



FORT BUCHANAN, P.R.



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

**Personal Property Shipment
Military Group
Central/ South America**

Mr. Dan Montijo
Transportation Assistant

SENTINEL OF THE CARIBBEAN





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MISSION

**PROVIDES SUPPORT FOR
PERSONAL PROPERTY
SHIPMENTS OF MILITARY
GROUPS AND DOD CIVILIANS IN
CENTRAL/SOUTH AMERICA
AND CARIBBEAN.**

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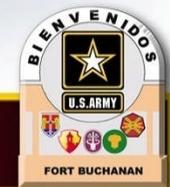
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PERSONAL PROPERTY SHIPMENT PROGRAM

- ALL DOD (SOLDIERS AND CIVILIANS) HHG SHIPMENTS ARE REQUIRED TO ADHERE TO PROCEDURES ESTABLISHED BY THE DOD 4500.9-R DEFENSE TRAVEL REGULATION PART IV.
- ENTITLEMENTS ARE BASED ON REGULATIONS JFTR/JTR AND CANNOT BE SUPERSEDED BY INDIVIDUAL ORDERS.
- TOPS IS CURRENTLY THE ONLY OFFICIAL METHOD TO PROCESS A SHIPMENT.

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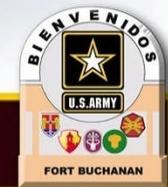
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PERSONAL PROPERTY SHIPMENT PROGRAM (CONT.)

- US DEPARTMENT OF STATE AND DEPARTMENT OF DEFENSE SHIPMENT ARE NOT HANDLED BY THE SAME PROGRAM.
- DOD SOLDIERS ASSIGNED TO US DEPARTMENT OF STATE LOCATION, MUST FOLLOW DOD REGULATIONS.

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FACTS

- **481 SHIPMENTS PROCESSED ON FISCAL YEAR 2008.**
- **1800 PHONE CALLS/E-MAILS RECEIVED IN 2008.**
- **WE PROVIDE SUPPORT TO OVER 30 COUNTRIES IN CENTRAL/SOUTH AMERICA AND THE CARIBBEAN.**
- **ITO FT BUCHANAN PROVIDES TECHNICAL GUIDANCE ON ENTITLEMENTS AND PROCEDURES.**

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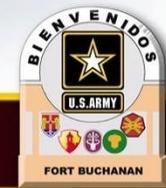
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FACTS

- **SOME COUNTRIES HAVE SPECIAL RATES ESTABLISHED BY MILITARY SURFACE DEPLOYMENT & DISTRIBUTION COMMAND (SDDC) FOR SHIPMENTS TO CONUS DESTINATIONS.**
- **OTHERS REQUIRE A ONE TIME ONLY (OTO) BID. SDDC DESK PREPARES THE CONTRACT AWARD. THIS CONTRACT AWARD COULD TAKE UP TO TWO WEEKS IN SOME CASES, SPECIALLY IF THE DESTINATION IS OCONUS.**

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BASIC PROCEDURES

1. FORWARD TO FORT BUCHANAN VIA E-MAIL THE COMPLETED DD1299 (APPLICATION FOR SHIPMENT/STORAGE OF PERSONAL PROPERTY), VALID ORDERS AND COMPLETED DD1252 (US CUSTOMS FORM), AND A COPY OF PASSPORT.
2. CONTACT THE FORT BUCHANAN MILGROUP CLERK TO CONFIRM LOCAL AGENT IN COUNTRY.
3. ARRANGE THE PICK UP WITH THE APPROVED LOCAL AGENT. MAKING SURE THEY DO NOT MOVE THE SHIPMENT FROM WAREHOUSE UNTIL AN ITGBL IS ISSUED.
4. ONCE THE SHIPMENT IS AWARDED THE ITGBL AND 1299 IS SENT TO RESPONSIBLE ORIGIN OFFICE, SO THAT THEY CAN PROVIDE A COPY TO THE AGENT AND MEMBER.

