



SECSJCHANGENOTE 1301
15 AUG 2016

SECTOR SAN JUAN CHANGE NOTICE 1301

Subj: CH-1 TO PERMANENT CHANGE OF STATION (PCS) REQUIREMENTS AND GUIDANCE, SECSJINST 1301.1B

1. PURPOSE. This Sector San Juan Change Notice publishes a change to Permanent Change of Station (PCS) Requirements and Guidance, SECSJINST 1301.1B.
2. ACTION. All Commanding Officers, Officers in Charge, Sector San Juan personnel, and tenant commands including the Coast Guard Exchange (CGX) shall comply with the provisions of this Change Notice.
3. DIRECTIVES AFFECTED. With the addition of this Sector San Juan Change Notice, Permanent Change of Station (PCS) Requirements and Guidance, SECSJINST 1301.1B, is updated.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. This Sector San Juan Change Notice establishes the following major changes:
 - a. Removes all information from Enclosure (2), POV Shipping Procedures When Shipping from Puerto Rico, and re-directs readers to a POV Shipping Procedures document on the Sector San Juan CG Portal Site.
 - b. Updates information regarding the processing time of ocean bill of lading in paragraph 2.b of Enclosure (3).
 - c. Updates information regarding required documentation when picking up a POV from a private shipping company, and clarifies the driving directions from Crowley to the Hacienda, in Enclosure (4).
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this directive and the general policies contained within have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act

Implementing Procedures and Policy for Considering Environmental Impacts,
COMDTINST M16475.1 (series)

- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
- 7. DISTRIBUTION. No paper distribution will be made of this instruction. An electronic version will be located on CG Portal at <https://cg.portal.uscg.mil/units/sectorsanjuan>.
- 8. PROCEDURE. Any locally maintained electronic copies of Permanent Change of Station (PCS) Requirements and Guidance, SECSJINST 1301.1B, should be deleted and replaced with a current electronic version (see paragraph 7 of this Change Notice).
- 9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
- 10. FORMS/REPORTS. None.
- 11. REQUEST FOR CHANGES. Submit changes to the Sector San Juan Admin Officer.



R.W. WARREN
Captain, U. S. Coast Guard
Commander, Coast Guard Sector San Juan



SECSJINST 1301.1B
14 OCT 2015

SECTOR SAN JUAN INSTRUCTION 1301.1B

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

Ref: (a) Military Assignments and Authorized Absences, COMDTINST M1000.8A Chap 1.H
(b) Housing Manual, COMDTINST M11101.13 (series)
(c) Safety and Environmental Health Manual, COMDTINST M5100.47 (series), Ch. 10
(d) Joint Travel Regulations (JTR)
(e) Unaccompanied Personnel Housing (UPH) Instruction, SECSJINST 11101.2 (series)
(f) Suitability of CPBs, WPBs, and WPCs as Permanent Quarters, CG-1 Memo 11103
dtd 01 April, 2015

1. PURPOSE. This instruction promulgates general guidance for personnel involved in a PCS transfer to or from Coast Guard units located in the Sector San Juan Area of Responsibility (AOR).
2. ACTION.
 - a. Unit COs, OICs, and Department Heads will ensure that all members involved in a PCS move receive a copy of this instruction, and that the designated sponsors perform assigned duties.
 - b. All personnel ordered in to or out from Sector San Juan shall be familiar with and follow the contents of this instruction.
 - c. Sector San Juan Logistics Department shall maintain this instruction and 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.
 - d. Unit supervisors in STT, STX and Ponce shall issue specific guidelines tailored to their special circumstances to aid their personnel and supplement this instruction.
3. DIRECTIVES AFFECTED. Sector San Juan Instruction 1301.1A is hereby cancelled.
4. DISCUSSION. Making a PCS move is a stressful event for personnel and their families. Sector San Juan's goal is to make this process as smooth as possible. In a typical year, roughly 270 personnel PCS either 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 instruction 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.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this directive and the general policies contained within have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series)
- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. DISTRIBUTION. No paper distribution will be made of this instruction. An electronic version will be located on CG Portal at:

<https://cg.portal.uscg.mil/units/sectorsanjuan>.

8. PROCEDURES.

- a. Inbound Members: The provisions of this paragraph apply to accompanied and unaccompanied personnel who will PCS to Sector San Juan.
 - (1) Receipt of Orders. Upon receiving orders, the member will be contacted by the Sector San Juan SPO to welcome the incoming member to Sector San Juan and to provide him or her with the requirements needed to gain entry approval. Members should encourage their servicing SPO to communicate early and often with the Sector San Juan SPO in order to facilitate a smooth OCONUS transfer.
 - (2) Command Interview. It is imperative that, within ten days of receiving orders to a Sector San Juan unit, members be screened by a representative of his or her current

- command. The Command Checklist for OCONUS Screening shall be utilized and is available in reference (a).
- (3) Medical Screening. Members in receipt of orders shall schedule a medical appointment for themselves and their dependents as early as possible in order to complete the overseas medical screening process, which can be found in reference (a) and on form CG-6100. Per reference (a), the Medical Officer will review all members and dependents' initial medical questionnaires to determine if the member's and his/her family's medical needs will be met in PR or the USVI.
 - (4) Entry Approval. Once the command and medical screening have been completed, members should follow the instructions provided by the Sector San Juan SPO to request entry approval. Upon entry approval being granted, members can complete the PCS departing worksheet and coordinate their report date with the concurrence of their current and future supervisors.
 - (5) Vehicle Shipment. Shortly after receiving orders, members will be contacted by the Assistant Transportation Officer with detailed instructions on how to ship their vehicles to Sector San Juan. It is important that this process be thoroughly understand and completed early as there is a significant shipping time for both vehicles and household goods (HHG) to Sector San Juan. Members may contact the Sector San Juan Assistant Transportation Officer or their local transportation officer if they have any questions regarding the procedures to ship a vehicle to Puerto Rico or the USVI. Further information regarding vehicle shipments once a member arrives to Sector San Juan can be found in paragraph 8.f of this instruction and in enclosures (2) – (6).
 - (6) HHG Shipment. Shortly after receiving orders, members will be contacted by the Assistant Transportation Officer with detailed instructions on how to ship their HHG to Sector San Juan. Members shall follow the instructions provided and utilize the move.mil website to coordinate all shipment of HHGs.
 - (7) Check-In Procedures. Members shall immediately notify the SPO of their arrival on the island if reporting during normal business hours. Members reporting after hours or on weekends/holidays shall contact the OOD by phone at (787) 501-6437 to meet the OOD on base to have their arrival noted in the OOD Log. Members who check in with the OOD are required to check-in with the SPO during the next business day. If a member wishes to take leave immediately after arriving on island, they will have to submit a leave request to their supervisor authorizing their absence after they have completed the immediate check-in process as outlined below. Members intending to take leave after arrival should propose it well in advance.
 - (8) Personnel reporting to St. Thomas, St. Croix, or Ponce shall contact their assigned yeoman (YN) within five (5) business days of checking in to any of these units.
 - (9) Check-In Sheets.

- (a) Immediate Check-In. While sub-units and tenant commands may prescribe separate check-in procedures, all personnel, regardless of the command to which they are assigned, must use Sector San Juan's check-in sheet. However, personnel not assigned to Sector Staff are only required to visit the offices noted in Table 1 below. Department Heads, COs, OICs, and detachment supervisors shall ensure that newly reported personnel visit/contact the offices noted in Table 1 on the first business day after their arrival. All members assigned to Sector Staff shall also check in with those listed in Table 2 within one week of reporting.

