERAL INSTRUCTIONS.

CHAPTER 118

118-1 TURKEY(TU) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 JUN 04

1. **SHIPMENT INSTRUCTIONS**:

a. **WEIGHT RESTRICTIONS:**

(1) **Army Personnel**: Refer to AR 55-71 Appendix B29.B,c.

(2) **Air Force personnel**:

(a) **For ODC and Technical Liaison Office(JTLO), Ankara, Turkey only**: Limited to 2,000 lbs net or 25 percent of JFTR plus unaccompanied baggage (UB). Government quarters are provided. Quarters are fully furnished with exception of linens, flatware, china, etc. Electrical systems have built in transformers for 220V 50HZ outlet power. Major appliances (washer/dryer, refrigerator, freezer, range) are provided. Carpet (less bedroom) installed and drapes are provided throughout. ODC personnel must have sufficient funds available upon arrival to defray initial expense (recommend $500.00).

(b) **DET 1 (USAFE) AFOSI, APO, DODDS and DECA personnel**: Full JFTR/JTR weight allowance is authorized for accompanied and unaccompanied tour. **Government quarters are not provided**. Major appliances (washer/dryer, refrigerator, freezer and range) are provided. All personnel must have sufficient funds available upon arrival, to defray initial expenses for hotel, meals and moving costs (recommend $3,000.00).

(c) **Eskisehir personnel**: Authorized unaccompanied baggage (UB) only. Household goods (HHG) and privately owned vehicles (POVs) are **NOT authorized**.

(d) **Izmir** personnel are authorized 2,000 pounds or 25% of their full JFTR allowance, whichever is greater.

(e) **All other AF Personnel**: **Accompanied Tour**: Full JFTR allowance authorized. Major appliances provided.

b. **CONTAINER/CRATING REQUIREMENTS**: No restrictions identified.

c. **HARD LIFT AREA**: Hard lift area for Army (UB only). Air clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA).

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS**:

a. **TDY Personnel**: Turkish customs law does not allow customs clearance for members not permanently assigned to Turkey. Do not ship via ITGBL or DPM. TDY personnel are allowed to receive personal property only via mail. Use this paragraph as authorization for reimbursement of postage fees if member mails property to Turkey.

b. Personnel must ensure the following items with serial numbers as appropriate, are listed on carrier's inventory at origin.

Color Television (Screen size 26 inches and over) (CH)
Stereos (as sets or pieces – receiver, cassette deck, CD player, amplifier and speakers)
Video Cassette Recorder Unit
DVD Unit
Computer Set (as sets and pieces – CPU, monitor, printer)

Air Conditioner
Washers and Dryers
Dishwasher
Refrigerator
Deep Freezer
Microwave Oven

These items are customs-controlled and require recording on the USAFE Form 554 official NATO Beyanname. Recommend member obtain a current list of "Beyanname" items from their sponsor or gaining unit. Personal property must be accurately identified and complete documentation provided including transshipment manifests furnished by processing activities. Insufficient or erroneous documentation will delay customs clearance. (CH)

c. Property must arrive in Turkey not earlier than 2 months prior or 6 months after the arrival of the DoD member. Personal property arriving after 6 months requires permission from the Turkish Ministry of Customs. Obtaining this permission may take an additional 6 to 8 weeks after the property arrives. Turkish Ministry of Customs will not accept any request for permission to allow delivery of personal property that arrives after the 6-month period until after the property has physically arrived in country. In accordance with Turkish Customs regulations, individuals will be authorized to import their HHGs if such shipments arrive within 6 months of the special occurrences (like marriage or divorce) after arrival to Turkey. (CH)

d. It is very important that TMOs use extreme prudence when determining shipment RDD. Any shipment that will arrive based on constructive RDDs either more than 2 months prior or later than 6 months after the member arrives should be afforded the opportunity to be placed in SIT at origin. Household goods or unaccompanied baggage are stored in customs bonded warehouses. Turkish Customs laws allow unchallenged storage for the first 90 days. If any shipment needs to be extended, TMO will submit an "Extenuation Request" letter to the Customs Office to obtain permission from HQ Customs "for another 90 days" which can take a few months to receive approval. Therefore, shipments must be placed into SIT at origin if members' reporting dates will be delayed because of TDY enroute or other extenuating circumstances, in order to avoid excessive waiting time for permission from Customs and even possible seizure of the property. (CH)

e. **Joint Spouse Assignments**: Combine household goods as one shipment and combine baggage shipments also as the same shipment under the ranking members' name due to "Beyanname" problems with Turkish Laws.

f. Turkish customs law states shipment must arrive not later than 6 months after the arrival of the DoD member. If dependents do not travel concurrently with the member, any personal property shipments transported, whether under dependent travel orders or member's PCS orders, must be shipped in the DoD members' name. Strict compliance will prevent customs clearance problems, avoid possible shipment seizure, and eliminate unnecessary delays and hardship on the family. Also, all documentation must be in the name of the sponsor.

g. All members inbound to Turkey must have a copy of the inventory of each shipment and be aware that all "Beyanname" items being shipped into Turkey must either be shipped out when PCSing outbound regardless of its condition, transferred to another Dod member that is authorized duty-free import, or turned-in to the Turkish Customs.

h. Because of recent changes in Turkish laws, it is strongly advised that members be thoroughly briefed to not ship the following items to Turkey. Turkish Customs does not recognize these items as household articles nor privately owned vehicles; as such, they have not been allowing them duty-free entry into the country. To avoid additional handling and cost of returning these items to the states for storage, it is advised that these items be

identified to go into NTS:

Jet Skis
Snowmobiles
Golf Carts
Hang Gliders/Para Gliders
Ultra Light Vehicles
Boats
Associated Trailers

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES AND CIGARETTES/TOBACCO PRODUCTS:** 1 bottle of 100 cl or 2 bottles of 75 or 70 cl of alcoholic drinks may be imported in personal property shipment (HHG or UB) duty free. Any excess, subjects the shipment to seizure by Turkish Customs. Cigarette/Tobacco Products, either domestic or foreign; 200 cigarettes (1 Box) or 50 cigars. In addition:

200 gr cut tobacco and 200 cigar papers or
200 gr pipe tobacco or
200 gr tobacco or
50 gr snuff,

may be imported in personal property shipment (HHG or UB) duty free. Any excess subjects the shipment to seizure by Turkish Customs.

b. **COSMETICS:** 5 bottles of eau de cologne, lavender, perfume, essence and lotion kept in bottles of maximum 120ml.

c. **FOODSTUFFS/MEATS:** 1.5 kg of coffee, 1.5 kg of instant coffee, ½ kg of tea, 1 kg of chocolate, 1 kg of food produced from sugar. Meat products are not allowed to be imported in personal property shipment (HHG or UB).

d. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Sick beds of the traveler, chairs with movable parts designed for disabled people either with or without an engine, medicines used for personal medical treatment, gas mask and similar protective equipment (maximum 2 units).

4. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions identified. Items will be recorded on the personal customs file.

b. **TVs/VCRs:** No restrictions identified. Items will be recorded on the personal customs file.

c. **OTHER (i.e. COMPATIBILITY, ETC):** Camcorder, CD-Man, Walk-Man, portable/small cassette players/recorders may be hand carried. However, individuals should be advised these items will be placed on their passport or stamped orders, and should be later transferred to their Beyanname. Failure to transfer will require these items to accompany member each and every time he/she departs/reenters Turkey.

5. **FURNITURE, OVERSIZED:** No restrictions identified. Items will be recorded on the personal customs file.

6. **PETS/QUARANTINE:** A passenger can bring along the following pets on condition that they are kept under control: cat, dog, bird and/or 10 aquarium fish. (They must have veterinary health certificate, origin and vaccine documents to include identification card, if any. Entry of pets (accompanied by the passenger) is authorized. A combined certificate of health and rabies vaccination is required. No pet care is provided at the airports/entry points; therefore, shipping pets through cargo is not advised. It is advisable to check with the sponsor on latest restrictions.

7. **PRIVATELY OWNED FIREARMS (POFs):** Prohibited from shipping or hand carrying any firearms into the country due to Turkish "Beyanname" Law.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:**

(1) Single unaccompanied members assigned to Turkey under NATO-SOFA (Status of Forces Agreement) are only authorized to have one POV on their Turkish Customs records (USAFE Form 554-NATO Beyanname) for the duration of their tours in Turkey. Motorcycles and mopeds are considered as a vehicle for Turkish Customs, but those can be shipped as HHG. Accompanied members assigned to Turkey under NATO-SOFA are allowed to have a second POV on active duty member's Turkish Customs records (USAFE Form 554-NATO Beyanname) for use by spouses or dependents during the active members' tour length in Turkey. Dependents must be over 18 years old to benefit from this privilege. According to Turkish Customs rules of the unity of family, joint spouse assignments to Turkey are considered one family unit and each family unit is only allowed a maximum two vehicles on their Turkish Customs records (USAFE Form 554-NATO Beyanname). Joint spouses may have the vehicles put on their separate Turkish Customs records (USAFE Form 554-NATO Beyanname) and use their separate entitlements to ship their vehicles in and out of Turkey at government expense. Except motorcycles/mopeds shipped as HHG, second POV shipments of all other accompanied members are not entitled at government expense. Individuals who ship second vehicles to/from Turkey are required to comply with all Turkish Customs requirements concerning shipment of a POV at their own expense (such as hiring a commercial customs representative, paying transit, storage and port fees, etc). **Any additional POVs including motorcycles and 4-wheelers will have to be reshipped to the place of origin at the members expense.** (CH)

(2) **Selling POVs in Turkey:** Turkish Customs "Beyanname" laws state the Turkish Government retains the right to approve or disapprove the sale and/or transfer of POV's. Members anticipating doing so while assigned to Turkey are required to submit a request to the Turkish Ministry of Customs. The decision process takes approximately 6-8 weeks at a minimum. For this reason, members must start the process a minimum of 3 months prior to their departure, otherwise, the member can anticipate delays when clearing "Beyanname." (CH)

(3) Members shipping a vehicle that does not meet US Environmental Protection Agency (EPA) and the Department of Transportation (DOT) standards in addition to the above requirements are informed of the following options to consider when members are unable to sell and/or transfer their vehicles: dispose of their vehicle by obtaining a Customs Broker who's fees can be very expensive or ship the vehicle back to CONUS, and pay the cost of conforming the vehicle back to US EPA/DOT standards which is also very expensive.

b. **MOTORCYCLES/MOPEDS:** Motorcycles and mopeds are considered POVs but may be shipped in HHGs. **NOTE:** Only one POV for each military member and DOD civilian member is authorized duty free.

(1) **Motorcycle/Moped Safety Requirements:**

(a) **Mirrors:** At least one mirror is mandatory.

(b) **Brakes:** Must work.

(c) **Lights:** Any installed light system must work.

(2) **Motorcycles:** Headlight, brake light, and license plate light are

required.

(3) **Mopeds:** Small (under 50 cc) mopeds are only required to meet bicycle standards (headlight and rear reflector); larger mopeds must meet motorcycle standards.

(a) **Body:** Free of rust, dents, scratches, etc.

(b) **Windshield:** Not required, but if installed it must be free of cracks, etc.

(c) **Horn:** Must work.

(d) **Safety Items:** Motorcycles require first aid kit. Mopeds no requirements.

(e) **Motor and chassis number:** Same as automobiles.

(f) Motorcyclist's drivers license and Safety foundation course (specialty/state equivalent) is required.

c. **GASOLINE/CATALYTIC CONVERTERS:** Removal of catalytic converters is no longer recommended since unleaded gas is available throughout Turkey.

d. **INSURANCE/SAFETY REQUIREMENTS: POV inspection requirements:** A safety inspection is part of the initial vehicle registration process in Turkey. Re-inspections are conducted every 2 years for automobiles and every year for vans and trucks. If any deficiencies are noted during the initial inspection, inspection will start all-over. In addition to automobile requirements, trucks and vans must have mud-flaps on both rear wheels.

(1) **Exterior:** Must be free of rust, holes, dents, and scratches, and must be in good condition and clean.

(2) **Windshield:** Free of cracks, holes, etc.

(3) **Lights:**

(a) Headlights must be identical in size and color. High beams must be capable of illuminating a distance of 20 meters. Low beams must be in working condition.

(b) Safety lights must be in working order.

(c) Turn indicators, parking lights, brake lights, and a license plate light are required.

(4) **Exhaust System:** The muffler must be free of holes and must be noiseless. The exhaust pipe should be pointing back or to the left side, not the right side (not bent down or up), and must extend to the edge of the rear bumper.

(5) **Trailer Hitch:** Must be removed from the vehicle, unless you actually have trailer in Turkey, then you must register the trailer at the same time you register the vehicle.

(6) A horn is required; however, air horns, musical horns, and excessively loud horns are prohibited.

(7) **Wheel Alignment:** No more than five-percent deviation to left or right.

(8) **Brakes:**

(a) **Foot Brakes:** The brakes on all wheels must engage when the brake pedal is applied.

(b) **Hand Brakes:** Must be strong enough to hold car in place when low gear is engaged and gas is lightly applied.

(9) **Safety items required at inspection point:**

(a) Two warning reflectors.

(b) First aid kit.

(c) Flashlight.

(d) Towing wire.

(e) Snow chains for tires (unavailability acceptable at non-snow areas).

(f) Spare tire.

(g) Extra bulbs for headlight, parking, signal and stop lights.

(h) Fire extinguisher.

(10) **Side and rearview windows:** Must be free of cracks and in working condition. All windows glass must be transparent from inside and outside.

(11) **Windshield wipers:** Must work.

(12) **Doors:** Must work.

(13) **Motor and chassis identification numbers:** Must have both numbers on vehicle, number must be readable, and vehicle owner must know where numbers are to show the inspectors at the inspection station. Indication of location of motor number on engine block on the DD 788 Form is advised. Non-availability of motor number on DD 788 may delay customs clearance at the entry ports.

(14) **Windows should not be filmed.** Factory tint(smoke or light tone) is permitted.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Special considerations and appeals are not permitted under Turkish Customs laws. Turkish Customs law prohibits pictures, engravings, publications, advertisements, photographs, movie pictures, or other obscene documentation against decency and shame. Personnel should be counseled on this prohibition. Turkish customs may seize pornographic material, if shipped.

10. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Subject to advance permission of Turkish Authorities.

b. **AMATEUR/HAM RADIOs:** Subject to advance permission of Turkish Authorities.

c. **MARS EQUIPMENT:** Subject to advance permission of Turkish Authorities.

d. **DISH ANTENNAs:** Importation is prohibited. Item(s) will be recorded on the personal customs file.

e. **CORDLESS PHONEs:** GSM-cellular phone (with SIM cards)are approved.

11. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS:**

a. Transportation Officers must ensure the GBL states "Retirement Shipment", "Separation Shipment" or "Early Return of Dependent" as applicable.

b. DoD personnel who are shipping under ERD, retirement or separation orders and ship their personal property on a GBL, are exempt from the customs agreement between the United States Government and Foreign countries. ERD, separatees, or retirees will clear HHG thru Turkish Customs on their own. Members in these catagories must contact the nearest Turkish Consulate or Embassy, or call destination TMO in Turkey to verify the updated responsibilities and restrictions.

c. If the seperatee/retiree has a spouse or dependent who holds a Turkish Passport and wants to use special privileges of importing household goods into Turkey duty-free; they should have the Turkish Consulate's approval stamped on the residence and/or work permission documents (of two years or over permanent residency/stationing out of Turkey) before arriving in Turkey. Turkish passport holder's name should be indicated in block 18 on the GBL and final manifest, and the origin port agent should indicate Turkish passport holder's name on ocean bill of lading and final manifest, in order to clear customs.

d. Members are to check with Turkish Consulate or Embassy for updated importing procedures on HHG and POV.

12. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Importation of stuffed wildlife, animals and plants are subject to "Certificate of Health" of appropriate official agencies of the sending State.

12. **OTHER:** Intratheater household goods shipments destined to Turkey must be containerized. There are no commercial storage-in-transit facilities suitable for storage of loose lot household goods within Turkey. ITGBL HHG, intratheater HHG via rail and truck, and intratheater and CONUS retrograde TP4 HHG consignment instructions are the same as for DPM HHG.

118-2 AIR BORNE STATION, IZMIR, TURKEY(TU)
REVIEW DATE: 10 JUL 02 MULTI-SERVICE

GBLOC: URFC

DEACTIVATED. Refer to 118-4 for instructions.

118-3 ANKARA, TURKEY(TU)
REVIEW DATE: 10 JUL 02 **MULTI-SERVICE**

GBLOC: UQFK

DEACTIVATED. Refer to 118-4 for instructions.

118-4 39 TRANSPORTATION, INCIRLIK AIR BASE, ADANA, TURKEY(TU)
REVIEW DATE: 08 JUN 04 MULTI-SERVICE
NO TDY SHIPMENTS ALLOWED

1. **GENERAL**:

a. **GBLOC: UQAZ**

b. **DODAAC: FB5685**

c. **E-MAIL:** tmo.pax@incirlik.af.mil

d. **TWX:** 39LRS INCIRLIK AB TU//LGRT//

e. **MAIL:** TRAFFIC MANAGEMENT OFFICER (CH)
ATTN LGRT
39 LRS INCIRLIK AB
UNIT 7085 BOX 105
APO AE 09824-0105

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** 09824, 09822, 09827 and 09821. (CH)

g. **APOD:** Incirlik, TU-ADA **WPOD:** Izmir, TU-LR1 (HHG, UB, and POVs)

h. **PHONE:**

DSN 676 XXXX Inbound/Outbound/QC - 6847/6038/6612 (CH)

i. **FAX: DSN:** 676-8475 **COMM:** 011-90-322-332-7509

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Consign to 39 LRS, Incirlik AB, TU. M/F member c/o unit of assignment. Turkey destinations are DPM Zones 01-04.

(1) **Zone 01**: Incirlik AB (APO 09824). Consign to 39 LRS, Incirlik AB, TU. M/F member c/o unit of assignment. NOTE: Do not use INTL/AIR/COML or parcel post for baggage shipments. All Air Force/Army UB should be routed via Code J. (CH)

(2) **Zone 02:** Izmir ABS (APO 09821). Consign to TMO, 425ABS, Izmir, TU. M/F member c/o unit of assignment.

(3) **Zone 03**: Ankara (APO 09822). Consign to TMO/LGTT (ASF) Ankara, TU. M/F member and unit of assignment. UB will move via Code J with DPM/AMC as an alternative code.

(4) **Zone 04**: Istanbul (APO 09827). Consign to TO, 39th LRS OL-B Istanbul, TU. M/F member at unit of assignment. (CH)

NOTE: Above instructions applicable for USAFE AIRPS DET 4, 39th LRS/OL-B, AFOSI DET 6905, US Marine Security Guard DET-American Consulate at APO 09827 and 528th USAFAG, 70th ORD. CO, 10th USAFAD, 21st USAFAD, 14th USAFAD, CG Loran Station Kargabarun at APO 09838.

b. **ITGBL HHG and BAGGAGE**: Consign to customer at destination unit of assignment (city or installation). Do not show Incirlik, TU in Block 18 of PPGBL unless member is assigned to APO AE 09824, or has a delivery address in Incirlik, Adana area.

(1) **Personnel assigned to Incirlik AB, TU**:

(a) **ITGBL HHG:** Consign to member c/o unit of assignment. Annotate Block 25 of PPGBL: "Carrier will notify Incirlik PPSO prior to delivery or placing in SIT."

(b) **ITGBL Baggage:** Use Code J.

(c) **Parcel Post:** DO NOT USE. There are no storage facilities available and parcel post will be returned to sender. Post office space is limited.

(2) **Personnel assigned to Izmir ABS, TU:**

(a) **ITGBL HHG:** Consign to member c/o unit of assignment. Annotate Block 25 of PPGBL: "Carrier will notify TMO, 425 ABS, Izmir, TU prior to delivery to residence or placing in customs SIT." Request all UB and HHG shipped military air destined to Izmir, TU, be routed to Incirlik CDI, TU (ADA), for onward movement by surface transportation to Izmir, TU. (See Note 3)

(b) **ITGBL Baggage:** Use Code J.

(c) **Parcel Post:** Consign to member or member's agent c/o APO address and unit of assignment.

(3) **Personnel assigned to Ankara, TU:**

(a) **ITGBL HHG:** Consign to member c/o unit of assignment. Annotate Block 25 of PPGBL: "Carrier will notify TMO/LGTT (ASF), Ankara, TU prior to delivery to residence or placing in customs SIT."

NOTE: Ankara TMO is not responsible for US Embassy shipments except for the following: Marine Guards, USDAO, and DCSG personnel.

(b) **ITGBL Baggage:** Consign all other ITGBL baggage to TMO/LGTT (ASF), Ankara, TU. M/F member and unit of assignment.

NOTE: Air Force and Army US will move via Code J with DPM/AMC as an alternate mode.

(c) **Parcel Post:** Consign to member c/o TMO/LGG(ASF), APO AE 09822.

(4) **Personnel assigned to Istanbul, TU:**

(a) **ITGBL HHG:** Consign to member c/o unit of assignment. Annotate Block 25 of PPGBL: "Carrier will notify TO, 39th WG, OL-A, at 011-212-664-9030, prior to delivery to residence or placing in customs SIT."

(b) **ITGBL or DPM/INTL Baggage:** DO NOT USE. All baggage shipments to Istanbul, TU should be routed DPM/AMC exclusively.

(c) **Parcel Post:** Consign to member at unit of assignment except Balikesir, TU APO AE 09816, which is the responsibility of TO, Izmir, TU.

(d) **POVs:** All personnel assigned to 528th USAAG, APO AE 09838, require prior written approval from the Commander for POV shipments.

(e) **Personnel assigned to Headquarters, NATO Rapid Deployable Corps – T (TURKEY) (2HX21):** Duty station is Istanbul, Turkey. This is a 12-month, dependent-restricted tour. Family travel is not authorized. Soldier

should be port called to Istanbul International Airport, Istanbul, Turkey. Soldier is authorized full payment of civilian clothing allowance prior to departure from CONUS. Soldiers are authorized to obtain a regular fee passport while in a travel status based on designation of Turkey as a high threat location IAW Appendix N, para 2, JFTR; fee for such passports are reimbursable upon submission of travel claims (keep receipt) IAW CH 5, para U5212.5, JFTR. Per EUCOM, effective immediately, original NATO travel orders are required for entry into Turkey and MUST contain a unit stamp and orders approving official signature prepared in BLUE ink. Individuals with improper NATO travel orders will experience unnecessary delays at Turkish customs and be charged visa fees up to $50 per person. The Household Goods allowance for this location is the greater of 2000 lbs or 25% of the soldier's maximum allowance based upon their grade. POVs are NOT authorized. (CH)

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: **Refer to record 118-1 TURKEY (TU)-GENERAL INSTRUCTIONS**

b. **NOTE 2**: **Avoid Delayed or Misconsigned Shipments**: In order to expedite the in-country movement of Turkey shipments, the AF Air Clearance Authority will no longer approve Turkey destined shipments without complete and specific ATCMD information. If shipments are sent to the APOE without clearance, the shipment will be frustrated until proper documentation can be obtained. All inbound shipments must be consigned to the appropriate destination city or duty station. Use **Note 4** to determine correct destination city for Block 18 of the GBL. For TOPS generated shipments, it is imperative that the delivery city field contains the customer's actual duty station, location or city/country name. This will ensure the correct destination of the shipment is printed in Block 18 of the GBL. For separation or retirement shipments (refer to Country Instructions for customer counseling and direction), Block 18 must also include the numerical postal code for the destination city/country.

c. **NOTE 3**: **Code 8 UB shipments destined for Izmir, Turkey**: Should be consigned to Izmir, DODAAC FB5531. They should be addressed/sent to Izmir Int'l Airport (ADB) through Istanbul/Ankara airports. UB arriving at Istanbul or Ankara airports are being diverted to Izmir in-transit; customs process takes approximately 2 to 3 weeks to complete, this causes extreme hardship on members. Shipments originating in Europe should be sent directly to Izmir. Further, commercial shipments should be used as a last resort due to the customs process in Turkey.

d. **NOTE 4**: APO Listing by PPPO. Instruct all customers to contact their servicing PPPO immediately upon arrival at their new duty station. Please provide customers the PPPO inbound phone numbers furnished below in lieu of the inbound number printed by TOPS inthe remarks block, DD 1299.

APO AE	CITY	RESPONSIBLE PPPO	PHONE
09821	IZMIR	TMO, IZMIR ABS	DSN: 675-XXXX Comm: 90-232-484-5360 (switchboard) Inbound: 3291 Outbound/QC: 3312 DSN FAX: 675-1110 ext 3635 Comm: 90-232-441-7033
09822	ANKARA	TMO, ANKARA	DSN: 672-3266/3182 Comm: 90-312-287-9966 DSN FAX: None Comm: 90-312-287-2527
09827	ISTANBUL	TMO, ISTANBUL	DSN: 627-1110 ask for Istanbul Consulate Operator and commercial or military number

			TMO: 663-0930/0928 Comm: 90-212-663-0930 DSN FAX: None Comm: 90-212-663-0930

118-5 39TH WING OPERATION LOCATION-A ISTANBUL, TURKEY(TU)
REVIEW DATE: 08 SEP 98 MULTI-SERVICE

GBLOC: USAZ

DEACTIVATED. Refer to 118-4 for instructions.

