



SECSJNOTE 1301

SECTOR SAN JUAN NOTICE 1301

Subj: PERMANENT CHANGE OF STATION (PCS) REQUIREMENTS AND
GUIDANCE

Ref: (a) Military Assignments and Transfer of Personnel, COMDTINST M1000.8 Chap 1.H
(b) Housing Manual, COMDTINST M11101.13 (series)
(c) Safety and Environmental Health Manual, COMDTINST M5100.47 (series), Ch. 10
(d) Joint Federal Travel Regulations (JFTR), NAVSO P-6034
(e) Unaccompanied Personnel Housing (UPH) Instruction, SECSJINST 11101.2 (series)

1. Purpose. This notice promulgates general guidance for personnel involved in a PCS transfer during Assignment Year (AY) 2012 to or from Coast Guard units located in the Sector San Juan Area of Responsibility(AOR).
2. Action. All personnel assigned inbound and outbound to Sector San Juan, including subordinate units and tenant commands, shall be familiar with and follow the contents of this instruction.
3. Directives Affected. NONE.
4. Discussion.
 - a. In a typical year, roughly 270 personnel either PCS in or out of Sector San Juan units. This high volume of turnover places enormous strains on personnel resources and processes, and has a direct impact on unit readiness and morale. This notice establishes requirements and guidelines for personnel involved in a PCS move, assigns and/or designates specific duties and responsibilities to individuals designated to support PCS moves, and establishes a calendar for the transfer season.
 - b. Unit COs, OICs and Department Heads will ensure that all members involved in a PCS move this season receive a copy of this instruction and that all personnel attend the scheduled training in accordance with enclosure (1), and that the designated sponsors perform assigned duties.
 - c. Personnel reporting to St. Thomas (STT), St. Croix (STX) and Ponce shall contact their assigned yeoman (YN) at Sector San Juan as soon as possible but within five (5) business

days of checking in to any of these units to complete administrative processing. Unit supervisors in St. Thomas (STT), St. Croix (STX) and Ponce shall also issue specific guidelines tailored to their special circumstances to aid their personnel.

- d. Sector San Juan Logistics Department has primary responsibility for the PCS season and shall ensure that all processes are in-place to effectively support PCS personnel and their families both to and from units in the Sector San Juan AOR.
5. Outbound Members: The provisions of this paragraph apply to both accompanied and unaccompanied personnel who will, or expect to PCS from Sector San Juan during AY 2012.
- a. Training. All outbound personnel will attend one of the training sessions noted in enclosure (1) for guidance prior to departing the Sector San Juan's AOR. The Sector Admin Officer will establish and execute the training agenda. There will be separate training sessions for accompanied and unaccompanied personnel. It is recommended accompanied personnel attend this training with their spouse, however dependent spouses may attend the training without the member in the event the member cannot attend due to operational commitments.
 - b. Transportation. Members will be required to attend one of the Transportation training sessions contained in enclosure (1). For personnel stationed in the USVI the Sector Admin Officer shall provide training tailored to their areas.
 - c. Temporary Lodging Allowance (TLA). All active duty members assigned to Sector San Juan and the USVI are entitled to TLA to facilitate their departure PCS. TLA covers lodging and meal expenses after members have vacated their Government quarters or private sector housing. In accordance with reference (d), paragraph U9170A-1, the TLA period **cannot exceed 10 days**. These 10 days must be those immediately before departure from the PDS.
 - (1) Exceptions/Extensions. There are certain circumstances where extensions to the standard 10 day TLA rule may be granted. For example, in cases where dependents are expected to depart after the member, hospitalization, the service member's duties require them to be away from their PDS, or if government quarters or private sector housing must be relinquished more than 10 days before the estimated departure date. In all cases, members requesting TLA extensions shall seek authorization as early as practical.
 - (a) Requests for TLA extensions shall be submitted via the member's CO, OIC or Department Head to the Servicing Personnel Office (SPO) Supervisor with the Logistics Officer serving as the final approval authority.
 - d. Vacating Quarters. In order to check out of government owned quarters, members must present a copy of **executable** PCS orders to the Housing Officer or Unaccompanied Personnel Housing (UPH) manager. In accordance with reference (d), paragraph

U9150A-5, a members' eligibility for TLA will begin immediately preceding PCS departure from an OCONUS PDS after Government quarters/private sector housing is vacated. Quarters will not be considered "vacated" until inspected and approved by the Local Housing Authority (LHA).

- e. Final Check-Out. While individual commands may establish separate check-out procedures for their members prior to officially departing Sector San Juan, all personnel assigned to San Juan units must turn in a completed check-out sheet to their departmental/unit yeoman. In order to ensure this is completed, members will not receive their signed original orders until a completed check-out sheet (exclusive of Deputy Sector Commander and Sector Commander signatures) has been turned in. NOTE: If members require a copy of their orders to provide to Transportation, the SPO can provide a copy of orders with the statement, "FOR HHG's PURPOSES ONLY" to Transportation upon request.
6. In Bound Members: The provisions of this paragraph apply to unaccompanied and accompanied members who will PCS to PR and the USVI during AY 2012.
- a. Check-In Procedures. Upon arrival, all members SHALL be met by their sponsor or command representative at the airport. Members shall immediately notify the SPO of their arrival on the island if reporting during normal business hours. Members reporting in after hours or on weekends/holidays should contact the OOD by phone at (787) 501-6437. Members who check in with the OOD are required to check-in with the (SPO) during the next official business day. Members should be reminded to physically check into the SPO in order to start their TLA entitlements. If a member wishes to take leave immediately after arriving on island, they will have to route a chit through their chain of command authorizing their absence after they have completed the check-in process. TLA is based on a member's actual reporting date to their new PDS. Only after checking in with the SPO will TLA entitlements begin. Under NO circumstances can TLA be paid if members have not checked into the unit - a service member must be physically attached to the unit to receive this entitlement.
 - b. Check-In Sheets.
 - (1) Immediate Check-In. While sub-units and tenant commands may prescribe separate check-in procedures for their personnel, all personnel - regardless of the command to which they are assigned, must use Sector San Juan's check in sheet and visit/contact the offices noted in Table 1 below. Department Heads, COs, OICs, and detachment supervisors shall, to the extent practicable, ensure that newly reported personnel visit/contact the offices noted in Table 1 on the first business day after their arrival.