Contact	Location	Telephone #
Transportation Office	Building 126	(787) 729-2316
Housing Officer (accomp)	Housing Cmnty Center	(787) 774-1182
UPH Manager (unaccomp)	Building 127	(787) 289-8620
Clinic	Building 125	(787) 729-2305
Security	Building 126	(787) 729-2302
SPO	Building 126	(787) 729-2350
Govt Charge Card Coord	Building 126	(787) 729-2345

Table 1: Immediate Check-Ins required

Contact	Location	Telephone #
Educational Service Officer	Building 126	(787) 729-2314
Worklife/Victims Advocate	Building 126	(787) 729-2339
Chaplain	Building 126	(787) 729-2340
Base Attorney	Building 126	(787) 729-2370
Collateral Duty List	Building 126	(787) 729-2306
Logistics Officer	Building 126	(787) 729-4300
LDAC Chairperson	Building 100	(787) 289-2065
WQSB	Building 100	(787) 289-2089
Wardroom (officers)	Building 100	(787) 289-2062
Supply	Building 101	(787) 729-2320
ESD San Juan	Building 101	(787) 729-4360
MWR	RBH	(787) 774-0298
Single Sailor Program	Building 127	(787) 525-1977
Tricare	Building 125	(787) 729-2334
Dental Clinic	Building 124	(787) 729-4244
Health & Safety Coordinator	Building 110	(787) 729-4307
Facilities Engineer	Building 105	(787) 729-4302

Table 2: Other Sector Services

- (b) Check-In Completion. Check in sheets must be completed and submitted to the servicing yeoman within 30 days of arrival. The SPO will report compliance with this requirement to the Sector Commander.

(10) Temporary Lodging Allowance (TLA). TLA commences based on a member's actual reporting date to their new PDS. Members traveling with dependents and single members who have been released from Government housing prior to reporting are eligible for TLA starting on their reporting day. 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.

- (a) All active duty members assigned to Sector San Juan are entitled to TLA to facilitate their PCS 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 San Juan may be claimed every 10 days and is normally limited to a maximum of 60 days. The computation and rules for TLA are contained in reference (d), paragraph 9150 - 9195. In summary, maximum TLA is computed for single members at 65% of the Per Diem rate and a member with 1 dependent, or 2 dependents (without a military member) is computed at 100% of the Per Diem rate. For each additional dependent 12 and over, add an additional 35%, and for each dependent under 12 add an additional 25%. Hotel reimbursed at actual rate.

NOTE: The above is a summary of the TLA entitlement. Individual circumstances (e.g., Hotel rooms containing a kitchen) may alter reimbursement percentage for TLA. Personnel should refer to the reference or their Servicing YN for assistance in determining their actual rate of reimbursement.

- (b) Exceptions/Extensions. In accordance with reference (d), paragraph 9160I-1-6, TLA over 60 days may be granted. Requests for TLA extensions shall be submitted to the Logistics Department Head via the member's CO, OIC, or Department Head and the Servicing Personnel Office (SPO) Supervisor. 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 extendable for delays associated with purchasing non-government quarters, if a member's HHGs are ready for delivery. For members leasing or securing private sector housing and who have used more than 60 days, once HHGs are ready for delivery, all TLA payments will stop with no exceptions.

- (c) Government Travel Charge Cards may be used for periods of TLA for lodging expenses only. They shall not be used for food, rental car or gas expenses.

(11) Availability of Government Housing.

- (a) Accompanied Members. All personnel on accompanied tours in the Sector San Juan AOR shall have their dependents screened for command sponsorship. Members with dependents are required to reside in government family quarters

unless adequate government quarters are not available in accordance with reference (b), enclosure (5). Members who already own a home in Puerto Rico must request a release from government housing through the Sector San Juan Housing Office. Members who are considering purchasing a home in Puerto Rico must also request a release from government housing and show proof they are in the process of purchasing a residence. Members in this situation must consult with the Housing Office as soon as possible upon receiving orders to the Sector San Juan AOR in order to fully understand the nuanced requirements associated with this process. Members in receipt of PCS orders to Sector San Juan whose dependents already reside in Puerto Rico must have their dependents screened for command sponsorship and elect an accompanied tour.

- (b) Geographical Bachelors. Members with dependents electing an “all others” tour (commonly referred to as Geographical Bachelors), will not receive OHA and will be assigned to the UPH, with the exception of those attached to cutters. Per references (b) and (f), the cutter is deemed to provide adequate berthing and due to the member receiving BAH for the location where their dependents reside, the member is not authorized a permanent party room or OHA. If available, geographical bachelors assigned to a cutter may request to live at the UPH and pay a service fee. All Geographical Bachelors may choose to acquire off base housing at personal expense to the member.

Geographical Bachelors may request and receive BAH protection for the location of their dependents. Members will not receive additional housing allowance. All Geographical Bachelors must contact the UPH Manager as soon as possible, after receiving orders, to acquire a room in the UPH.

- (c) Unaccompanied Members. Single members should consult reference (e) for the rules regarding mandatory assignment of quarters. Unaccompanied members must contact the UPH Manager as soon as possible after receiving orders to determine whether quarters will be available. The UPH manager will provide a release recommendation to the Engineering Officer who will have the final authority whether to release the member from the UPH.
- (d) Additional information about these processes is available in our helpful hints document located at:

www.uscg.mil/sectorSanJuan/welcome_ aboard.asp

- b. Outbound Members: The provisions of this paragraph apply to accompanied and unaccompanied personnel who will PCS from Sector San Juan.
 - (1) PCS Entitlement Counseling. Due to the uniqueness of each PCS move, all outbound personnel shall make an appointment with their servicing Yeoman, within two weeks of receiving orders, to be counseled on all PCS travel and pay entitlements associated with their PCS move. Dependents are welcome to attend this counseling, but are not

- required. Enclosure (1) includes the questions that are most frequently asked during counseling.
- (2) Temporary Lodging Allowance (TLA). All active duty members assigned to Sector San Juan are entitled to TLA to facilitate their PCS departure. 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 normally **cannot exceed 10 days**. These 10 days must be those immediately before departure from the Permanent Duty Station (PDS).
- (a) 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 and must be counseled by the SPO supervisor or the Personnel Officer to ensure that their PCS departure plan and TLA extension request meets the JTR guidelines for approval.
- (b) Requests for TLA extensions shall be submitted to the Logistics Department Head via the member's CO, OIC, or Department Head and the Servicing Personnel Office (SPO) Supervisor.
- (c) Government Travel Charge Cards may be use for periods of TLA for lodging expenses only. They shall not be used for food, rental car or gas expenses.
- (d) Members are required to submit their last TLA claim to the Sector San Juan SPO auditors prior to departure.
- (3) Vacating Quarters. In order to complete the final check out of government-owned quarters, members must present a copy of original **executable** PCS orders (a copy can be obtained from the SPO) to the Housing Officer or Unaccompanied Personnel Housing (UPH) manager. In accordance with reference (d), paragraph 9150A-5, a member's 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). If the moving agent prevents clearing quarters during working hours, due to a late pickup, the Housing Officer will allow TLA to start that same night if entitled. Member will still need to have quarters inspected and cleared the next day to be considered vacated. Communication with the Housing Officer is key to ensure a timely vacation of quarters and start of TLA.
- (4) 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

servicing yeoman. Updated check-in and check-out sheets can be obtained at the Sector San Juan SPO Portal Page or at the SPO. In order to ensure this is completed, members will not receive their signed original orders until a completed check-out sheet has been turned in.