CHAPTER 118A

118A-1 TURKMENISTAN (TX) - GENERAL INSTRUCTIONS
REVIEW DATE: 5 August 04

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** Full JFTR Allowance authorized unless otherwise identified in orders. All shipments to the U.S. Embassy should be sent under a DIPLOMATIC CARGO status.

b. **CONTAINER/CRATING REQUIREMENTS:** None Identified

c. **HARD LIFT AREA:** No restrictions identified.

d. **UNACCOMPANIED BAGGAGE:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** GSO Shipping & Customs does customs clearance for all incoming shipments

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:**

a. **HOME COMPUTERS:** No restrictions identified

b. **TVs/VCRs:** No restrictions identified. Houses have 220 volt, 50 cycle current.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** There are no restrictions on bringing most types of domestic pets to Turkmenistan. If your pet is traveling with you, a current (within 3 months) international health certificate and vaccination certificate for your pet(s) is necessary.

7. **PRIVATELY OWNED FIREARMS (POFs):**

a. **HANDGUNS:** Not allowed for import except in cases where the importation of firearms has been approved by the MFA. These cases include importation of weapons for bodyguards of high level delegations, firearms for Marines arriving to post. Contact Post prior to shipment

b. **RIFLES/SHOTGUNS:** Not allowed for import except in cases where the importation of firearms has been approved by the MFA. These cases include importation of weapons for bodyguards of high level delegations, firearms for Marines arriving to post. Contact Post prior to shipment

c. **TOY-RELATED GUNS:** No restrictions identified.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** Prohibited

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** No restriction on size or weight. POVs can be cleared through customs before the arrival of the owner. Registration starts after the owner has been accredited by Ministry of Foreign Affairs of Turkmenistan.

b. **MOTORCYCLES/MOPEDS:** No restrictions identified

c. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded gasoline is available in most major cities in Turkmenistan. Removal of the catalytic converter is not necessary.

d. **INSURANCE/SAFETY REQUIREMENTS:** Insurance policy is not requested by customs upon arrival of a vehicle, however Turkmenistan Government requires local insurance (third party liability insurance) prior to registration of vehicle. POVs should be sent to Post according to International vehicle shipping standards.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Prohibited from shipment

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** No restrictions identified.

b. **AMATEUR/HAM RADIOs:** No restrictions identified.

c. **MARS EQUIPMENT:** No restrictions identified.

d. **DISH ANTENNAs:** No restrictions identified.

e. **CORDLESS PHONEs:** No restrictions identified.

12. **SEPARATEES/RETIREES/ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Turkmenistan 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 Tunisia.

13. **OTHER:** None

118A-2 AMERICAN EMBASSY ASHGABAT, TURKMENISTAN (TX)
REVIEW DATE: 5 JULY 04
MULTI-SERVICE

1. **GENERAL:**

a. **GBLOC:** SVDZ

b. **DODAAC:**

c. **E-MAIL:** ASHGABATGSO@state.gov

d. **TWX: NOT AVAILABLE**

e. **MAIL:** GSO Shipping & Customs
American Embassy Ashgabat
Department of State
7070 Ashgabat Place
Washington, DC 20521-7070

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Ashgabat Int'l Airport **WPOD:** Turkmenbasi Port

h. **DSN:** None **COMM:** (99-312) 350045

i. **FAX: DSN:** None **COMM:** (99-312) 392614

2. **CONSIGNMENT INSTRUCTIONS:** This is a One-Time-Only area. Submit a request for HHG via Code 6 OTO and UB via Code 8 OTO by message to CDRSDDC ALEXANDRIA VA//SDPP-PO. Consign to US Embassy Ashgabat, No 9, 1984 Street (former Pushkin Street) Ashgabat 744000, Turkmenistan. For further information concerning OTO procedures refer to Chapter VII, ITGBL Rate Solicitation Instructions and Defense Transportation Regulation, Part IV.

3. **SPECIAL INSTRUCTIONS:** Refer to record TURKMENISTAN (TX) GENERAL INSTRUCTIONS.

CHAPTER 119

119-1 UGANDA(UG) - GENERAL INSTRUCTIONS
REVIEW DATE: 06 AUG 98

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:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:**

a. Description of goods on airway bill(AWB)/ocean bill of lading(OBL) should read: "Personal effects (diplomatic cargo)."

b. Marking on boxes should read: "American Ambassador, American Embassy, Kampala, Uganda, for (employee's name)."

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 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:** No restrictions identified.

7. **PRIVATELY OWNED FIREARMS (POFs):**

a. **HANDGUNS:** No restrictions identified.

b. **RIFLES/SHOTGUNS:** No restrictions identified.

c. **TOY-RELATED GUNS:** No restrictions identified.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.) No restrictions identified.

b. **MOTORCYCLES/MOPEDS:** No restrictions identified.

c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENTS:** 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:** 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/RETIREES/ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Uganda 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 Uganda.

13. **OTHER:** None.

119-2 AMERICAN EMBASSY, KAMPALA, UGANDA(UG)
REVIEW DATE: 06 AUG 98 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: UGDK**

b. **DODAAC: HHAU8U**

c. **E-MAIL:** Not Available

d. **TWX:** AMEMBASSY KAMPALA UG

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY KAMPALA
DEPARTMENT OF STATE
WASHINGTON DC 20521-2190

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Entebbe/Kempala, UG-EBB **WPOD:** None

h. **DSN:** None **COMM:** 011-256-41-259792/259793/259795

i. **FAX: DSN:** None **COMM:** 011-256-41-259794/241863

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, DPM BAGGAGE**: Not authorized.

b. **ITGBL HHG, ITGBL BAGGAGE**: Ship HHG via OTO Code 6 and UB via OTO Code 8. Consign shipment to American Ambassador, American Embassy, Kampala, UG. Mark for member. C/O transami (U) LTD., Entebbe International Airport., Entebbe, Uganda.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Description of goods on airway bill(AWB)/ocean bill of lading(OBL) should read: "Personal effects (diplomatic cargo)."

b. **NOTE 2**: Marking on boxes should read: "American Ambassador, American Embassy, Kampala, UG, for (employee's name)."

c. **NOTE 3**: Original airway bill, packing list and valuation certificates should be sent via courier(Federal Express DHL, TNT) to Transsami (U) LTD., Plotm611, Ntinda Road, PO BOX 5501, Kampala, Uganda.

d. **NOTE 4**: Airway bill, packing list and valuation certificates should be sent via registered unclassified pouch to GSO Shipping for State, USIS. and Peace Corps shipments or USAID Shipping Section for USAID shipments.

e. **NOTE 5**: General Surface to post go through EISO, Noordelaan 147, Bus 12 A Atlantic Hoise, 2030 Antwerp, Belgium Telephone 011-32-5-542-4775.

f. **NOTE 6**: Refer to record 119-1 UGANDA(UG) - GENERAL INSTRUCTIONS.

CHAPTER 119A

119A-1 UKRAINE(UA) - GENERAL INSTRUCTIONS
REVIEW DATE: 01 AUG 00

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 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**: HHG, unaccompanied baggage, and POVs are cleared through customs by GSO Customs and Shipping unit, American Embassy, upon arrival. None of the above shipments is shipped until the subject employee is accredited to the Ministry of Foreign Affairs or Ukraine.

3. **CONSUMABLES**:

a. **ALCOHOLIC BEVERAGES**: No customs restrictions for personal use only indicated.

b. **CIGARETTE/TOBACCO PRODUCTS**: No customs restrictions for personal use only indicated.

c. **COSMETICS**: No restrictions identified.

d. **FOODSTUFFS/MEATS**: Only canned foodstuff is authorized. No raw meat, fish, cheese and other fresh food substances are allowed for importation into Ukraine.

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**: There is no quarantine period, but pets must have a current rabies shot to be more than 30 days old, but no less than 1 year. A valid vet certificate is needed.

7. **PRIVATELY OWNED FIREARMS(POFs)**: Import permit by the Ministry of Foreign Affairs is strongly required. Prior to POF importation contact RSO to give all necessary details to obtain such a permit.

8. **PRIVATELY OWNED VEHICLES(POVs)**:

a. **POVs**: Only one POV can be imported duty free per each family member possessing a driver's permit. No more than two POVs per family are allowed to be registered. POV is customs cleared and registered for diplomatic license plates only when a subject employee is accredited to the Ministry of Foreign Affairs of Ukraine. No age limit restrictions are applied, but preferences are given to newer cars (up to 8 years old).

b. **MOTORCYCLES/MOPEDS**: Motorcycles are considered POVs. Mopeds no restrictions.

c. **GASOLINE/CATALYTIC CONVERTERS**: POVs have to be equipped with catalytic converters.

d. **INSURANCE/SAFETY REQUIREMENTS**: Prior to POV's arrival at Ukraine, an owner should purchase a comprehensive 3rd party personal liability insurance policy with the combined coverage of no less than $250.000.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: Importation prohibited.

10. **STUFFED WILDLIFE/ANIMALS/AND PLANT RESTRICTIONS**: No restrictions identified. Avoid importing live plants due to possible Customs quarantine measures at point of entry.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs AND MARS EQUIPMENT**: No restrictions indicated.

b. **AMATEUR/HAM RADIOs**: Authorization to use definite frequencies must be obtained from the Ukrainian Radio Frequency Observation Committee. All requests are addressed via RSO.

c. **DISH ANTENNAs**: No restrictions identified.

d. **CORDLESS PHONEs**: Type must be approved by the Ukrainian Radio Frequency Observation Committee. All requests are addressed via RSO.

12. **SEPARATEES/RETIREES/ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Ukraine 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 Ukraine.

13. **OTHER**: None.

119A-2 AMERICAN EMBASSY, KIEV, UKRAINE(UA)
REVIEW DATE: 13 FEB 02 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: VTDK**

b. **DODAAC: H91288**

c. **E-MAIL:** daokiev@hotmail.comattn:gysgtfreeman

d. **TWX:** AMEMBASSY KIEV UA//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
USDAO AMERICAN EMBASSY KIEV
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521

f. **CROSS REFERENCES FOR APOS/FPOS SERVED:** None.

g. **APOD:** Borispil Intl, UA-KBP **WPOD:** Illychivsk, UA-ILJ, Odessa, UA-ODS

h. **DSN:** 246-9750, EXT 154 **COMM:** 011-380-44-246-9750

i. **FAX: DSN:** None **COMM:** 011-380-44-212-2365

2. **CONSIGNMENT INSTRUCTIONS**:

ITGBL HHG, ITGBL BAGGAGE: All personal property shipments destined for or originating from Kiev, Ukraine, must use one of the following contractors. (CH)

a. INTERDEAN: 5 Sluzhbova ST.
Kiev-03115 (CH)
Ukraine
Tel/FAX: (Cntry 38 City 044) 452-4145/450-3577/0346
EMAIL: vladimir@interdean.kiev.ua
Marchuk@interdean.ukrnet.net (CH)
andrey@interdean.kiev.ua

b. AGS: Julien Guyette
32 Chistyakovksa St
03062 Kiev, Ukraine (CH)
Tel: (Cntry 38 City 044) 443-0801/Mobile: 465-8586 FAX: 443-735
EMAIL: akskiev@ags.kiev.ua
WEBPAGE: http://www.ags-worldwide-movers.com

c. Compass Kiev: Alexei Swischov or Radim Beloborodov
6/8 Tsitadelna St. APT 5 3 Floor
Kiev, Ukraine 01015 (CH)
Tel/FAX: (Cntry 38 City 044)531-9985, 290-6346,254-2094
Mobile: 466-3095, 531-7947
EMAIL: mover@compasswm.kiev.ua

3. **SPECIAL INSTRUCTIONS**: Refer to record 119-1A KIEV UKRAINE(UA) - GENERAL

CHAPTER 120

120-1 UNITED ARAB EMIRATES(TC) - GENERAL INSTRUCTIONS
REVIEW DATE: 12 NOV 03

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 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**: No restrictions identified.

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:** Some are prohibited, must check with Embassy.

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 current rabies vaccination record and health certificate is required.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Weapons cannot be imported or maintained in country.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs**: (includes information on prohibited vehicles, colors, etc.)

(1) There are no longer any U.A.E. restrictions due to the Arab boycott on the importation of any vehicle made by Ford or Chrysler. However, parts for Ford and Chrysler models manufactured prior to 1988 are not readily available.

(2) Pick-up trucks cannot be registered as they are considered commercial vehicles. (CH)

b. **MOTORCYCLES/MOPEDS**: Motorcycles and mopeds can be cleared and registered with Ministry of Foreign Affairs Clearance. These vehicles are not recommended due to dangerous traffic conditions.

c. **GASOLINE/CATALYTIC CONVERTERS**: Unleaded gas is available.

d. **INSURANCE/SAFETY REQUIREMENTS**:

(1) No tinted glass or mylar is allowed on either the front windshield. An absolute maximum of 30 percent tinting is allowed for side and rear windows. Violators are subject to fines and loss of vehicle. It is recommended that a certificate stating the percentage of tinting be obtained before shipping the vehicle. If the vehicle does not pass inspection, it cannot be registered. (CH)

(2) Undercoating and surface protection are strongly recommended. The salt water atmosphere and sandy environment tend to corrode undersurface and pit and dull outer surface of vehicle.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: Prohibited.

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**: Importation is prohibited.

d. **DISH ANTENNAs**: Importation is not authorized.

e. **CORDLESS PHONEs**: No restrictions identified.

12. **SEPARATEES/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to the United Arab Emirates 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 the United Arab Emirates.

13. **OTHER**: None.

120-2 ABU DHABI, AMERICAN EMBASSY, UNITED ARAB EMIRATES(TC)
REVIEW DATE: 12 NOV 03 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: TBDK**

b. **DODAAC: HHAU4U**

b. **E-MAIL:**

d. **TWX:** AMEMBASSY ABU DHABI//GSO//
INFO: USDAO ABU DHABI TC
USLO ABU DHABI TC

e. **MAIL:** AMERICAN EMBASSY ABU DHABI (CH)
DEPARTMENT OF STATE
6010 ABU DHABI PLACE
WASHINGTON DC 20521-6010

f. **CROSS REFERENCES FOR APOs/FPOs SERVED:** None

g. **WPOD:** Abu Dhabi, TC-PQ2
APOD: Abu Dhabi Airport, TC-AUH

h. **DSN:** None **COMM:** 011-971-2-4436691 (CH)

i. **FAX: DSN:** None **COMM:** 011-971-2-4435441 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **HHG AND UB**: Ship via ITGBL on One-Time-Only (OTO) shipment rate obtained from CDRSDDC, Alexandria VA. For UB and HHG shipments, consign to member, American Embassy, Abu Dhabi, U.A.E. Do not show rank or indicate that items are military household goods. (CH)

b. **POV**: Consign to member, American Embassy, Abu Dhabi, U.A.E. Furnish vehicle details such as make, year, and VIN. Original Ocean Carrier's bill of lading should be forwarded to Embassy GSO. A message providing shipping information must be forwarded to American Embassy. NOTE: Pick-up trucks cannot be registered in country and must not be shipped. (CH)

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Pre-clearance requests will be accepted in the U.A.E. (CH)

b. **NOTE 2**: Recommend a copy of members orders and packing list be placed in each container of the shipment. (CH)

c. **NOTE 3**: Hard lift area for Army, Air Force, and Marine Corps. Air clearance, when required will be obtained from appropriate air clearance authority (ACA). (CH)

d. **NOTE 4**: Refer to record 120-1 UNITED ARAB EMIRATE(TC) - GENERAL INSTRUCTIONS.

CHAPTER 121

121-1 URUGUAY(UY) - GENERAL INSTRUCTIONS
REVIEW DATE: 20 MAY 03

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.

b. **CONTAINER/CRATING REQUIREMENTS:** Shipping containers must comply with measurements for type of shipment code, that is 4 or 8. (CH)

c. **HARD LIFT AREA:** No restrictions identified. Uruguay is no longer a hard lift area for HHG and UB. However, all other cargo shipped on military air does not clear customs. (CH)

d. **UNACCOMPANIED BAGGAGE:** No restrictions identified. Address markings for ALL shipments are as follows: (DO NOT CONSIGN TO ADDRESS ON ORDERS: (CH)

American Ambassador
American Embassy
Montevideo, Uruguay
FOR: (Name of member)
POC: PH: 409-0301

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:**

a. Personnel on the diplomatic list may import duty-free UB, HHG, and POV in accordance with weight regulations and in reasonable quantities for their own use at any time during their assignment to Uruguay. (CH)

b. Shipments arriving before the member's arrival in country are held at the port of entry. Although the Government of Uruguay (GOU) will not grant final clearance until member is in the country and has been accredited with GOU, paperwork can be put in process before his/her arrival. The Foreign Ministry requires a copy of the packing list translated into Spanish. Therefore: (CH)

(1) When possible, schedule all shipments to arrivve on or shortly before the member's expected date of arrival in Uruguay. (CH)

(2) All shipments are subject to customs inspection. Uruguay requires the original commercial bill of lading or the airway bill to initiate customs clearance. Mail original OBL/airway bill and legible copies of the packing lists/inventories to: (CH)

American Embassy
ATTN: GSO (Shipping Assistant)
Unit 4514
APO AA 34035-4514

TMO may also use international courier (DHL, FEDEX, etc.). Address envelope to: (CH)

Embajada de los EE.UU.
Atn.: GSO
Lauro Muller 1776
11200 Montevideo, Uruguay

(3) POC # is Commercial: (598-2) 4190301 or (598-2) 4187777, ext 2368. (CH)

(4) For shipments pertaining to members assigned to the Office of

Defense Cooperation (ODC) or the Defense Attached Office (DAO), also mail a copy of all shipping documents to:

U.S. Embassy
ATTN: ODC (Operations Manager)
Unit 4506
APO AA 34035-4506

immediately after pickup or shipment. POC # is commercial 598-2-418-9805/2-410-8997; fax 598-2-411-8678. (CH)

(5) When the original bill of lading and/or airway bill have been received, it will take about 1 week to process the free entry permits. (CH)

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Limited amounts may be imported in personal property shipments.

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:** There are restrictions on fresh meats, plants, seeds, and fruits.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified.

4. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions.

b. **TVs/VCRs:** Local system is PAL-N vice NTSC.

c. **OTHER (i.e. COMPATIBILITY, ETC):** Local current is 220 volts/60 HZ.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** Pets with a certificate of good health may be imported into Uruguay. Dogs and cats also require a certificate of rabies vaccination. These certificates should be endorsed and authenticated by a Uruguayan Counsel in the US or other point of departure before shipment.

7. **PRIVATELY OWNED FIREARMS (POFs) AND OFFICIAL FIREARMS:**

a. Prior approval of the Chief of Mission and Chief, ODC are necessary. Submit a written or cabled request to the Ambassador and to the ODC through the Regional Security Office (RSO) including the make, model, type, caliber, gauge, and serial number. The RSO will forward the post's response by letter or cable. The importation process may not begin until the post's response has been received. Firearms may be transported in household effects but not mailed. All employees wishing to import weapons must demonstrate they are qualified in the use of each specific weapon to be imported and must be recertified at regular intervals. Uruguayan Government approval for the importation of privately-owned firearms and ammunition must also be obtained from the foreign and defense ministries. Permission to import firearms from the Foreign Ministry serves as registration. Members who have not received prior approval to ship firearms to Uruguay or those who have yet to receive permission from the Government of Uruguay, must deliver the weapons and the ammunition to the RSO for storage in the Embassy until such approvals are obtained. Personal firearms brought into the country must be shipped out at the end of the assignment. Personal firearms cannot be sold, presented as gifts, or traded to host or third-country nationals to include members of other diplomatic missions. However, such firearms may be sold or presented as gifts to other AMCIT members of this mission with the prior written approval of the Chief of Mission.

b. Official firearms are defined as those weapons owned by the US Government of personally-owned firearms that are authorized for use by employees serving in security, law enforcement, military, or similar positions and required in the performance of their official duties. Personal firearms are those weapons owned by an employee and intended for sport, i.e., hunting and target shooting. Personnel are not authorized to carry firearms outside their residences/offices or personal status without prior written authorization of the Chief of Mission.

c. Only the following nonautomatic firearms may be brought to Uruguay:

(1) **HANDGUNS:** 1 pistol.

(2) **RIFLES/SHOTGUNS:** 1 rifle and/or 2 shotguns.

(3) **TOY-RELATED GUNS:** No restrictions identified.

(4) **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** 1,000 rounds of ammunition.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:**

(1) Address markings for all POVs are as follows: (DO NOT CONSIGN TO ADDRESS ON ORDERS):

American Ambassador
American Embassy
Montevideo, Uruguay
FOR: (Name of member)
POC: # 409-0301

(2) Prior authorization for shipment is not required. Ostentatious or overly expensive POVs are not recommended. Members are authorized to import two POVs duty free. (CH)

(3) Members are required to have in their possession a copy of the bill of sale or invoice of their POV. POV customs clearance cannot begin before member's arrival in country and subsequent accreditation. If the POV arrives too early, it will remain in port accumulating unnecessary fees and storage charges. (CH)

(4) Original copy of the Ocean Bill of Lading (OBL) is required prior to receipt of POV in order to initiate foreign ministry and customs clearance. OBL should be mailed by priority mail to: (CH)

American Embassy
ATTN: GSO (Shipping Assistant)
Unit 4514, APO AA 34035-4514

TMO may also use international courier services (DHL, FEDEX, etc.) to:

Embajada de los EE.UU.
Atn.: GSO
Lauro Muller 1776
11200 Montevideo, Uruguay

(5) POC # for all POV shipments is Commerical (598-2-) 4190301 or (598-2-) 4187777, ext 2368. (CH)

(6) For POV belonging to a member of ODC/MILGP, also mail a copy of all shipping documents to:

U.S. Embassy
ATTN: ODC (Operations Manager)
Unit 4506
APO AA 34035-4506

immediately after pickup of shipment. POC # is commerical 598-2-418-9805/2-410-8997; fax 598-2-411-8678. (CH)

(7) **SPECIAL REQUIREMENTS:** Name of owner, VIN or engine number, color, make, and model must be described on the OBL.

b. **MOTORCYCLES/MOPEDS:** Two motorcycles, motor scooters or motorbikes, each with a displacement of 5Occ or less, may be imported duty-free. They may be shipped with personal property only if they are put in a separate and

clearly identified box in order to properly clear customs. The bill of lading and manifest must clearly indicate the inclusion of moped(s) in the shipment. Member must provide copy of the bill of sale to the US Embassy upon arrival. This is required for the customs clearance process. **NOTE:** Mopeds larger than 50cc are considered POVs.

c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENTS:** The Chief of Mission requires that all USG personnel obtain a local personal liability insurance for their personal motor vehicle and they maintain it for the duration of their tour. By regulation, all USG personnel must purchase 10 units of personal liability (referred to as "civil responsibility" in Uruguay) from the Banco de Seguros del Estado (State Insurance Bank) or any private insurance company. This policy affords $80,000 of coverage for each third party up to a maximum of three people. It also provides a maximum of $80,000 of coverage for damage to other party's property. Only the driver(s) listed in the policy is (are) covered. This coverage is valid for Uruguay and neighboring countries including Argentina, Parquay, Bolivia, Chile and Brazil.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Restrictions exist on plants and seeds.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: There are no restrictions on the importation of CB radios by DOD personnel. However, prior approval is required for operation. Channel 23 cannot be used.

b. **AMATEUR/HAM RADIOs**: No restrictions identified.

c. **MARS EQUIPMENT**: No restrictions. However, MARS equipment cannot be operated until operator is licensed by the Government of Uruguay.

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 Uruguay 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 Uruguay.

13. **OTHER**: None.

121-2 AMERICAN EMBASSY, MONTEVIDEO, URUGUAY(UY)
REVIEW DATE: 20 MAY 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZJDK**

b. **DODAAC: HHAU3U**

c. **E-MAIL:**

d. **TWX**: AMEMBASSY MONTEVIDEO UY/GSO//

e. **MAIL:** AMERICAN EMBASSY MONTEVIEDO (CH)
ATTN: GSO (SHIPPING ASSISTANT)
UNIT 4514
APO AA 34035-4514

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Carrasco, Montevideo, UY-MVD **WPOD:** Montevideo, UY-FCI

h. **DSN:** None **COMM:** 011 (598-2-) 4190301 or 4187777, ext 2368 (CH)

i. **FAX: DSN:** None **COMM:** 011-598-418-8611 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code 4 utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship Code 8 utilizing rates provided in Chapter X of the International Rate Solicitation. (CH)

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipment.

(2) **UB:** Ship via INTL/AIR/COMM/OTO. (CH)

c. **ITGBL HHG AND BAGGAGE**: Consign all ITGBL shipments to: (CH)

American Embassador
American Embassy
Montevideo, Uruguay
FOR: (Name of Member)
POC: # 409-0301

d. Annotate PPGBL: "Carrier will notify the American Embassy, General Services Office, Montevideo, Uruguay upon arrival of shipment and prior to delivery to residence or placing in storage." (CH)

e. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: Transportation Officers should obtain recommendations on routing from CDR USARSO, ATTN Personal Property Office, Naval Station Roosevelt Roads, Puerto Rico, Comm Phone: (787) 865-4135/3081/3546; Comm Fax: (787) 865-4840; Autovon/DSN prefix: 831.

b. **NOTE 2**. Shipments for retirees or separatees will be shipped under Code 4 utilizing rates located in the Special Solicitation, Chapter X of the International Rate Solicitation. (CH)

c. **NOTE 3**: The GSO POC # is COMM 011 (598-2) 419-0301 (direct)or 418-7777, ext 2368; Comm FAX 011 (598-2) 418-8611. (CH)

e. **NOTE 5**: Refer to record 121-1 URUGUAY(UY) - GENERAL INSTRUCTIONS.

