



5330
19 May 2008

To: Distribution

Subj: SECTOR SAN JUAN PLAN OF THE WEEK: 19 – 25 May 2008

CALENDAR OF EVENTS

Current Events

POC/Time and Location

May 21: Spectrum Radio Trng (CC)	0845-1015 Comcen Conference Rm
May 21: Spectrum Radio Trng (User Brief)	1030-1100 Sta San Juan
May 22: Spectrum Radio Tng (CGC User Brief)	0845 – 1015 Commcen Conference Rm
May 22: Spectrum Radio Trng (User Brief)	1300 – 1430 AIRSTA Borinquen
21 – 22 May: COOP/HURREX	Bldg. 100 Conf room

Future Events (Rolling 30 Day Forecast)

10 – 13 June Fort Buchanan School Registration	Bldg. 55, Fort Buchanan
02 July Sector San Juan Change of Command	LT Geoffrion / Base San Juan

Reports, Documents & Correspondence Due

30 May: Regular Cycle LCDR Evals Due to Reviewer
30 May: Regular Cycle CWO4 Evals Due to Reviewer
30 May: LT End of marking period
10 June: Regular Cycle LT Evals Due to RO

Upcoming Retirements (Ceremonies)

02 Jun: CWO Mahony (ODU)	LT N. Marcelino/1100, TBD
04 Jun: CWO Lopez (ODU)	LT L. Gonzalez / 1000, Bldg 100 Conf. Rm

Morale Events

24 May: RBH Pool Party	Paige Kelly/1800, RBH Pool
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SECTOR BUSINESS

Hurricane Preparedness Information: Please click on the link for preparedness guidance pertaining to **insuring your personal property**. <S:\POW\Hyperlinks\2008 HURRICANE SEASON PREPAREDNESS.doc>

Post Hurricane Full Accountability: It's that time of year again: Hurricane season is fast approaching. Sector San Juan is responsible for providing hurricane contact numbers AND dependent information to ISC Miami for ALL members attached to Coast Guard San Juan. This includes all Sector departments, sub-units and tenant commands.

The attached form is required to be completed by all active duty, reserve and civilian members NLT 30 May and must be turned in to your CO/XO, OIC/XPO, Supervisor or Dept Head who will then turn them in to YN2 Condon for Response Dept, YN1 Nazario for Prevention Dept and YN2 Fatoba for Logistics Dept, PRIM & ComCen.



hurricane plan
form.doc

Work-Life Rep off Base: Ms. Jennifer Avila will be TDY to HQ the week of 19 – 23 May 08. If you need to speak to her, she can be reached at (787) 502-0324.

PCS INFORMATION

HHG Shipping Guidance: COMDT (CG-12) message with date/time group R 071431Z MAY 08 provides general guidance and references that all PCS'ing personnel should read and familiarize themselves with regardless of whether they have shipped their HHG.

HHG Tracker: Want to know the status of your shipment? Stop by the HHG Transportation Office and it's posted there in Building 126. Department Heads also receive updated copies weekly for distribution to staffs. Finally, the HHG tracker is available at the hyperlink below. It is updated weekly every Monday.

[..\Admin-SPO \(Logistics\)\Transportation\Transfer Season 2008 16May08.xls](..\Admin-SPO (Logistics)\Transportation\Transfer Season 2008 16May08.xls)

New SATO 1-800 Number: SATO Travel has a new 1-800 that works from the US mainland, the number is 1-866-580-7286. If you are in the states and have to contact our local SATO Office, please dial that number. For more info, contact Marilu Damiani. Email mdamiani@cwtsatotravel.com | Phone 1-787-754-4999| fax 1-787-274-8775

Outbound HHG Quality Control: Fort Buchanan Personal Property Shipping Office (PPSO) requests that all CG personnel receiving HHG counseling at Base San Juan contact them within 48 hours of your initial HHG counseling session. They are asking this so that they can do one last check of paperwork prior to scheduling pack-out to ensure that there are no last minute complications. Please contact the Outbound HHG section at (787) 707-4003/4004.