- c. 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. One of the biggest complaints incoming members have each year is that their sponsor failed to provide them with enough information about moving to the Sector San Juan AOR.
- (1) Designating Sponsors. The SPO shall notify Cutter Commanding Officers, Officers in Charge, Department Heads, and division Chief Petty Officers of incoming members. Division Chief Petty Officers will assign a sponsor for each incoming member within 5 days of notice of orders. Designated sponsors should be similar in rank, age, marital status and family composition 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. Division Chief Petty Officers should make every effort to NOT select a sponsor who is scheduled to PCS from Sector San Juan in the same AY as the inbound member he or she is sponsoring. A Sponsor need not be in the same division or rating as the incoming member. The designated sponsor will forward a Welcome Letter to the incoming member identifying themselves 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 included as enclosures (7-9) of this instruction.
 - (2) Sponsor Performance. Sponsors should be reminded that their performance as a sponsor will be reviewed by their division chief and that they will be held accountable for poor performance. Commanding Officers should appropriately recognize exceptional sponsors.
 - (3) Sponsor List. The SPO Supervisor 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.
 - (4) 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 Government Vehicle (GV) to transport reporting members and their families from the airport to Base San Juan and/or to temporary lodging. To reserve a GV, you must use the Vehicle Dispatch & Reservation Module (DRM). Email the Motor Pool dispatcher to register.

For additional instructions to get access to the DRM system, see the Sector San Juan Engineering Motor Pool Portal page,

<https://cg.portal.uscg.mil/units/sectorsanjuan/logs/engineering/Motor%20Pool%20Documents/Forms/AllItems.aspx>

Once you have access, you can reserve your vehicle; however you still must be approved verbally by the Motor Pool dispatcher. If you have not scheduled the reservation verbally with the dispatcher, your vehicle reservation through DRM will not be confirmed. Sponsors shall notify the Motor Pool at least 24 hours in advance of their need for a government vehicle. For questions concerning the vehicle reservations, please contact the motor vehicle petty officer at (787) 729-4306. The use of privately owned vehicles is authorized if a government vehicle is not available. If an email request and denial from Motor Pool cannot be furnished, then reimbursement will not be authorized. If POV is authorized, airport parking fees, tolls, and mileage are reimbursable. Sponsors should contact their servicing YN to file a local travel claim.

- d. Sector San Juan Portal Page: Unit COs, OICs, and Department Heads are responsible to ensure that unit links and information are up to date and accurate in order to provide members with the best information possible to assist in a smooth transition to and from Sector San Juan. The Sector San Juan Portal Page may be accessed at

<https://cg.portal.uscg.mil/units/sectorsanjuan>.

- e. Household Goods (HHGs): The time and distance computations, customs regulations, local taxing authorities, and 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 San Juan Assistant Transportation Officer. In order to avoid delays and misunderstandings, outbound personnel are required to process their HHG shipments with the Assistant Transportation Officer.

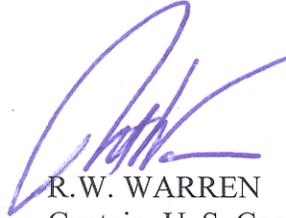
- (1) Personnel Inbound to Puerto Rico should check in with the Assistant Transportation Officer on the first day of reporting for assistance and must contact their Transportation Service Provider (TSP) or local agent to arrange delivery.
- (2) Personnel Outbound from Puerto Rico shall follow instructions from the Assistant Transportation Officer's Email in order to register and log into the Defense Personal Property System (DPS) and complete the household goods process. Sector San Juan's Transportation Office will conduct one-on-one counseling upon completion and submission of signed shipment application paperwork from DPS to the Transportation Office, (DD 1299, Application for Shipment and/or Storage of Personal Property & DD 1797, and Personal Property Counseling Checklist).
- (3) Please see our Helpful Hints Document for information about firearms, taxes, and powers of attorney for your HHG process at:

www.uscg.mil/sectorsanjuan/welcome_ aboard.asp

- (4) 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 shipment(s). Members departing should contact the Assistant Transportation Officer as soon as they receive orders to begin the HHG shipment orientation process in relation to personal property shipping. It is also recommended that outbound personnel work with their assigned 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.
 - (5) Personnel Inbound to the USVI. Members should liaise directly with the Sector Transportation Office to check in and ensure delivery is scheduled in DPS.
- f. Privately Owned Vehicles (POVs): Under transportation regulations, the Coast Guard will pay to ship only one POV per PCS. Information on the status of shipped vehicles can be found at www.pcsmypov.com, or by contacting the Vehicle Processing Center (VPC) directly at 787-792-1233. Enclosure (3) provides the hours of operation.
- (1) 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 if you personally shipped a second vehicle.
 - (2) Personnel Outbound from Puerto Rico. Enclosure (2) provides step by step instructions to ship POVs from Puerto Rico.
 - (3) Personnel Inbound or Outbound from the USVI. Contact the Puerto Rico VPC at (787) 792-1233 or toll free at (800) 388-5013. Enclosure (5) provides instructions for shipping your vehicle to or from St. Thomas. Enclosure (6) provides instructions for shipping your vehicle to or from St. Croix.
 - (4) Sector San Juan Base Parking. The CSO will provide parking identification when checking in. To receive your identification, you will need: Military ID, a valid driver's license, proof of insurance, registration, and an 'ACAA' or Marbete sticker. Members may receive one parking identification per vehicle owned. Please bring a valid driver's license for each member of your family that will be using a vehicle to enter the base.
 - (5) Motorcycle riders, in addition to the documentation in paragraph (4), 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 regardless of whether the motorcycle is operated on or off base, per reference (c). All members wishing to ride a motorcycle while assigned to Sector San Juan 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 MSF approved course as required by reference (c), it is strongly encouraged that you complete this training before moving to PR or the USVI due to the extremely limited training resources. Trainings can be scheduled by contacting the Fort Buchanan Installation Safety Office at 787-707-2560.
- (6) ACCA/Marbete Stickers. One of these stickers is required for all vehicles that operate on the roads in PR depending on where the vehicle is registered. These stickers are proof that the driver has paid into the Puerto Rican uninsured driver fund. ACCA stickers are for cars registered outside of PR and Marbete stickers are for cars registered in Puerto Rico. Failure to have an ACCA sticker can result in heavy fines or having your vehicle towed. See enclosure (3) for further information regarding how to obtain an ACCA sticker.
- (7) Abandoning a Vehicle at Base San Juan or at CG Housing is forbidden. A vehicle is considered abandoned when a vehicle is parked at Sector San Juan or Rio Bayamon Housing and the owner departs PCS without shipping the vehicle or making arrangements to remove it. After 60 days from the day the owner departs, vehicle will be removed, impounded and/or disposed of. All fees and fines will be the responsibility of the owner of the vehicle. Members who abandon vehicles may be subject to disciplinary action for failure to obey this instruction, a lawful order under Article 92 of the Uniform Code of Military Justice.
- (8) Purchasing or 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.
- (9) Shipping a Second Vehicle. Currently, the Hacienda (Puerto Rico's Internal Revenue Service) exempts active duty military members from paying taxes on one vehicle shipped to PR. At present married members may import a second exempt vehicle; however shipping cost is the member's responsibility. 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 motor homes (RV's) are not deemed to be articles of personal use or HHGs and will be subject to Puerto Rico's tax law.** It is recommended that inbound members ship their newest/highest value vehicle at government expense to lessen the impact of any taxes charged.
8. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
9. FORMS/REPORTS. None.

10. REQUEST FOR CHANGES. Requests for changes shall be submitted to the Sector San Juan Administration Division Chief.



R.W. WARREN
Captain, U. S. Coast Guard
Commander, Coast Guard Sector San Juan

- Encl: (1) PCS Frequently Asked Questions
(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) Shipment of Vehicles to and from St. Thomas
(6) Shipment of Vehicles to and from St. Croix
(7) Sponsor Designation Letter and Sponsor checklist
(8) Welcome Aboard Letter and Sponsor Survey

FREQUENTLY ASKED QUESTIONS
PCS

Q1: When should I receive my PCS orders?

