



FORT BUCHANAN, P.R.

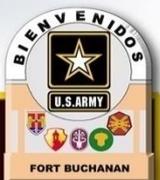


**Directorate of Logistics
Installation Transportation Division
Fort Buchanan, PR**

**Mr. Daniel Montijo
Chief PPSO**

Tel number 787-707-4003 daniel.montijo@us.army.mil

SENTINEL OF THE CARIBBEAN





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PURPOSE

TO PRESENT AN INFORMATION BRIEFING ON MOVEMENT OF OUTBOUND HOUSE HOLD GOOD (HHG) FROM SOUTH / CENTRAL AMERICA TO THE SERVICE MEMBER NEXT DUTY STATION

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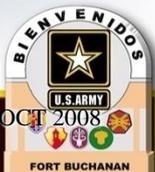


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MISSION

PROVIDE DOCUMENTATION SUPPORT FOR **OUTBOUND** PERSONAL PROPERTY SHIPMENTS OF MILITARY PERSONEL AND DOD CIVILIANS IN CENTRAL AND SOUTH AMERICAN MILGRPS.





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BASIC PROCEDURES

1. IMMEDIATELY UPON RECEIVING OF PCS ORDERS CONTACT YOUR TRANSPORTATION REPRESENTATIVE FOR ASSISTANCE
2. FORWARD TO FORT BUCHANAN THE COMPLETED DD1299 (APPLICATION FOR SHIPMENT/STORAGE OF PERSONAL PROPERTY), VALID ORDERS WITH AMENDMENTS (IF APPLICABLE), COMPLETED DD 1252 (US CUSTOMS FORM), AND A COPY OF PASSPORT VIA E-MAIL.
3. ITO FORT BUCHANAN RECEIVED THE DOCUMENTS PACKAGE:
 - REQUEST SHIPMENT AUTHORIZATION THROUGH SDDC.
 - UPON RECEIVED APPROVAL AN INTERNATIONAL GOVERNMENT BILL OF LADING (ITGBL) IS PREPARED
 - DOCUMENTATION IS E-MAIL TO THE COUNTRY TRANSPORTATION REPRESENTATIVE FOR MOVEMENT EXECUTION

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BASIC PROCEDURES CONT'

4. CONTACT FORT BUCHANAN ITO (Mr. NATANIEL SANTANA) TO CONFIRM IN COUNTRY LOCAL AGENT.
5. ARRANGE THE PICK UP WITH THE LOCAL AGENT PROVIDED (MAKING SURE THEY DO NOT TO MOVE SHIPMENT UNTIL AN INTERNATIONAL GOVERNMENT BILL OF LADING (ITGBL) IS ISSUED BY FORT BUCHANAN).
5. THE ITGBL AND 1299 IS SENT TO ORIGIN TRANSPORTATION REPRESENTATIVE SO THAT THEY CAN PROVIDE A COPY TO THE AGENT AND MEMBER ALSO COPY IS SENT TO THE DESTINATION TRANSPORTATION OFFICE FOR TRACKING PURPOSE,

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TIME FRAME

- GENERALLY THE MOVEMENT AUTHORIZATION CAN BE OBTAINED IN TWO WEEKS FROM SDDC AND ITGBL'S ARE RETURNED IMMEDIATELY TO THE INDIVIDUAL COUNTRY'S POINT OF CONTACT.
- HOUSEHOLD GOODS TAKE ABOUT 60 DAYS BY AVERAGE TO CONTINENTAL UNITED STATES (CONUS) **OCONUS TO OCONUS TAKES LONGER DEPENDS OF THE COUNTRY**
- UNACCOMPANIED BAGGAGE COMMERCIAL AIR TAKES APPROXIMATELY 30 DAYS. MIL AIR MAY TAKE LONGER