Contact	Location	Telephone Number	NAME
Transportation Office	Building 126	(787) 729-2316	Mr. Tom Velez
Housing Officer (accompanied)	Housing Community Center	(787) 774-1182	Mr. Troy Nero
UPH Manager (unaccompanied)	Building 127	(787) 289-8620	Mr. Chago Torres
Clinic	Building 125	(787) 729-2305	HSC Abner Ayala
Security	Main Gate, Base San Juan	(787) 729-4330	Mr. Felix Arroyo
Personnel Officer	Building 126	(787) 289-2099	CWO2 Kenneth Pallais
TLA Coordinator	Building 126		
Government Travel Charge Card Coordinator	Building 126	(787) 729-2345	YNC Zack Ayres

Table 1: Immediate Check-Ins required

- (2) Check-In Completion. Check in sheets must be completed (exclusive of Deputy Sector Commander's and Sector Commander's signatures) and submitted within 30 days upon arrival to their department/unit yeoman.
- c. Temporary Lodging Allowance (TLA). All active duty members assigned to the Sector, sub-units, and tenant commands are entitled to TLA to facilitate their transition to PR and the USVI. TLA covers lodging and meals after members have arrived, but prior to moving into quarters. TLA for personnel reporting to Sector units, including subordinate units and tenant commands, is paid in 10-day increments and is limited to a maximum of 60 days. The computation and rules for TLA is contained in the JFTR U9150 - U9185. To help summarize, TLA is computed for single members at 65% of the Per Diem rate and members with 1 or just 2 dependants (no member) is computed at 100% of the Per Diem rate. For each additional dependant of 12 and over is computed at an additional 35% and for 12 and under is computed at an additional 25% per dependant.

NOTE: The above is a summary of the TLA entitlement and individual circumstances (ie: Hotels containing a kitchen) may alter their reimbursement percentage for TLA. Personnel should refer to the reference or their Servicing Personnel Office (SPO) for assistance in determining their actual rate of reimbursement.

- (1) Exceptions/Extensions. In accordance with reference (d), paragraph U9160I-1-6, TLA over 60 days may be granted. TLA extension requests should be submitted and endorsed by the member's CO, OIC, or Department Head and routed to the SPO Supervisor for final approval by the Logistics Officer. In general, the basis for approval of TLA extensions include delayed shipment of household goods (HHGs) and/or government housing not available or not ready for occupancy. TLA is not

payable for delays associated with purchasing or leasing non-government quarters, if a member's HHGs are ready for delivery. For members leasing or securing private sector housing, once HHGs are ready for delivery, all TLA payments will stop with no exceptions.

d. Availability of Government Housing.

(1) Accompanied Members. All personnel on accompanied tours in Sector San Juan AOR shall have their dependents screen for command sponsorship. Members with dependants are not required to reside in government family quarters, however, members will still need to submit a request for release from housing to the housing officer for accountability purposes. Members with dependents electing an "all others" tour (commonly referred to as Geographical Bachelors) shall reside in the UPH. Members in receipt of PCS orders to Coast Guard units located in San Juan and whose dependents already reside in Puerto Rico will have their dependents screened for command sponsorship and elect an accompanied tour. Exceptions will be considered in the following circumstances:

(a) Adequate quarters not available, including situations where members cannot be placed into a residence that meets or exceeds the requirements of reference (b), enclosure (5).

(2) Unaccompanied Members. Single members should consult reference (e) for the rules regarding mandatory assignment of quarters. Because the availability of quarters for unaccompanied members has a direct bearing on their HHGs shipment, unaccompanied members must contact the UPH Manager as soon after receipt of orders as practicable to determine whether quarters will be available. The UPH manager will provide a release recommendation to the ADMIN Officer who will have final authority with regard to whether to release the member from the UPH or not. Members on an "all others" tour will be required to reside in the UPH in order to receive the appropriate housing entitlement for their dependents' location.

f. Medical screening. Per reference (a), the Medical Officer will review all dependant initial medical questionnaires to determine the member's and his/her family's fitness for duty in PR or the USVI. Overseas Entry Approval will not be granted for any member reporting to Sector San Juan until the Overseas Interview Report has been completed.

g. Training. All inbound personnel shall attend one of the training sessions noted in enclosure (1) for guidance and instruction after reporting to PR. This training will be held monthly during the height of the PCS season. The Admin Officer will establish the training agenda. Training is open to members and their spouses.

7. Sponsor Program. The Sponsor program is perhaps the single most important component of a successful move to the Sector San Juan AOR. Sponsors serve as the reporting member's

initial link to Sector San Juan. The single biggest complaints that incoming members have each year is that their Sponsor failed to provide them with enough information about moving to the Sector San Juan AOR.