121-3 US MILITARY GROUP-MISSION, MONTEVIDEO, URUGUAY(UY)
REVIEW DATE: 20 MAY 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: ZJAK**

b. **DODAAC: HHAU3U/WG4LK4**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY MONTEVIDEO UY//GSO// (CH)
ODC MONTEVIDEO UY//PPSO//

e. **MAIL:** AMERICAN EMBASSY MONTEVIDEO (CH)
ATTN: GSO (SHIPPING ASSISTANT)
UNIT 4514
APO AA 34035-4514

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Carrasco, Montevideo, UY-MVD **WPOD:** Montevideo, UY-FCI

h. **DSN:** None **COMM:** 011(598-2) 4190301 or 011 (598-2) 418-7777 (CH) EXT 2368 (CH)

i. **FAX: DSN:** None **COMM:** 011 (598-2) 418-8611 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **PCS Shipments to/from CONUS**:

(1) **Household Goods(HHG):** Ship Code 4 utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship Code 8 utilizing rates provided in Chapter X of the International Rate Solicitation.

b. **Shipments to/from OCONUS**:

(1) **HHG:** Must be shipped as an one-time-only (OTO) shipment.

(2) **UB:** Ship via INTL/AIR/COMM/OTO. (CH)

c. **ITGBL HHG AND BAGGAGE:** Consign all ITGBL shipments to: (CH)

American Ambassador
American Embassy
Montevideo, Uruguay
FOR: (Name of Member)
POC: # 409-0301

d. Annotate PPGBL: "Carrier will notify American Embassy, General Services Office, Montevideo, UY, upon arrival of shipment and prior to delivery to residence or placing in storage."

e. **HIGH VALUE:** Consign to owner or agent.

f. **PARCEL POST:** Consign to member c/o Chief, US Office of Defense Cooperation, Unit 4506, APO AA 34035-4506.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: The US Office of Defense Cooperation (US ODC) oversees HHG/UB shipment of Military personnel assigned to the ODC, (to include Foreign Area Officers, PEPS, OEPS, and exchange officers). For POV, HHG, and UB shipments belonging to a member of ODC/MILGP, also mail a copy of all shipping documents to:

U.S. Embassy
ATTN: ODC (Operations Manager)
Unit 4506
APO AA 34035-4506

immediately after pickup of shipment. POC # is commericial 598-2-418-9805; commercial FAX 598-2-411-8678; DSN: 294-9000, 59369; IVG: (301) 985-9369. (CH)

b. **NOTE 2**: For all DOD shipments: Transportation officers should obtain recommendations on routing from CDR USARSO, ATTN: Personal Property Office, Roosevelt Roads, Puerto Rico, Comm phone: (787) 865-4135/3081/3546; Comm Fax: (787) 865-4840, Autovon/DSN prefix: 831.

c. **NOTE 3**: Shipments for retirees or separatees will be shipped under Code 4 utilizing rates located in the Special Solicition, Chapter X of the International Rate Solicitation. (CH)

d. **NOTE 4**: Refer to record 121-1 URUGUAY(UY) - GENERAL INSTRUCTIONS.

CHAPTER 122

122-1 VENEZUELA(VE) - GENERAL INSTRUCTIONS
REVIEW DATE: 14 FEB 03

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.

b. **CONTAINER/CRATING REQUIREMENTS:** Due to the use of commercial narrow body aircraft, external shipping containers for Code T shipments moving to/from South and Central America in accordance with PPP-B-601, style A or B, are required, not to exceed 60 inches in height. In accordance with Item 508 in the International Personal Property Rate Solicitation, special packing arrangements will be authorized by the PPSO for oversize items that will not fit into the restricted height container.

NOTE: All military/DOD personnel HHGs and UAB shipments must be sent DPM/AMC and addressed to: Commander/Transportation Officer, US Military Group, Venezuela, APO AA 34037-0008. Consign to: C/O La Union Internacional, Inc., Chapellin, La Florida, Caracas, Venezuela, Tel: 011(582) 730-9908/3976; Fax: 011(582) 730-7290;
E-mail: launion@cantv.net. All military/DOD HHGs and UAB will be shipped by Military Aircraft.

c. **HARD LIFT AREA:** Hard lift area for all military services. Air clearance, will be obtained from the appropriate Air Clearance Authority (ACA) or USMILGP Small Terminal Operator(STO)/Transportation Officer(TO).

d. **UNACCOMPANIED BAGGAGE:** No restrictions identified.

e. **OTHER:** Origin ITO/Shipper must provide name of member, TCN No., pieces, weight & cube, gross weight, required delivery date, and date property was released from station in order to schedule airlift and pick up of personal property upon arrival. For all Military/DOD shipments, Station Manager is also required to present inbound documentation, i.e. manifest, TCMDs, etc, to local customs officials at least 12 hours prior to aircraft arrival. Cleared military shipments are released to ASM/STO/TO upon arrival. Send to USMILGP-VE, Unit 4980, APO AA 34037-0008, ATTN: , by fax at 011(58-212)682-5844, 681-8775, or fax to Station Manager at 011(582) 355-2514 or e-mail at uvccs@telcel.net.ve. Documents are required to effect transshipment of HHG/UB and to obtain customs entry clearance from the Government of Venezuela.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:**

a. Venezuelan Government grants clearance for duty -free importation of household goods, unaccompanied baggage, and personally -owned vehicles of personnel assigned to Venezuela. Shipments arriving before the member's arrival are held at the port of entry in a bonded warehouse. Although the Government of Venezuela will not grant final clearance until member is in the country and has been accredited with Government, paperwork can be put in process before his/her arrival. The Foreign Ministry requires a copy of the packing list translated into Spanish. Therefore:

(1) When possible, schedule all shipments to arrive on or shortly before the member's expected date of arrival in Venezuela.

(2) Provide GSO, American Embassy, a legible copy of the packing lists for all shipments well in advance of the member's expected arrival date in order to permit time for translation. Address to American Embassy, General

Services Office, APO AA 34037-0008.

b. Allow approximately 6-8 weeks for HHG and 4 weeks for UB.

c. Customs clearance cannot be effected until member has arrived in country. HHG should be scheduled to arrive on or shortly before the member's arrival date. A legible copy of the packing list/inventory, orders, weight tickets and DD 1299 must be forwarded to the STO/TO USMILGP-VEN, Unit 4980, APO AA 34037-0008, immediately after pickup of shipment. Documents are required to effect transshipment of HHG/UB and to obtain customs entry clearance from the Government of Venezuela.

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 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:** All pets entering Venezuela require a health certificate issued by a veterinarian within the last 12 months certifying that the animal is free from infectious or contagious diseases, including rabies. Certificate must be accompanied by a letter from the US Department of Agriculture certifying that the person signing the health certificate is a veterinarian. A Venezuelan Consul must stamp and sign the certificate and letter. There is a $50 fee per pet for this service. Documents must accompany the pet when shipped. Pet owners should also check with the airlines to ensure US health certificates are current and meet country and airline requirements. There are presently no quarantine requirements for pets arriving in Venezuela.

7. **PRIVATELY OWNED FIREARMS (POFs):** Firearms authorized shipment in UB/HHG must be packed separately from other personal property in the shipment, and positioned in the container such that they are readily accessible for examination by Customs when required. We do not recommend routine importation of firearms unless specific use is anticipated. To import firearms into Venezuela, the Embassy must be notified as far in advance as possible. Prior approval by American Embassy, Regional Security Office (RSO), and Chief of Mission is required. Give full details of weapons to include owner's certificate showing when and where firearm(s) was purchased and intended use. Based on this information, the Embassy will apply for an import permit. If the permit is approved, the Embassy will arrange customs clearance. The following firearms qualify for importation:

a. **HANDGUNS:** Automatic pistols 6.35, 7.65 and revolvers 32 and 38

b. **RIFLES/SHOTGUNS:** Smooth-bore shotguns, limited to not more than two (2) shots, 12-16-20-28 and 410 gauge and 22 caliber rifles.

c. **TOY-RELATED GUNS:** No restrictions identified.

d. **OTHER (i.e. AMMUNITION, EXPLOSIVES, ETC):** No restrictions identified.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.)

(1) Restrictions on POV importation vary from time to time. POV may be imported only when authorized by the Venezuelan Foreign Office, by specific make and model.

(2) Only one POV can be imported duty -free per three-year tour. The vehicle must arrive in country within the first six months of member's tour. (CH)

(3) Upon receipt of permanent change of station (PCS) orders specifying assignment to Venezuela, military personnel and DOD civilians must establish immediate contact with their new units of assignment in order to obtain written approval for shipment of their POV to Venezuela. Personnel being assigned/attached to USMILGP Venezuela should contact the CDR, or Transportation Officer, USMILGPVEN, APO AA 34037-0008. Personnel being assigned/attached to the US Defense Attaché Office should contact the US Defense Attaché Office, American Embassy, APO AA 34037 -0008. Member's request for importation of POV (message or letter format) must contain, as a minimum, the following information: make/model, year, serial number, body color, number of doors, engine size, and number of cylinders. All eight (8) cylinder engine vehicles are prohibited for import to Venezuela. Obtain written approval from the Embassy Regional Security Officer (RSO) prior to shipping 4x4 vehicles.

(4) Port authorities will not accept a POV for shipment to Venezuela unless the service member or civilian involved presents, with the request for POV shipment, either a message or a letter from the GSO, American Embassy, Caracas, or (For military/DOD personnel) the USMILGP-VE CDR or Transportation Officer authorizing the shipment of the POV. This message or letter will be addressed to the member and should contain a precise list and complete description of the POV involved (to include all information in paragraph 8a(3) above).

Address markings for all POVs are as follows: <u>DO NOT CONSIGN TO ADDRESS ON ORDERS</u> (CH)

American Ambassador
American Embassy
ATTN: Embassy Customs & Shipping (Mariangelica Parma Customs and Shipping Inbound Assistant)
Caracas, Venezuela,
FOR: Name of Owner (i.e., SFC K.Bremer-USDAO). (CH)

NOTE 1: It is very important that the **FOR:** line come at the end. Placing it at the beginning will ensure that the VE Authorities will treat as a personal and individual shipment and not an official one.

NOTE 2: According to VE Law, the Embassy can clear all "DIRECT" shipments or in other words, all shipments consigned to the Embassy.

(5) It is important that the POV be shipped on/about the week of or week after the employee departs to Venezuela. Not before! The employee must be in country and become accredited through the Foreign Ministry before the POV can be cleared through Customs and the Port Authorities. Accreditation takes about two (2) weeks after the employee arrives at post. If the employee ships his/her vehicle and it arrives before the employee does or before he/she can become accredited, the POV will remain in port accumulating "fees" and storage charges. The Embassy recently had an instance where the "fees and charges" were in excess of $8,000. If the vehicle remains in port for more than 30 days it is considered abandoned and under VE law, the vehicle will be sold to recoup the "fees".

(6) To alleviate considerable customs clearing difficulties, the American Embassy requires the original negotiable copy of the ocean bill of lading (OBL) prior to arrival of POV at destination port. Mail original OBL to **GSO**, American Embassy, Caracas, Venezuela, APO AA 34037 -0008. We recommend use of courier service to ensure documents arrive in a timely manner. If possible have the carrier's agent in Venezuela issue the OBL locally.

(7) The original bill of lading must be sent to Embassy, preferably via FED EX or DHL. The APO, although normally a reliable means, has proven to be extremely slow. The Embassy cannot use copies to clear the vehicle. It is not accepted by the VE Authorities. Another reason for delay could cause the vehicle to be abandoned. Please use the following address:

Embajada de Los Estados Unidos de América
ATTN: Customs and Shipping Office (GSO)
Calle F con Calle Suapure
Colinas de Valle Arriba
Caracas Venezuela 1080

All communications or documents for POVs only can be forwarded via USPS and APO to:

American Embassy-GSO
ATTN: Customs and Shipping (POV)
APO AA 34037

b. **MOTORCYCLES/MOPEDS:** Motorcycles/mopeds are considered POVs.

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:** No restrictions on the importation of CB radios by DOD members; however, Army members must have approval from overseas commander prior to shipment (AR 105-4), importation licenses are not required; however, individual will need operator's license which must be applied for personally, upon arrival through Ministry of Transport and Communications.

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/RETIREES/ENTITLEMENTS/LIMITATIONS :** Personnel contemplating retirement, separation or relocating dependents to Venezuela 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 Venezuela.

13. **OTHER: STORAGE:**

a. Household goods shipments may be placed in nontemporary storage (NTS)/storage-in-transit (SIT) depending on the member's projected arrival in Venezuela.

b. Advise member to request shipment release of property from NTS/SIT 60-90 days prior to arrival in country. A copy of member's orders must be sent to Small Terminal Operator(STO)/Trans Officer, USMILGP-VE, Unit 4980, APO AA 34037-0008, ATTN: STO/Trans Officer, COMM (582) 682-2877/1059, from losing unit approximately 30 days prior to expected arrival.

122-2 AMERICAN EMBASSY, CARACAS, VENEZUELA(VE)
REVIEW DATE: 14 FEB 03 **MULTI-SERVICE**

1. **GENERAL:**

a. **GBLOC: ZKDK**

b. **DODAAC: HHAV1V**

c. **E-MAIL:** Not Available

d. **TWX:** AMEMBASSY CARACAS VE

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY CARACAS
APO AA 34037-0008

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Maiquetia, VE-MIQ **WPOD:** La Guaira, VE-CUI

h. **DSN:** None **COMM:** GSO-011-582-975-9154/7623, USMILGP-011-582-682-2877/1059.

i. **FAX: DSN:** None **COMM:** GSO-011-582-975-8406, USMILGP-011-582-682-5844/681-8775

2. **CONSIGNMENT INSTRUCTIONS:**

a. **PCS Shipments to/from CONUS:**

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of the International Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS:**

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipments.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG & BAGGAGE:** Consign all ITGBL shipments to member c/o US Military Group. Annotate PPGBL: "Carrier will notify US Military Group/Mission, Caracas, VE, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to US Military Group/Mission, Caracas, VE (ZKAK). M/F member.

e. **PARCEL POST:** Consign to member c/o USDAO, Caracas, VE, APO AA 34037-0008.

3. **SPECIAL INSTRUCTIONS:**

a. **NOTE 1:** Shipment for retirees or separatees will be shipped under the OTO program thru 30 Sep 00. Effective 01 Oct 00, ship property Code 4 utilizing rates located in the Special Solicitation, Chapter X of the International Rate Solicitation.

b. **NOTE 2:** Refer to record 122-1 VENEZUELA(VE)- GENERAL INSTRUCTIONS

122-3 US MILITARY GROUP, CARACAS, VENEZUELA(VE)
REVIEW DATE: 14 FEB 03 **MULTI-SERVICE**

1. **GENERAL:**

a. **GBLOC: ZKAK**

b. **DODAAC: WF8LKW**

c. **E-MAIL:**

e. **TWX:** CDR USMILGP CARACAS VE

f. **MAIL:** TRANSPORTATION OFFICER
US MILITARY GROUP
UNIT 4980
APO AA 34037-0008

g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

h. **APOD:** Maiquetia, VE-SVMI/MIQ **WPOD:** La Guaira, VE-CU1

i. **DSN:** None **COMM:** 011-582-682-7749/2877,
Cellular 011(58-414)254-0009

j. **FAX: DSN:** None **COMM:** 011-582-681-8775

2. **CONSIGNMENT INSTRUCTIONS:**

a. **PCS Shipments to/from CONUS:**

(1) **Household Goods(HHG):** Ship Code T utilizing rates provided in Chapter X of international Rate Solicitation.

(2) **Unaccompanied Baggage(UB):** Ship DPM/AMC.

b. **Shipments to/from OCONUS:**

(1) **HHG:** Must be shipped as an one-time-only(OTO) shipments.

(2) **UB:** Ship DPM/AMC where available, if AMC service is not available ship as an OTO shipment.

c. **ITGBL HHG & BAGGAGE:** Consign all ITGBL shipments to member c/o US Military Group. Annotate PPGBL: "Carrier will notify US Military Group/Mission, Caracas, VE, upon arrival of shipment and prior to delivery to residence or placing in storage."

d. Consign all DPM/AMC shipments to US Military Group/Mission, Caracas, VE (ZKAK). M/F member.

e. **PARCEL POST:** Consign to member c/o Commander, USMILGPVEN, Unit 4980, AP0 AA 34037-0008.

3. **SPECIAL INSTRUCTIONS:**

a. **NOTE 1:** Shipment for retirees or separatees will be shipped under the OTO program thru 30 Sep 00. Effective 01 Oct 00, ship property Code 4 utilizing rates located in the Special Solicitation, Chapter X of the International Rate Solicitation.

b. **NOTE 2:** Refer to record 122-1 VENEZUELA(VE)-GENERAL INSTRUCTIONS.

CHAPTER 123

123-1 VIETNAM(VM) - GENERAL INSTRUCTIONS
REVIEW DATE: 28 OCT 03

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.

b. **CONTAINER/CRATING REQUIREMENTS:** There are no restrictions on size of cartons, crates, or liftvans entering Hanoi.

c. **HARD LIFT AREA:** Not a hard lift area.

d. **UNACCOMPANIED BAGGAGE:** Send commercial air shipments to Hanoi's "Noi Bai International Airport".

e. **HOUSEHOLD GOODS:** Port of discharge is Haiphong. If available, vessel with direct sailing to Haiphong should be utilized. Household goods and unaccompanied baggage **MUST NOT** repeat **MUST NOT** arrive after the member.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** Importation of antiques or replicas, particularly of Asian Art are likely to present a problem upon departure from Vietnam even if the items are declared upon arrival. Cultural items such as books, tapes, CDs and videos will require special handling because of host government restrictions. They will trigger extra scrutiny if labeled as such, rather than as miscellaneous household items.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** The Government of Vietnam restricts the importation of alcohol to 50 liters per quarter (e.g., Jan 1 - March 31; April 1 -June 30, etc.) for those assigned to diplomatic duty and 200 liters of beer. Non-diplomatic personnel are limited to 20 liters of alcohol and 200 liters of beer. "Note that importation of alcohol and other controlled items may slow down the processing of your shipment through Customs. There is a Duty Free Shop where these goods can be purchased at reasonable prices after arrival at post."

b. **CIGARETTES/TOBACCO PRODUCTS:** The Government of Vietnam restricts the importation of 20 cartons of cigarettes for those assigned to diplomatic duty. Non-diplomatic personnel are limited to 10 cartons of cigarettes. "Note that importation of alcohol and other controlled items may slow down the processing of your shipment through Customs. There is a Duty Free Shop where these goods can be purchased at reasonable prices after arrival at post."

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 you plan to utilize a Home Computer you may also want to procure a Uninterrupted Power Supply(UPS) to protect you equipment.

b. **TVs/VCRs:** The voltage in Vietnam is 220 volt, 50 cycles. Television uses Phase Alternate Lines(PAL). Star TV and CNN are available via satellite and antenna. An American TV or VCR with NTSC, 110 volt, 60 cycles will more than likely play, but will not receive local broadcasting. However, NTSC televisions can be modified locally to receive PAL. Most video cassettes available commercially are NTSC, however. Post therefore recommends multi-system televisions and VCRs, which can be purchased locally or in the Duty Free shop at very reasonable prices.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** In order to import/export pets, the owner must have an animal health certificate and a vaccination certificate for each pet. Upon arrival, the airport animal health station will arrange for an examining officer to check the pet at the arrival/departure lounge. We must set this up prior to your arrival, so a copy of your passport data page and your pet's health certificate and vaccination certificate should be faxed/sent to post GSO Customs/Shipping section at least two weeks before arrival/departure. If the examining officer agrees that the pet is healthy, a Vietnamese certificate of health for the pet will be issued and the pet will be released immediately to the owner. If the examining officer questions the health of the animal, it will be held pending further examination. The examination if $4.00 if the owner holds a diplomatic passport, but will cost about $20.00 for each pet if the owner hold a non-diplomatic (including official) passport. The owner can bring up to two pets without processing. If the owner brings in more than two pets, GSO at post needs to request a special permit from the Department of Agriculture. Please inform post in advance of the number and kind of pet(s) you intend to bring. Airlines are increasingly limiting the transportation of pets. Hotels **DO NOT** accept pets. (CH)

7. **PRIVATELY OWNED FIREARMS (POFs):** Firearms into Vietnam are prohibited.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.) New vehicles (previously unregistered), or used vehicles that are "70 percent of the original value when new", can be imported. As this percentage criteria is very subjective, and as the Vietnamese government has not yet provided guidance on what this means, the Embassy currently interprets this to mean that any vehicle more than four years old cannot successfully be imported into Vietnam. If the vehicle has extremely high mileage or has had extensive damage, it would also be difficult to import. As such, importation must be arranged with the Embassy on a case-by-case basis. If you plan to import a used automobile, please advise immediately of the particulars of the vehicle. (CH)

b. **MOTORCYCLES/MOPEDS:** A size restriction of 150cc on motorcycles. No restrictions on mopeds.

c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENTS:** Traffic moves on the same side of the street as in the US. Chrysler, Jeep, and Ford plus many other foreign manufacturers have recently set up operations in Vietnam. Auto repair is

currently limited. Hanoi streets tend to be extremely narrow and congested. Negotiating traffic in Vietnam is daunting task, therefore securing Vietnamese collision insurance is required.

9. **WAR TROPHIES AND SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL**: Importation of these articles are prohibited.

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/RETIREES ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation, or relocating dependents to Vietnam should be counseled that all customs entry requirements to include payment of duties and taxes remain the responsibility of the member and is personal matter between the member and the Government of Vietnam (GOV).

13. **OTHER**: Living conditions in Vietnam are changing rapidly, therefore, the American Embassy suggests that prior to packing out members are advised to contact the Embassy regarding any questions concerning movement of their household goods and unaccompanied baggage.

123-2 US EMBASSY HANOI, HANOI, VIETNAM(VM)
REVIEW DATE: 28 OCT 03

1. **GENERAL**:

a. **GBLOC: RDDZ**

b. **DODAAC: HHAV3V**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY HANOI

e. **MAIL:** US EMBASSY HANOI
PSC 461 BOX 400
FPO AP 96521-0002

f. **CROSS REFERENCES OF APOs/FPOs SERVED:** None

g. **APOD:** Hanoi (Noi Bai), VM-HAN **WPOD:** Haiphong, VM-RG2

h. **DSN:** None **COMM:** 011-844-772-1500

i. **FAX: DSN:** None **COMM:** 011-844-772-3351

2. **CONSIGNMENT INSTRUCTIONS**:

a. **ITGBL HHG AND UNACCOMPANIED BAGGAGE**: This is a One-Time-Only (OTO) rate area. Submit a request for OTO Code 4 for HHG and OTO Code 8 for Unaccompanied baggage to **CDRSDDC ALEXANDRIA VA//SDPP-PO//.** All shipments must be consigned to American Embassy, 7 Lang Ha, Hanoi, Vietnam and marked for(name of member).

b. **DOCUMENTATION**: Send all documentation to include inventory of household goods and unaccompanied baggage concerning transportation to: US Embassy - Hanoi, PSC 461, Box 400, ATTN: GSO, FPO AP 96521-0002.

c. **MARKINGS**: For unaccompanied baggage and household goods: American Embassy, Hanoi, marked for (name of employee). There are no restrictions on size of cartons crates or liftvans entering Hanoi.

3. **SPECIAL INSTRUCTIONS**: Refer to record 123-1 VIETNAM, (VM) - GENERAL INSTRUCTIONS.

CHAPTER 124

124-1 VIRGIN ISLANDS(VI) - GENERAL INSTRUCTIONS
REVIEW DATE: 13 AUG 04

See record number 97-2 Fort Buchanan, PR on specific questions on personal property, pets or POV shipments into or from the Virgin Islands. (CH)

124-2 ST JOHN, VIRGIN ISLANDS(VI)
REVIEW DATE: 13 AUG 04 **MULTI-SERVICE**

1. **GENERAL**: (Responsible PPSO: Fort Buchanan, PR)

a. **GBLOC: OSNC**

b. **DODAAC: WF3HBO** (CH)

c. **E-MAIL:**

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:** None

g. **APOD:** St. John, PR-SJF
WPOD: None

h. **PHONE**: **COMM** 787 707 XXXX, **DSN** 740 XXXX
Inbound - 3587, Outbound - 4004/05, QC/Claims - 3892, Customer Service - 4006, QA - 3892 (CH)

i. **FAX:** **COMM** 787 707 XXXX, **DSN** 740 XXXX
Inbound - 3596, Outbound - 4007 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **ITGBL HHG, ITGBL UB**: Ship HHG via Code 4 One-Time-Only (OTO). Consign to member at destination address. Ship UB via Code 7 OTO. Consign to member or member's agent. (See Notes 1 and 2.)

b. **DPM HHG AND DPM BAGGAGE**: None.

c. **PARCEL POST**: None.