A1: PCS Transfer Orders for special assignment (e.g. OINC, recruiting, etc.) are issued as early as DEC. Other PCS Transfer Orders start around the month of February. By April most PCS Transfer Orders should be issued.

Q2: How will I receive my PCS orders?

A2: Once the Assignment Officer approves the PCS Transfer Order in Direct Access, you will receive a notification via email. Shortly after that you will receive an email from your YN with further instructions.

Q3: Are the orders enclosed in the email considered the official orders?

A3: This is considered a PCS Transfer Order, which is official in nature, but is not considered Official Travel Orders yet. These are not “Ready for Execution,” meaning you will not be able to arrange for HHG’s, POV shipment or travel.

Q4: What paperwork do I need to complete to make my orders “Ready for Execution?”

A4: The email you will get from your YN will have the worksheets (e.g. CG-2000, CG-2045) you need to complete in order for the SPO to process you PCS Transfer Order and make them “Ready for Execution.”

Q5: What is Proceed Time and how many days would I get?

A5: Proceed time is a period of delay in addition to authorized leave or travel which may be granted to facilitate necessary personal arrangements in disestablishing and/or establishing a residence.

- 4 days for orders indicating no haste in reporting.
- 2 days for orders indicating proceed without delay

Q6: How many days of Travel Time do I get?

A6: You’ll get at a minimum one day of travel for flying to or from the mainland. Travel time / days vary depending on your travel mode and final destination. Your YN will work closely with you to determine the exact amount of days.

Q7: How much leave can I take when I PCS?

A7: Enlisted personnel can request up to 60 days leave enroute. Officers are limited to 20 days.

Q8: By when do I need to report to my new PDS?

A8: The maximum amount of time commands can adjust a report date, with concurrence of the departing and receiving command and without prior approval from EPM / OPM is 30 days before or after the dates on your orders from PSC.

Enclosure (1) to SECSJINST 1301.1B

Q9: When is the earliest I can depart my current PDS?

A9: This depends mostly on the amount of leave you'll be taking and authorized travel time. You will also need command approval. Your YN will work closely with you to determine your departure date.

Q10: Can my family Travel off island before me? How would this affect my OHA & COLA?

A10: Yes, dependents can travel before you as soon as the orders are "Ready for Execution." However, your COLA could be reduced to the without dependent rate. If only some dependents travel in advance then your COLA will be reduced to the number of dependents that remain at your current PDS. OHA would not be affected.

Q11: Can my family Travel after I have left the PDS? How would this affect my OHA & COLA?

A11: Yes, dependents can travel after you have departed your current PDS. However, your OHA would stop once you terminate your lease but NLT the day before you depart. COLA will stop the day before you depart.

Q12: What if my travel plans change? Can I get my orders amended?

A12: Yes, at the SPO we understand that plans can change at any time. Keep us informed about the changes and we will make necessary adjustments. Additional documentation may be required.

TRAVEL (TVL) ENTITLEMENTS

Q1: What is Dislocation Allowance (DLA)?

A1: DLA is a set amount of money payable to members in receipt of PCS orders. DLA is based on your grade and dependency status on the effective date of your PCS. DLA is payable to all members with dependents provided their dependents relocate. Members without dependents must be released from mandatory government quarters assignment before receiving DLA.

Q2: What is the purpose of DLA?

A2: The purpose of DLA is to partially reimburse a member for the expenses incurred in relocating the household due to a PCS. This allowance is in addition to all other allowances authorized in the Joint Travel Regulation (JTR) and may be paid in advance.

Q3: How is my TVL entitlement computed?

A3: TVL entitlements are based on the members travel arrangements from point "A" (Old PDS) to point "B" (New PDS). More information can be provided by reviewing the JTR CH 5.Sec 2.

Q4: How much of my TVL entitlement can I get in advance?

A4: 80% of the "Total" Travel Entitlement. Your YN will be able to configure amounts as soon as you know what your travel arrangements are.

Q5: When should I receive my TVL advance?

A5: Within 30 days prior to your PCS Departure date on the "Official Travel Orders."

Q6: When can I get Advance Pay?

A6: Within 30 days of departure on PCS orders, and within 60 days after arrival at a new unit. In extenuating circumstances, the member's CO may authorize Advance Pay to be paid up to 90 days before departing PCS, and up to 180 days after reporting PCS. When the PCS orders are to a unit within their current Military Housing Area, advance pay is only authorized when a household goods move is authorized at Government expense and the member actually schedules shipment of their HHG.

Q7: How much Advance Pay can I request?

A7: You may request an amount not to exceed three months basic pay less: taxes, SGLI, debts, forfeitures, GI Bill deductions, Dependent Dental Plan deductions, garnishment, mandatory support allotment, bankruptcy deductions, and TSP (basic pay) deductions. Any request for two or three months advance pay must be approved by your Commanding Officer. Take into account that advance pay must be paid back through lower pay checks and ensure that this works for your budget.

Q8: Will I receive my Advance Pay before I PCS?

A8: If approved, you will receive your advance pay within 30 days of departure.

Q9: When will I have to start repaying my Advance Pay?

A9: Repayment of advance pay is by payroll deduction. It starts two pay periods after receipt of advance.

Q10: Up to how many months do I have to pay back my Advance Pay?

A10: Advance pay can be liquidated over a minimum period of one month, up to a maximum of 12 months. A member can request a period greater than 12 months, not to exceed 24 months, when the PCS move causes unusually large expenses and repayment within 12 months would create a severe personal financial hardship. Only your Commanding Officer can approve requests for a repayment period greater than 12 months.

Q11: What is TLE?

A11: Temporary Lodging Entitlement (TLE) is authorized when the member and/or dependent(s) occupy temporary lodging in conjunction with a PCS transfer. INCONUS, TLE is a reimbursable allowance based on locality per diem rate, the number of travelers occupying temporary lodging, with deductions for normal housing and subsistence allowances. TLE advances are for up to 80% of total entitlement.

Q12: When would my entitlement to TLE start?

A12: TLE is only authorized for use in the local area near the old or new PDS. You would need to report with your new command for the entitlement to start.

Q13: How TLE is computed?

A13: See JTR CH 5. Part A. Sec 9. for complete formula and examples.

Enclosure (1) to SECSJINST 1301.1B

Q14: What is the max amount of TLE?

A14: The maximum TLE payment cannot exceed \$290/day for 10 days for CONUS to CONUS and OCONUS to CONUS transfers, 5 days for CONUS to OCONUS transfers.

Q15: What is the purpose of TLA?

A15: Temporary Lodging Allowance is to partially reimburse a member for the more than normal expenses incurred during occupancy of temporary lodgings and expenses of meals obtained as a direct result of using temporary lodgings outside the continental U. S., in conjunction with a PCS.

Q16: How many days of TLA am I authorized when I PCS out?

A16: TLA may be authorized upon departure from an overseas PDS for a period not to exceed 10 days.

Q17: When would my TLA start?

A17: TLA starts upon checking out of government quarters or terminating lease agreement not to exceed 10 days. Normally member's will schedule their check out date so they can start the 10 days clock from flight date and not have to incur out of pocket expenses.

Q18: I live in the barracks; do I have a TLA entitlement? If so, how does it work?

A18: Personnel living in the barracks are not authorized TLA.

Q19: Where can I find more information about TLA?

A19: See Reference (d), Part C. for more information.

OBLIGATING SERVICE FOR TRANSFER

Q1: Why do I need to obligate service to transfer?

A1: A member must comply with obligated service requirements before he or she will be permitted to execute his or her orders. A PCS transfer order will state what the obligated service requirement is. More information can be found in COMDTINST M1000.8, 1.B.6 and 1.A.4.