Transferring Your E-Mail Account During PCS: The transfer season's momentum is steadily growing as we transition the few degrees in Puerto Rico from Spring to Summer. It's important for everyone to understand what happens to their account when they transfer in order to expedite the process of checking-in at your new command and to minimize "lost" files when you sign-on in the new area. Click here for complete details: ..\Hyperlinks\Email_Account_Xfrs.doc

PCS 2008 Season Instruction is required reading for all sponsors as well as incoming and outgoing personnel. [..\SSJ Instructions\SECSJINST 1301.1\(series\) PCS Instruction\SSJINST_PCS 2008.pdf](..\SSJ Instructions\SECSJINST 1301.1(series) PCS Instruction\SSJINST_PCS 2008.pdf)

PRPD Vehicle Inspections: In order for your car to be shipped you must have your car inspected by the Stolen Vehicles Division of the PRPD. The following link details directions and hours of operations of the office. [S:\POW\Hyperlinks\StolenVehiclesDivision \(2\).doc](S:\POW\Hyperlinks\StolenVehiclesDivision (2).doc)

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Government Charge Card: Please follow the link for important information on the program.
<S:\POW\Hyperlinks\Government Charge Card.doc>

MORALE & WORK-LIFE MATTERS

Message from Human Relations Council: <S:\POW\Hyperlinks\Asian Pacific Heritage Month.doc>

Sector San Juan Bearings: [..\Hyperlinks\Bearings 1-15\(2\).pub](..\Hyperlinks\Bearings 1-15(2).pub)

School Registration: Please click on the hyperlink below for important information on registering your children at Fort Buchanan Schools for the 2008 – 2009 school year.

[10-13 Jun: FT Buchanan School Registration](#)

EVENTS CALENDAR:

- For great what-to-do ideas: http://www.meetpuertorico.com/what_to_do/default.asp
- For info on different activities to do around the island; from horseback riding to scuba diving: http://www.caribbeanedge.com/puerto_rico/activities/

COMMAND RELIGIOUS PROGRAM

Soup Kitchen Fridays: Contact ENS Falce (2083) or Chaplain Bargola (2340) for details.

NEWS LINKS

CG e-Newsletter: Is a compilation of stories from throughout the week regarding the CG from commercial news sources around the country. It includes links to these news sources; however, please note, these sources do not represent official Coast Guard positions or policies. Some of the links may require free registration with the website. For email address additions, changes or to be removed from the list, visit http://cgls.uscg.mil/mailman/listinfo/coast_guard_e-newsletter.

The current DHS Magazine is available at: <..\Links\DHS Today.1.7.08.pdf>

The current Coast Guard Magazine is available at: <http://www.uscg.mil/magazine>

The current Coast Guard Reservist Magazine is at: <http://www.uscg.mil/reservist/magazine.htm>

Personal Finance Counseling Services: <..\Hyperlinks\Personal Finance Counseling Services.doc>

Exchange Sales Flyer: ..\Hyperlinks\Exchange_wk16 Class 1 and 2 NB.pdf

EDUCATION & PROFESSIONAL DEVELOPMENT

Foreign Language Pay Program (FLPP): A recent ALCOAST (ALCOAST 195/08) announced a waiver to allow members whose FLP Tests had lapsed or were NOT able to take the test to continue receiving FLP. The ALCOAST allows you, if you are still serving as an interpreter or linguist, to continue to receive FLP, retroactive from the date that your last test

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expired until 01 Sep 08. If you are a designated linguist or interpreter NOT currently receiving FLP due to a lapsed test please contact the SPO Chief at 787-729-2345 to help you attain back pay.

Any questions related to FLP should be directed to the SPO Chief at (787) 729-2345.

Special NOTE: A Sector San Juan Instruction for Foreign Language Pay is in the works and will be released soon. A Tri-Fold pamphlet can be obtained outside the SPO Chiefs office.

CG Foundation Education Grant Program funds have been received. The CG Institute's CG Foundation Grant Manager will diligently start to process the grant checks, but it may be another week before grant checks are actually mailed. They have a back log of over 450+ applications, and will work very hard at achieving a quick turn around because some applicants have been waiting 3-4 months.

Training Specialist (DPTMS, USAG Fort Buchanan) at (787) 707-3412 or click here for details and schedule: [..\Hyperlinks\2008 USAG Fort B Driving Safety.doc](#) and [\Hyperlinks\Class Schedule.ppt](#)

CG Institute Bulletin: [S:\POW\Hyperlinks\CG Institute Bulletin.doc](#)

PG Education 2009: [S:\POW\Hyperlinks\PG Education Opportunities for 2009.doc](#)

DUTY CALLS (Base San Juan Duty Assignments):

OOD – Oncoming & off going shall conduct relief w/LT Hernandez NLT 0745 in the trailer located in the Building 126 parking lot and via phone on weekends and holidays unless directed otherwise.

Mon 19 May	OS1 Jessen
Tue 20 May	GM1 Landosky
Wed 21 May	SKC Wolfe
Thu 22 May	MKCS Mast
Fri 23 May	EM1 Dudley
Sat 24 May	HS1 Salazar
Sun 25 May	Sk1 De La Cruz

//Signed//

C. ZACHARIAH, LCDR
By direction

Dist: SECTOR SJ Divisions & Tenant Commands
CG AIRSTA Borinquen