- a. Designating Sponsors. The SPO shall notify Commanding Officers, Officers in Charge and Department Heads of incoming members. COs, OICs and Department Heads will designate in writing Sponsors for each incoming member within 5 days of notice of orders including personnel stationed in USVI and Ponce. Designated sponsors should be similar in rank, age, and marital status of the incoming member. For example, incoming members with school-aged children should be matched up with a Sponsor with similarly-aged children whenever possible. Commands and Departments should make every effort to NOT select a Sponsor who is scheduled to PCS from Sector San Juan in AY 2012. The CO, OIC, and/or Department Head will also forward a Welcome Letter to the incoming member identifying their Sponsor along with a Sponsor Survey to be completed by the incoming member within 10 days of checking in to SSJ. The Designation Letter, Welcome Letter and Sponsor Survey are located in the enclosure section of this Note.
- b. Sponsor Performance. Sponsors should be reminded that their performance as a Sponsor will be reviewed by the member being sponsored. Members who fail to provide adequate service as a Sponsor may face possible discipline such as but not limited to a negative CG-3307, poor evaluation, possible loss of CO's recommendation and NJP. Commanding Officers will recognize exceptional Sponsors at each all hands during the AY 2011 PCS season. Successful Sponsors could receive a myriad of rewards for providing excellent sponsorship including but not limited to unit coins, positive CG-3307, and special liberty.
- c. Sponsor List. Commands shall notify their respective departmental YN by e-mail and a copy of the designation letter with the Sponsor's name and telephone numbers within 5 days of notice of orders. The ADMIN division will maintain a list of all command Sponsors. Upon receipt of the Sponsor's name, the servicing departmental YN shall e-mail the Sponsor with a list of responsibilities and requirements.
- d. Sponsor Training. All Sponsors shall attend at least one of the training sessions listed in enclosure (1). The Admin Officer will establish the training agenda and schedule. Attendance at one of the training sessions is MANDATORY for all Sponsors. COs, OICs, and Department Heads shall ensure compliance.
- e. Airport pickup. Reporting members shall be met at the airport by their sponsor or command designee. COs and OICs shall ensure that a command representative is available during underway periods or when the Sponsor is otherwise unavailable. Sponsors may use a GV to transport reporting members and their families from the airport to Base San Juan and/or to temporary lodging. To obtain a government vehicle please utilize the Sector San Juan vehicle reservation system located on the web at <http://apps.mlca.uscg.mil/motorpool/>. For questions concerning the vehicle reservations system, please contact the motor vehicle petty officer at (787) 729-4306 or if after hours

the OOD at (787) 501-6437. The use of privately owned vehicles is authorized if a government vehicle is not available. Sponsors shall notify the OOD at least 24 hours in advance of their need for a government vehicle. Airport parking fees, tolls, and mileage are reimbursable. Sponsors should contact their servicing YN to file a local travel claim.

8. Sector Web Page: The Sector Web Master is responsible for updates to the webpage. Unit COs, OICs, and Department Heads are responsible to ensure that unit links and information are up to date and accurate. The Sector Web Page may be accessed at the following link:

<http://www.uscg.mil/sectorsanjuan>

9. Household Goods (HHGs): The time and distance computations, customs regulations, local taxing authorities, the myriad of holidays and language barriers can make the shipment of HHGs to and from PR and the USVI complex. HHGs transportation for Coast Guard personnel is coordinated by the Army's Personal Property Shipping Office (PPSO) at Fort Buchanan, through the Sector Transportation office. In order to avoid delays and misunderstandings, in and outbound personnel are required to process their HHG shipments via the Sector's Transportation office.

- a. Personnel Outbound from Puerto Rico.

- (1) HHG Counseling. Sector San Juan's Transportation Office will conduct twice weekly large-group HHG counseling sessions between March 1st and August 31st. The times and locations of large group counseling sessions will be published in the Sector Plan of the Week.
- (2) Personnel unable to attend a large group counseling session may schedule individual counseling sessions.

- b. Personnel Inbound to Puerto Rico. Inbound personnel shall contact the Sector Transportation office (see Table 1 above for contact information) to check in and ensure delivery is scheduled in the Defense Personal Property System (DPS). Alternatively, members may contact the Personnel Officer at (787) 289 2099 for assistance, in the event you cannot make contact with the Transportation office.

- (1) **Personnel are advised not to ship personal firearms in their HHG.** It is illegal to possess a firearm in Puerto Rico unless you have a license from the Commonwealth of Puerto Rico and mere possession is considered a misdemeanor. This includes firearms located in your domicile. The bearing, carrying or transporting of a firearm without a superior court judge of Puerto Rico is considered a felony. Additionally, Puerto Rico imposes significant restrictions on the shipment of weapons to the island including a firearm in your HHG shipment will severely delay the release of your shipment upon arrival in Puerto Rico. As per laws of the Commonwealth firearms will be impounded by the police until such time as the owner is able to furnish all

applicable licenses which will take approximately 6-12 months to obtain. It is highly recommended that personnel not bring privately owned weapons to Puerto Rico but rather utilize non-temporary storage options. Privately owned firearms may not be stored at the Sector San Juan Armory.

c. Personnel Outbound from the USVI. Unlike HHG shipments to and from PR, HHG shipments to and from the USVI are individual contracts (referred to as OTOs) awarded for each member's shipments. Members departing should contact Sector Transportation Office as soon as they receive Direct Access orders to begin the orientation process in relation to personal property shipping.. It is also recommended that outbound personnel work with their departmental YN to receive executable orders as quickly as possible after orders are received in Direct Access to give the Sector Transportation Office ample time to execute the OTOs required for shipment to/from the USVI.

d. Personnel Inbound to the USVI. Members should liaise directly with the Sector Transportation Office at (787) 729-2316 to check in and ensure deliver is scheduled in DPS.