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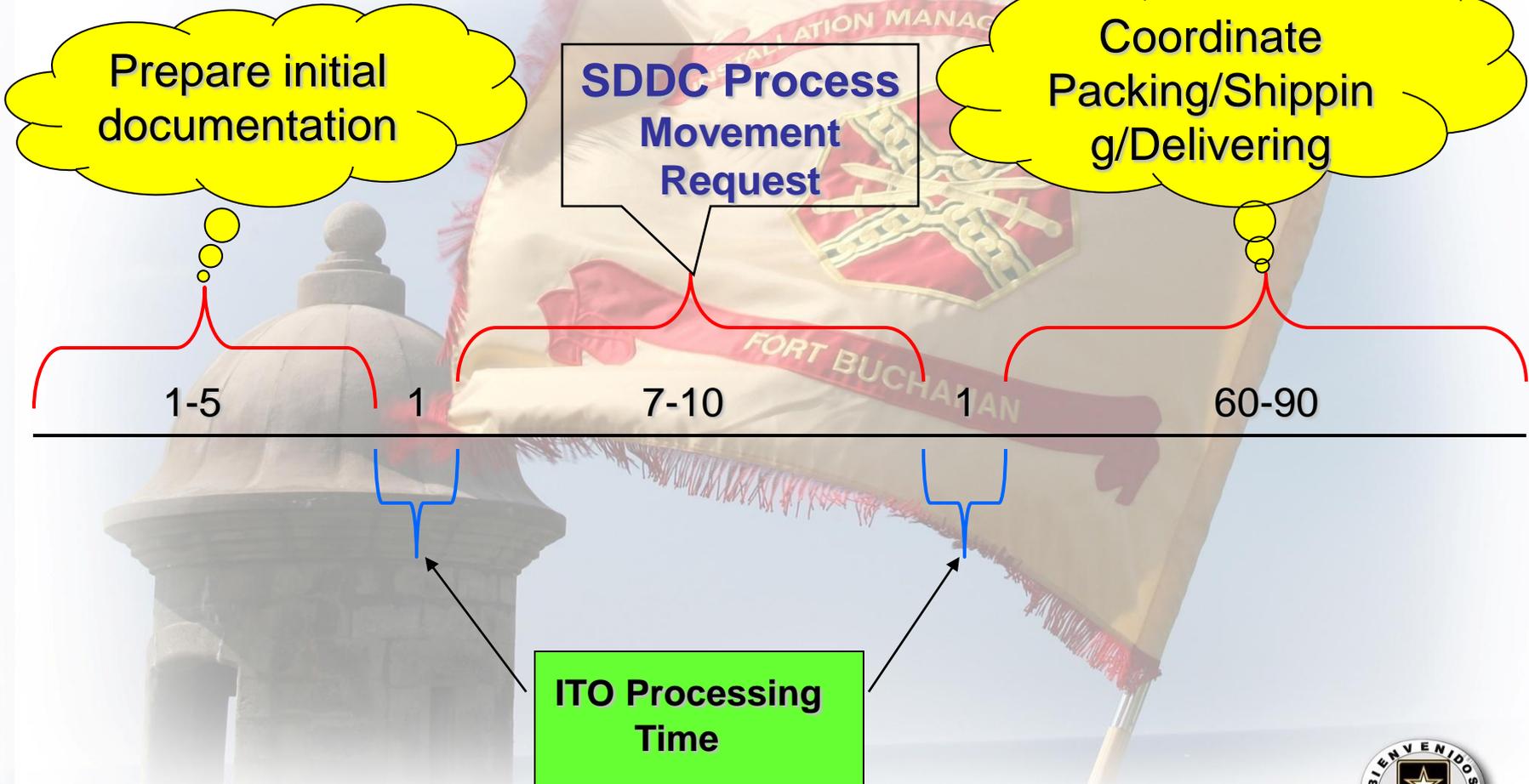




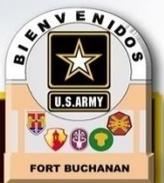
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TIME FRAME



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COUNTRIES UNDER DEPARTMENT OF STATE PPSO PILOT PROGRAM

- DOMINICAN REPUBLIC
- BOGOTA COLOMBIA
- CARACAS VENEZUELA

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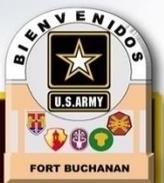


LESSONS LEARNED

DELAYS OCCUR WHEN:

- UNAUTHORIZED ENTITLEMENTS ARE PUBLISHED IN THE ORDERS. MISSING TAC CODE (FUNDING)
- MEMBERS DO NOT ALLOW SUFFICIENT TIME TO PROCESS THEIR TRANSPORTATION REQUEST.
- MAKING ARRANGEMENTS OF SHIPMENT WITHOUT PROPER AUTHORIZATION OR ORDERS.
- ORIGIN TRANSPORTATION CLERKS ARE NOT SUFFICIENTLY TRAINED TO OFFER COMPLETE ENTITLEMENT KNOWLEDGE.
- CUSTOM CLEARANCE PROCESS COUNTRY/CONUS

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POINTS OF CONTACT OUT BOUND HHG

MRS. ALBA N. ORTIZ
TRANSPORTATION OFFICER

TEL. COMM. (787)707-3258 DSN 740-3258
EMAIL: alba.ortiz@us.army.mil

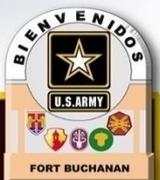
MR. DANIEL MONTIJO
PERSONAL PROPERTY
SUPERVISOR

TEL. COMM. (787)707-4003 DSN 740-4003
FAX (787)707-3596 DSN 740-3596
EMAIL: daniel.montijo@us.army.mil

MR. NATANIEL SANTANA
MILGROUP ASSISTANT

TEL. COMM. (787)707-4006 DSN 740-4006
FAX(787)707-3750 DSN 740-3750
EMAIL: nataniel.santana@us.army.mil

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POINTS OF CONTACT

POVs SHIPMENT

POV SHIPMENT TO CONUS

U.S. DISPATCH AGENT
DEPARTMENT OF STATE
MIAMI, FL

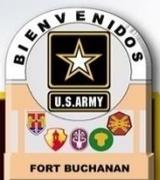
TEL. COMM. (305)526-2905

POV SHIPMENT WITHIN THE CENTRAL/SOUTH AMERICA AOR

832ND TRANS BN
MR. EDWIN RODRIGUEZ

TEL. COMM. (787)707-2133 DSN 740-2133
FAX (787)707-2134 DSN 740-2134
EMAIL: edwin.rodriquez4@us.army.mil

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ENTITLEMENTS WEB LINKS

DEFENSE TRAVEL REGULATION:

http://www.transcom.mil/j5/pt/dtr_part_iv.cfm

JOINT TRAVEL REGULATION (DOD CIVILIANS):

<http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>

JOINT FEDERAL TRAVEL REGULATIONS (DOD SOLDIERS):

<http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>

PERSONAL PROPERTY CONSIGNMENT INSTRUCTION GUIDE

<http://www.sddc.army.mil>

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QUESTIONS ?

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