Q2: Do I need to complete a worksheet to let my SPO know about my intentions?

A2: Yes. Career Intentions Worksheet (CG-2045)

Q3: Within how many days after receipt of orders do I need to obligate service for transfer?

A3: Within 5 days

Q4: What would happen if I choose not to obligate service for transfer?

A4: PSC-EPM will be notified via message and this can result in the member being separated prior to the expiration of enlistment.

PCS OVERSEAS

Q1: Do I need to go through the Overseas Screening process again?

A1: Yes, if you receive orders to another overseas unit regardless if they are co-located you will still need to complete the Overseas Screening. (e.g., transferring from Station San Juan to SECTOR San Juan).

Q2: What is the purpose of the Overseas Screening?

A2: The Overseas Screening is used to determine suitability of member and family for the assignment location.

Q3: Is there a pass or fail when completing the screening?

A3: This is not a test. The purpose is to determine if you and your dependents are suitable for the overseas assignment and also to determine if you or your dependents have any special needs that could not be met at the overseas command. The Entry Approval Point has the final decision.

Q4: Is there a deadline to have the Overseas Screening interview completed?

A4: Within 10 days after receiving transfer orders from PSC.

Q5: What is the next step after completing the screening?

A5: SPO will send Overseas Screening via FAX, email or regular mail to the Entry approval authority within 5 days of completion of the interview.

Q6: What happens if I don't screen favorably and I am denied entry approval?

A6: When for any reason a Commanding Officer considers a member or any of their dependents unsuited to duty overseas, he or she shall withhold executing the orders and immediately report the circumstances to Commander (CG PSC-OPM) or (CG PSC-EPM) in sufficient detail to enable proper disposition. If long-term in nature for the member, non-availability for worldwide assignment may be grounds for separation. If long-term in nature for the dependents, circumstances will need to be addressed with Commander (CG PSC-OPM) or (CG PSC-EPM).

Q7: What does it mean for my dependents to have command sponsorship?

A7: Command Sponsorship includes both authorized entry (permission granted before travel) and approval of dependents (after-the-fact confirmation of authority to be present in the area) and may entitle the member to dependent transportation to and/or from the overseas area and any station allowance which may be payable for the area.

Q8: What is the request for entry approval?

A8: Request for entry approval must be sent no later than 6 weeks prior to the member's departure from the transferring command.

Q9: Who grants command sponsorship / entry approval?

A9: Sector San Juan is the Entry approval point; see reference (a), Exhibit 1.H.3.

Q10: In what manual(s) can I find more information about the Overseas Screening / Command sponsorship?

A10: COMDTINST M1000.8, 1.H.

HOUSEHOLD GOODS (HHG)

Q1: Do I need “Ready for Execution” orders to set-up my Household Goods move?

A1: No. To begin the process of setting up your Household Goods move, once you have a PCS to go, you will need to login to DPS, www.move.mil, to get self-counseled and submit your HHG move or Personal Procurement Move (PPM) to the Assistant Transportation Officer. He will need your official “Ready for Execution” orders to finalize or get your move booked with your Transportation Service Provider.

Q2: How far in advance do I need to set up my HHG’s move?

A2: The sooner the better to get the opportunity to reserve the date you want. NLT 30 days before desired pack / pick up date is recommended.

Q3: Do I need to make an appointment with Personnel Property to set up my move?

A3: Yes. Appointments are required after you set up your DPS move in www.move.mil. You will self-counsel online and print and sign 2 forms at the end of the counseling. You should scan and email these forms to the Assistant Transportation Officer or bring the forms to him to set up your appointment. A copy of final signed PCS travel orders is required at this time also.

Q4: What is DPS?

A4: The US Department of Defense (DoD) United States Transportation Command (USTRANSCOM) and the Military Surface Deployment and Distribution Command (SDDC) developed the Defense Personal Property Program, or DP3. As part of the DP3 mission, an internet-based system to manage DoD household goods moves was created. It's called the Defense Personal Property System (DPS).

Q5: How does DPS benefit me?

A5: Through DPS and the DP3 initiative, you will receive the following benefits:

- The ability to self-counsel and submit your application online, instead of traveling to a Transportation Office (TO)
- The option to file a claim online, and to settle directly with your moving company, called a Transportation Service Provider or TSP
- Full Replacement Value (FRV) of lost and damaged goods, as opposed to depreciated value offered in the past
- The opportunity to make sure only quality, reputable companies handle and ship your personal belongings, and those of your fellow service members and DoD civilians, by completing the Customer Satisfaction Survey (CSS)

Q6: Where can I find more information about DPS?

A6: You can find more information about DPS, from how to register to how to navigate the site, at www.move.mil.

Q7: What would be the estimated transit time of my HHG's?

A7: Average time is 30 – 65 days. This varies depending on starting or final destination. A more accurate projected delivery date will be provided upon making your shipment arrangements. Unaccompanied Baggage takes an average of 30 days.

Q8: What is the phone number and hours for the Personal Property Office in San Juan?

A8: Office Phone number is: 787-729-2316 and Cell Phone Number is: 787-548-8049. His E-Mail Address is Thomas.J.Velez@uscg.mil. He can be reached every workday from 0700-1530 whether he is in his office at Sector San Juan or teleworking.

POV SHIPMENT

Q1: Do I need “Ready for Execution” orders to arrange for shipment of my POV?

A1: Yes

Q2: Where can I find information about shipping my POV?

A2: You can find more information at the local VPC or at www.pcsmypov.com and Enclosures (2-6)

Q3: What is the phone number for the VPC in Puerto Rico?

A3: 787-792-1233

Q4: What are the business hours for the VPC in Puerto Rico?

A4: POV processing 0800-1600 Monday-Friday. Please ensure you are signed-in prior to 1500 as processing may take up to one hour. VPC is closed at 1600.

Q5: What is the estimate transit time of my POV?

A5: Average estimated transit time is 30 – 65 days. This varies depending on original or final destination. A more accurate projected delivery date will be provided upon making your shipment arrangements.

GOVERNMENT TRAVEL CHARGE CARD (GTCC)

Q1. Should I charge my airfare to my Government Travel Charge Card (GTCC)?

A1: PCS - If the duration of the PCS travel will exceed 15 days, including leave, compensatory absence, proceed-time, and temporary duty in conjunction with the PCS, the card shall not be used for airfare.

Q2. Can I use my GTCC for TLA?

A2. The 15-day rule in Q1 above does not apply to Temporary Lodging Allowance (TLA). The card may be used to cover hotels and member's meals in conjunction with the TLA entitlement, but reimbursement claims must be submitted every 15 days to allow for timely payment of the GTCC bill. The GTCC shall not be used for dependent meals. It is recommended to use PCS advances or other funds to pay for meals. Reimbursement for TLA including all meals (per diem) will be on the member's travel claim.

Enclosure (1) to SECSJINST 1301.1B

Q3. Can I use my GTCC for TLE?

A3. In the case of Temporary Lodging Expense (TLE), card use is subject to the 15-day rule addressed above in Q1. If PCS travel duration will exceed 15 days, traveler should request travel advance to cover the expenses.

Q4. Can I use my GTCC for dependent travel?

A4. The GTCC shall not be used for dependent travel expenses such as meals, lodging, and transportation tickets including during TLA periods. Instead members should request travel advances and ensure their PCS travel orders authorize the use of the Centrally Billed Account (CBA) for dependent travel.

Q5. What about Leisure Travel in conjunction with Official Travel?

A5. Use of the members GTCC or the CBA and the GSA contracted fares for travel other than between official duty stations is not authorized. Special rules and fare restrictions apply to leisure in conjunction with official travel. Travelers are encouraged to review the Leisure in Conjunction with Official FAQ sheet available at www.uscg.mil/psc/bops/govtrvl/Traveler/LICWO-FAQ.pdf or contact their Servicing Personnel Office (SPO) prior to booking any leisure travel.