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: **POVs**: Privately owned vehicle shipments must be consigned directly to member ro designated agent at destination address. POVs will not be consigned to Puerto Rico for further shipment. Member/agent may contact the Capitol Transportation VPC, comm. (787)749-9399 or (787)792-1233 for information concerning status of a privately owned vehicle. (CH)

b. **NOTE 2**: Annotate PPGBL: "Carrier will notify Transportation Officer, Welcome Center, Bldg 52, 218 Brooks Street, Fort Buchanan PR, comm. (787)707-3587, upon arrival of shipment and prior to delivery to residence or placing into storage." Show ST. John, USVI in Block 18 of PPGBL. (CH)

c. **NOTE 3**: Member or member's agent is to contact the Transportation Officer, Fort Buchanan at DSN 740-3587, or Commercial (787) 707-3587 as early as possible. (CH)

d. **NOTE 4**: Refer to record 97-2 FORT BUCHANAN, PUERTO RICO (PR) - GENERAL INSTRUCTIONS.

124-3 ST CROIX AND ST THOMAS, VIRGIN ISLANDS(VI)
REVIEW DATE: 13 AUG 04 **MULTI-SERVICE**

1. **GENERAL**: (Responsible PPSO: Fort Buchanan, PR) (CH)

a. **GBLOC: OSNC**

b. **DODAAC: WF3HBO** (CH)

c. **E-MAIL:**

e. **TWX:**

f. **MAIL:** DOL-TRANSPORTATION DIVISION (CH)
PERSONAL PROPERTY SHIPPING OFFICE
WELCOME CENTER, BLDG 152
218 BROOKS ST.
FORT BUCHANAN PR 00934

g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

h. **APOD:** St Croix-Alex Hamilton Airport (VI-STX); St Thomas-H S Truman Airport (VI-STT)
WPOD: Christiansted-St Croix (VI-CM2); Frederiksted-St Croix (VI-CM6); Charlotte Amalie-St Thomas (VI-CM1)

i. **PHONE: COMM** 787 707 XXXX, **DSN** 740 XXXX
Inbound - 3587, Outbound - 4004/05, QC/Claims - 3892, Customer Service - 4006, QA - 3892 (CH)

j. **FAX: COMM** 787 707 XXXX, **DSN** 740 XXXX
Inbound - 3596, Outbound - 4007 (CH)

2. **CONSIGNMENT INSTRUCTIONS**:

a. **DPM HHG, BAGGAGE**: None. (CH)

b. **ITGBL HHG, ITGBL UB**: Ship via Code 7 one-time-only (OTO). Consign to member or member's agent. (CH)

c. **PARCEL POST**: None. (CH)

3. **SPECIAL INSTRUCTIONS**:

a. **NOTE 1**: **POV's** Privately owned vehicle shipments must be consigned directly to member or designated agent at destination address. POVs will not be consigned to Puerto Rico for further shipment. Member/agent may contact the Capitol Transportation VPC at (787)749-9399 or (787)792-1233 for information concerning status of a privately owned vehicle. (CH)

b. **NOTE 2**: Annotate PPGBL: "Carrier will notify Transportation Officer, Welcome Center, Bldg. 52, 218 Brooks Street, Fort Buchanan PR, comm. (787)707-3587, upon arrival of shipment and prior to delivery to residence or placing into storage." Show St. Croix or St. Thomas, USVI in Block 18 of PPGBL. (CH)

c. **NOTE 3**: Member or member's agent is required to contact the Transportation Officer, Fort Buchanan, at DSN: 740-3587, Commercial: (787) 707-3587 as early as possible. (CH)

d. **NOTE 4**: Refer to record 97-2 FORT BUCHANAN, PUERTO RICO (PR) - GENERAL INSTRUCTIONS.

CHAPTER 125

125-1 YEMEN(YS) - GENERAL INSTRUCTIONS
REVIEW DATE: 22 SEP 98

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** Some DOD civilian are authorized full JFTR allowance. GS secretary and all military personnel are only authorized 25 percent of JFTR weight allowance and up to 3,000 pounds of consumables may be included in your shipment.

b. **CONTAINER/CRATING REQUIREMENTS:** All crates should be triple banded, tri-wall type, and totally waterproof as there are no closed storage facilities in Sanaa and customs clearance may take several weeks. Container dimensions that are acceptable by all airlines involved in the movement should be obtained prior to pickup by contractor, but should not exceed 250 on X 140 cm X 150 cm.

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. Do not route through Sudan. Do not route via Africa, especially Ethiopia.

b. ITO should notify American Embassy, Sanaa, by message of shipment including airway bill(AWB)/PPGBL number, member name, routing and date shipped. Description of shipment should read: "Household and Personal Effect." No mention of or the use of the term "MILITARY" should be used. Bill or bill of lading and supporting documents should be forwarded 30 days prior to shipment. A copy of the airway bill or bill of lading should accompany property.

c. Shipments must not reach Yemen prior to members arrival. Origin PPSO should place shipment in SIT until 5 days prior to member's arrival in Yemen. Shipments that reach Yemen prior to member's arrival cannot be cleared and must be held in customs, until after members arrival.

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 identified.

b. **TVs/VCRs:** No restrictions identified.

c. **OTHER (i.e. COMPATIBILITY, ETC):** Purchase converters for small appliance and a 6-month supply of US postage stamps. Statewide checking account is advisable; personal checks can be cashed at US Embassy.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** While there are no specific requirements known for the import of pets, Office of Military Cooperation does not encourage this. If pet is imported, a rabies vaccination and health certificate no more than 30 days prior to scheduled arrival in country should be obtained. This will facilitate en route transfers/layovers and preclude problems upon arrival in Sanaa. Pets must be routed via Paris-Charles De Gaulle, then direct to Sanaa on Air France. No other carrier should be used into Sanaa as none are specifically known to authorize live animals on board their aircraft.

7. **PRIVATELY OWNED FIREARMS (POFs):** Importation is prohibited.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.) Ship to port of Hodeidah Yemen Arab Republic marked for American Embassy. Delays of 5 to 6 months are not uncommon before a person can actually drive one's POV on the road. Airway bills and POV shipping documentation (copies) are to be forwarded to American Embassy, Shipping and Customs Sanaa, Yemen, Department of State, Washington, DC 20521-6330. One POV can be imported into Yemen.

b. **MOTORCYCLES/MOPEDS:** Motorcycles not authorized. There is a proliferation of motorcycles in Yemen with no specific regulations on safety or governing their use. POV/moped/motorcycle should be containerized for shipment and marked for the post of Hodeidah, American Embassy (USOMC), Sanaa Yemen Arab Republic.

c. **GASOLINE/CATALYTIC CONVERTERS:** Diesel fuel and leaded gasoline are available; however, no unleaded gas is available.

d. **INSURANCE/SAFETY REQUIREMENTS:** Third party liability insurance coverage is available in Sanaa after arrival at reasonable rates and is required.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Sexually suggestive material (such as magazines, videotapes, calendars, paintings, statuary, etc.) should not be shipped. These items will be confiscated if discovered by customs officials.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT**:

a. **CBs**: Importation is prohibited.

b. **AMATEUR/HAM RADIOs**:

(1) Short wave radios with BFO capability should not be shipped. These items will be confiscated if discovered by customs officials.

(2) Short wave radios in normal configuration (i.e., without BFO capability) can be shipped.

c. **MARS EQUIPMENT**: Importation is prohibited.

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 Yemen 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 Yemen.

13. **OTHER**:

a. Members and their dependents must each have 15 passport-size photos. You must also have official passports and valid entry visa.

b. Members and dependents must undergo complete medical and dental examination within 3 months prior to arrival in Yemen. Member and dependents must be free from any medical/dental deficiency that would preclude assignment to an isolated duty station. Required immunization will be completed prior to departure from CONUS. Immunization records will be in individual's possession prior to departure.

c. **TRAVEL**: To Yemen only via Paris (Charles De Gaulle) to Sanaa, Yemen on Air France or via Frankfurt to Sanaa or Yemenia Airlines via London on BA on Lufthansa, via Amsterdam on KLM.

125-2 AMERICAN EMBASSY, SANAA, YEMEN(YS)
REVIEW DATE: 22 SEP 98 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: SNDK**

b. **DODAAC: HHAY1Y**

c. **E-MAIL:** Not Available

d. **TWX:** AMEMBASSY SANAA YS//GSO//

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY SANAA
DEPARTMENT OF STATE
WASHINGTON DC 20521-6330

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** None **WPOD:** Hodeida, YS-PG1

h. **DSN:** None **COMM:** 011-967-1-238-843/852

i. **FAX: DSN:** None **COMM:** 011-967-1-251-563

2. **CONSIGNMENT INSTRUCTIONS**: Submit a request for HHG via Code 6 OTO and UB via Code 8 OTO by message to CDRSDDC ALEXANDRIA VA//SDPP-PO//. Consign to American Ambassador, American Embassy Sanaa, ATTN: Admin Office (for individual's name), Sanaa International Airport, Republic of Yemen. 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 125-1 YEMEN(YS) - GENERAL INSTRUCTIONS.

CHAPTER 126

126-1 SERBIA AND MONTENEGRO (SAM) - GENERAL INSTRUCTIONS (CH)
REVIEW DATE: 01 APR 03

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 Army (UB only).

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:** No restrictions.

b. **TVs/VCRs:** Television system is PAL. Recommend only multi-system TVs and VCRs be brought into country.

c. **OTHER (i.e. COMPATIBILITY, ETC):** Electricity in Serbia and Montenegro is 220 Volt, 50 Hertz. Transformers are available in family houshing, but are limited. (CH)

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:** Please advise USDAO Belgrade/American Embassy Belgrade Transportation Section if large pets will be brought into country.

7. **PRIVATELY OWNED FIREARMS (POFs):** Firearms must be packed in separate crate. Serial number, caliber, and number of barrels must be provided to Embassy before shipment is made. Obtaining license for carrying and using firearms is a complicated and time-consuming procedure.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:**

(1) Have POVs shipped to either Rotterdam or Antwerp. Under no circumstance should POVs be shipped to Rijeka, Croatia, for transshipment to Begrade.

(2) Croatia and Serbia and Montenegro have no diplomatic relations, a POV cannot come to Belgrade via Croatia. Croatia must not be used as a shipping point for Belgrade. Shipping instructions applicable to POVS headed to Belgrade must be updated and corrected to show shipment routing to be Rotterdam. The POV can easily then be shipped via truck to Belgrade or picked up. (CH)

b. **MOTORCYCLES/MOPEDS:** No restrictions identified.

c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions identified.

d. **INSURANCE/SAFETY REQUIREMENTS:** No restrictions identified.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFF WILD LIFE/ANIMALS AND PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** No restriction identifed.

b. **AMATEUR/HAM RADIOs:** No restrictions identified.

c. **MARS EQUIPMENT:** No restrictions.

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 Serbia and Montenegro 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 Serbia and Montenegro. (CH)

13. **OTHER:** None.

126-2 AMERICAN EMBASSY, BELGRADE, SERBIA AND MONTENEGRO (SAM) (CH)
REVIEW DATE: 01 APR 03

1. **GENERAL**:

a. **GBLOC: UKDK**

b. **DODAAC: HHAY2Y**

c. **E-MAIL:** usdaobelgrade@state.gov

d. **TWX:** USDAO BELGRADE YO

e. **MAIL:** TRANSPORTATION OFFICER
US DEFENSE ATTACHE OFFICE
AMERICAN EMBASSY BELGRADE
DEPARTMENT OF STATE POUCH
WASHINGTON DC 20521-5070

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None.

g. **APOD:** None **WPOD:** Rotterdam, NL or Antwerp, BE JH2

h. **DSN:** None **COMM:** 011-381-11-361-9344, EXT 100 (CH)

i. **FAX: DSN:** None **COMM:** 011-381-11-361-5916 (CH)

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//. Ship HHG via Code 4 and UB via Code 8. Consign to member and carrier will notify American Embassy, Belgrade prior to delivery or placement in storage. 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 126-1 SERBIA AND MONTENEGRO (SAM) - GENERAL INSTRUCTIONS. (CH)

CHAPTER 127

127-1 ZAMBIA(ZA) - GENERAL INSTRUCTIONS
REVIEW DATE: 18 SEP 98

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 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:** Nondiplomatic personnel have duty-free importation for 6 months after arrival at post.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES AND CIGARETTES/TOBACCO PRODUCTS:** Subject to duty if imported by nondiplomatic personnel. Free allowance is one bottle of alcohol and two cartons of cigarettes.

b. **COSMETICS:** No restrictions identified.

c. **FOODSTUFFS/MEATS:** No restrictions identified.

d. **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:** Import license is required. Notify Administration Officer, American Embassy that pet will be shipped; however, do not ship until license has been granted. Pets arriving without necessary documentation are destroyed.

7. **PRIVATELY OWNED FIREARMS (POFs):** Import license is required. Do not ship in HHG. Notify Administrative Officer, American Embassy, of desire to ship. Request for license is usually denied.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.)

One POV per adult member may be imported up to 6 months after arrival at post. Nondiplomatic personnel must show that vehicle was owned prior to arrival at post.

b. **MOTORCYCLES/MOPEDS:** Mopeds/motorcycles are considered to be POVs.

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:** No restrictions.

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 Zambia 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 Zambia.

13. **OTHER:** None.

127-2 AMERICAN EMBASSY LUSAKA, ZAMBIA(ZA)
REVIEW DATE: 18 SEP 98 MULTI-SERVICE

1. **GENERAL**:

a. **GBLOC: TXDK**

b. **DODAAC:**

c. **E-MAIL:**

d. **TWX:** AMEMBASSY LUSAKA ZA

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY LUSAKA
DEPARTMENT OF STATE
WASHINGTON, DC 20521-2310

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Lusaka, ZA-LUN **WPOD:** None

h. **DSN:** None **COMM:** 011-260-1-250-955/011-260-1-252-230

i. **FAX: DSN:** None **COMM:** 011-260-1-252-225

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//. Consign to American Ambassador (member's initials), American Embassy Lusaka, Zambia. 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 127-1 ZAMBIA(ZA) - GENERAL INSTRUCTIONS.

CHAPTER 128

128-1 ZIMBABWE(ZM) - GENERAL INSTRUCTIONS
REVIEW DATE: 05 DEC 03

1. **SHIPMENT INSTRUCTIONS:**

a. **WEIGHT RESTRICTIONS:** In accordance with JFTR, Chapter 5 (Note: Defense Attache Office personnel authorized 35 percent of their JFTR allowance and Foreign Area Officer Personnel are authorized 25 percent of there JFTR allowance) and other governing regulations All personnel are also authorized a consumables shipment.

b. **CONTAINER/CRATING REQUIREMENTS:** No restriction identified.

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.

e. **OTHER:** Do not ship via AMC.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:**

a. Goods must be owned and must arrive within 6 months after arrival on station of nondiplomatic personnel in order to allow duty-free entry (OPSCO, OPSNCO, FAO). No time limit is imposed for diplomatically accredited personnel. Custom clearance cannot be obtained until after service member has arrived in country.

b. Advance documentation for HHG/POV should be forwarded ASAP to destination. Local Government will not release until they have original commercial bill of lading.

3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Limited importation is allowed.

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 identified.

b. **TVs/VCRs:** Are permitted.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified. Electricity is 220 Volts, some transformers are provided.

5. **FURNITURE, OVERSIZED**: No restrictions identified.

6. **PETS/QUARANTINE**: Dogs and cats are permitted entry. Advance import permit and notification is required. Dogs and cats require a US public health certificate of vaccination against rabies and certificate of health not more than 10 days old at time of shipment. Quarantine is not required. Special restrictions in South Africa can complicate shipments. Post does not recommend shipping pets through South Africa.

7. **PRIVATELY OWNED FIREARMS (POFs)**: Written approval from American Embassy, Harare, Zimbabwe, must be obtained before any firearms can be imported into Zimbabwe.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs**:

(1) Ship surface only. POVs should be containerized. POV should be consigned to American Embassy Pretoria, South Africa for American Embassy Harare, Zimbabwe. Mark for name of member. Accredited diplomatic staff may import throughout their entire tour up to two duty-free POV's per adult family member. Support personnel may import only one duty-free POV within the first 6 months of the member's arrival. (CH)

(2) Transportation offices shipping POVs need to provide service member and American Embassy Harare, Zimbabwe, the following information: (CH)

Transportation Office Location:
Contac Name:
FAX Number:
Phone Number:
E-mail Address:
Date of Shipment of POV:
Container Number:
Bill of Lading Number:

(3) American Embassy Harare, Zimbabwe, also requests that the original bill of lading for POV shipments be mailed to the following address using FEDEX OR DHL:

American Embassy Harare
172 Herbert Chitepo Ave
Harare, Zimbabwe
Telephone (263-4) 703-169 or (263-4) 250-595

(4) Name of owner, VIN number or engine number, color, make, model, engine size, year, and actual weight must be described on the original bill of lading.

b. **MOTORCYCLES/MOPEDS**: No restrictions. Motorcycles/mopeds are considered POVs by Government of Zimbabwe and processed as POVs. Can be shipped with HHGs.

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**: Are permitted.

b. **AMATEUR/HAM RADIOs**: Subject to local licensing.

c. **MARS EQUIPMENT**: Subject to local licensing.

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 Zimbabwe 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 Zimbabwe.

13. **OTHER**: None.

128-2 AMERICAN EMBASSY, HARARE, ZIMBABWE(ZM)
REVIEW DATE: 05 DEC 03 **MULTI-SERVICE**

1. **GENERAL**:

a. **GBLOC: IGDK**

b. **DODAAC: HHAZ2Z**

c. **E-MAIL:**

d. **TWX:** USDAO HARARE ZM

e. **MAIL:** GENERAL SERVICES OFFICER
AMERICAN EMBASSY HARARE
DEPARTMENT OF STATE
2180 HARARE PLACE
WASHINGTON DC 20521-2180

f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None

g. **APOD:** Harare Int'l Airport, ZM **WPOD:** Durban, South Africa, ZM-NA5

h. **DSN:** None **COMM:** 011-263-4-250-594/5, EXT 214 or (263-4)703169 (CH)

i. **FAX: DSN:** None **COMM:** 011-263-4-704226 or 011-263-4-796488

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//. Consign to American Embassy, Harare, Zimbabwe, followed by member's initials in parenthesis. 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 128-1 ZIMBABWE(ZM) - GENERAL INSTRUCTIONS.

APPENDIX I, VOL II
NUMERIC LISTING OF APOs/FPOs
AND RESPONSIBLE SHIPPING ACTIVITIES
REVIEW DATE: 25 FEB 00

Part I, AMERICAS
(CENTRAL, NORTH, SOUTH AMERICA, INCLUDING CARIBBEAN ISLANDS)
Country Codes are from FIPS 10-3.

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
ZIP 00604	PR, Aguadilla	97-2 NAVSTA Roosevelt Roads PR (OSNC)
ZIP 00707	PR, Maunabo	97-2 NAVSTA Roosevelt Roosevelt Roads PR (OSNC)
ZIP 00732	PR, Ponce	97-2 NAVSTA Roosevelt Roads PR (OSNC)
ZIP 00934	PR, Fort Buchanan Sabana Seca	97-2 NAVSTA Roosevelt Roads PR (OSNC)
ZIP 00968	PR, Guaynabo	97-2 NAVSTA Roosevelt Roads PR (OSNC)
FPO 09593 -0133	CU, Guantanamo Bay	30-3 NAVSTA Guantanamo Bay (OKNQ)
APO 09732	CAN, CFB North Bay	22-2 CFB North Bay Canada (NJFC)
ZIP 13669	CAN, Ottawa AmEmbassy	22-3 American Embassy Ottawa (NJDK)
ZIP 20521 -3210	JM, Kingston USDAO	60-2 USDAO Kingston (OXDK)
ZIP 20521 -3370	BF, Nassua AmEmbassy	10-2 American Embassy Nassau (OADK)
ZIP 20521 -3390	NS, Paramaribo AmEmbassy	110-2 USDAO Paramaribo (ZMCA)
ZIP 20521 -3400	HA, Port Au Prince AmEmbassy	49-2 American Embassy Port Au Prince (OWDK)
ZIP 32925 -3227	AC, Antigua West Indies	4-2 Antigua, West Indies (CMFL) (VOL II)
ZIP 32925 -3227	Ascension Island	6-2 Ascension Island Atlantic Ocean (CMFL) (VOL II)
APO 34001	PM, Howard AFB	97-2 NAVSTA Roosevelt Roads PR (OSNC)
APO 34002	PM, Albrook AFB	97-2 NAVSTA Roosevelt Roads PR (OSNC)
APO 34004 -5000	PM, Fort Clayton	97-2 NAVSTA Rooswvelt Roads PR (OSNC)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 34005	PM, Ft W.D. Davis	97-2 NAVSTA Roosevelt Roads PR (OSNC)
APO 34006	PM, Fort Kobbe	97-2 NAVSTA Roosevelt Roads PR (OSNC)
APO 34020	CS, San Jose	29-2 USMILGP San Jose (OJAK)
APO 34021 -3240	NU, Managua AmEmbassy	85-2 American Embassy Managua (OPDK)
APO 34021	NU, Managua USMLO	85-3 USMLO Managua (OPAK)
APO 34022	HO, Tegucigalpa	51-3 USMILGP Tegucigalpa (OOAK)
APO 34022 -3480	HO, Tegucigalpa AmEmbassy	51-2 American Embassy Tegucigalpa (OODK)
APO 34023	ES, San Salvador	38-3 USMILGP San Salvador (OMAK)
APO 34023 -3450	ES, San Salvador USDAO	38-2 American Embassy San Salvador (OMDK)
APO 34024	GT, Guatemala City	48-2 USMILGP Guatemala City (ONAK)
APO 34025	BH, Belize City AmEmbassy	15-2 American Embassy Belize City (OZDK)
APO 34030	BR, Rio de Janeiro San Paulo	17-2 USMLO Rio de Janeiro (ZDDK)
APO 34030	BR, Brasilia	17-3 USMLO Brasilia (ZCDK)
APO 34031	PE, Lima USDAO	93-2 USDAO Lima (ZIDK)
APO 34031	PE, Lima	93-3 MAAG Lima (ZIAK)
APO 34032 -3220	BL, La Paz USDAO	16-2 USDAO La Paz (ZBDK)
APO 34032 -5000	BL, La Paz	16-3 USMILGP La Paz (ZBAK)
APO 34033	CI, Santiago	24-2 USMILGP Santiago (ZEAK)
APO 34034 -5000	AR, Buenos Aires American Embassy	5-2 American Embassy Buenos Aries (ZADK)
APO 34034 -4329	AR, Buenos Aries	5-3 USMILGP Buenos Aries (ZAAK)
APO 34035 -4514	UY, Montevideo USDAO	121-2 USDAO Montevideo (ZJAK)
APO 34035 -4506	UY, Montevideo	121-3 USMILGP Montevideo (ZJDK)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 34036	PA, Asuncion	92-3 USMILGP Asuncion (ZHAK)
APO 34036 -0001	PA, Asuncion USDAO	92-2 USDAO Asuncion (ZHDK)
APO 34037	VE, Caracas USDAO	122-2 American Embassy Caracas (ZKDK)
APO 34037 -0008	VE, Caracas	122-3 USMILGP Caracas (ZKAK)
APO 34038 -5115	CO, Bogota USDAO	26-2 USDAO Bogota (ZFDK)
APO 34038	CO, Bogota	26-3 USMILGP Bogota (ZFAK)
APO 34039	EC, Quito USDAO	36-2 USDAO Quito (ZGDK)
APO 34039	EC, Quito	36-3 USMILGP Quito (ZGAK)
APO 34041	DR, Santo Domingo	35-2 MAAG Santo Domingo (OLAK)
APO 34042	HO, Palmerola AB	51-4 Soto Cano Palmerola AB (OOFK)
FPO 34051	PR, Ceiba Fajardo	97-2 NAVSTA Roosevelt Roads PR (OSNC)
FPO 34051 -3002	PR, Roosevelt Roads	97-2 NAVSTA Roosevelt Roads PR (OSNC)
FPO 34053	PR, Sabana Seca	97-2 NAVSTA Roosevelt Roads PR (OSNC)
FPO 34055	AC, Antigua WI	4-2 Antigua WI (CMFL)
FPO 34055 -3120	BB, Bridgetown AmEmbassy	13-2 American Embassy Bridgetown (OVDK)
FPO 34058 -9998	BF, Andros Island	10-3 Andros Island Bahamas (OANV)
FPO 34061	PN, Ft Clayton	97-2 NAVSTA Roosevelt Roads PR (OSNC)
ZIP 78044 -3087	MX, Mexico City AmEmbassy	77-2 American Embassy Mexico City (OYDK)
ZIP 99505	AK, Fort Richardson Anchorage	1-3 JPPSO-ANC-ANC Elmendorf AFB (MBFL)
ZIP 99506 -2450	AK, Elmendorf AFB Anchorage	1-3 JPPSO-ANC Elmendorf AFB (MBFL)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 96508	AK, Fort Greely Anchorage	1-2 Fort Greely (MAAT)
ZIP 99567	AK, Chugiak	1-3 JPPSO-ANC Elmendorf AFB (MBFL)
ZIP 99577	AK, Eagle River	1-3 JPPSO-ANC Elmendorf AFB (MBFL)
ZIP 99588	AK, Glennallen	1-3 JPPSO-ANC Elmendorf AFB (MBFL)
ZIP 99603	AK, Homer	1-3 JPPSO-ANC Elmendorf AFB (MBFL)
ZIP 99619 -5019	AK, Kodiak	1-4 COGARD INSUPRTCOM Kodiak AK (MAPS)
ZIP 99645	AK, Palmer	1-3 JPPSO-ANC Elmendorf AFB (MBFL)
ZIP 99687	AK, Wasilla	1-3 JPPSO-ANC Elmendorf AFB (MBFL)
ZIP 99693	AK, Whittier	1-3 JPPSO-ANC Elmendorf AFB (MBFL)
ZIP 99701	AK, Fairbanks	1-6 Ft Wainwright Fairbanks (MBAT)
ZIP 99702 -1882	AK, Eielson AFB	1-5 Eielson AFB (MAFL)
ZIP 99703 -7000	AK, Ft Wainwright	1-6 Ft Wainwright Fairbanks (MBAT)
ZIP 99704	AK, Eielson AFB	1-5 Eielson AFB (MAFL)
ZIP 99705	AK, North Pole	1-6 Ft Wainwright Fairbanks (MBAT)
ZIP 99712	AK, Faribanks	1-6 Ft Wainwright Fairbanks (MBAT)
ZIP 99714	AK, Salcha	1-6 Ft Wainwright Fairbanks (MBAT)
ZIP 99725	AK, Ester	1-6 Ft Wainwright Fairbanks (MBAT)
ZIP 99737	AK, Delta Junction	1-2 Ft Greely (MAAT)
ZIP 99760	AK, Nenana	1-6 Ft Wainwright Fairbanks (MBAT)
ZIP 99780	AK, Tok	1-3 JPPSO-ANC Elmendorf AFB (MBFL)
ZIP 99802 -5517	AK, Juneau	1-7 COGARD INSUPRTCOM Ketchikan-Juneau (MAPK)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
ZIP 99835	AK, Sitka	1-7 COGARD INSUPRTCOM Ketchikan-Juneau (MAPK)
ZIP 99901	AK, Ketchikan	1-7 COGARD INSUPRTCOM Ketchikan-Juneau (MAPK)
DEW LINE SITES Alaska		1-5 Eielson AFB (MAFL)

DEW LINE SITES Canada Consign FSI/ITT, DEW Office Hanger #1, Winnipeg International Airport Winnipeg Manitoba Canada. M/F member at in-the-clear duty station. Annotate PPGBL: "Contact TMO, Grand Forks AFB, ND, prior to delivery or placing in storage." Canadian customs requirements must be met.