10. Privately Owned Vehicles (POVs): Under current transportation regulations, the Coast Guard will pay to ship only one POV either to or from the islands. Information on the status of shipped vehicles can be found at <http://www.whereismypov.com/>, or by contacting the Vehicle Processing Center (VPC) directly at 787-792-1233. Enclosure 3 provides the hours of operation.

a. Personnel Outbound from Puerto Rico. Official guidance regarding the requirements for POV shipment can be found at <https://www.whereismypov.com/>, however to assist you with navigating the process Enclosure (2) provides step by step instructions to ship POVs from Puerto Rico.

b. Personnel Inbound to Puerto Rico. Enclosure (3) provides instructions for picking up POVs from the Vehicle Processing Center (VPC). Enclosure (4) provides instructions for picking up POVs from commercial carriers other than the VPC.

c. Personnel Outbound from the USVI. POV shipments are considered. Personnel may ship one car at the government's expense. Contact the Puerto Rico VPC at (787) 792-1233 or toll free at (800) 388-5013. Personnel should follow the general guidelines below.

(1) Member sends copies of the following documentation to the Puerto Rico VPC (e-mail or fax):

- (a) Signed orders,
- (b) Current vehicle registration,
- (c) Title or lien holder's letter,

- (d) Legible photocopy of military ID (front and back),
 - (2) VPC will process the documentation received, prepare customs documents, and forward Customs documents to member for signature. Once customs documents are returned to VPC, they will book the shipment date requested by the member.
 - (3) Vehicle will be turned in to the local agent, O'Neil Transport for shipping to new PDS.
- d. Personnel Inbound to the USVI. Members should follow the general guidance below:
 - (2) Member contacts VPC upon arrival.
 - (3) VPC will then provide member with the booking number and point of contact for O'Neil transport (on both islands). O'Neil transport will coordinate release of vehicle upon arrival on island.
- e. Coast Guard Decals. The Security Officer can provide Coast Guard vehicle decals. To renew your decal, you will need: Military ID, a valid driver's license, proof of insurance, registration, and an 'ACAA' sticker and a vehicle safety inspection (for vehicles with license plates from the 50 states or Guam, that are 2 years or older) or a 'Marbete' sticker (for vehicles with Puerto Rico plates).

Motorcycle riders, in addition to the documentation above, will also be required to produce a certificate of completion for a Motorcycle Safety Foundation (MSF) approved safety course. The completion of an MSF-approved course is a prerequisite to motorcycle operation per reference (c). All members wishing to ride a motorcycle while assigned to Sector San Juan, including subordinate units or tenant commands, must be familiar with the strict requirements of reference (c). **The road conditions and traffic in Puerto Rico and the USVI can be very dangerous even for experienced riders**, if you are not yet in possession of a Motorcycle Safety Foundation (MSF) approved course as required by reference (c), 10.I.9, it is strongly encouraged that you complete this training before moving to PR or the USVI due to the extremely limited training resources in theater.

- f. ACCA Stickers. Required for all vehicles that operate on the roads in PR. These stickers are proof that the driver has paid into the Puerto Rican uninsured driver fund. Failure to have an ACCA sticker can result in heavy fines or having your vehicle towed. ACCA stickers may be obtained at the Hacienda office in the Old City or on Roosevelt Avenue for \$35.00 (cash only) with ACAA application, vehicle registration, vehicle inspection, military ID card and Driver's License.
- g. PR Vehicle Safety Inspection Certificate. Safety inspection certificates are required to operate vehicles in Puerto Rico. However, authorities at the Army installation at Fort

Buchanan enforce this requirement and will issue a ticket if your vehicle is not in compliance with local traffic laws. Additionally, the Puerto Rico safety inspection certificate is a prerequisite to purchase of an ACAA sticker with the exception of newly arrived members who require an ACAA sticker to pick up their vehicles at the VPC.

- h. Abandoning a Vehicle at Base San Juan or at CG Housing. Members who abandon vehicles at Base San Juan or Rio Bayamon Housing may be subject to disciplinary action for failure to obey Sector San Juan Instruction 1301.1E, a lawful order under Article 92 of the Uniform Code of Military Justice.
- i. Selling a Vehicle. Members should consult with Sector's Legal Office at (787) 729-2370, before selling or purchasing a vehicle in PR or the USVI.
- j. Shipping a Second Vehicle. Currently, the Hacienda (Puerto Rico's revenue collection agency) exempts active duty military from paying taxes on one vehicle shipped to PR(at present married members may enter a second exempt vehicle, shipping is at the members cost. The tax is quite high and can be thousands of dollars, based on the age and value of the vehicle. Members wishing to ship a second vehicle should consult the Sector Legal Office at (787) 729-2370 beforehand since there is no guarantee the tax will be waived for second vehicles. **Boats, personal watercraft and mobile homes are not deemed to be articles of personal use or HHGs and will be subject to Puerto Rican excise taxes.**

It is recommended that inbound members ship their newest/highest value vehicle at government expense to lessen the impact of any taxes charged.



D. W. PEARSON

- Encl: (1) Training Schedule
(2) Shipping Vehicles from Puerto Rico
(3) Picking Up Vehicles in Puerto Rico from VPC
(4) Picking Up Vehicles in Puerto Rico from Commercial Carriers
(5) Sponsor Designation Letter 1910 and Sponsor checklist
(6) Welcome Aboard Letter
(7) Sponsor Survey

Outbound Member Training Schedule, AY 2012:

Date	Required Attendees	Location
March 5 th	Accompanied Personnel	Rio Bayamon Housing (Large Activity Room) 1700-2000
March 20 th	Unaccompanied Personnel	Base San Juan (Galley multi-purpose room) 1300-1530
April 10 th	Accompanied Personnel	Rio Bayamon Housing (Large Activity Room) 1700-2000
April 12 th	Unaccompanied Personnel	Base San Juan (Galley multi-purpose room) 1300-1530

Inbound Member Training Schedule, AY 2012:

Date	Location
June 20 th	Building 100 Conference Room 0800-1130
July 18 th	Building 100 Conference Room 0800-1130
August 15 th	Building 100 Conference Room 0800-1130
September 5 th	Building 100 Conference Room 0800-1130

Sponsor Training Schedule, AY 2012:

Dates	Location
March 5 th	Galley Multi-Purpose Room, 0800 - 1130
March 20 th	Galley Multi-Purpose Room, 0800 - 1130
April 10 th	Galley Multi-Purpose Room, 0800 - 1130

Transportation Training Schedule, AY 2012

Dates	Location
March 8 th – August 31 st	UPH Recreational Deck (every Tues and Thurs) 1300-1400
March 20 th – March 23 rd	USVI St. Thomas/St. Croix
TBD April 2011	AIRSTA Borinquen

SHIPPING POVS FROM PUERTO RICO

be paid before the certificates are given, you will be sent to the Colecturia, once paid a receipt will be provided, take this back to DMV.