Q6. Can I use my GTCC for Local Travel?

A6. GTCC use is prohibited for local travel in and around the permanent duty station other than when the traveler is departing from or returning to the PDS on approved travel orders.

Q7: How do I request a credit limit increase?

A7: As part of your travel preparations, travelers should verify that the credit limit on their GTCC is sufficient to meet their authorized, reimbursable travel expenses. Cardholders can view their credit limit in Direct Access under the Self-Service, Employee, View, My Credit Card Data or by contacting their Travel Manager who can also increase the limit if needed.

Q8: Who should I contact if I have any questions regarding my GTCC?

A8: Cardholders shall direct GTCC questions to their unit GTCC Travel Manager. Sector San Juan's Travel Managers are YNC Juan Andreu and YN1 G. Negron.

POV SHIPPING PROCEDURES WHEN SHIPPING FROM PUERTO RICO

Procedures to ship a POV from PR change frequently, sometimes with short notice. To obtain the most up-to-date information, please visit the Sector San Juan Portal page:

<https://cg.portal.uscg.mil/units/sectorsanjuan/logs/Transportation>

PICKING UP VEHICLES IN PUERTO RICO FROM THE VEHICLE PROCESSING CENTER (VPC)

PROCEDURE: Follow the directions provided here for 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 this website to track your vehicle: <http://www.pcsmypov.com/>.
2. If your vehicle is listed on the website 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 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 3 business days, 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 member needs to provide a copy of their military ID and a copy of their Social Security Card or W-2. The processing time for this exemption certificate at the Tax Office may take up to 4 working days. **In order to protect your personal information, it is recommended that you hand-carry a copy of your social security card to the VPC. If you choose to e-mail it, protect your information by saving the photo of your social security card as a password protected PDF. E-mail the PDF and password in two separate e-mails not easily linked to each other or transmit the password by phone. Do not use the word "password" in the second e-mail.**
 - e. Once cleared by the Tax Office, and all appropriate paperwork has been collected, the customer will be notified via email or telephone that their POV is ready for pick-up.
3. If your vehicle is ready for pickup, make an appointment on the VPC website and 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 (must be provided to VPC for clearance processing.) Military IDs may be renewed at Fort Buchanan. Please review the Sector

Enclosure (3) to SECSJINST 1301.1B

San Juan SPO portal page for more information. Any member requiring a new ID for this reason should obtain it prior to reporting overseas.

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 \$35.00 (cash only) with proper documentation. 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.

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 Mitsubishi dealership.
7. The VPC is located on the left side of street, behind the San Juan Mitsubishi dealer in the Capitol Transportation facilities.
8. Check in with the guard and indicate 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 Club Nautico de San Juan, at the Two Brothers Bridge, 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 Mitsubishi dealership.
5. The VPC is located on left side of street, behind the San Juan Mitsubishi dealer in the Capitol Transportation facilities.
6. Check in with the guard and indicate 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. You will pass the Sheraton Old San Juan and turn left on the road immediately after the Cold Stone (Calle Juan Antonio Coretejas).
2. Drive until the end of the road, just past the bus terminal, and turn right on Paseo Covadonga.
3. Continue on Paseo Covadonga for 350 yards. The entrance to La Hacienda will be on your right (Calle Generak Contreras).
4. There is a free parking garage. When you enter the lobby, tell the individual at the front desk that you are there to purchase an ACAA sticker. He or she will show you where the office is (one of the first offices past the front desk)
5. On Google Maps the Old San Juan Hacienda is labeled “Departamento de Hacienda de Puerto Rico” It is located at 18.46478N 66.10876W

POINTS OF CONTACT:

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

Manager: Nydia Toro

787-792-1233

787-792-4949

800-388-5013

Fax: 787-781-0688

Email: vpc@capitoltransportation.com

VPC HOURS OF OPERATION:

* POV processing 0800-1600 Monday-Friday

* Please ensure that you are signed in prior to 1500, processing may take up to one hour. VPC closes at 1600.

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 government expense, please refer to Enclosure (3), *Picking Up Vehicles in Puerto Rico from the Vehicle Processing Center (VPC)*. For directions to Hacienda from Base San Juan, see Enclosure (3).

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 the vehicle appraisal. (See the roving guard if documentation is not affixed to the vehicle).
3. Go to the Hacienda Office (local tax office) in Old San Juan (see directions below) 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 of picking up the vehicle.¹
 - d. Social Security Card
 - e. Vehicle Registration
 - f. Tax exemption form (if applicable, see SECSJINST 1301.1B, 8.f.(9))
4. The Hacienda office personnel will prepare import documents.
5. Proceed to the cashier and pay the tire recycle tax, (which is \$8.25) and purchase an ACAA sticker (Insurance) for \$35.00. **It is strongly recommended that you bring cash.**
6. Once you have paid, return to the counter where you began to process the exemption, they will finalize your exemption.
7. Proceed back to Crowley with these documents, and your vehicle will be released. If you wish to have your vehicle inspected, you must request the inspection with a Crowley employee.

PROCEDURE (TRAILER BRIDGE or SEA STAR LINES):

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 3 – 6 from the Crowley Procedure above.
3. Proceed back to Trailer Bridge with the documents, and your vehicle will be released.

DIRECTIONS TO CROWLEY FROM BASE SAN JUAN:

1. Crowley is located at: N18.454557, W66.103138 (18° 27' 16.4052"N 066° 6' 11.2968"W)
2. Exit Base San Juan and continue on the low road (Road #1) stay on the right hand lane, as you pass Club Nautico de San Juan at the Two Brothers Bridge.
3. Make a right turn after passing Sizzler.
4. Continue straight for approximately 1/4 mile and then take a right on Calle Lindbergh.
5. After 0.5 miles, turn right to stay on Calle Lindbergh and proceed another 0.5 miles. Crowley will be on your left at the first road on your left.

¹ Any member requiring a new ID for this reason should obtain it prior to reporting overseas. Recommendation: bring this directive and a copy of your PCS orders to the ID Card Office in case they require a statement of need.

Enclosure (4) to SECSJINST 1301.1B

DIRECTIONS TO HACIENDA FROM CROWLEY:

1. From the visitor parking, go back the same way you came.
2. Stay on Calle Lindbergh until it intersects with PR-16. Turn left on PR-16. Follow signs toward San Juan, PR 1 North (stay in the left lane but DO NOT take the exit for the convention center). You are essentially heading back to base via the low road.
3. Just after pier 4, turn right on Calle Juan Antonio Cortejas, which is the 1st street after the green 0.5 km sign. If you pass the Sheraton you have gone too far. Go straight for about 100 yards until the end of the road and turn right on Paseo Covadonga.
4. Turn right at the first street on the right, which is the entrance to the Hacienda.
GPS Coordinates: 18.46478N 66.10876W
5. There is a free parking garage. When you enter the lobby, tell the individual at the front desk that you are there to purchase an ACAA sticker. He or she will show you where the office is (one of the first offices past the front desk).
6. Proceed back to the front desk and ask to be directed to the “exemption office” to complete this process; bring your ACAA sticker with you.

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 Club Nautico de San Juan next to the Two Brothers Bridge, 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. Take the one to the right, which has a sign that says “Restricted Area,” check in with guard and they will direct you to the Car Division office.
GPS Coordinates: N18.425876, W66.109301 (18° 25' 33.153"N 66° 6' 33.4836"W)

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 as you pass underneath PR22.
3. After passing under highway 22, take the exit on your left for PR22 East.
4. Proceed on PR 22 E for 0.5 Miles and then take the left exit for PR2 East towards San Juan.
5. Proceed on PR 2 E for 2 miles and then take the ramp on the right for PR-1 North towards San Juan.
6. Once on PR-1 North, continue towards Old San Juan, staying to the left, and follow the direction above “Directions to Hacienda from Crowley” beginning at step 4.