APPENDIX I, VOL II
NUMERIC LISTING OF APOs/FPOs
AND RESPONSIBLE SHIPPING ACTIVITIES
REVIEW DATE: 25 FEB 00

Part II, ASIA AND PACIFIC
Country Codes are from FIPS 10-3.

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
ZIP 20521 -2050	ML, Bamako AmEmbassy	75-2 American Embassy Bamako (TDDK)
ZIP 20521 -4210	MY, Kuala Lumpur USDAO	74-2 USDAO Kuala Lumpur (RDDK)
ZIP 20521 -6100	CE, Colombo USDAO	108-2 USDAO Colombo (SPDK)
ZIP 20521 -6120	BG, Dhaka USDAO	12-2 American Embassy Dhaka (SAAC)
ZIP 20521 -6190	NP, Kathmandu USDAO	82-2 USDAO Kathmandu (SKDK)
ZIP 20521 -9000	IN, New Delhi AmEmbassy	55-2 American Embassy New Delhi (SBDK)
APO 96201	KS, Kimpo	65-3 34TH SPT GP Seoul (QXAK)
APO 96203	KS, Yongsan	65-3 34TH SPT GP Seoul (QXAK)
APO 96205 -0177	KS, Seoul	65-3 34TH SPT GP Seoul (QXAK)
APO 96208	KS, Chunchon Camp Page	65-3 34TH SPT GP Seoul (QXAK)
APO 96214	KS, Kimhae	65-3 34TH SPT GP Seoul (QXAK)
APO 96218	KS, Taegu	65-3 34TH SPT GP Seoul (QXAK)
APO 96224	KS, Tongduchon Camp Casey	65-3 34TH SPT GP Seoul (QXAK)
APO 96251	KS, Yong-Tae-Ri	65-3 34TH SPT GP Seoul (QXAK)
APO 96257	KS, Uijongbu	65-3 34TH SPT GP Seoul (QXAK)
APO 96258 -0198	KS, Uijongbu	65-3 34TH SPT GP Seoul (QXAK)
APO 96259 -0260	KS, Camp Hialeah Pusan	65-3 34TH SPT GP Seoul (QXAK)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 96260 -9546	KS, Camp Carroll Waegwan	65-3 34TH SPT GP Seoul (QXAK)
APO 96264 -2133	KS, Kunsan AB	65-2 8th TRNS Kunsan AB (QMFL)
APO 96267	KS, Pilsung Range	65-3 34TH SPT GP Seoul (QXAK)
FPO 96269	KS, Chinhae	65-3 34TH SPT GP Seoul (QXAK)
APO 96271	KS, Pyongtaek	65-3 34TH SPT GP Seoul (QXAK)
APO 96271 -0164	KS, Camp Humphreys	65-3 34TH SPT GP Seoul (QXAK)
APO 96275	KS, Chong Ju AB Shu Won AB Kooni Range	65-4 51 TRNS SQDN Osan AB (QNFL)
APO 96276	KS, Kimpo AB	65-3 34TH SPT GP Seoul (QXAK)
APO 96278	KS, Yoju	65-3 34TH SPT GP Seoul (QXAK)
APO 96278 -2069	KS, Osan AB	65-4 51 TRNS SQDN Osan AB (QNFL)
APO 96283	KS, Bupyong	65-3 34TH SPT GP Seoul (QXAK)
APO 96297 -0264	KS, Wonju Camp Long	65-3 34TH SPT GP Seoul (QXAK)
FPO 96306 -1204	JA, Atsugi	61-10 NAF Astugi (QENL)
FPO 96310 -1873	JA, Iwakuni	61-8 MCAS Iwakuni (QEML)
FPO 96313	JA, Kamiseya	61-10 NAF Atsugi (QENL)
APO 96319 -5015	JA, Misawa AB	61-6 35 TRNS SQDN Misawa AB (QEFL)
FPO 96322 -1502	JA, Sasebo	61-9 FISC Yokosuka Det Sasebo (QENF)
APO 96328 -5120	JA, Yokota AB Tokyo/Fasa City	61-3 374 TRNS SQDN Yokota (QFFL)
APO 96328	JA, USCG Far East Sec	61-3 374 TRNS SQDN Yokota AB (QFFL)
APO 96336	JA, Honshu, Tokyo	61-3 374 TRNS SQDN Yokota AB (QFFL)
APO 96336	JA, Yokota AB	61-3 374 TRNS SQDN Yokota AB (QFFL)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 96337	JA, Camp Zama Honshu	61-5 17 ASG Camp Zama (QFAC)
APO 96343 -5006	JA, Camp Zama	61-5 17 ASG Camp Zama (QFAC)
FPO 96347	JA, Yokohama Army only	61-5 17 ASG Camp Zama (QFAC)
FPO 96348	JA, Yokohama	61-7 FISC Yokosuka-Yokohama (QENQ)
FPO 96349	JA, Totsuka	61-10 NAF Astugi (QENL)
FPO 96349 -1500	JA, FISC Yokosuka- Yokohama Area	61-7 FISC Yokosuka-Yokohama (QENQ)
FPO 96350	JA, FISC Yokosuka	61-7 FISC Yokosuka-Yokohama (QENQ)
FPO 96362	JA, US Nav Reg Med Ctr	61-4 10 ASG TORII STA (QKAS)
FPO 96362	JA, Kadena AB Okinawa	61-2 18 TRNS SQDN Kadena AB (QIFL)
APO 96365	JA, Naha AB Okinawa	61-2 18 TRNS SQDN Kadena AB (QIFL)
APO 96368 -5198	JA, Kadena AB Okinawa	61-2 18 TRNS SQDN Kadena AB (QIFL)
FPO 96370 -1150	JA, COMFLEACT Okinawa	61-2 18 TRNS SQDN Kadena AB (QIFL)
FPO 96373 -5018	JA, Camp S.D. Butler	61-11 MCB Camp S D Butler (QIMS)
APO 96374	JA, Makiminato Okinawa	61-4 10 ASG Okinawa (OKAS)
APO 96376	JA, Marine Sup Bat Torii Station	61-2 18 TRNS SQDN Kadena AB (QIFL)
APO 96376 -5115	JA, 10th Area ASG SupGp	61-4 10 ASG Okinawa (QKAS)
APO 96378	JA, Zukeran Okinawa	61-4 10 ASG Okinawa (QKAS)
FPO 96387 -0080	JA, Camp Fuji	61-10 NAF Astugi (QENL)
FPO 96515 -5000	RP, Manila AmEmbassy	94-2 American Embassy Manila (RFDN)
APO 96520 -0001	ID, Jakarta AmEmbassy	56-2 American Embassy Jakarta (RCDK)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
FPO 96521 -0002	CH, Beijing AmEmbassy	25-2 American Embassy Beijing (QBDK)
FPO 96522 -0002	HK, Hong Kong	52-2 American Consul Hong Kong (SJDK)
FPO 96522	SN, Singapore	105-2 NAVREGCONTCEN Singapore (RINL)
FPO 96522 -2200	SN, Singapore	105-2 NAVREGCONTCEN Singapore (RINL)
FPO 96531 -2000	NZ, Christchurch	84-2 ANG Det 13 Christchurch (REFL)
FPO 96534 -0001	SN, Singapore USDAO	105-3 American Embassy Singapore (RIDK)
FPO 96534 -2050	SN, Singapore	105-2 NAVREGCONTCEN Singapore (RINL)
FPO 96534 -2100	SN, Singapore	105-2 USNREGCONTCEN Singapore (RINL)
FPO 96534 -2175	SN, Singapore	105-2 NAVREGCONTCEN Singapore (RINL)
FPO 96534 -2400	SN, Singapore	105-2 NAVREGCONTCEN Singapore (RINL)
FPO 96534 -2200	SN, Singapore	105-2 NAVREGCONTCEN Singapore (RINL)
FPO 96534 -2250	SN, Singapore	105-2 NAVREGCONTCEN Singapore (RINL)
FPO 96534 -2300	SN, Singapore	105-2 NAVREGCONTCEN Singapore (RINL)
FPO 96534 -2700	SN, Singapore	105-2 NAVREGCONTCEN Singapore (RINL)
FPO 96534 -2800	SN, Singapore	105-2 NAVREGCONTCEN Singapore (RINL)
FPO 96534 -3057	SN, Singapore	105-2 NAVREGCONTCEN Singapore (RINL)
FPO 96534 -3067	SN, Singapore	105-2 NAVREGCONTCEN Singapore (RINL)
FPO 96535 -8152	MY, Kuala Lumpur	74-2 USDAO Kuala Lumpur (RDDK)
APO 96540 -1500	GQ, Guam	47-3 NAV Forces Marianas (PGNQ)
APO 96542	GQ, Andersen AFB	47-2 Andersen AFB Guam (PBFL)
APO 96543	GQ, Andersen AFB	47-2 Andersen AFB Guam (PBFL)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 96543 -4005	GQ, Andersen AFB	47-2 Andersen AFB Guam (PBFL)
APO 96546 -0001	TH, Bangkok AmEmbassy	116-2 American Embassy Bangkok (RHDK)
APO 96546	CB, Phnom Penh AmEmbassy	20-2 American Embassy Phnom Penh (RHDO)
APO 96546	BM, Rangoon AmEmbassy	19-2 American Embassy Rangoon (SIDK)
APO 96546 -4350	LA, Vientiane AmEmbassy	68-2 American Embassy Vientiane (RBDK)
APO 96548	AS, Alice Springs	7-3 Alice Springs (RAFC)
APO 96549 -5000	AS, Canberra	7-4 337 ASF Canberra (RAFK)
APO 96551	AS, Melbourne	7-4 337 ASF Canberra (RAFK)
APO 96552	AS, Woomera	7-2 5 SWS Woomera (RAAY)
APO 96553	AS, Woomera (DET 9)	7-2 5 SWS Woomera (RAAY)
APO 96554	AS, Sydney	7-4 337 ASF Canberra (RAFK)
APO 96554	AS, Canberra	7-4 337 ASF Canberra (RAFK)
APO 96555 -2526	RM, Kwajalein Atoll	67-2 US ARMY Kwajalein Atoll (PFAE)
APO 96556	HI, Pohakuloa	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
APO 96558	JQ, Johnston Atoll	62-2 ICDONA Term Ops Johnson Atoll (PCFL)
FPO 96595 -0004	IO, Diego Garcia	34-2 USNSPTFAC Diego Garcia (RPNY)
FPO 96601 -6006	JA, Okinawa COMFLEACT	61-2 18 TRNS SQDN Kadena AB (QIFL)
FPO 96602	JA, Marine Mobile Units Butler	61-11 MCB Camp S D Butler (QIMS)
FPO 96603	JA, 1st Marine ACFT WG Butler	61-11 MCB Camp S D Butler (QIMS)
FPO 96604	JA,	61-10 NAF Atsugi (QENL)
FPO 96661	HI, USCGC - Buttonwood	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
FPO 96669	HI, USCGC Jarvi	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
FPO 96672	HI, USCGC Mallo	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96744	HI, Kaneoha	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
FPO 96752	HI, Kekaha	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96785	HI, Volcano	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96786	HI, Wahiawa	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96792	HI, Waianae	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96799	AQ, Pago Pago American Samoa	3-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96814	HI, Honolulu	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96819	HI, Honolulu	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96850	HI, Honolulu	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96853	HI, Hickam AFB	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96854	HI, Wheeler AFB	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96857	HI, Schofield Barracks	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96858	HI, Fort Shafter	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96859	HI, Tripler Army Medical Ctr	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96860 -4549	HI, Pearl Harbor	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96861	HI, Camp H.M. Smith	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96862	HI, Barbers Point NAS	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)
ZIP 96863	HI, Kaneohe Bay	50-2 JPPSO Hawaii Pearl Harbor (MLNQ)

APPENDIX I, VOL II
NUMERIC LISTING OF APOs/FPOs
AND RESPONSIBLE SHIPPING ACTIVITIES
REVIEW DATE: 16 JUL 01

Part III, EUROPE AND CENTRAL ASIA
Country Codes are from FIPS 10-3.

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, APO GBLOC)
APO 09007	GM, Heidelberg	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09009	GM, Ramstein AB	43-3 CPPSO Kaiserslautern (WKFS)
APO 09012	GM, Ramstein AB	43-3 CPPSO Kaiserslautern (WKFS)
APO 09014	GM, Heidelberg	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09021	GM, Kapaun AS	43-3 CPPSO Kaiserslautern (WKFS)
APO 09028	GM, Sandhofen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09031	GM, Kitzingen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09033	GM, Schweinfurt	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09034	GM, Baumholder	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09036	GM, Wuerzburg,	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09042	GM, Schwetzingen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09045	GM, Kirchgoens	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09046	GM, Boeblingen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09050	GM, Rhein Main	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09053	GM, Garmisch	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09054	GM, Daener Kaserne	43-4 CPPSO Kaiserslautern (WKFS)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 09056	GM, Worms	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09058	GM, Worms	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09059	GM, Miesau	43-3 CPPSO Kaiserslautern (WKFS)
APO 09060	GM, Frankfurt	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09063	GM, Heidelberg	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09067	GM, Kaiserslautern	43-3 CPPSO Kaiserslautern (WKFS)
APO 09069	NL, The Netherlands GM, Bremerhaven Sylt, COGARD LORSTA	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09074	GM, Friedberg	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09076	GM, Buedingen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09080	GM, Bad Godesberg Bonn	43-2 American Embassy Bonn (WADK)
APO 09080 -5000	GM, Bonn	43-2 American Embassy Bonn (WADK)
APO 09081	GM, Schwetzingen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09086	GM, Kaefertal	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09089	GM, Babenhausen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09090	GM, Frankfurt	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09094	GM, Ramstein AB	43-3 CPPSO Kaiserslautern (WKFS)
APO 09095	GM, Germersheim	43-4 EURO Theater CPPSO Germany (WKAS) (CH)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 09096	GM, Wiesbaden	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09098	GM, Bad Aibling	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09099	GM, Heidelberg	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09100	GM, Heidelberg	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09102	GM, Heidelberg	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09103	GM, Moenchengladbach Geilenkrichen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09104 -3485	GM, Geilenkirchen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09107	GM, Mohringen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09110	GM, Dexhiem	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09111	GM, Bad Kreuznach	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09112	GM, Vilseck	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09114	GM, Grafenwoehr	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09126	GM, Badem Binsfield Bitburg Dudeldorf Gransdorf Herforst Metterich Oberkail Orenhofen Speicher	43-5 52 TRNS Spandahlem AB (WFFL)
APO 09126 -1410	LU, Luxembourg Embassy personnel only	72-2 American Embassy Luxembourg (VQDK)
APO 09128	GM, Vaihingen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09131	GM, Vaihingen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 09136	GM, Senbach AB	43-3 CPPSO Kaiserslautern (WKFS)
APO 09138	GM, Pirmasens	43-3 CPPSO Kaiserslautern (WKFS)
APO 09139	GM, Bamberg	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09140	GM, Illesheim	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09143	GM, Geissen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09144	GM, Pirmasens	43-3 CPPSO Kaiserslautern (WKFS)
APO 09154	GM, Stuttgart	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09165	GM, Hanau	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09166	GM, Mannheim	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09169	GM, Giessen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09172	GM, Oberammergau	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09173	GM, Hofenfels	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09175	GM, Darmstadt	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09177	GM, Ansbach	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09180	GM, Landstuhl	43-3 CPPSO Kaiserslautern (WKFS)
APO 09182	GM, Giebelstadt	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09185	GM, Mainz	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09189	GM, Pirmasens	43-3 CPPSO Kaiserslautern (WKFS)
APO 09211	GM, Darmstadt	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09212	GM, Rhein Main AB	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09213	PL, Warsaw	95-2 USDAO Warsaw (VDDK)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 09213 -5740	BU, Sofia USDAO	18-2 USDAO Sofia (UJDK)
APO 09213 -5630	EZ, Prague USDAO	32-2 USDAO Prague (VMDK)
APO 09213 -5270	HU, Budapest USDAO	53-2 USDAO Budapest (VODK)
APO 09213 -5010	PL, Warsaw USDAO	95-2 USDAO Warsaw (VDDK)
APO 09213 -5260	RO, Bucharest USDAO	99-2 USDAO Bucharest (VPDK)
APO 09213 -5070	YO, Belgrade USDAO	126-2 USDAO Belgrade (UKDK)
APO 09214	GM, Buechel AS Kaiserslautern	43-5 52 TRNS Spangdahlem AB (WFFL)
APO 09225	GM, Kitzingen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09226	GM, Schweinfurt	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09227	GM, Kaiserslautern	43-3 CPPSO Kaiserslautern (WKFS)
APO 09237	GM, Heidelberg	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09244	GM, Wuerzburg	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09245	GM, Wiesbaden	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09250	GM, Katterbach	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09252	GM, Bad Kreuznach	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09262	GM, Idar-Oberstein	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09263	GM, Kaiserslautern	43-3 CPPSO Kaiserlautern (WKFS)
APO 09264	GM, Ansbach	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09266	GM, Seckenheim	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09267	GM, Ettlingen	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
FPO 09409	UK, St Mawgan	39-6 NAVACT London (YBNQ-Inbound)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
		39-9 3AF CBA RAF Mildenhall (YBCA-Outbound)
FPO 09421	UK, Dawes Hill	39-6 NAVACT London (YBNQ-Inbound)
		39-9 3AF CBA RAF Mildenhall (YBCA-Outbound)
APO 09421	UK, Gibraltar	39-6 NAVACT London London (YBNQ-Inbound)
		39-9 3AF CBA RAF Mildenhall (YBCA-Outbound)
APO 09447	UK, Spadeadam RAF	39-6 NAVACT London London (YBNQ-Inbound)
		39-9 3AF CBA RAF Mildenhall (YBFC-Outbound)
APO 09454	UK, Cheltenham	39-9 3AF CBA RAF Mildenhall (YBCA)
APO 09456	UK, Bristol Brize Norton Fairford RAF Shrivenham South Cerney	39-9 CBA RAF Mildenhall (YBCA)
APO 09459	UK, Mildenhall RAF	39-3 100 TRNS RAF Mildenhall (YCFC-Inbound)
		39-9 3AF CBA RAF Mildenhall (YBCA-Outbound)
APO 09459 -5000	UK, Mildenhall RAF	39-3 100 TRNS RAF Mildenhall (YCFC-Inbound)
		39-9 3AF CBA RAF Mildenhall (YBFC-Outbound)
APO 09461	UK, Feltwell RAF	39-3 100 TRNS RAF Mildenhall (YCFC-Inbound)
		39-9 3AF CBA RAF Mildenhall (YBCA-Outbound)
APO 09464	UK, Lakenheath	39-3 100 TRNS RAF Mildenhall (YCFC-Inbound)
		39-9 3AF CBA RAF Mildenhall (YBCA-Outbound)
APO 09468	UK, Barrow-in-Furness Boulner RAF Brough Catterick Fvlingdales RAF Menwith Hill Station Preston	39-9 3AF CBA RAF Mildenhall (YBCA)
APO 09469	UK, Molesworth RAF	39-9 3AF CBA RAF Mildenhall (YBCA)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 09470	UK, Alconbury RAF Upwood RAF	39-9 3AF CBA RAF Mildenhall (YBCA)
APO 09494	UK, Croughton RAF	39-9 3AF CBA RAF Mildenhall (YBCA)
FPO 09498	UK, London	39-6 NAVACT London (YBNQ-Inbound) 39-9 3AF CBA RAF Mildenhall (YBCA-Outbound)
FPO 09499	UK, London,	39-6 NAVACT London (YBNQ-Inbound) 39-9 3AF CBA RAF Mildenhall (YBCA-Outbound)
FPO 09499 -1000	UK, London	39-6 NAVACT London (YBNQ-Inbound) 39-9 3AF CBA RAF Mildenhall (YBCA-Outbound)
FPO 09501	SP, Fleet Air Recon SQ Two (VQ 2 only)	107-2 NAVSTA Rota (UNNL)
APO 09601	IT, Aviano AB	59-4 31 FW Aviano AB (UCFS)
APO 09604	IT, Aviano AB	59-4 31 FW Aviano AB (UCFS)
FPO 09609	IT, Borgo Piave Latina	59-5 NAVSUPPACT Naples (UCNQ)
FPO 09609	IT, Gaeta	59-5 NAVSUPPACT Naples (UCNQ)
APO 09610	IT, Ghedi	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09610	IT, Vicena	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09612 -0051	IT, La Maddalena, Sardinia	59-6 NAVSUPPACT La Maddalena (UCNC)
APO 09613	IT, 8th Spt Gp. Leghorn	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09613 -5111	IT, Leghorn	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09618	IT, Mt. Limbara, Sardinia	59-6 NAVSUPPACT La Maddalena (UCNC)
APO 09618	IT, La Maddalena Sardinia	59-6 NAVSUPPACT La Maddalena (UCNC)
FPO 09619 -1042	IT, Nav Spt Act, Naples	59-5 NAVSUPPACT Naples (UCNQ)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
FPO 09620	IT, Naples	59-5 NAVSUPPACT Naples (UCNQ)
APO 09621	IT, NCTAMS Naples	59-5 NAVSUPPACT Naples (UCNQ)
APO 09622	IT, NAS Capodichino (Naples)	59-5 NAVSUPPACT Naples (UCNQ)
APO 09624	IT, Rome ITO	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09625	IT, Naples	59-5 NAVSUPPACT Naples (UCNQ)
APO 09626	IT, Catania Sicily	59-8 NAS Sigonella Sicily (UMNL)
FPO 09627 -1019	IT, Sicily, NAS Sigonella	59-8 NAS Sigonella Sicily (UMNL)
APO 09628	IT, Verona	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09630	IT, 22nd ASG Vicenza	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09630	IT, 412th BSB Vicenza	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09642	SP, Madrid	107-2 NAVSTA Rota (UNNL)
APO 09643	SP, Moron AB	107-2 NAVSTA Rota (UNNL)
FPO 09644	SP, Rota	107-2 NAVSTA Rota (UNNL)
FPO 09645 -1600	SP, Rota	107-2 NAVSTA Rota (UNNL)
APO 09647	SP, Estartit Torrejon AB	107-2 NAVSTA Rota (UNNL)
APO 09703 -0014	NL, The Netherlands	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09704 -5000	GL, Thule AB,	46-2 Thule AB (YRFL)
APO 09705	BE, Castear	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09706 -6655	NO, Kolsas Stavanger City	88-3 426 ABS Stavanger City (VIFC)
APO 09707	NO, Oslo AM Embassy Personnel only	88-2 American Embassy Oslo (VIDK)
APO 09708	BE, Chievres Caserne Daumerie	43-4 EURO Theater CPPSO Germany (WKAS) (CH)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 09708	SZ, Geneva	112-3 US Mission Geneva (VKCA)
APO 09713	BE, Kleine Brogel	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09713	NL, The Netherlands	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09714	BE, Brussels	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09715	NL, Rotterdam The Hague	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09716	DA, Copenhagen AmEmbassy USDAO	33-2 American Embassy Cophenhagen (VEDK)
APO 09717	NL, Vogel AB	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09720 -8020	AZ, Lajes Field	9-2 65th TRNS Lajes Field (YAFC)
APO 09721	RS, Moscow	100-2 USDAO Moscow (STDK)
APO 09722	DA, Baltap Sup Karup Karup	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09722	NL, The Netherlands Netherlands	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09723	FI, Helsinki AmEmbassy USDAO	41-2 USDAO Helsinki (VNDK)
APO 09724	BE, Brussels	43-4 EURO Theater CPPSO Germany (WKAS) (CH)
APO 09726	PO, Libson ODC and AmEmbassy	96-2 ODC Lisbon (ULAK)
APO 09726	PO, Lisbon	96-3 CINCUSNAVEUR Lisbon (ULNC)
FPO 09728 -0321	IC, Keflavik	54-2 NAS Keflavik (YSNL)
FPO 09728 -0340	IC, American Embassy Reykjavik	54-2 NAS Keflavik (YSNL)
APO 09777	FR, Paris AmEmbassy and USDAO	42-3 American Embassy Paris (VGDK)
APO 09791 -9075	FR, Istres	42-2 4600 ABS Istres (VGFK)
APO 09821 -5270	TU, Izmir	118-2 3 ABS Izmir (URFC)
APO 09822	TU, Ankara	118-3 4 ABS Ankara (UQFK)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 09824 -0128	TU, Incirlik	118-4 39th TRNS Incirlik (UQAZ)
APO 09826	TU, Eskisekir	118-3 4 ABS Ankara (UQFK)
APO 09826	TU, Ankara	118-3 4 ABS Ankara (UQFK)
APO 09827	TU, Kargabarum	118-5 39th WOL Istanbul (USAZ)
FPO 09836	CY, Nicosia USDAO	31-2 USDAO Nicosia (UWDK)
APO 09838	TU, Istanbul	118-5 39 WOL Istanbul (USAZ)
APO 09841	GR, Athens USDAO	45-2 USDAO Athens (UADK)
APO 09841	GR, 953rd US Trans, ATH	45-3 NSA Souda Bay (UANA)
APO 09842	GR, USAFE Postal Sq, ATH	45-3 NSA Souda Bay (UANA)
APO 09842	GR, CMD Post Thessaloniki	45-3 NSA Souda Bay (UANA)
APO 09842 -8260	CY, Det 3, Cyprus Proj Olive Harvest	31-3 Project Olive Harvest (UWFL)
APO 09843	GR, Araxos	45-3 NSA Souda Bay (UANA)
APO 09844	GR, JSRC South CNT Larissa	45-3 NSA Souda Bay (UANA)
APO 09865 -0053	GR, Souda Bay Crete	45-3 NSA Souda Bay (UANA)
ZIP 20521 -4510	LH, Vilnius	71-2 USDAO Vilnius (VRDK)
ZIP 20521 -5070	YO, Belgrade	126-2 American Embassy Belgrade (UKDK)
ZIP 20521 -5110	SZ, Bern	112-2 USDAO Bern (VLDK)
ZIP 20521 -5260	RO, Bucharest	99-2 USDAO Bucharest (VPDK)
ZIP 20521 -5280	DA, Copenhagen	33-2 American Embassy Copenhagen (VEDK)
ZIP 20521 -5270	HU, Budapest	53-2 USDAO Budapest (VODK)
ZIP 20521 -5460	NO, Oslo AmEmbassy and USDAO	88-2 American Embassy Oslo (VIDK)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
ZIP 20521 -5290	EI, Dublin	57-2 American Embassy Dublin (YTDK)
ZIP 20521 -5630	EZ, Prauge	32-2 USDAO Prauge (VMDK)
ZIP 20521 -5740	BU, Sofia	18-2 USDAO Sofia (UJDK)
ZIP 20521 -5750	SW, Stockholm	111-2 USDAO Stockholm (VKAK)
ZIP 20521 -9900	AU, Vienna	8-2 USDAO Vienna (VHDK)