Cars that are still being financed by a lending institution need a Lien's Holder Letter; if car is paid for but the registration shows a loan, a tax stamp of \$5.00 will be requested, and a new title and registration will be issued.

STEP 2: Obtain 'Certificate for Export' (valid for 5 calendar days)

Location: Police Department – Stolen Vehicles

Division: Hours of Operation are Monday through Friday 7:00am – 3:30pm (No appointment needed). It is strongly recommended; that the active duty member attend in uniform.

For License Plates from the 50 states:

Can go to any police department; Bayamon is recommended.

For Puerto Rico License Plates:

Go to the police division of the town owner resides in. (See Stolen Vehicles Division for link).

Procedure:

- Sign in.
- Vehicle will be inspected. (Plate number, VIN number, and labels are verified).
- Once inspection is complete, a certificate is given.
- Vehicles that have been involved in an accident, or have had parts changed may

STEP 1: Obtain Hacienda Tax Stamp

Location: Hacienda/PR-IRS (Colecturia). You can also go to main Building in Old San Juan, or to any Colecturia in any town. For locations click:

<http://www.hacienda.gobierno.pr/colecturia/index.html>

Procedure:

- Purchase one \$1.00 and one \$0.50 tax stamps.

Required Documentation:

- Vehicle registration (original and copy),
- Driver's license (original and copy – both sides of license),
- Orders (original and copy)
- Puerto Rico inspection certificate (original and copy)

STEP 2: Obtain 'Certificate of No Violation' (VALID FOR FIVE (5) CALENDAR DAYS ONLY)

Place: CESCO (DMV) Vehicles with PR tags can go to any DMV. Stateside plated vehicles need to go to the main office in Carolina.

www.dtop.gov.pr/disco/directorio.html

Required Documentation:

- Vehicle registration (original and copy)
- Hacienda Tax Stamps (\$1.50)
- Title (original and copy)
- Lien Holder's Letter (Loan Pending Only)

Vehicles with PR plates will receive a computer-generated certificate. Vehicles of the 50 states plates from the will receive a manually created certificate.

Outstanding Infractions on your vehicle must

Enclosure (2) to SECSJINST 1301.1E have to have the new labels registered at the DMV.

Required Documentation:

- Title for Vehicle (original and copy)
- Vehicle Registration (original and copy)
- Lien Holder's Letter (**Loan Pending Only**)
- Copy of vehicle owner's license
- If the owner is not the completing the process, you will also need:
- Power of Attorney (authorization for person other than military member to fill the paperwork and do procedures). Please contact the Sector Legal Office at (787) 729-2370.

- A copy of the driver's license; of the person that will be executing the Power of Attorney.
- Copy of the service member's military ID (front and back).
- Copy of service member's driver's license (front and back).

STEP 3: To drop off Vehicle with Shipper (please contact individual shippers, as appointments are required).

Locations:

Vehicle Processing Center (VPC) – only for vehicles being shipped at government expense: Hours of operation are M – F, 0800 – 1630.

Phone: (787)792-1233 / (800) 388-5013
vpc@capitoltranasportation.com

Trailer Bridge, Inc. Vehicles Division San

Juan, PR: Hours of operation: M-F: 0650-1150/1250-1550

Phone: (787) 774-6370 / (800) 727-3859
www.trailerbridge.com

SHIPPING POVs FROM PUERTO RICO

Crowley Liner Service, Vehicles Division

San Juan, PR: Hours of operation: M-F: 0800-1100/1300-1500 (787) 729-1128
/1129/1130/1131/1139 or go to:
www.crowley.com

Sea Star, Inc, Vehicle terminal San Juan, PR:

Hours of Operation: M-F: 0700-1100/1300-1500
(787)721-2330
www.seastarline.com

Procedure:

- Remove all personal items from POV interior and trunk
- Remove all trash & loose parts
- Vehicle must be clean inside, outside, and underneath
- ¼ Tank of Gas
- Engine, wheel wells, and under inside of bumpers must be washed
- All gauges must be working properly
- **ABSOLUTELY NO LEAKS!**
- Once your inspection is complete, the Vehicle Inspection and Shipping Form, is then signed.
- A copy of all the documents; are provided. Documents to be included:

- Instructions for filing a claim
- Tracing your POV
- Destination (Pick up place)

Please Be Advised:

The inspection is very thorough and professional. All scratches, dings, dents will be recorded; watch with the inspector carefully to make sure his description matches the vehicle's condition.

Vehicle undergoes an Agriculture Inspection upon arrival at the port. If the vehicle fails the inspection, you will **BE FINED**. Regulation states vehicle **MUST BE** clean inside, outside and underneath, including engine, wheel wells and bumpers.

If gas gauge from vehicle is not working properly, you will need a certified mechanic's statement to confirm gas level. The certified mechanic's statement is available at the Hobby Shop at Ft. Buchanan for a fee. USCG regulations, stipulate that **no more than ¼ tank of gas, will be accepted in the tank.**

The only items that are authorized to be shipped in the vehicle; will be the license plate, antenna, cigarette lighter, floor mats, jack, and spare tire. These items will be placed in a box in the trunk.