DIRECTIONS TO SEA STAR LINES FROM BASE SAN JUAN:

Enclosure (4) to SECSJINST 1301.1B

1. Exit Base San Juan and continue on the low road (Route #1) stay in the left hand lane, you'll pass the Club Nautico de San Juan by the Two Brothers Bridge, 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, take the second exit on the right after crossing the bridge and stay in right lane.
3. Turn right at the 1st traffic light, immediately on the right, you will see Sea Star's car division. Enter here.
4. GPS Coordinantes: N 18.431319, W 66.093962 (18° 25' 52.7478"N 66° 5' 38.2632"W)

DIRECTIONS TO HACIENDA FROM SEA STAR LINES:

1. Exit left and follow the sign for the Kennedy Marginal Road, once through the intersection (passing under the highway) turn left and head towards San Juan.
2. Follow the marginal until you are able to merge on to PR-2 East.
3. Follow the directions above, "Directions To Hacienda From Trailer Bridge" beginning with step 5.
4. Hacienda GPS Coordinantes: 18.46478N 66.10876W

SHIPMENT OF VEHICLES TO AND FROM ST. THOMAS

Picking up your POV in STT

1. Once you arrive on the island, contact the Vehicle Processing Center (VPC) at 787-792-1233 or 800-388-5013 and ask for your booking number.
2. Contact Crowley Caribbean Services at 340-774-2933 to advise of your arrival, provide contact information, and check vehicle status.
3. Once vehicle has arrived, go to Crowley's office with your ID, driver's license, booking number (provided by VPC), and pick up your Ocean Bill Of Lading (OBL) or Government Bill of Lading (GBL).
4. Go to the Motor Vehicles Bureau (MVB) Window #1. Active duty military are exempt from paying the road tax; proof of active duty status is required. Provide a copy of your orders, ID card, driver's license, vehicle registration, title (or lien holder's letter provided to you by your bank), and the OBL or GBL. You must provide proof of **local** insurance; the only other acceptable insurance according to MVB is USAA.

DOCUMENTS NECESSARY TO CLEAR VEHICLES AT THE MVB

- a. _____ Driver's license
 - b. _____ Military ID card
 - c. _____ Orders (necessary for waiver)
 - d. _____ OBL/GBL
 - e. _____ Proof of insurance (See item 4 above)
5. Once you have been cleared at MVB, you will be provided with a permit to move the vehicle to an inspection station.
 6. Return to Crowley with the permit from the MVB in order to pick up the vehicle and take it to the nearest inspection station. A Crowley representative will be able to provide directions to the closest inspection station.

**DOCUMENTS NECESSARY TO PICK UP VEHICLEs FROM CROWLEY
CARIBBEAN SERVICE:**

- a. _____ Military ID
- b. _____ Driver's license
- c. _____ Vehicle registration
- d. _____ DD Form 788 or Vehicle Inspection & Shipping Form (VISP) provided at origin
- e. _____ Booking number provided by VPC
- f. _____ Power of Attorney (POA) if not being picked up by service member
- g. _____ Permit from MVB to transport vehicle for the safety inspection

Enclosure (5) to SECSJINST 1301.1B

7. After the vehicle has passed the safety inspection, return to MVB Window #1 to complete the process.

Most of the information in this enclosure is provided by the USVI's government entities that manage these affairs. There are reports that no one to date has had to register his/her vehicle in St. Thomas; **however, all vehicles, including those vehicles purchased on the island by active duty members, do need to have valid registration documents either from the Island or from the state or territory where the owner is domiciled.**

Shipping your POV out of STT

1. Contact the Vehicle Processing Center (VPC) at 787-792-1233 or 800-388-5013, who will then coordinate vehicle shipment with Crowley Caribbean Services on the island of St. Thomas.
2. Go to the LT Governor's office on Monday of the week you desire to ship your vehicle to get a UCC Clearance. To get this document, you need to bring the vehicle registration and \$25.00 (no waivers) with you. You will receive it the same day.
3. Take the UCC Clearance, vehicle registration, your driver's license, and title to the Motor Vehicles Bureau (MVB) along with \$10.00 (no-waiver) to obtain an MVB clearance. (This clearance takes 3 days; it should be picked up on Wednesday of the week you're going to ship your vehicle.) Provide these documents to the ocean carrier for export (shipping).

NOTE: Vehicles are to be turned in to Crowley on Thursday in order to ship that week. This means you must begin the clearance process on Monday; **failure to do so will delay you from shipping your vehicle that week.**

Documents required by VPC to ship vehicle:

- _____ **Three** (3) copies of current travel orders
- _____ **Three** (3) copies of vehicle registration
- _____ **Three** (3) copies of vehicle title **OR**
- _____ **Three** (3) copies of lien-holder's letter, if vehicle has outstanding loan
- _____ **Three** (3) copies of your driver's license (**front & back**)
- _____ **Three** (3) copies of military ID (**front & back**)
- _____ **Three** (3) copies of the vehicle clearance provided by MVB
- _____ **Three** (3) copies of Power of Attorney (POA) if applicable
- _____ **Three** (3) copies of driver's license of person executing POA, *if non-military*
- _____ Customs Clearance Form 3299

Contact Information for Shipping POVs to & from St. Thomas Thru the VPC

E-mail: Thomas.J.Velez@uscg.mil

Points of Contact:

**Capitol Transportation, Inc.
Vehicle Processing Center (VPC)**

Manager: Erika Del Valle
787-792-1233
787-792-4949
800-388-5013
Fax: 787-781-0688
Email: vpc@capitoltransportation.com
Hours of Operation:
0800-1600 Monday-Friday

LT Governor's Office

340-774-2991
18 Kongen Gade
ST. Thomas, VI 00802

USVI Motor Vehicles Bureau (MVB)

340-715-1040
72 Sub-base
ST. Thomas, VI 00882

Crowley Caribbean Services, LLC

340-774-2933
Crown Bay, Lot 170-3
Sub-base
Charlotte Amalie, ST. Thomas, VI 00803

**USCG Sector San Juan
Transportation Office**

787-729-2316
5 Calle La Puntilla
San Juan, PR 00901

SHIPMENT OF VEHICLES TO AND FROM ST. CROIX

Picking up your POV

1. Once you arrive on the island, contact the Vehicle Processing Center (VPC) at 787-792-1233 or 800-388-5013 and ask for your booking number.
2. Contact the company who shipped your vehicle (O'Neals or Sea Star Line) to advise of your arrival, provide contact information, and check vehicle status.
3. Once vehicle has arrived, go to the shipping company's office with your ID, driver's license, booking number (provided by VPC), and pick up your Ocean Bill Of Lading (OBL).
4. Go to the Motor Vehicles Bureau (MVB). Active duty military are exempt from paying the road tax; proof of active duty status is required. Provide a copy of your orders, ID card, driver's license, vehicle registration, title (or lien-holder's letter provided to you by your bank), and the OBL. You must provide proof of local insurance; the only other acceptable insurance according to MVB is USAA.

Documents necessary to clear vehicles at the MVB:

- a. _____ Driver's license
 - b. _____ Military ID card
 - c. _____ Orders (necessary for waiver)
 - d. _____ OBL/GBL
 - e. _____ Proof of insurance (see next page for details.)
5. Once you have been cleared at MVB, you will be provided with a permit to move the vehicle to an inspection station.
 6. Return to the shipping company's office with the permit from the MVB in order to pick up the vehicle and take it to the nearest inspection station. A representative will be able to provide directions to the closest inspection station.