APPENDIX I, VOL II
NUMERIC LISTING OF APOs/FPOs
AND RESPONSIBLE SHIPPING ACTIVITIES
REVIEW DATE: 24 OCT 02

Part IV, AFRICA AND MIDDLE EAST
Country Codes are from FIPS 10-3.

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 09718 -5000	MO, Rabat	79-2 US Liaison Office Rabat (TEDK)
APO 09802	SA, Taif	103-4 USMTM Riyadh (SWAP)
APO 09803	SA, Riyadh	103-4 USMTM/OPM-SANG Riydah (SWAP) (CH)
APO 09803 -1307	SA, Riyadh AmEmbassy	103-3 American Embassy Riyadh (SFDL)
APO 09809	SA, Khamis Mushayt	103-4 USMTM Riyadh (SWAP)
APO 09810	SA, Tabuk	103-4 USMTM Riyadh (SWAP)
APO 09811	SA, Jeddah	103-2 USMTM Rihadh (SWAP) (CH)
APO 09828	CG, Kinshasa USDAO	27-2 USDAO Kinshasa (TVDK)
APO 09828 -0006	CG, Kinshasa US Military Mission	27-2 USDAO Kinshasa (TVDK)
APO 09830 -0001	IS, Tel Aviv AmEmbassy	58-2 American Embassy Tel Aviv (SHDK)
APO 09830	IS, Multi-National Force and Observers	58-3 MFO Tel Aviv (SHDL)
APO 09830 -0008	IS, USMOG/UN Truce Supervisory Organ.	58-3 MFO Tel Aviv (SHDL)
APO 09831	KE, Nairobi AmEmbassy	64-2 American Embassy Nairobi (TMDK)
APO 09832	IS, Multi National Forces And Observers	58-3 MFO Tel Aviv (SHDL)
APO 09832	IS, Jerusalem AM Consulate	58-2 American Embassy Tel Aviv (SHDK)
APO 09834 -2800	BA, Bahrain Island	11-2 ADMINSUPU Bahrain Island (SGNK)
FPO 09835 -0007	EG, Cairo	37-3 NAV MED RESERACH UNIT Cairo (TNNB)
FPO 09836 -0002	LE, Beirut	69-2 USDAO Beirut (SRDK)
FPO 09839 -4900	EG, Cairo USDAO	37-2 USDAO Cairo (TNDK)

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
APO 09852	SA, Riyadh	103-4 USMTM Riyadh "ARCENT" (SWAP) (CH)
APO 09858	SA, Dhahran	103-4 USMTM Riyadh (SWAP)
APO 09858	SA, Jubail	103-4 USMTM Riyadh (SWAP) (CH)
APO 09889	KU, Kuwait	66-2 ARTAS-K Kuwait (SLAL)
APO 09890 -3000	MU, Muscat	89-2 American Embassy Muscat (SXDK)
APO 09892 -0207	JO, Amman	63-2 American Embassy Amman (SQDK)
APO 09898	QA, ARCENT-Qatar, Doha	98-2 ARCENT-Qatar Doha (OFDK)
ZIP 20521 -2010	IV, Abidjan	28-2 USDAO Abidjan (THDK)
ZIP 20521 -2020	GH, Accra	44-2 USDAO Accra (TPDK)
ZIP 20521 -2030	ET, Addis Ababa	40-2 American Embassy Addis Ababa (TADK)
ZIP 20521 -2050	ML, Bamako	75-2 American Embassy Bamako (TDDK)
ZIP 20521 -2130	SG, Dakar	104-2 USDAO Dakar (TSDK)
ZIP 20521 -2140	TZ, Dar Es Salaam	115-2 American Embassy Dar Es Salaam (TZDK)
ZIP 20521 -2180	ZM, Harare	128-2 American Embassy Harare (IGDK)
ZIP 20521 -2190	UG, Kampala	119-2 American Embassy Kampala (UGDK)
ZIP 20521 -2200	SU, Khartoum	109-2 American Embassy Republic of Sudan (TWDK)
ZIP 20521 -2210	RW, Kigali	101-2 American Embassy Kigali (TRDZ)
ZIP 20521 -2280	MI, Lilongwe	73-2 USDAO Lilongwe (TKDK)
ZIP 20521 -2310	ZA, Lusaka	127-2 American Embassy Lusaka (TXDK)
ZIP 20521 -2330	MZ, Maputo	78-2 USDAO Maputo (MZDT)
ZIP 20521	NG, Niamey	86-2 American Embassy

APO/FPO/ZIP	LOCATION NAME (COUNTRY AND CITY)	SERVICING PPSO (REC #, NAME, GBLOC)
ZIP 20521 -2410	CD, N' Djamena	23-2 American Embassy (TODK)
ZIP 20521 -2480	SF, Cape Town	106-3 American Consulate Cape Town (TRDK)
ZIP 20521 -2520	CM, Yaounde	21-2 American Embassy Yaounde (IDDK)
ZIP 20521 -2540	WA, Windhoek	81-2 American Embassy Namibia (NADK)
ZIP 20521 -5800	MT, Valletta	76-2 American Embassy Valletta (UIDK)
ZIP 20521 -6010	TC, Abu Dhabi	120-2 American Embassy Abu Dhabi UAE (TBDK)
ZIP 20521 -6030	AG, Algiers	2-2 USDAO Algiers (TFDK)
ZIP 20521 -6110	SY, Damascus	113-2 USDAO Damascus (SMDK)
ZIP 20521 -6200	KU, Kuwait	66-3 American Embassy Kuwait City (SLDK)
ZIP 20521 -6330	YM, Sanaa	125-2 American Embassy Sanaa (SNDK)
ZIP 20521 -6360	TS, Tunis	117-2 USDAO Tunis (TUDK)
ZIP 20521 -8100	PK, Islamabad	90-2 USDAO Islamabad (SEDK)
ZIP 20521 -8300	NI, Lagos	87-2 American Embassy Lagos (TJDK)
ZIP 20521 -8800	LI, Monrovia USDAO	70-2 USDAO Monrovia (TCDK)
ZIP 20521 -8900	KE, Nairobi	64-2 American Embassy Nairobi (TMDK)
ZIP 20521 -9300	SF, Pretoria	106-2 USDAO Pretoria (TQDK)

PPCIG, VOL II, APPENDIX II
OVERSEAS PPSOs AND DODAAC LIST
REVIEW DATE: 19 SEP 00

PART I, DODAAC LIST BY CHAPTER, COUNTRY, PPSO

RECORD NO., COUNTRY, PPSO ACTIVITY	DODAAC	GBLOC
1-2 Alaska, Ft Greely	WC1JUR	MAAT
1-3 Alaska, JPPSO-ANC, Elmendorf AFB	FY1266	MBFL
1-4 Alaska, Kodiak, US COGARD INSUPRTCOM	Z46000	MAPS
1-5 Alaska, Eielson AFB, 354 TRNS	FB5004	MAFL
1-6 Alaska, Ft Wainwright	WC1JH5	MBAT
1-7 Alaska, Ketchikan-Juneau, US COGARD INSUPRTCOM	Z71117	MAPK
2-2 Algeria, Algiers, USDAO	HHAA2A	TFDK
3-2 American Samoa (PPSO: JPPSO-HI)	N00604	MLNQ
4-2 Antigua West Indies (PPSO: Patrick AFB, FL)	FB2520	CMFL
5-2 Argentina, Buenos Aires, American Embassy	HHAA3A	ZADK
5-3 Argentina, Buenos Aires, USMILGP	WG5LK5	ZAAK
6-2 Ascension Island (PPSO: Patrick AFB, FL)	FB2520	CMFL
7-2 Australia, Woomera, 5 SWS **(deactivated)**	FB2512	RAAY
7-3 Australia, Alice Springs, ESC/DI FIELD OFFICE M	FX2398	RAFC
7-4 Australia, Canberra, 337 ASF	FY7650	RAFK
8-2 Austria, Vienna, USDAO	HHAA5A	VHDK
9-2 Azores, Lajes Field, 65 TRNS	FB4486	YAFC
10-2 Bahamas, Nassau, American Embassy		OADK
10-3 Bahamas, Andros Town, Andros Island	N63821	OANV
11-2 Bahrain Island, Manama, Admin Support Unit	N63005	SGNK
12-2 Bangladesh, Dhaka, American Embassy	HHAB1B	SAAC
13-2 Barbados, Bridgetown, American Embassy	HHAB2B	OVDK
14-2 Belgium, CPPSO-Belgium, Chievres	WK3FQN	VBAK
15-2 Belize, Belize City, American Embassy	HHAB4B	OZDK
16-2 Bolivia, La Paz, USDAO	HHAB5B	ZBDK
16-3 Bolivia, La Paz, USMILGP	WG2LK0	ZBAK
17-2 Brazil, Rio de Janeiro, USMLO	WG1LKX	ZDDK
17-3 Brazil, Brasilia, USMLO	W81JB9	ZCDK

RECORD NO., COUNTRY, PPSO ACTIVITY	DODAAC	GBLOC
18-2 Bulgaria, Sofia, USDAO	HHAB7B	UJDK
19-2 Burma, Rangoon, USDAO	HHAB8B	SIDK
20-2 Cambodia, Phnom Penh, American Embassy	HHACBC	RHDO
21-2 Cameroon, Yaounde, American Embassy	HHAC1C	IDDK
22-2 Canada, North Bay, ON, 722 Support SQDN CFB	FY5850	NJFC
22-3 Canada, Ottawa, American Embassy	HHAC2C	NJDK
23-2 Chad, N'Djamena, American Embassy	HHAC3C	TODK
24-2 Chile, Santiago, USMILGP	WH5LLA	ZEAK
25-2 China, Beijing, American Embassy	HHAC5C	QBDK
26-2 Colombia, Bogota, USDAO	HHAC7C	ZFDK
26-3 Colombia, Bogota, USMILGP	WF7LKT	ZFAK
27-2 Congo, Demo Rep of, Kinshasa, USDAO	HHAZ1Z	TVDK
28-2 Cote D'Ivoire, Abidjan, USDAO **(was Ivory Coast)**	HHAQ7Q	THDK
29-2 Costa Rica, San Jose, USMILGP	WF6LH8	OJAK
CRETE (See Greece)		
30-3 Cuba, Guantanamo Bay, NAVSTA	N60514	OKNQ
31-2 Cyprus, Nicosia, American Embassy	HHAC9C	UWDK
31-3 Cyprus, Project Olive Harvest, DET 1	FX4524	UWFL
32-2 Czech Republic, Prague, USDAO	HHACZC	VMDK
33-2 Denmark, Copenhagen, American Embassy	HHAD1D	VEDK
34-2 Diego Garcia, NAVSUPFAC	N68539	RPNY
35-2 Dominican Republic, Santo Domingo, MAAG	N68143	OLAK
36-2 Ecuador, Quito, USDAO	HHAE1E	ZGDK
36-3 Ecuador, Quito, USMILGP	WH2QNM	ZGAK
37-2 Egypt, Cairo, American Embassy	HHAE2E	TNDK
37-3 Egypt, Cairo, Naval Medical Research Unit-3	N61751	TNNB
38-2 El Salvador, San Salvador, USDAO	HHAE3E	OMDK
38-3 El Salvador, San Salvador, USMILGP	WF5LHY	OMAK

RECORD NO., COUNTRY, PPSO ACTIVITY	DODAAC	GBLOC
39-2 UK England, 424 ABS RAF Fairford	FB5505	YGFC
39-3 UK England, 100 TRNS RAF Mildenhall	FB5518	YCFC
39-4 UK England, 4 TRNS RAF Menwith Hill	H91253	YCAC
39-5 UK England, 423ABS RAF Alconbury	H91253	YBFL
39-6 UK England, London, NAVACT	N62585	YBNQ
39-7 UK England, 422ABS RAF Croughton	FY5499	YMFC
39-8 UK England, Maritime Facility RAF St Mawgan	N48389	YBNM
39-9 UK England, RAF Mildenhall 3AF CBA	FY9106	YBCA
40-2 Ethiopia, Addis Ababa, American Embassy	HHAE4E	TADK
41-2 Finland, Helsinki, American Embassy	HHAF1F	VNDK
42-2 France, Istres, 4600 ABS	FB5844	VGFK
42-3 France, Paris, USDAO	HHAF2F	VGDK
43-2 Germany, Bonn, American Embassy	HHAG1G	WADK
43-3 Germany, Kaiserslautern, CPPSO	FY1372	WKFS
43-4 Germany, Grafenwoehr, EURO CPPSO Germany	WK4F57	WKAS
43-5 Germany, Spangdahlem AB, 52 TRNS	FB5621	WFFL
43-6 Germany, Geilenkirchen NATO-AB	FT9553	WDAT
44-2 Ghana, Accra, USDAO	HHAG2G	TPDK
45-2 Greece, Athens, American Embassy	HHAG3G	UADK
45-3 Greece, Crete, Souda Bay, NAVSUPPACT	N66691	UANA
46-2 Greenland, Thule AB	FP2507	YRFL
47-2 Guam, Andersen AFB	FB5240	PBFL
47-3 Guam, Naval Forces Marianas	N61755	PBNQ
48-2 Guatemala, Guatemala City, USMILGP	WF5LHZ	ONAK
49-2 Haiti, Port Au Prince, USDAO	HHAH1H	OWDK
50-2 Hawaii, JPPSO-Hawaii, Pearl Harbor	N00604	MLNQ
51-2 Honduras, Tegucigalpa, American Embassy	HHAH2H	OODK
51-3 Honduras, Tegucigalpa, USMILGP	WF5QNN	OOAK
51-4 Honduras, Palmerola AB	W8019M	OOFK
52-2 Hong Kong, American Consulate General	HHAH3H	SJDK
53-2 Hungary, Budapest, USDAO	HHAH4H	VODK
54-2 Iceland, Keflavik, NAS	N63032	YSNL
55-2 India, New Delhi, American Embassy	HHAQ1Q	SBDK
56-2 Indonesia, Jakarta, American Embassy	HHAQ2Q	RCDK
63-2 Iraq, Baghdad, USDAO **(deactivated)**		IQDK
57-2 Ireland, Dublin, American Embassy	HHAQ4Q	YTDK

RECORD NO., COUNTRY, PPSO ACTIVITY	DODAAC	GBLOC
58-2 Israel, Tel Aviv, American Embassy	HHAQ5Q	SHDK
58-3 Israel, Tel Aviv, MFO	W8033W	SHDL
59-2 Italy, Leghorn, 219 Spt BN	W90YHJ	UDAK
59-3 Italy, Vicenza, 22 ASG	W90YGP	UEAS
59-4 Italy, Aviano AB, 31 FW	FB5682	UCFS
59-5 Italy, Naples, NAVSUPPACT	N62588	UCNQ
59-6 Italy, La Maddalena, NAVSUPACT	N32960	UCNC
59-7 Italy, Rome Area ITO	W90YRM	UEAK
59-8 Italy, Sigonella, NAS	N62995	UMNL
IVORY COAST (See Cote D'Ivoire)		
60-2 Jamaica, Kingston, USDAO	HHAJ1J	OXDK
61-2 Japan, Kadena AB, 18 TRNS (Okinawa)	FB5270	QIFL
61-3 Japan, Yokota AB, 374 TRNS SQDN	FB5209	QFFL
61-4 Japan, 10th Area Sup GP	W902A4	QKAS
61-5 Japan, Camp Zama, ASG	WT5SZP	QFAC
61-6 Japan, Misawa AB, 35 TRNS	FB5205	QEFL
61-7 Japan, Yokosuka-Yokohama, FISC	N62649	QENQ
61-8 Japan, Iwakuni, MCAS	M62613	QEML
61-9 Japan, Sasebo, FISC	N68246	QENF
61-10 Japan, Atsugi, NAF	N62507	QENL
61-11 Japan, Camp S. D. Butler (Okinawa)	M20200	QIMS
62-2 Johnson Island, Johnston Atoll	HD1123	PCFL
63-2 Jordan, Amman, Mil Asst Prg	HHAJ3J	SQDK
64-2 Kenya, Nairobi, American Embassy	HHAK1K	TMDK
65-2 Korea, Kunsan AB, 8 TRNS SQDN	FB5284	QMFL
65-3 Korea, Seoul, 34 SPT GP	W81LYE	QXAK
65-4 Korea, Osan AB, 51 TRNS SQDN	FB5294	QNFL
66-2 Kuwait, ARTAS-K (Camp Doha)	W81PJJ	SLAL
66-3 Kuwait, American Embassy	HHAK3K	SLDK
67-2 Kwajalein, Kwajalein Atoll, US Army	W811AC	PAFE
68-2 Laos, Vientiane, American Embassy	HHAL4L	RBDK
69-2 Lebanon, Beirut, American Embassy	HHAL1L	SRDK
70-2 Liberia, Monrovia, American Embassy	HHAL2L	TCDK
71-2 Lithuania, Vilnius USDAO	HHAL3L	VRDK
72-2 Luxembourg, American Embassy	MP0994	VQDK
73-2 Malawi, Lilongwe, USSAO	HHAM3M	TKDK
74-2 Malaysia, Kuala Lumpur, USDAO	HHAM2M	RDDK
75-2 Mali, Bamako, American Embassy		TDDK

RECORD NO., COUNTRY, PPSO ACTIVITY	DODAAC	GBLOC
76-2 Malta, Valletta, USDAO	HHAV4V	UIDK
77-2 Mexico, Mexico City, American Embassy	HHAM4M	OYDK
78-2 Mozambique, Maputo, USDAO	HHAM6M	MZDT
79-2 Morocco, Rabat, Office of Defense Cooperation	HHAM5M	TEDK
80 MYANMAR, (See Burma)		
81-2 Namibia, Windhoek, American Embassy	HHAN7N	NADK
82-2 Nepal, Kathmandu, USDAO	HHAN1N	SKDK
83-2 Netherlands, Schinnen, 254 BSG	W81D5W	VHAC
84-2 New Zealand, Christchurch, Air NG DET 13	FB6543	REFL
85-2 Nicaragua, Managua, American Embassy	HHAN4N	OPDK
85-3 Nicaragua, Managua, USMLO	W90W1H	OPAK
86-2 Niger, Niamey, American Embassy	DNKA00	TIDK
87-2 Nigeria, Lagos, American Embassy	HHAN5N	TJDK
88-2 Norway, Oslo, American Embassy	HHAN6N	VIDK
88-3 Norway, Stavanger City, 426 ABS	FY8243	VIFC
89-2 Oman, Muscat, American Embassy	HHAQ9Q	SXDK
90-2 Pakistan, Islamabad, USDAO	HHAP1P	SEDK
91-2 Panama, Fort Clayton, US Army Garrison	WF6LJE	ODAS
92-2 Paraguay, Asuncion, USDAO	HHAP3P	ZHDK
92-3 Paraguay, Asuncion, USMILGP	WG3LK3	ZHAK
93-2 Peru, Lima, USDAO	HHAP4P	ZIDK
93-3 Peru, Lima, MAAG	WH3LK8	ZIAK
94-2 Philippines, Manila, American Embassy	FY4184	RFDN
95-2 Poland, Warsaw, USDAO	HHAP6P	VDDK
96-2 Portugal, Lisbon, Office of Def Corporation	WK8GGL	ULAK
96-3 Portugal, Lisbon, CINCUSNAVEUR Detachment	N68088	ULNC
97-2 Puerto Rico, Roosevelt Roads, Naval Station	N00389	OSNC
98-2 ARCENT-Qatar, Doha	W90CT2	OFDK
99-2 Romania, Bucharest, USDAO	HHAR1R	VPDK
100-2 Russia, Moscow, USDAO **(was Soviet Union)**	HHAU2U	STDK
101-2 Rwanda, Kigali, American Embassy	HHAR2R	TRDZ
102-2 Samoa **(was Western Samoa)**	N00604	MLNQ

RECORD NO., COUNTRY, PPSO ACTIVITY	DODAAC	GBLOC
103-2 Saudi Arabia, Jidda, American Consulate	HHAS1S	SFDK
103-3 Saudi Arabia, Riyadh, American Embassy	HHAS1S	SFDL
103-4 Saudi Arabia, Riyadh, USMTM	W90C9A	SWAP
103-5 Saudi Arabia, Prince Sultan AB	FB4833	SWFL
104-2 Senegal, Dakar, USDAO	HHAS2S	TSDK
SICILY (See Italy)		
105-2 Singapore, NAVREGCONTCEN	N68047	RINL
105-3 Singapore, American Embassy	HHAS3S	RIDK
106-2 South Africa, Pretoria, USDAO	HHAS5S	TQDK
106-3 South Africa, Cape Town, American Consulate	FB8535	TRDK
SOVIET UNION (See Russia)		
107-2 Spain, Rota, NAVSTA	N62863	UNNL
108-2 Sri Lanka, Colombo, USDAO	HHAS7S	SPDK
109-2 Sudan, Khartoum, USDAO	HHAS8S	TWDK
110-2 Suriname, Paramaribo, USDAO	HHAS9S	ZMCA
111-2 Sweden, Stockholm, USDAO	HHAW1S	VKAK
112-2 Switzerland, Bern, USDAO	HHAW2S	VLDK
112-3 Switzerland, Geneva, US Mission		VKCA
113-2 Syria, Damascus, USDAO	HHAW3S	SMDK
114-2 Taiwan, Taipei	HHAT1T	QADK
115-2 Tanzania, Dar Es Salaam, American Embassy		TZDK
116-2 Thailand, Bangkok, American Embassy	HHAT2T	RHDK
117-2 Tunisia, Tunis, American Embassy	HHAT3T	TUDK
118-2 Turkey, Izmir, 3 ABS	FB5531	URFC
118-3 Turkey, Ankara, 4 ABS	FB5694	UQFK
118-4 Turkey, Adana, 39 TRNS Incirlik AB	FB5685	UQAZ
118-5 Turkey, Istanbul, 39 WOL	FY7420	USAZ
119-2 Uganda, Kampala, American Embassy	HHAU8U	UGDK
119-2a Ukraine, Kiev, American Embassy	H91288	VTDK
120-2 United Arab Emirates, Abu Dhabi, Am Embassy	HHAU4U	TBDK
121-2 Uruguay, Montevideo, USDAO	HHAU3U	ZJDK
121-3 Uruguay, Montevideo, USMILGP	WG4LK4	ZJAK
122-2 Venezuela, Caracas, USDAO	HHAV1V	ZKDK
122-3 Venezuela, Caracas, USMILGP	WF8LKW	ZKAK
123-2 Vietnam, Hanoi, American Embassy	HHAV3V	RDDZ

RECORD NO., COUNTRY, PPSO ACTIVITY	DODAAC	GBLOC
124-2 Virgin Islands, St. John	N00389	OSNC
124-3 Virgin Islands, St. Croix & St. Thomas	N00389	OSNC
WESTERN SAMOA (See Samoa)		
125-2 Yemen, Arab Republic, Sanaa, USDAO	HHAY1Y	SNDK
126-2 Yugoslavia, Belgrade, American Embassy	HHAY2Y	UKDK
ZAIRE (See Congo, Democratic Republic)		
127-2 Zambia, Lusaka, American Embassy		TXDK
128-2 Zimbabwe, Harare, American Embassy	HHAZ2Z	IGDK

PPCIG, VOL II, APPENDIX II
OVERSEAS PPSOs AND DODAAC LIST
REVIEW DATE: 28 JAN 99

PART II, DODAAC ACCESSABILITY AND SERVICE POC

A. **WEB DODAAC ACCESS**

Address: www.daas.dla.mil/
Select: Systems & Services, followed by: DAASING, then select option from left of page, enter desired data, press enter key

or www.daas.dla.mil/webdodaac/dodaac.htm

or telnet IP addresses: 192.67.251.15 or 192.67.251.16 or 192.67.251.18
Respond to user name with "daasinq" without the quotes

Each unit is required to keep their DODAAC current through Service MAJCOM. Do not use any DODAAC not in the automated DODAAC file. They are either obsolete or not yet registered. Recommend anyone in need of DODAAC information frequently to access the DAAS DODAAC data base which is updated daily either via telnet or web. Encourage this file use.