Required Documentation:

- Three (3) copies of current travel orders
- Three (3) copies of vehicle's registration
- Three (3) copies of vehicle title **OR**
- Three (3) copies of lien holder's letter (only if the vehicle has outstanding loan)
- Certificate of No Violation (see Step 1)
- Three (3) copies of your driver's license (Front & Back)
- Three (3) copies of military ID (Front & Back)
- Certificate of Motor Vehicle Inspection (see Step 2)
- Certification for Export (see Step 3)

If appropriate:

- Three (3) copies of Power of Attorney
- Three (3) copies of license of person

executing Power of Attorney.

Average Capitol VPC Shipping Time:

East Coast; 30 days (Florida to New York)
West Coast: 40 days (California to Alaska)
Mid West: 35 days (Texas and St. Louis)

DIRECTIONS TO HACIENDA FROM BASE SAN JUAN:

1. Exit Base San Juan and continue on the low road, it will curve approximately 4 times.
2. When you pass the San Juan Nautical Club, get in middle lane and continue towards Bayamon, bear right over a small bridge, and continue towards Bayamon; this is route 1. Continue on route 1 for about 2 miles, then on left you will see the rear of the Mercantil Plaza Building 255 Avenida once de Leon.
3. Stay to your left onto the marginal road, at 1st light (San German St.) turn left.
4. Turn left at next light, the parking lot for the Mercantil Plaza will be on your left.
5. Hacienda is located in the lobby.

DIRECTIONS TO DMV PONCE DE LEON AVE

1. Take Rt. 18 towards Caguas, exit 17N to Rt.
2. Turn right on Tulane St, left at Yale St.
3. When you reach Juan Ponce de Leon Ave, it will be on the right.

DIVISIONES DE VEHICULOS HURTADOS/ STOLEN VEHICLES DIVISION

<http://www.gobierno.pr/PolicialPR/RegionPolicial/>

Picking Up Vehicles in Puerto Rico from the Vehicle Processing Center (VPC)

PROCEDURE: Follow the directions provided here if you are picking up the vehicle that you shipped at government expense. If you are picking up the vehicle that you shipped at your own expense, please refer to Enclosure (4), *Picking Up Vehicles in Puerto Rico from Commercial Carriers*.

1. Use the website below to track your vehicle.

<http://www.whereismypov.com/>.

2. If your vehicle is listed as being at the Puerto Rico VPC, contact VPC (contact information located below) to see whether your vehicle is ready for pickup. Please be aware that your POV will NOT be ready for immediate pick-up on the day the vehicle arrives at the VPC. Per local Puerto Rico Government regulations, the following tasks must be completed before the VPC is allowed to release the POV to the customer:

- a. The VPC must submit the ocean bill of lading (OBL) to local authorities when the POV arrives in Puerto Rico.
- b. Within 24 hours, local authorities will process, stamp, & return the OBL to the VPC. This processed and stamped OBL releases the POV from the pier.
- c. Once the POV is transferred from the pier to the VPC, a Puerto Rico Tax Office representative must then visit the VPC to appraise the value of the POV.
- d. The VPC will prepare and submit all required documentation for a Tax Exemption Certificate. The processing time for this exemption certificate at the Tax Office may take up to 4 working days.
- e. Once cleared by the Tax Office, and all appropriate paperwork has been collected, the customer will be notified via mail, email, or telephone that their POV is ready for pick-up.

3. If your vehicle is ready for pickup, follow the directions below to VPC.

REQUIRED DOCUMENTATION FOR VEHICLE PICKUP:

1. Military ID. Expiration date must be more than one year from receipt of vehicle to avoid import taxes; Puerto Rican authorities assume that anyone with an ID expiring in less than 365 days is retiring in Puerto Rico and will levy the import tax.
2. DD form 788 or Vehicle Inspection and Shipping Form (VISP) provided at origin.
3. Power of Attorney (if vehicle not being picked up by service member).
4. ACAA Sticker: ACAA stickers (Receipt of payment) may be obtained at the Hacienda (see directions below) at the cost of \$37.45 (cash only) with proper documentation. A vehicle emissions inspection is required before purchasing an ACAA

sticker. However, for initial vehicle pickup, this requirement will be waived. Members must bring vehicle registration, driver's license, military ID, and military orders to the Hacienda Office (Colecturia) in order to obtain an initial ACAA sticker. Please note that in some instances, the Hacienda will issue a certificate rather than a sticker. The certificate should be maintained in your car with your registration and proof of insurance.

<http://www.buchanan.army.mil/sites/local/>

DIRECTIONS TO VPC FROM THE AIRPORT:

1. Follow signs from the airport to San Juan / Route 26 Oeste (West).
2. Take Route 26 Oeste (West) to Salida (Exit) Condado / Roberto H. Todd Salida.
3. Take Salida Condado / Roberto H. Todd and stay in the left lane on the exit ramp.
4. Turn left at the traffic light, onto Route 2. Follow Route 2 to Salida (Exit) "Marginal Kennedy", immediately after bridge. This road will loop around and under freeway.
5. Take the second right onto the parallel service road. You will travel parallel with Route 2 and pass several car dealerships.
6. Turn left at the Suzuki dealership.
7. The VPC is located on the left side of street, behind the San Juan Suzuki dealer in the Capitol Transportation facilities.
8. Check in with the guard and indicate to him that you're going to the VPC.

DIRECTIONS TO VPC FROM BASE SAN JUAN:

1. Exit Base San Juan and continue on the low road, it will curve approximately 4 times.
2. When you pass the San Juan Nautical Club, get in the middle lane and continue towards Bayamon, bearing right over a small bridge, and continue towards Bayamon; this is Route 1.
3. Exit at 1st exit, this is Route 2 to Bayamon. Follow Route 2 to Salida (Exit) "Marginal Kennedy" immediately after bridge. This road will loop around and under the freeway.
4. Take the second right the veer left onto the parallel service road. You will travel parallel with Route 2 and pass several car dealerships; turn left at the Suzuki dealership.
5. The VPC is located on left side of street, behind the San Juan Suzuki dealer in the Capitol Transportation facilities.
6. Check in with the guard and indicate to him that you are going to the VPC.