Documents necessary to pick up your vehicle from O'Neale's Trucking & Trailer Transport or Sea Star Lines:

- a. _____ Military ID
- b. _____ Driver's license
- c. _____ Vehicle registration
- d. _____ DD Form 788 or Vehicle Inspection & Shipping Form (VISP) provided at origin
- e. _____ Booking number provided by VPC
- f. _____ Power of Attorney (POA) if not being picked up by service member
- g. _____ Permit from MVB to transport vehicle for the safety inspection

Enclosure (6) to SECSJINST 1301.1B

The information in this enclosure is provided by the USVI's government entities that manage these affairs. A high incidence of non-compliance by non-military members is causing unrest with local law enforcement; therefore, **compliance with these procedures is mandatory.**

7. After the vehicle has passed the safety inspection, return to MVB Window #1 to complete the process.

Most of the information in this enclosure is provided by the USVI's government entities that manage these affairs. There are reports that no one to date has had to register his/her vehicle in St. Croix; **however, all vehicles, including those vehicles purchased on the island by active duty members, do need to have valid registration documents either from the Island or from the state or territory where the owner is domiciled.**

Shipping your POV

1. Contact the Vehicle Processing Center (VPC) at 787-792-1233 or 800-388-5013, who will then coordinate vehicle shipment with either O'Neale's Trucking & Trailer Transport or Sea Star Lines on the island of ST. Croix.
2. Go to the LT Governor's office on Wednesday prior to the week you desire to ship your vehicle to get a UCC Clearance. To get this document, you need to bring the vehicle registration and \$25.00 (no waivers) with you. You will receive it the same day.
3. Take the UCC Clearance, vehicle registration, your driver's license, and title to the Motor Vehicles Bureau (MVB) along with \$10.00 (no-waiver) to obtain an MVB clearance. You will receive this clearance the same day. Provide these documents to the ocean carrier for export (shipping).

NOTE: Vehicles are to be turned in to the shipping company on Monday in order to ship that week. This means you must begin the clearance process on Wednesday of the previous week; **failure to do so will delay you from shipping your vehicle that week.**

Documents required by VPC to ship vehicle:

- a. _____ Three (3) copies of current travel orders
- b. _____ Three (3) copies of vehicle registration
- c. _____ Three (3) copies of vehicle title OR
- d. _____ Three (3) copies of lien-holder's letter, if vehicle has outstanding loan
- e. _____ Three (3) copies of your driver's license (front & back)
- f. _____ Three (3) copies of military ID (front & back)
- g. _____ Three (3) copies of the vehicle clearance provided by MVB
- h. _____ Three (3) copies of Power of Attorney (POA) if applicable
- i. _____ Three (3) copies of driver's license of person executing POA, *if non-military*
- j. _____ Customs Clearance Form 3299

Contact Information for Shipping POVs to & from St. Croix Thru the VPC

E-mail: Thomas.J.Velez@uscg.mil

Points of Contact:

**Capitol Transportation, Inc.
Vehicle Processing Center (VPC)**

Manager: Erika Del Valle
787-792-1233
787-792-4949
800-388-5013
Fax: 787-781-0688
Email: vpc@capitoltransportation.com
Hours of Operation:
0800-1600 Monday-Friday

LT Governor's Office

340-773-6449
1131 King ST., Suite 101
ST. Croix, VI 00820

USVI Motor Vehicles Bureau

340-713-4268
RR-2 Patrick Sweeny HQ's
ST. Croix, VI 00851

O'Neale's Trucking & Trailer Trans.

340-778-1111
98 Prince Street
Christiansted, ST. Croix, VI 00803

Sea Star Line C/O Ferrol Trucking

340-778-9602
Container Port
Christiansted, ST. Croix, VI 00851
Hours: 0800-1700 M-F

**USCG Sector San Juan
Transportation Office**

787-729-2316
5 Calle La Puntilla
San Juan, PR 00901

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
U. S. Coast Guard
Sector San Juan

5 Calle La Puntilla Final
San Juan, PR 00901-1800
Staff Symbol: ()
Phone: (787)729-xxxx
Fax: (787) 729-xxxx

1301
[MM DDD YYYY]

MEMORANDUM

From: [NAME]
CG SECTOR San Juan ()

Reply to [SSJ ADMIN OFFICER]
Attn of: 787-729-2306

To: [NAME]
CG SECTOR San Juan ()

Subj: SPONSORSHIP OF [MEMBER'S NAME]

Ref: (a) Permanent Change of Station (PCS) Requirements and Guidance, Sector San Juan Instruction 1301.1B

1. You have been selected to sponsor [Name of Member] who will be reporting to Sector San Juan, [Unit.]. His/her contact information is below. Reference (a) provides guidance for this assignment.

Name:
Unit:
Tel:
Email:

2. Designation as a sponsor is considered an honor, and as a sponsor you provide that initial important contact between the inbound member, his/ her family, the new home, and the new duty station. Easing the transition to a new assignment makes your role all the more critical. You will provide the member with the first impression of our unit and installation. This initial impression is crucial to the member's long-term attitude and performance.

3. Within one week of receipt of this letter, you are directed to introduce yourself to the member via telephone or email.

4. I urge you to express a genuine interest in [NAME] needs until he/she settles into our unit and area. If you need assistance with your sponsorship duties or have any questions, please contact me at your earliest convenience.

#

SPONSORSHIP CHECKLIST

- ___ Read SECSJINST 1301.1B and the helpful hints document located on the SSJ Portal Site.
- ___ Initial Communication: Call or email the newcomer at his/her command immediately. Include your home and work number. Stay in contact throughout the process.
- ___ Point to this instruction and helpful hints document on the San Juan SPO Welcome Aboard Portal page
- ___ Ensure spouse is kept informed about the relocation/orientation process by offering to have your spouse call his or her spouse to discuss any concerns.
- ___ Determine the number and ages of any children.
- ___ Determine if pets are involved in this relocation.
- ___ Offer to assist in arranging for temporary lodging.
- ___ Plan to meet the newcomer at the airport call to confirm orders and verify travel plans.
- ___ Notify OOD (if after hours/Weekend) or SPO of arrival.
- ___ Complete Immediate Check in Process.
- ___ Escort the newcomer through the rest of check in process include an RBH visit.
- ___ Escort the newcomer to the UPH manager for room assignment, if unaccompanied.
- ___ Provide a tour of the Sector, pointing out areas of interest.
- ___ Help the newcomer check on household goods and auto shipments.
- ___ Ensure member check in sheet is completed, including Deputy/CO.
- ___ Empower them to take charge of settling in.

Other (nice but not required):

- * Assist in getting children registered for school. <http://www.dodea.edu/> and helpful hints document. Offer a ride to and tour of Fort Buchanan
- * 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.

Enclosure (8) to SECSJINST 1301.1B

**U.S. Department of
Homeland Security**

**United States
Coast Guard**



Commander
U. S. Coast Guard
Sector San Juan

5 Calle La Puntilla Final
San Juan, PR 00901-1800
Staff Symbol: ()
Phone: (787)729-xxxx
Fax: (787) 729-xxxx

[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

Included with this letter is a short survey meant to collect information regarding our sponsor program. Please complete it honestly and return it to your department head within 10 days of arriving to Sector San Juan. The information that you provide will allow us to improve the service that we provide to incoming personnel such as you.

Sincerely,

(Signature Block)
(Sector Department Head or Unit CO)

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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

Enclosure (8) to SECSJINST 1301.1B

7) Overall satisfied are you with your sponsor's 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) What do you wish you would have known before arriving?

11) How can we improve the sponsor process?

12) How can we improve the process of transferring to Sector San Juan?