B. **SERVICE REPRESENTATIVES:**

AIR FORCE: Paula Moore (Email: pmoore@wpgate1.wpafb.af.mil)
AF web: www.afmc.wpafb.af.mil/HQ-AFMC/LG/LOS/lot
Phone: DSN 787-4814 or 937-257-4814 fax ext: 7680

ARMY:
Mary Daum DSN 897-2496 (EMAIL: mdaum@logsa.army.mil)
Marty McKendrick DSN 897-2500 (EMAIL: mmckendrick@logsa.army.mil)
Mark Hopple DSN 897-2498 (EMAIL: mhopple@logsa.army.mil)

MARINE CORP: SSGT T. Ford (Email: fordt@ala.usmc.mil)
Phone: DSN 567-5915/6575 or 912-439-5915/6575 fax ext: 6546/6581

NAVY: Richard Edsall/Dorothy Smartt (Email: uic/dodaac@cleveland.dfas.mil)
Phone: DSN 580-5908 or 216-522-5908 fax ext: 6361

DEFENSE LOGISTICS AGENCY: Janet Pelfrey (Email: jpelfrey@daas.dla.mil)
phone: DSN 986-3741 or 937-656-3741 fax ext: 3801

USDAOs are under DIA at DSN 428-2881 fax ext: 8575.
All American Embassies must have a DOD DODAAC for either the USDAO, MC Guard, or whichever DOD unit is supported by the Embassy.

PPCIG VOL II, APPENDIX III
GLOSSARY OF ABBREVIATIONS AND ACRONYMS
REVIEW DATE: 25 JAN 99

1. **Deparment of Defense:**

AAP	Army Ammunition Plant
ACA	Air Clearance Authority
ACC	accounting code
AD	Army Depot
AFB	Air Force Base
AFS	Air Force Station
AMC	Air Mobility Command
ANGB	Air National Guard Base
AOR	area of responsibility
APG	Aberdeen Proving Grounds
APO	armed forces post office
APOD	aerial port of debarkation
APOE	aerial port of embarkation
ARS	Arsenal
ATF	Alcohol, Tobacco, and Firearms (Bureau of)
ATTN	attention
AWA	Adminstrative weight allowance
AWB	Air Way Bill
BEQ	bachelor enlisted quarters
BOA	Basic Ordering Agreement
BOQ	bachelor officers quarter
CAB	Civil Aeronautics Board
CBA	Centralized Booking Agency
CBC	Construction Battalion Center
CBO	Consolidation Booking Office
CFAC	common financial and administrative control
CFB	Canadian Forces Base
CG	Commanding General
chg	change
CMD	Command
CML	chemical
CO	Commanding Officer
c/o	care of
COMM	commercial
CONEX	Container Express
CONS	consumable items
CONUS	Continental United States
CPPSO	consolidated personal property shipping office
CSS	Combat Service Support
CTUS	customs territory of the United States
CU	cube
CWT	hundredweight
DDD	desired delivery date
DLIFLC	Defense Language Institute Foreign Language Center
DISCON	Discrepancy in Shipment Confirmation
DISREP	Discrepancy in Shipment Report
DITY	do-it-yourself (moves)
DOD	Department of Defense
DODAAD	Department of Defense Activity Address Directory
DODAAC	Department of Defense Address Activity Code
DODDS	Department of Defense Dependent Schools
DPM	direct procurement method
DSN	Defense Switching Network
dtd	dated

DTS	Defense Transportation System
EPA	Environmental Protection Agency
ETA	estimated time of arrival
EXT	extension
FAR	Federal Acquisition Regulation
FAX	facsimile
FISC	Fleet Industrial Supply Center
FLT	flight
FMC	Federal Maritime Commission
FPO	fleet post office
Ft	Fort
FTW	Fighter Wing
FWS	Fighter Weapons School
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Office Code
G&MRT	Government and military rate of tender
GRT	Government rate tender
GSA	General Services Administration
GSO	General Services Officer
HHG	household goods
HQ US	Headquarters United States
IAW	in accordance with
ICC	Interstate Commerce Commission
I/D	increase/decrease
IRT	individual rate tender
ITGBL	international through Government bill of lading
ITO	installation transportation officer
IVR	Interactive Voice Response, telephone system
JAG	Judge Advocate General
JFTR	Joint Federal Travel Regulations
JPPSO	joint personal property shipping office
JPPSO-COS	Joint Personal Property Shipping Office-Colorado Springs
JPPSO-LEWIS	Joint Personal Property Shipping Office-Fort Lewis
JPPSO-MASS	Joint Personal Property Shipping Office-Massachusetts
JPPSO-NJ	Joint Personal Property Shipping Office-New Jersey
JPPSO-SAT	Joint Personal Property Shipping Office-San Antonio
JPPSO-WA	Joint Personal Property Shipping Office-Washington
LAX	Los Angeles International Airport
LOI	letter of intent
MAJCOM	major command
MARS	Military Affiliate Radio System
MAXPAX	maximum packing (rate)
MBT	military basic tender
MCAS	Marine Corpo Air Station
MCAGCC	Marine Corp Air Ground Combat Center
MCB	Marine Corp Base
MCLB	Marine Corp Logistics Base
MDC	movement designator code
M-F-EH	Monday through Friday, except holidays
M&GRT	military and Government rate tender
MICOM	Missile Command
MLC	Maintenance and Logistics Command
mms	millimeters
MOT	military ocean terminal
MOTO	mobile home one-time-only
MRT	military rate tender
MSC	Military Sealift Command
M/F	mark for (CH)
M/T	measurement ton

SDDC	Surface Deployment and Distribution Command
MTDSC	Surface Deployment and Distribution Command Deployment Support Command
MTOP-T	Surface Deployment and Distribution Command, Transportation Services
NAS	Naval Air Station
NAV	Naval or Navy
NAVICP	Naval Inventory Control Point
NCSC	Navy Supply Corps School or Naval Surface Warfare Center Coastal Systems Station, Panama City, FL
NCWT	net hundredweight
nd	second
New Orl	New Orleans
NMCB	Non-Mission Capable for Supply and Maintenance
NSC	National Security Council
NTC	Naval Training Center
NTS	non-temporary storage or Naval Training Station
NWC	Naval War College
NYAC	New York Area Command
OASD(T/P)	Office of the Assistant Secretary of Defense, Transportation Policy
OBL	Ocean Bill of Lading
OCCA	ocean cargo clearance authority
OS	overseas
OTO	one-time-only
PAX	passenger
PB	Professional books
PBO	property booking office
PBP&E	professional books, papers, and equipment
PCS	permanent change of station
PCF	Personel Confinement Facility
PE	professional equipment
PNW	Pacific Northwest
POD	port of debarkation
POE	port of embarkation
POF	privately-owned firearms
POV	privately-owned vehicles
PP	professional papers or personal property
PPCIG	Personal Property Consignment Instruction Guide
PPGBL	Personal Property Government Bill of Lading
PPTMR	Personal Property Traffic Management Regulation, DOD 4500.34R
PPPO	personal property processing office
PPSO	personal property shipping office
PPTO	Personal Property Transportation Officer
PPTY	personal property
PSI	pounds per square inch
RDD	required delivery date
RIA	Rock Island Arsenal
RSMO	regional storage management office
SCAC	standard carrier alpha code
SF	Standard Form
SFR	single factor rate
SIT	storage-in-transit
SJA	Staff Judge Advocate
SSCO	shipper service control office
SSN	social security number
TAC	transportation account code
TAD	Temporary Additional Duty
TCMD	Transportation Control and Movement Document
TCN	transportation control number

TDR	traffic distribution record
TDY	temporary duty
TEMDUINS	temporary duty under instructions
TGBL	through Government bill of lading
TMO	Traffic Management Officer
TO	Transportation Officer
TOPS	Transportation Operational Personal Property Standard System
TRNS	Transportation, as part of Air Force address
TRSNFLT	Transportation Fleet, as part of Air Force address
UB	unaccompanied baggage
UOQ	Unaccompanied Officer Quarters
UPT	Undergraduate Pilot Training
USA	United States Army
USAG	United States Army Garrison
USAGF	United States Army Garrison, Fitzsimons
USAIC	United States Army Intelligence Command
USCG	United States Coast Guard
USDAO	United States Defense Attache Office
USDB	United States Disciplinary Barracks
USEUCOM	U.S. European Command
USMLO	United States Military Liaison Office
VPC	Vehicle Processing Center
WHSE	warehouse
WPAFB	Wright-Patterson Air Force Base
WPOD	water port of debarkation
WPOE	water port of embarkation
WSMR	White Sands Missle Range
WTCA	Water Terminal Clearance Authority

2. **U.S. Postal System abbreviations from the National Zip Code Directory:**

a. **Directional:**

N	North
E	East
S	South
W	West
NE	Northeast
SE	Southeast
NW	Northwest
SW	Southwest

b. **U.S. States and Possessions, and Canadian Provinces:**

AA	Armed Forces the Americas
AB	Alberta, Canada
AE	Armed Forces Europe
AK	Alaska
AL	Alabama
AP	Armed Forces Pacific
AS	American Samoa
AR	Arkansas
AZ	Arizona
BC	British Columbia, Canada
CA	California
CO	Colorado

CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
FM	Federated States of Micronesia
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MB	Manitoba, Canada
MD	Maryland
ME	Maine
MH	Marshall Islands
MI	Michigan
MN	Minnesota
MO	Missouri
MP	Northern Mariana Islands
MS	Mississippi
MT	Montana
NB	New Brunswick, Canada
NC	North Carolina
ND	North Dakota
NE	Nebraska
NF	Newfoundland, Canada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NS	Nova Scotia, Canada
NT	Northwest Territory, Canada
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
ON	Ontario, Canada
OR	Oregon
PA	Pennsylvania
PE	Prince Edward, Canada
PQ	Quebec, Canada
PR	Puerto Rico
PW	Palau
RI	Rhode Island
SC	South Carolina
SD	South Dakota
SK	Saskatchewan, Canada
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington

WI	Wisconsin
WV	West Virginia
WY	Wyoming
YT	Yukon, Canada

c. **Streets:**

ALY	Alley
ANX	Annex
ARC	Arcade
AVE	Avenue
BYU	Bayou
BCH	Beach
BND	Bend
BLF	Bluff
BTM	Bottom
BLVD	Boulevard
BR	Branch
BRG	Bridge
BRK	Brook
BG	Burg
BYP	Bypass
CP	Camp
CYN	Canyon
CPE	Cape
CSWY	Causeway
CTR	Center
CIR	Circle
CLFS	Cliffs
CLB	Club
COR	Corner
CORS	Corners
CRSE	Course
CT	Court
CTS	Courts
CV	Cove
CRK	Creek
CRES	Crescent
XING	Crossing
DL	Dale
DM	Dam
DV	Divide
DR	Drive
EST	Estates
EXPY	Expressway
EXT	Extension
FALL	Fall
FLS	Falls
FRY	Ferry
FLD	Field
FLDS	Fields
FLT	Flats
FRD	Ford
FRST	Forest
FRG	Forge
FRK	Fork
FRKS	Forks
FT	Fort

FWY	Freeway
GDNS	Gardens
GTWY	Gateway
GLN	Glen
GRN	Green
GRV	Grove
HBR	Harbor
HVN	Haven
HTS	Heights
HWY	Highway
HL	Hill
HLS	Hills
HOLW	Hollow
INLT	Inlet
IS	Island
ISS	Islands
ISLE	Isle
JCT	Junction
KEY	Key
KNLS	Knolls
LK	Lake
LKS	Lakes
LDNG	Landing
LN	Lane
LGT	Light
LF	Loaf
LCKS	Locks
LDG	Lodge
LOOP	Loop
MALL	Mall
MNR	Manor
MDWS	Meadows
ML	Mill
MLS	Mills
MSN	Mission
MT	Mount
MTN	Mountain
NCK	Neck
ORCH	Orchard
OVAL	Oval
PARK	Park
PKWY	Parkway
PASS	Pass
PATH	Path
PIKE	Pike
PNES	Pines
PL	Place
PLN	Plain
PLNS	Plains
PLZ	Plaza
PT	Point
PRT	Port
PR	Prairie
RADL	Radial
RNCH	Ranch
RPDS	Rapids
RST	Rest
RDG	Ridge

RIV	River
RD	Road
ROW	Row
RUN	Run
SHL	Shoal
SHLS	Shoals
SHR	Shore
SHRS	Shores
SPG	Spring
SPGS	Springs
SPUR	Spur
SQ	Square
STA	Station
STRA	Stravenue
STRM	Stream
ST	Street
SMT	Summit
TER	Terrace
TRCE	Trace
TRAK	Track
TRFY	Trafficway
TRL	Trail
TRLR	Trailer
TUNL	Tunnel
TPKE	Turnpike
UN	Union
VLY	Valley
VIA	Viaduct
VW	View
VLG	Village
VL	Ville
VIS	Vista
WALK	Walk
WAY	Way
WLS	Wells

APPENDIX IV, VOL II
OUTLOADING PORTS FOR PRIVATELY OWNED VEHICLES
REVIEW DATE: 5 NOV 02

NOTE: The latest "Shipping Your POV Pamphlet" is available on the SDDC Website at www.mtmc.army.mil/property/gpov/finalpv.pdf.

PART I, CONUS VPC LOCATIONS (STATE ORDER)

CA

Los Angeles VPC Tel# 310-549-8277
Pasha Fax# 310-549-7438
23803 S Wilmington Ave 800# 800-887-3344
Carson, CA 90745
Hrs: 0800-1700 M-F except Federal holidays
DIRECTIONS:
From Los Angeles International Airport: Take the 405 Freeway South to Wilmington Ave exit. Go right (South) on Wilmington Ave. The VPC is on the corner of Wilmington Ave and Sepulvesa Blvd.
From Orange County: Go North on the 405 Freeway to Wilmington Ave exit. Go left (South) on Wilmington Ave. The VPC is on the corner of Wilmington Ave and Sepulveda Boulevard.

Oakland VPC Tel# 510-231-6831
Pasha Fax# 510-237-4046
1301 Canal Blvd 800# 800-704-2444
Richmond, CA 94804
Hrs: 0800-1700 M-F except Federal holidays
DIRECTIONS:
From San Francisco Airport: Take Highway 101 North out of airport. Follow Bay Bridge and cross Bay Bridge. Take Highway 80 North then take 580 West, which splits off of 80. Take the Canal off ramp, turn left at bottom and continue down to the guard shack in the middle of the road. Office is on the right.
Coming South: Take San Rafael-Richmond Bridge turn off (Cutting Blvd); at bottom of off ramp, turn right, stay on Cutting until you cross over an overpass. Take a left at second stop light, this is Canal. Come down Canal to guard shack in middle of road. Office is on right.
Coming North from Oakland Airport: Take 880 to 980 to 580 to 80. Than take 580 West to Canal off ramp. Turn left at bottom of ramp and continue down to guard shack in middle of road. Office is on right.

FL

Orlando VPC Tel# 407-648-3677
Unified Aircraft Services, Inc. Fax# 407-648-3650
2255 N Orange Blossom Trail 800# 800-758-5998
Orlando, FL 32804
Hrs: 0800-1700 M-F except Federal holidays
DIRECTIONS:
Facility is a warehouse type building.
From the West and South: Take I-4 East to Route 50 (Colonial Dr) exit. Turn left and go about one mile to Orange Blossom Trail. Turn right and go about 1-1/2 miles. Processing Center will be on the right side of the street. Sits at the corner of Orange Blossom Trail and Princeton.
From the North and East: Take I-4 West to Route 50 (Colonial Dr) exit. Turn right, go about 1-1/2 miles to Orange Blossom Trail. Turn right, go about one mile. Processing Center will be on the right side of street.

From Airport: Take 436 North to 50 West (Colonial Dr) to Orange Blossom Trail. Turn right on Orange Blossom Trail, about 1-1/2 miles on right side street.

FL for CUBA ONLY (TO/FROM Guantanamo Bay, Cuba) Contact origin PPSO/TMO/To for POV counseling. Vehicle and documentation must be delivered to the following contractor at the port of Jacksonville FL. (CH)

Coastal Maritime Tel# 904-751-8801 (CH)
8998 Blount Island Blvd Fax# 904-751-1828 (CH)
Blount Island FL 32226 Govt Rep: 904-751-8886 (CH)
Hrs: 0739-1600 M-F except Federal Holidays (Note: Closed daily between 1200-1300 hrs.) (CH)

REQUIRED DOCUMENTATION:
PCS orders to Cuba, vehicle registration, lien holder's permission to ship letter - if applicable, driver's license and a Stateside permanent mailing address. Member should receive POV entitlement counseling prior to leaving his/her duty station. Any additional shipment documentation will be prepared by the port representative at turn in. (CH)

DIRECTIONS:
From Jacksonville FL: take I-95 North, then exit East on 9-A, then exit onto Heckscher Drive, go East to Blount Island Terminal entrance, after passing the guard gate go straight to T-stop, go right on Blount Island Blvd, cross railroad tracks, turn right at next entrance which has "TransAtlantic" sign, park and go into warehouse. (CH)

GA

Atlanta VPC Tel# 404-363-4449
Unified Aircraft Services, Inc. Fax# 404-363-1858
2579 Campbell Blvd 800# 800-965-9155
Ellenwood, GA 30049
Hrs: 0800-1700 M-F except Federal holidays

DIRECTIONS:
From Highway 675: Take Exit 5 (Ellenwood Rd/Forest Parkway). Head west to State Route 42 and turn right. Go to the first light, which is Campbell Blvd, and turn right. It will be the first warehouse on the right.
From the Airport: Take 85 South to 285 East to exit 53 (Moreland Ave/Highway 23/State Route 42). Drive south approximately 4 miles, you will pass Fort Gillem on your right. The next light, will be Campbell Blvd, turn left. The warehouse will be the first entrance to the right.

IL/MO

St Louis VPC Tel# 618-931-2888
Unified Aircraft Services, Inc. Fax# 618-931-2892
4636 Crescent Dr 800# 800-275-3706
Pontoon Beach, IL 62040
Hrs: 0800-1700 M-F except Federal holidays

DIRECTIONS:
From East (I-55 or I-70) to I-270 West take exit 20B. Take I-270 West approximately 8 miles to Highway 111 (exit 6A). Take Highway 111 South to first stop light (Pontoon Rd). Make U-turn and come back one block to Crescent Dr, turn right. VPC is at the end of the block.
From East(I-64): Take I-64 West to I-255 North to I-270 West to Highway 111 South to first stop (Pontoon Rd). Make U-turn and come back on block to Crescent Dr. Turn right. VPC is at the end of the block.
From West (I-70) or the St. Louis International Airport: Take I-70 East to I-170 North to I-270 East to Highway 111 (exit 6A). Take Highway 111 South to first stop light (Pontoon Rd). Make U-turn and come back one block to Crescent Dr, turn right. VPC is at the end of the block.
From West (I-44): Take I-44 to I-55 East. Continue east across Mississippi River on I-55/70 to Highway 111 (exit 6). Take Highway 111 North approximately 8 miles to Crescent Dr (one block north of Pontoon Rd on right).

LA

New Orleans VPC	Tel#	504-246-2102/0770
Unified Aircraft Services, Inc.	Fax#	504-246-2111
5481 Crowder Blvd	800#	800-721-9632
New Orleans, LA 70127		

Hrs: 0800-1700 M-F except Federal holidays

DIRECTIONS:

From the West: Take I-10 East to exit 242 (Crowder Blvd), turn right, go through two traffic lights (about one mile), the VPC will be on your left.

From the East: Take I-10 West to exit 242 (Crowder Blvd), turn left, go through three traffic lights about one mile and VPC will be on your left.

From the Airport: Take I-10 East to I-610, take exit 242 (Crowder Blvd), turn right, go through two traffic lights, and the VPC will be on the left hand side of the street.

MD

Baltimore VPC	Tel#	410-631-5751
Pasha	Fax#	410-631-5756
2501 Broening Highway	800#	800-631-5751
Baltimore, MD 21224		

Hrs: 0800-1700 M-F except Federal holidays

DIRECTIONS:

From the North from Pennsylvania (other than Philadelphia area): Take I-83 South to I-695 (Baltimore Beltway) follow road signs for Towson, MD. Take I-695 (Baltimore Beltway) to I-95 South to exit 56 (Keith Ave), turn right at the traffic light onto Keith Ave for a quarter mile this empties onto Broening Hwy, go to second traffic light turn left, and follow sea wall to security guard station.

From New York/Delaware/Philadelphia area/Aberdeen: Take I-95 South to Baltimore. Take exit 56 (Keith Ave), turn left at the traffic light onto Keith Ave for a quarter mile this empties onto Broening Hwy, go to second traffic light turn left, and follow sea wall to security guard station.

From the West: Approaching Baltimore on I-70, to I-695 South (Baltimore Beltway) to I-695 East (Glen Burnie). Follow signs to Key Bridge/Dundalk, cross the Key Bridge and take exit 44 (Dundalk Ave/Broening Hwy) the first exit after the toll both ($1 toll), make a left at the stop sign to the 4th traffic light, make a left and follow the sea wall to the security guard station.

From the South: From I-295 North (Baltimore-Washington Parkway), take I-695 Glen Burnie exit and follow I-695 to Key Bridge/Dundalk. After crossing the Key Bridge, follow the same directions as those from the west.

From the South: From I-95 North after passing through the Fort McHenry Tunnel, take the first exit after the toll booth (exit 56, Keith Ave). Then, follow the same directions as those from the North. (Fort McHenry Tunnel, Key Bridge, JFK Memorial Hwy, J. Hatam Bridge, and Harbor Tunnel have tolls.)

NY/NJ

Metro NY/NJ VPC	Tel#	973-485-8164
American Auto Logistics	Fax#	973-485-6925
301 Supor Blvd	800#	877-269-3702
Harrison, NJ 07029		

Hrs: 0800-1700 M-F except Federal holidays

DIRECTIONS:

From all Airports: Take the New Jersey Turnpike North to exit 15W. After paying the toll, take the first exit on the right, Kearny, Route 508 West. In Harrison, Route 508 will become Harrison Ave. At the 2nd traffic light, turn left onto Supor Blvd. Go four(4) blocks to Wilhelm St. Turn right on Wilhelm St. The entrance to the VPC will be on the right hand side at the far end of the block.

SC

Charleston VPC
Unified Aircraft Services, Inc.
1599 Oceanic St
Charleston, SC 29405

Tel# 843-805-6667
Fax# 843-805-6671
800# 800-747-9223

Hrs: 0800-1700 M-F except Federal holidays

DIRECTIONS:

Take I-26 East to exit 219A (Rutledge), turn left at the light on to Heriot. Go about 2/10 of one mile to King St and turn left. Go about 5/10 of one mile to Oceanic Blvd and turn left. The POV center will be approximately 3/10 of a mile down.