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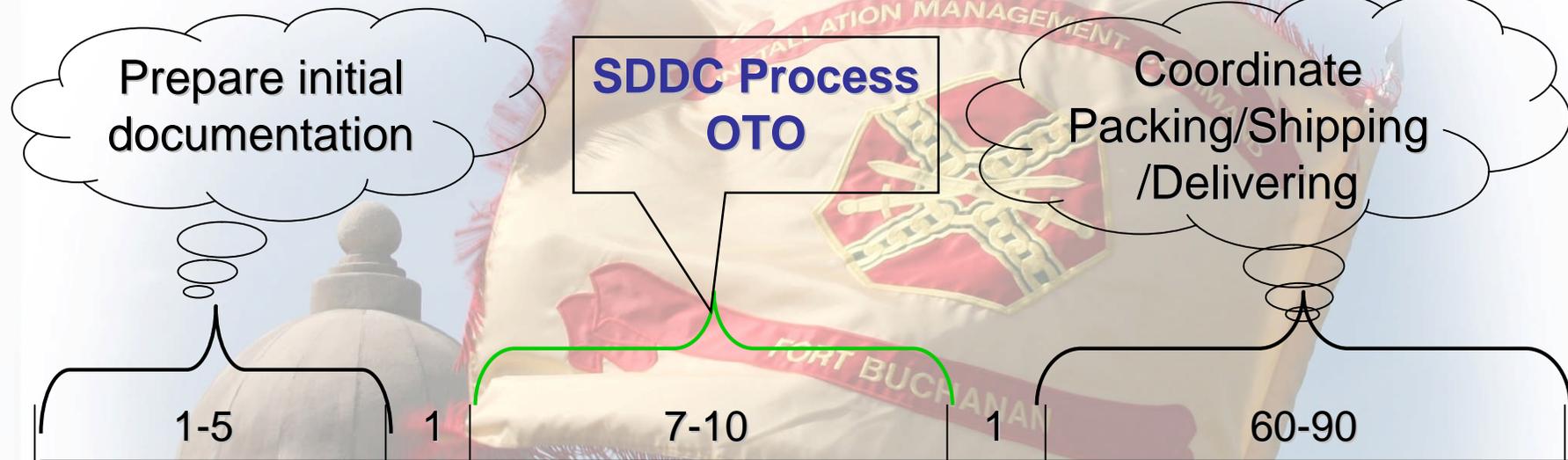
TIME FRAME

- **GENERALLY ONE TIME ONLY (OTO) AWARDS 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)**
- **UNACCOMPANIED BAGGAGE AIR (NON-MIL AIR) TAKES APROXIMATELY 30 DAYS.**





TIME FRAME



Availability of orders
 Incomplete documentation
 Civilian Order TAC

ITO Processing Time

Country Export Laws
 US Import Laws (CBP/FDA)
 In-transit transportation
 Union Strikes
 Pick-up in isolated locations
 Minister of Foreign Affairs Letter





LESSONS LEARNED

- AN INCOMPLETE APPLICATION PACKAGE CAN CAUSE A **LONG** DELAY, DUE TO THE TIME AND EFFORT REQUIRED TO OBTAIN CORRECT INFORMATION.
- 30-40% OF ALL DOCUMENTATION RECEIVED HAS INCORRECT OR MISSING INFORMATION (DD1299, WEIGHT, ORDERS, 1252, AND COPY OF PASSPORT).





LESSONS LEARNED (CONT.)

- DELAYS OCCUR WHEN ORDERS GIVE ENTITLEMENTS NOT AUTHORIZED BY JTR OR JFTR.
- MEMBERS DO NOT ALLOW SUFFICIENT TIME TO PROCESS THEIR TRANSPORTATION REQUEST.
- MAKING ARRANGEMENTS OF SHIPMENT WITHOUT PROPER AUTHORIZATION OR ORDERS.





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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>





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QUESTIONS?



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