DIRECTIONS TO HACIENDA FROM BASE SAN JUAN:

1. Exit Base San Juan and continue on the low road, it will curve approximately 4 times.
1. When you pass the San Juan Nautical Club, get in middle lane and continue towards

Bayamon, bear right over a small bridge, and continue towards Bayamon; this is route 1. Continue on route 1 for about 2 miles, then on left you will see the rear of the Mercantil Plaza Building 255 Avenida once de Leon.

2. Stay to your left onto the marginal road, at 1st light (San German St.) turn left.
3. Turn left at next light, the parking lot for the Mercantil Plaza will be on your left.
4. Hacienda is located in the lobby.

POINTS OF CONTACT:

Capitol Transportation, Inc.
Vehicle Processing Center (VPC)
45 Calle 1
San Miguel Industrial Park
San Juan, PR 00920

Manager: Erika Del Valle
787-792-1233
787-792-4949
800-388-5013
Fax: 787-781-0688
Email: vpc@capitoltrnasportation.com

VPC HOURS OF OPERATION:

- POV processing 0800-1600 Monday-Friday
- Please ensure that you are signed in prior to 1600, processing may take up to one hour. VPC closes at 1700.
- Closed weekends, federal and select local holidays, Please call to ensure that VPC is open.

Picking Up Vehicles in Puerto Rico from Commercial Carriers

GENERAL: Follow the directions provided here if you are picking up the vehicle that you shipped at your expense. If you are picking up the vehicle that you shipped at your own expense, please refer to Enclosure (3), *Picking Up Vehicles in Puerto Rico from the Vehicle Processing Center (VPC)*.

PROCEDURE (CROWLEY):

1. Go to the **Crowley Terminal** (see directions below), and pick-up a copy of the Bill of Lading.
2. Go to the vehicle lot; locate your vehicle and pick-up vehicle appraisal. (See the roving guard if documentation is not affixed to the vehicle).
3. Go to the Hacienda Office (local tax office) on Ponce de Leon Avenue, (see directions below), in the lobby with the documents provided by Crowley along with the following documents:
 - a. Copy of official orders assigning you to Puerto Rico.
 - b. Driver's license.
 - c. Military ID; must be current and cannot expire within a year when picking up vehicle.
4. The Hacienda office personnel will prepare import documents.
5. Request further assistance at the counter.
6. Proceed to the cashier and pay the tire recycle tax, which is \$8.25 and purchase an ACAA sticker (medical insurance) for \$37.45. **It is strongly recommended that you bring cash.**
7. Once you have paid, return to the counter where you began to process the exemption, they will finalize your exemption.
8. Proceed back to Crowley with these documents, and your vehicle will be released.

PROCEDURE (TRAILER BRIDGE):

1. Go to **Trailer Bridge car division** (see directions below), and pick up a copy of the Bill of Lading and appraisal.
2. Follow steps 2 – 7 from the Crowley Procedure above.
3. Proceed back to Trailer Bridge with the documents, and your vehicle

will be released.

PROCEDURE (SEA STAR LINES):

1. Go to the **Sea Star Lines facility** (see directions below), and pick up a copy of the Bill of Lading and appraisal.
2. Follow steps 2 – 7 from the Crowley Procedure on previous page.
3. Proceed back to Sea Star Lines with the documents, and your vehicle will be released.

4. DIRECTIONS TO CROWLEY FROM BASE SAN JUAN:

1. Exit Base San Juan and continue on the low road (Road #1) stay on the right hand lane, as you pass the San Juan Nautical Club.
2. Make a right turn after passing Sizzlers.
3. Continue straight for approximately 1/4 mile until you see a sign for Crowley.
4. Follow the signs to the parking lot just after the Main Administrative Building, and ask for the Car Division or Customer Service.

DIRECTIONS TO HACIENDA FROM CROWLEY:

1. From the visitor parking, go back the same way you came.
2. At the second stop sign, turn left, and stay on this road until you pass the Convention center.
3. At the 1st traffic light, turn right onto the marginal road (Expreso Luis Munoz Rivera).
4. Stay on this road, it will bring you adjacent to Route #1; merge left on to Route #1.
 5. Continue on route 1 for about 2 miles, then on left you will see the rear of the Mercantil Plaza Building 255 Avenida once de Leon.
 6. Stay to your left onto the marginal road, at 1st light (San German St.) turn left.
 7. Turn left at next light, the parking lot for the Mercantil Plaza will be on your left.
 8. Hacienda is located in the lobby.

DIRECTIONS TO CROWLEY FROM HACIENDA:

1. Return to Rt. 1 by stayng on Ponce de León Ave, the exit will be to your left.,

2. Once on Route #1, stay in the right lane, and take the Miramar exit.
3. Once you have taken the Miramar exit, stay on the left and continue to follow this road, until you reach the 1st traffic light. Make a left at the traffic light. Go straight through the intersection at the second traffic light. Follow sections 3 and 4 of the initial directions to Crowley from Base San Juan.

DIRECTIONS TO TRAILER BRIDGE FROM BASE SAN JUAN:

1. Exit Base San Juan and continue on the low road (Road #1) stay on the left hand lane, you'll pass the San Juan Nautical Club, stay in middle lane and follow sign to Bayamon.
2. Exit at the first exit; this is Route #2 (Kennedy Ave) towards Bayamon.
3. Stay in the right lane at all times, take the exit for Route #22 Oeste (West) (highway) towards Bayamon and remain in the right lane.
4. Take the next exit, Exit 7A Route #165N.
5. Turn right at 1st light.
6. Take the 1st left, and you will see two entrances. The one to the right, which has a sign that says "Restricted Area". Enter here, check in with guard and he will direct you to the Car Division office.