From Airport: Follow the same directions.

TX

Dallas VPC
Unified Aircraft Services, Inc.
617 E Main St
Lewisville, TX 75067

Tel# 972-436-8864
Fax# 972-436-9043
866# 866-438-2046 (CH)

Hrs: 0800-1700 M-F except Federal holidays

DIRECTIONS:

From the Airport: Proceed North on Texas Highway 121, approximately 15 miles to Main St. Turn left. Proceed 1/2 mile on the right hand side of the street. Turn right just prior to the railroad track.

From Dallas: Take I-35E North to exit 450. Proceed North on Texas Highway 121, approximately two miles to Main St (FM 1171). Turn left. Proceed 1/2 mile on the right hand side of the street. Turn right just prior to the railroad tracks.

Take I-35E South to exit 452 (FM 1171). Turn left onto Main St. Pass three stop lights and turn left after crossing railroad tracks.

Local Transportation: Shuttle service is available between the Dallas-Fort Worth International Airport and the VPC Dallas. Government transportation is not available. Mass transportation to and from the VPC is not available.

VA

Norfolk VPC
Pasha
3015 Airline Blvd
Portsmouth, VA 23701

Tel# 757-465-4127
Fax# 757-465-3970
800# 800-810-7480

Hrs: 0800-1700 M-F except Federal holidays

DIRECTIONS:

From the Airport: Airport exit onto Azalea Garden Rd. Take Azalea Garden Rd to I-64 East, I-64 East to I-264 Norfolk-Portsmouth. Take I-264 through downtown tunnel, take the first Greenwood Dr exit, 4th exit past tunnel. Greenwood Dr to Airline Blvd. Take 2nd light make right on Airline Blvd. VPC approximately one mile on right.

WA

Seattle VPC
Unified Aircraft Services, Inc.
2302 Ross Way
Tacoma, WA 98402

Tel# 253-272-1712
Fax# 253-272-2375
800# 800-597-1833

Hrs: 0800-1700 M-F except Federal holidays

DIRECTIONS:

From the South: Take I-5 North to exit 136B (Port of Tacoma Rd). Head west for two miles to Ross Way and turn left. Processing Center will be on left side of street.

From the North: Take I-5 South to exit 136 (Port of Tacoma Rd). Turn right, go about two miles to Ross Way and turn left. Processing Center will be on the left side of street.

From East: Take I-90 West to I-5 South, take exit 136B (Port of Tacoma Rd). Head west for two miles to Ross Way and turn left. Processing Center will be on left side of street.

From Airport: Follow the same directions as from the North.

APPENDIX IV, VOL II
OUTLOADING PORTS FOR PRIVATELY OWNED VEHICLES
REVIEW DATE: 20 JAN 99

PART II, OVERSEAS ATLANTIC VPC LOCATIONS(COUNTRY/STATE ORDER)

AZORES
952d Trans Co Tel# 351-955-2101
Azores Tml DSN 246-1110
ATTN: MTEUR-AZ (Andrews AFB) Ask for Lajes
APO AE 09720 Fld AZ & then TTU Azores
Hrs: 0800-1100; 1300-1600 M-F except Federal, local, and host nation holidays.
DIRECTIONS: Port of Praia Da Victoria Terceira AZ

BELGIUM
Chievres VPC Tel# 011-32-068665999
CDR 80th ASG Fax# 011-32-068665948
Base Aerienne 800# 800-87267227
7050 Chievres, Belgium
Hrs: 0800-1630 M-F except Federal, local, and host nation holidays.

ENGLAND
Lakenheath/Mildenhall VPC Tel# 011-44-01842813999
London Rd Industrial Estate Fax# 011-44-01842812981
40 Wimbledon Ave 800# 800-87267227
Brandon, Suffolk, England
Hrs: 0800-1630 M-F except Federal, local, and host nation holidays.
DIRECTIONS:
From London: Take the M11 (North) to the A11 (Junction 9) which then runs on to the A14 for approximately 5 miles. Take the exit for A11 (Norwich) to Barton Mills. At Barton Mills take the A1065 towards RAF Lakenheath/Brandon/Swaffham. Brandon is situated approximately 3 miles beyond RAF Lakenheath. On entering Brandon take the first right into Norwood Rd and then the 2nd left (Wimbledon Ave). The VPC is located approximately 100 meters on the right hand side.
From Ipswich and Felixstowe: Take the A14 West. At Bury St. Edmunds turn right onto the A134 (Thetford and Kings Lynn). At Thetford, take the B1107 to Brandon. Upon entering Brandon follow the signs for the A1085 towards Newmarket. After approximately one mile you will see signs for the Industrial Estate Junction on left hand side. Take the first entrance (Highbury Rd) to the T Junction and turn right (Wimbledon Ave). The VPC is located approximately 100 meters on the left hand side.

London, England Tel# 011-44-189-561-6585 (INTL)
US Naval Activities 0189-561-6585,(local)
United Kingdom QOL DSN 235-6585
Raf West Ruislip; Fax# EXT 6640
Appointments# 0184-281-3999
800# 800-87267227

GERMANY
Baumholder VPC Tel# 011-49-6783-2455
Military Community Fax# 011-49-6783-3377
Am Bahnhof, Bldg 8724 800# 800-87267227
55774 Baumholder, Germany
Hrs: 0800-1700 M-F except Federal, local, and host nation holidays.

Boeblingen VPC Tel# 011-49-7031-222453
Panzer Kaserne Fax# 011-49-7031-222561
Bldg 2930 800# 800-87267227
71032 Boeblingen, Germany
Hrs: 0800-1700 M-F except Federal, local, and host nation holidays.

Grafenwoehr VPC Tel# 011-49-9641-8480
US Grafenwoehr Base Fax# 011-49-9641-3597
Saratoga Ave, Bldg 515 800# 87267227
92655 Grafenwoehr, Germany
Hrs: 0800-1700 M-F except Federal, local, and host nation holidays.

Kaiserslautern VPC Tel# 011-49-631-98517
Kapaun Air Station Fax# 011-49-631-98518
Bldg 2806 800# 800-87267227
67661 Kaiserslautern, Germany
Hrs: 0800-1700 M-F except Federal, local, and host nation holidays.

Mannheim VPC Tel# 011-49-621-7140511
Taylor Barracks Fax# 011-49-621-7140711
Bldg 348 800# 800-87267227
68309 Mannheim, Germany
Hrs: 0800-1700 M-F except Federal, local, and host nation holidays.

Schweinfurt VPC Tel# 011-49-9721-803618
Conn Barracks, Bldg 35 Fax# 011-49-9721-85224
Custer Strasse 800# 800-87267227
97421 Schweinfurt, Germany
Hrs: 0800-1700 M-F except Federal, local, and host nation holidays.

Spangdahlem VPC Tel# 011-49-6565-4484
Spangdahlem Air Base Fax# 011-49-6565-4469
Bldg 193A 800# 800-87267227
54529 Spangdahlem, Germany
Hrs: 0800-1700 M-F except Federal, local, and host nation holidays.

Wiesbaden VPC Tel# 011-49-6134-69303
Mainz Kastel Housing Area Fax# 011-49-6134-63579
Bldg 7513 800# 800-87267227
55252 Mainz Kastel, Germany
Hrs: 0800-1700 M-F except Federal, local, and host nation holidays.

GREECE

Piraeus Tel# 011-30-1942-1962
Orphee Beinoglou International Forwarders
Orphee Beinoglou Bldg
PO Box 7521
Syngrou Ave and 2 Evripidou St
17674 Kallithea, Athens, Greece

ITALY

Aviano VPC
Via Ellero 1
Zona Industrial
33081 Aviano, Italy

Tel# 011-39-0434661419
Fax# 011-39-0434661420
800# 1-67053388(in Italy)

Hrs: 0830-1630 M-F except Federal, local, and host nation holidays.

DIRECTIONS:

From Autobahn A-28 (Portogruaro-Pordenone-Conegliano) take the Pordenone Fiera exit, go to 2nd traffic light turn left. Then next right on to Rivierasca. At 6th traffic light turn right on Viale Monntereale. At 3rd traffic light turn left direction to Aviano. The VPC is located at Via Ellero 1 (Aviano Industrial Area) between the air base and the city of Aviano. Upon entering The industrial area, take the first right, then take the first left on Via Ellero. The VPC is on the right.

Livorno VPC
Leghorn Army Depot
Kelly St, Bldg 5138
56018 Tombolo, Italy

Tel# 011-39-050579920
Fax# 011-39-050579919
800# 1-67053388(in Italy)

Hrs: 0830-1630 M-F except Federal, local, and host nation holidays.

Naples VPC
Naval Support Activity via
Scarfoglio Agnano, Naples 80100

Tel# 011-39-081-724-4252
Fax# 011-39-081-724-3339
800# 800 87267227, or
Italy 1670553388

DIRECTIONS:

From the Naples Capodichino commercial or military airport or from Rome when exiting from the Autostrada, take the Tangenziale heading South, then exit Agnano. Go trough the toll booth and then left onto Via Astroni. At second traffic light, take a right onto Via Scarfoglio and proceed straight ahead to the last gate entrance on the right. Ask security guard for directions to VPC.

Vicenza VPC
Caserm Ederle
Bldg 61
36100 Vicenza, Italy

Tel# 011-39-0444-303924
Fax# 011-39-0444-303959
800# 1-67053388(in Italy)

Hrs: 0830-1630 M-F except Federal, local, and host nation holidays.

NETHERLANDS

Schinnen VPC
254th BSB
Nutherweg 60
6365 ER-Schinnen, Netherlands

Tel# 011-31-0464432851
Fax# 011-31-0464432865
800# 800-87267227

Hrs: 0800-1630 M-F except Federal, local, and host nation holidays.

NORWAY

Stavanger
Flytte Service AS
PO Box 244
Fabrikkveien 23
4033 Forus, Norway

Tel# 011-51-44-3900

PANAMA

Commander	Tel#	507-82-4642/4303
832d Trans Bn	DSN#	282-642/4303
Balboa Panama	FAX#	507-62-2546
Unit 7136		
ATTN: MTEA-PN		
APO AA 34004-5000		

Hrs: 0730-1500; 1130-1300 Lunch. Closed lunch and Panamanian Holidays.

DIRECTIONS: Port complex Bldg 1501 in Balboa Panama, down from Ancon Hill and Quarry Heights on E Bank of entrance to Panama Canal on Pacific, Isthus of Panama off Diablo Rd.

PUERTO RICO

Puerto Rico VPC	Tel#	787-792-1233
Pasha	Fax#	787-781-0688
Avenuenida J.F. Kennedy, KM 2.5	800#	888-872-6064
San Juan, Puerto Rico 00920		

Hrs: 0800-1600 M-F except Federal, local, and host nation holidays.

DIRECTIONS:

From Airport: Follow signs from the airport to San Juan. This will lead to Baldorioty De Castro Ave (Road 26). Heading west, stay on this road, will pass exit for Isla Verde, San Jorge Del Parque and De Diego, and Minillas Tunnel; exit right at Todd Ave. At the light (first available left), go straight. This road will turn into Highway 2 (Kennedy Ave). You will pass Egypto Disco, Burger King, U.S. Post Office and a school. You will pass under an expressway, stay in right lane. Keep straight. You will cross over the Bay of San Juan. Take the first right, it is immediately after the bridge. Follow this road around. It will loop under the freeway and put you on the other side of the road (marginal), continue straight. You will pass several car dealerships. Take a left at Kennedy Ave Rt 2 (Suzuki Dealership), the VPC is located on the right hand side in front of the warehouse building.

SPAIN

Rota		
Ferris S.A.	Tel#	011-34-956-810304
Crucero Baleares S/N		
1150 Rota (Cadiz), Espana		

TURKEY

Izmir		
Delta Shipping and Trading, Inc Co	Tel#	011-90-0232-463-0067
Cumhuriyet Bulvari No: 302	FAX#	011-90-0232-464-6867
Sevil-2 Is Merkezi K:6/601 35320		
Alsancak-Izmir-Turkey		

Incirlik		
Delta Shipping and Trading, Inc Co	Tel#	011-90-0322-332-7850
Ceyhan Yolu 10. KM		011-90-0322-332-7851
Incirlik-Adana-Turkey	FAX#	011-90-0322-332-7852

APPENDIX IV, VOL II
OUTLOADING PORTS FOR PRIVATELY OWNED VEHICLES
REVIEW DATE: 06 NOV 98

PART III, OVERSEAS PACIFIC VPC LOCATIONS (COUNTRY/STATE ORDER)

ALASKA

SDDC OFC-AK	Tel# 917-552-3036
31-270 Acacia Dr	DSN: 317-552-3039
Elmendorf AFB	FAX# 917-552-2706
AK 99506	DSN: 317-552/2706

Hrs: 0730-1600 M-F; 1200-1230 Closed lunch
DIRECTIONS: For directions contact local AK ITO/TMO/JPPSO

FT Richardson	Tel# 907-384-1833
	DSN: 317-384-1833
	FAX# 907-384-1812
	DSN: 317-384/1812
FT Wainwright	Tel# 907-353-6255
	DSN: 317-353-6255
	FAX# 907-353-1164
	DSN: 317-353-1164
FT Greely	Tel# 907-873-3280
	DSN: 317-363-3280
	FAX# 907-873-4285
	DSN: 317-363-4285
Eielson AFB	Tel# 907-552-2206
	DSN: 317-552-1773
	FAX# DSN: 317-377-2584
Elmendorf AF	Tel# 907-552-2209
	DSN: 317-552-2209
	FAX# DSN: 317-552-2236
Adak, Alaska	Tel# 907-692-4135
	DSN: 317-692-4135
	FAX# 907-692-4316
	DSN: 317-692-4316
Kodiak, Alaska	Tel# 907-487-5170
	DSN: 317-487-5170
	FAX# 907-487-5229
	DSN: 317-487-5229
South East Alaskan Ports	Contact local T.O.
	or SDDC Office Alaska

GUAM

Guam VPC	Tel# 671-339-2205
Unified Aircraft Services, Inc.	Fax# 671-564-2105

Naval Forces, Marianas
Code N83 Freight Terminal Dept
PSC 455, Box 190
FPO AP 96540-1500
Hrs: 0800-1600 M-F except Federal, local, and host nation holidays.

HI

Hawaii VPC	Tel#	808-848-8383
Matson-Honolulu Terminal	Fax#	808-853-2116
Sand Island Parkway	800#	808-896-7745
Pier 51-B		
Honolulu, HI 96820		

Hrs: 0800-1600 M-F except Federal, and local holidays.

DIRECTIONS:

From Nimitz Highway turn onto Sand Island access road and proceed over the bridge onto Sand Island and pass the first traffic light (approximately 1 1/2 miles). The first left after the traffic light is marked by a sign which reads "Matsons Business Office". Take this left and proceed to the Matson Auto Office, Pier 51-B, (Auto Lot) 0700-1530, Pier 53-Gate 1 (CY)(CFS) 0700-1200.

JAPAN

Yokohama

836th Trans Bn	Tel#	011-81-3117-45-453-6322
ATTN: MTPC-YO-TOPV		DSN: 269-6322
PSC 471 Box 22	FAX#	DSN: 269-6592
FPO AP 96347-2900		

Hrs: 0800-1630 M-F-EH; 1200-1300 Closed lunch

DIRECTIONS:

836th Trans Bn Yokohama Japan North Pier

Yokosuka

Naval Supply Depot	Tel#	DSN: 234-7061/62/63/64
PSC 473 Box 11		
FPO AP 96349-1500		

Hrs: 0800-1630 M-F-EH; 1200-1300 Closed lunch

DIRECTIONS:

Yokosuka Howard St. Bldg 1848

Naha

835th Trans Bn	Tel#	DSN: 634-7785/7787
Okinawa Tml	FAX#	011-81-98-858-4341
ATTN: MTPAC-OK-CO		DSN: 634-7693
Unit 35144		
APO AP 96367-5144		

Hrs: 0730-1600 M-F except Federal, local, and host nation holidays.

DIRECTIONS:

Naha Military Port Okinawa

KOREA

Pusan VPC (Pasha)	Tel#	011-51-801-7177
Camp Hialeah	Fax#	011-51-801-7859
Bldg 508		
APO AP 96259		

Hrs: 0800-1700 M-F except Federal, local, and host nation holidays.

Seoul VPC (Pasha)	Tel#	011-822-7916-7086/7088 (CH)
TMP Compound (CH)	Fax#	011-822-7916-7091 (CH)
Bldg 5721A (CH)		
APO AP 96205-5333 (CH)		

Hrs: 0800-1700 M-F except Federal, local, and host nation holidays.

Taegu VPC (Pasha) Tel# 011-82-53-4708173
20th Support Group, Fax# 011-82-53-4708173
Bldg 1415 Camp Henry, Korea (Same numbers for both)
APO AP 96218-0562
Hrs: 0800-1700 M-F except Federal, local, and host nation holidays.

APPENDIX V, VOL II
HHG/UB WEIGHT ALLOWANCES FOR SINGLE/UNACCOMPANIED PERSONNEL (FOR ARMY ONLY)
REVIEW DATE: 19 JAN 99

	LONG TOUR			SHORT TOUR		
GRADE	**UB**	**HHG**	**TOTAL**	**UB**	**HHG**	**TOTAL**
E1-E3	500	700	1,200	500	500	1,000
E4	500	800	1,300	500	500	1,000
E5	500	1,000	1,500	500	500	1,000
E6	500	1,250	1,750	500	500	1,000
E7	500	1,500	2,000	500	700	1,200
E8	500	1,700	2,200	500	800	1,300
E9	500	1,800	2,300	500	1,000	1,500
01/W1	600	1,400	2,000	600	1,000	1,600
02/W2	600	1,400	2,000	600	1,000	1,600
03/W3	600	1,900	2,500	600	1,000	1,600
04/W4	600	3,500	4,100	600	1,000	1,600
05	600	4,000	4,600	600	1,000	1,600
06	800	4,500	5,300	800	1,000	1,800

EXCEPTIONS:

1. These increased HHG weight limits apply unless greater allowances are already authorized in AR 55-71, Chapter 5 and Appendix B.

2. **KEY PERSONNEL**: Single (without dependents) and unaccompanied Generals, Colonels, Lieutenant Colonel Commanders, and Command Sergeants Major are defined as key personnel and are entitled to ship up to their full HHG weight allowance to and from CONUS duty stations. A special remark is required in the PCS orders stating: "Soldier serving in GEN/COL/LTC/CSM (as appropriate) command position. Authorized to ship up to full JFTR HHG weight allowance. The weight of HHG stored, plus the weight of HHG shipped will not exceed the soldier's total HHG weight allowance."

3. **INDIVIDUAL INCREASES**: MACOMs are authorized by AR 55-71 to approve individual requests for increased HHG weight allowances up to a soldier's full JFTR allowance when justified. Soldiers whose requirements will not be met by OCONUS shipment of new HHG allowances and UB may request shipment of such additional property as they will need and can accommodate in their OCONUS quarters. Total HHG stored and shipment at Government expense cannot exceed the soldier's full PCS HHG allowance. Disposition of property that cannot be accommodated in OCONUS quarters will be the personal responsibility of the soldier.

4. Where overseas commanders have not authorized HHG movement into their command, personnel are limited to UB only.

PPCIG VOL II OVERSEAS, APPENDIX VI
LIST OF ACTIVITIES
CLOSED/DEACTIVATED AND
AREA OF RESPONSIBILITY
REVIEW DATE:

	ACTIVITY NAME/GI:	GBLOC:	DATE CLOSED/ DEACTIVATED:	AREA OF RESPONSIBILTY
1.	**Afghanistan(AF) General Instructions and**		05 SEP 97	
	USDAO Kabul, AF	SODK	05 SEP 97	
2.	**Naval Air Station, Adak, AK**	MANL	08 JUL 97	48-6 Puget Sound Bremerton, WA
3.	**US Coast Guard, Ketchikan, AK**	MBPS	23 MAR 96	3-9 CGISC Ketchikan-Juneau Staff, AK
4.	**Bermuda(BD) General Instructions**		26 JAN 98	
	NAS Bermuda, BD	OBNS	26 JAN 98	
5.	**Goose Bay Airport, CAN**	NDFL	10 JUL 97	22-3 JPPSO-MASS VOL I
6.	**Republic of the Congo(RC) General Instructions**		14 APR 98	
	American Embassy Brazzaville, RC	NDFC	14 APR 98	
7.	**222nd Base Support Bn, Baumholder, GE**	WFAS	27 SEP 96	49-6 USAREUR CPPSO, GE
8.	**CPPSO Mannheim, GE**	WQAS	27 SEP 96	49-6 USAREUR CPPSO, GE
9.	**Bitburg AB, GE**	WAFL	26 JUN 97	49-7 52 TRANS Spangdahlem AB, GE
10.	**USMCA Bamberg, GE**	WEAS	26 JUN 97	49-6 USAREUR CPPSO, GE
11.	**6th Area Support GP,GE Stuttgart-Vaihingen, GE**	WZAS	27 SEP 96	49-6 USAREUR CPPSO,
12.	**PPPO, Karlsruhe, GE**	WPAS	27 SEP 96	49-6 USAREUR CPPSO, GE
13.	**236th BSB Augsburg, GE**	WYAC	27 SEP 96	49-6 USAREUR CPPSO, GE
14.	**53rd ASG, Bad Kreuznach, GE**	WDAS	27 SEP 96	49-6 USAREUR CPPSO, GE

	ACTIVITY NAME/GI:	GBLOC:	DATE CLOSED/ DEACTIVATED:	RESPONSIBLE TO
15.	**Grafrath Sub-Office of 254th ASG Shinnen, NL**	WADS	07 JUL 97	89-2 254th BSB Shinnen, NL
16.	**Darmstadt, GE**	WGAD	27 SEP 96	49-6 USAREUR CPPSO, GE
17.	**Rhein Main Air Base, GE**	WGAE	27 SEP 96	49-6 USAREUR CPPSO, GE
18.	**Rhein Main Air Base, GE**	WGAF	27 SEP 96	49-6 USAREUR CPPSO, GE
19.	**Frankfurt, GE**	WGAS	27 SEP 96	49-6 USAREUR CPPSO, GE
20.	**414th BSB Hanau, GE**	WGAG	27 SEP 96	49-6 USAREUR CPPSO, GE
21.	**104th ASG, CPPSO Giessen, GE**	WZAT	27 SEP 96	49-6 USAREUR CPPSO, GE
22.	**Wiesbaden, GE**	WGAH	27 SEP 96	49-6 USAREUR CPPSO, GE
23.	**USAECPPSO Wuerzburg, GE**	XCAS	27 SEP 96	49-6 USAREUR CPPSO, GE
24.	**AmEmbassy Rome, IT**	UCDK	08 JUN 98	66-8 Rome Area ITO, GE
25.	**Iwo Jima, JA**	QIOP	14 APR 98	69-3 Yokota AB, JA
26.	**Marcus Island, JA**	QECD	14 APR 98	69-3 Yokata AB, JA
27.	**US Army Garrison Red Cloud, KS**	QRAK	21 APR 98	73-3 34th Support GP, CBO Seoul, KS
28.	**Madagascar(MA) General Instructions**		05 AUG 98	
	USDAO Antananarivo, MA	TLDK	05 AUG 98	
29.	**USAMR Unit Kuala Lumpar, Malaysia**	RDAB	07 MAY 98	
30.	**Mauritius(MP) General Instructions**		24 JUL 97	
	AmEmbassy Port, Louis MP	RRDK	24 JUL 97	
31.	**Midway Island General Instructions**		10 JUL 97	
	USNAVATRFAC Midway Island	PENC	10 JUL 97	

	ACTIVITY NAME/GI:	GBLOC:	DATE CLOSED/ DEACTIVATED:	RESPONSIBLE TO
32.	**USNAVAntarctic Support Unit Christchurch NZ**	RENC	01 OCT 97	94-3 ANG Christchurch. DET 13, Christchurch NZ
33.	**742nd Air Base Stavanger, Norway**		29 JAN 96	Duplicate Page
34.	**US Coast Guard Base, San Juan,PR**	ORPS	27 MAY 97	107-2 Naval Station Roosevelt Roads, PR
35.	**US Military Transport Mission, Dhahran, SA**	SFAT	21 JAN 97	112-5 USMTM Riyhadh, SA
36.	**Scotland, General Instruction**		25 MAY 97	
	NSGA Edzel, Scotland	YUNK	25 MAY 97	44-4 TRANS OFFIC RAF Menwith Hill, Harrogate, UK
37.	**Seychelles General Instructions**		22 OCT 97	
	Mahe Island SE	TTDK	22 OCT 97	
38.	**497th Combat Training Squadron (13AF) Singapore**	RIFL	21 APR 98	117-2 US Naval Regional Contracting Ctr, SN
39.	**Somalia(SO) General Instructions**		02 JUL 98	
	USDAO Mogadiscio, SO	IBDK	02 JUL 98	
40.	**496th Airbase Sq, Moron Air Base, Sevilla, SP**	UNFL	24 JUN 97	121-4 NAVSTA Rota, SP
41.	**USAIR Force Sta, Sinop, TU**	UQFS	23 MAY 97	
42.	**722nd Air Borne Station, Pirinclik, TU**	UQFY	30 SEP 97	
43.	**Wake Island General Instructions**		05 MAY 98	
44.	**DET 4, 15 Air Borne Wing, Wake Island**	PDFL	05 MAY 98	