DIRECTIONS TO HACIENDA FROM TRAILER BRIDGE:

1. Exit the customer parking and go back to the right, as you came in.
2. Turn left at 1st light and stay in the left lane.
3. Proceed under Enter highway to your left after you pass under it, immediately merge left across the highway, exit left to Kennedy Ave, stay in middle lane.
4. Continue until you go over the bridge, stay to your left you are now entering Santurce.
5. When you reach Walgreens (3rd light) turn right. Stay on this road until you reach Tulane St..
 6. . Turn right on Tulane st, left at Yale st.
 7. When you reach Juan Ponce de Leon Ave it will be on the right.

DIRECTIONS TO SEA STAR LINES FROM BASE SAN JUAN:

1. Exit Base San Juan and continue on the low road (Route #1) stay on

the left hand lane, you'll pass the San Juan Nautical Club, merge to the left lane and continue towards Bayamon. Take the 1st exit; for Route #2 (Kennedy Ave) towards Bayamon.

2. Follow Route #2 until you come to the bridge, exit right and stay in right lane.
3. Turn right at 1st traffic light, immediately on the right, you will see Sea Star's car division. Enter here.

DIRECTIONS TO HACIENDA FROM SEA STAR LINES:

1. Exit left and follow the sign for the Kennedy Marginal Road, once through the intersection turn left and head towards San Juan.
 2. Continue until you go over the bridge, stay to your left you are now entering Santurce.
 3. When you reach Walgreens (3rd light) turn right. Stay on this road until you reach Tulane St..
 4. . Turn right on Tulane st, left at Yale st.
 5. When you reach Juan Ponce de Leon Ave it will be on the right.
6. Receive stamp as paid in full from the billing office, then you return to car division, then vehicle will be released to you.

DIRECTIONS TO HACIENDA FROM BASE SAN JUAN:

1. Exit Base San Juan and continue on the low road (Rd #1) stay on the left hand lane, pass the San Juan Nautical Club, merge to the left lane and continue towards Bayamon.
2. Continue on route 1 for about 2 miles, then on your left you will see the rear of the Mercantil Plaza Building 255 Avenida Ponce de Leon.
3. Stay to your left onto the marginal road, at 1st light (San German St.) turn left.
4. Turn left at next light, the parking lot for the Mercantil Plaza will be on your left.
5. Hacienda is located in the lobby.

SPONSORSHIP CHECKLIST

- Initial Communication: Call or email the newcomer at his/her command immediately. Include your home and work number
- Ensure spouse is kept informed about the relocation/orientation process
- Determine the number and ages of any children.
- Determine if pets are involved in this relocation.
- Offer to assist in arranging for temporary lodging.
- Offer to meet the newcomer at the airport call to confirm orders and verify travel plans.
- Meet the newcomer and/or family at the appointed arrival location.
- Notify OOD and/or SPO of arrival.
- Escort the newcomer through the process of checking in.
- Escort the newcomer to medical to update tricare enrollment.
- Ensure member check in sheet is completed.
- Provide a tour of the Sector, pointing out the areas of interest.
- Help the newcomer check on household goods and auto shipments.
- Escort him/her to the housing for room assignment, if unaccompanied.
- Empower them to take charge of settling in.
- Stay in contact.

Other (nice but not required)

- * Assist in getting children registered for school.
- * Offer to take the newcomer to the laundry or offer the use of your washer or dryer.
- * Arrange for pets to stay in kennel, if needed.
- * Assist with vehicle registration
- * Invite the newcomer to dinner.
- * Offer a ride to the commissary.

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
U. S. Coast Guard
Sector San Juan

5 Calle La Puntilla Final
San Juan, PR 00901-1800
Phone: (787)729-xxxx
Fax: (787) 729-xxxx
xxxx.x.xxxx@uscg.mi

[Date]

[Sponsored members grade and name]
[Street address]
[City State and Zip Code]

Dear [Grade and Name]

We are pleased to have you as a member of our team. You are joining an exceptional group that performs its missions with skill and has great pride in its accomplishments. We look forward to working with you, and I am confident you will become a valuable member of our command. I encourage you (and your family) to join in the many sector and community activities available to you.

I assure you that I consider the safety and well being of our members and their families to be of utmost importance. If you should need help or advice during the relocation process, please contact your sponsor or myself.

Your sponsor is : Grade/ Name
Address
Work Telephone
Email

Sincerely,

(Signature Block)

SPONSORSHIP EVALAUTION QUESTIONNAIRE

The purpose of this questionnaire is to ensure that the sponsorship program is helping our members and their families. Your input will help the command improve this program in areas which may be deficient. Please return this form to your Department Head within 10 working days after your arrival.

1) Were you assigned a sponsor prior to your arrival?

- Yes
- No

2) Was your sponsor helpful?

- Yes
- No

3) Did your sponsor assist you with your initial check-in at the sector?

- Yes
- No

4) Did your sponsor show you around the sector?

- Yes
- No

5) My/Our sponsor was available for assistance when needed.

- Strongly Disagree
- Disagree
- Undecided
- Agree
- Strongly Agree

6) How many times per week did you speak with your sponsor?

0-2 times 2-5 times 5-10 times More than 10 times

7) Overall how would satisfied are you with your sponsors performance?

- Very Satisfied
- Somewhat Satisfied
- Undecided
- Somewhat Dissatisfied
- Very Dissatisfied

8) If somewhat or very satisfied please explain why below.

9) If somewhat or very dissatisfied please explain why below.

10) How can we improve this process?
