

**NOTE: Hours shown below represent earliest and latest POV Drop-Off and Pick-Up times**

**CONUS CO/CO VPC FACILITIES**

**LOCATION:** **Atlanta, GA**  
LOC. DETAILS: The VPC facility shall be located within 25 mile radius of ATL airport  
COR ON SITE: No  
HOURS: Mon – Fri; 0800-1600

**LOCATION:** **Baltimore, MD**  
LOC. DETAILS: The VPC facility shall be located within 25 mile radius of BWI airport  
COR ON SITE: Yes  
HOURS: Mon – Fri; 0800-1600

**LOCATION:** **Charleston, SC**  
LOC. DETAILS: The VPC facility shall be located within 25 mile radius of CHS airport  
COR ON SITE: Yes  
HOURS: Mon – Fri; 0800-1600

**LOCATION:** **Dallas, TX**  
LOC. DETAILS: The VPC facility shall be located within 25 mile radius of DFW airport  
COR ON SITE: Yes  
HOURS: Mon – Fri; 0800-1600

**LOCATION:** **Denver, CO**  
LOC. DETAILS: The VPC facility shall be located within 25 mile radius of DIA airport  
COR ON SITE: No  
HOURS: Mon – Fri; 0800-1600

**LOCATION:** **Los Angeles, CA**  
LOC. DETAILS: The VPC facility shall be located within 25 mile radius of LAX airport  
COR ON SITE: Yes  
HOURS: Mon – Fri; 0800-1600

**LOCATION:** **NY/NJ Metro Area**  
LOC. DETAILS: The VPC facility shall be located within 25 mile radius of EWR airport  
COR ON SITE: No  
HOURS: Mon – Fri; 0800-1600

**LOCATION:** **Norfolk, VA**  
LOC. DETAILS: The VPC facility shall be located within 25 mile radius of ORF airport  
COR ON SITE: Yes  
HOURS: Mon – Fri; 0800-1600

**LOCATION:** **Orlando, FL**  
LOC. DETAILS: The VPC facility shall be located within 25 mile radius of MCO airport  
COR ON SITE: No  
HOURS: Mon – Fri; 0800-1600

**LOCATION:** **Seattle, WA**  
**LOC. DETAILS:** The VPC facility shall be located within 25 mile radius of SEA airport  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600

**LOCATION:** **St. Louis, MO**  
**LOC. DETAILS:** The VPC facility shall be located within 25 mile radius of STL airport  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600

**LOCATION:** **San Diego, CA**  
**LOC. DETAILS:** The VPC facility shall be located within 25 mile radius of SDM airport  
**COR ON SITE:** No  
**HOURS:** Mon – Fri; 0800-1600

## **OCONUS CO/CO FACILITIES**

### **ALASKA**

**LOCATION:** **Anchorage, AK**  
**LOC. DETAILS:** The VPC facility shall be located within 25 mile radius of ANC airport  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600

**LOCATION:** **Fairbanks, AK**  
**LOC. DETAILS:** The VPC facility shall be located within 25 mile radius of FAI airport  
**COR ON SITE:** No  
**HOURS:** Mon – Fri; 0800-1600

### **BAHRAIN**

**LOCATION:** **Bahrain**  
**LOC. DETAILS:** A contractor-owned/contractor-operated VPC shall be located with a twenty-five (25) mile radius of the U.S. Military Installation.  
**COR ON SITE:** Yes  
**HOURS:** Sun – Thur; 0800-1600  
**NOTES:** Contractor will pick-up any documentation necessary for movement from the U. S. Navy operated Personal Property Shipping Office in Bahrain. Contractor will provide the customer with appointment dates for vehicle pick-up and turn-in. Contractor will participate in and provide briefing for inbound/outbound personnel and “Navy Smooth Move” briefings regarding the movement of privately owned vehicles.

**ENGLAND**

**LOCATION:** **Mildenhall, UK**  
**LOC. DETAILS:** A contractor-owned/contractor-operated VPC shall be located with a ten (10) mile radius of the military installations of RAF Lakenheath and RAF Mildenhall.  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600

**HAWAII**

**LOCATION:** **Honolulu, HI**  
**LOC. DETAILS:** The VPC facility shall be located within 10 mile radius of HON airport  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0700-1500  
**NOTES:** Counseling to the customer will be performed by the Government and will include completing initial information on the DD Form 788 or commercial equivalent. This will be provided to the customer who will present it to the contractor when the POV is processed. The contractor is responsible for the joint inspection. Movements between the neighboring islands will be accomplished by the contractor. Coordination with the customer and local ITO/TMO will be required.

**ITALY**

**LOCATION:** **Aviano, Italy**  
**LOC. DETAILS:** The Aviano VPC will be contractor-owned/contractor-operated and located within a ten (10) mile radius of Aviano AFB.  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600  
**NOTES:** Customs procedures may vary regarding the use of forms.

**PUERTO RICO**

**LOCATION:** **San Juan, PR**  
**LOC. DETAILS:** The VPC facility shall be located within 15 mile radius of San Juan  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600  
**NOTES:** The contractor shall be responsible to obtain all clearances and fulfill all requirements unique to operations within Puerto Rico, e.g., tax tags, import insurance.

**SPAIN**

**LOCATION:** **Rota, Spain**  
**LOC. DETAILS:** The VPC facility shall be located within 10 mile radius of the military installation  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1300 / 1400-1600  
**NOTES:** For POVs inbound to Rota, the contractor shall prepare and submit to customs officials for signature a “Conduce”, the Spanish customs temporary import document; and the signed “Conduce” will be delivered to the Security Department on Station for initiating POV registration requirements.

**TURKEY**

**LOCATION:** **Incirlik, Turkey**  
**LOC. DETAILS:** The VPC facility shall be located within 10 mile radius of the military installation  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1200 / 1300-1600  
**NOTES:** All Contractor personnel shall be fluent in Turkish and English to include speaking, reading, and writing. Customer service at the VPC includes providing inbound/outbound information sheets to the customers for completion and signature; obtaining customer's signature on Turkish Customs import declaration forms-Beyanname; collecting copies of customer’s incoming/outgoing PCS orders; obtaining POV de-registration packets from customers for outbound POVs; pick-up of necessary POV documents from TMO and/or Pass & ID offices; notifying the customers of the arrival of their POVs; providing turn-in and/or pick-up appointment dates; and attending and presenting smooth move and newcomers’ briefings.

**LOCATION:** **Izmir, Turkey**  
**LOC. DETAILS:** The VPC facility shall be located within 10 mile radius of the military installation  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600  
**NOTES:** All contractor personnel shall be fluent in Turkish and English to include speaking, reading, and writing. Customer service includes providing inbound/outbound information sheets to the customers for completion and signature; obtaining customer's signature on Turkish Customs import Declaration forms-Beyanname; collecting copies of customers incoming/outgoing PCS orders; obtaining POV de-registration packets from customers for outbound POVs; pick-up of necessary POV documents from TMO and/or Pass & ID offices; notifying the customers of the arrival of their POVs; providing turn-in and/or pick-up appointment dates; and attending and presenting smooth move and newcomers briefings.

**OCONUS GO/CO FACILITIES****BENELUX REGION**

**LOCATION:** **Chievres**  
**LOC. DETAILS:** Chievres Air Base, Bldg 46, Belgium 7950  
 Phone: 32(0) 68-331980  
 Fax: 32(0) 68-572555  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600

**LOCATION:** **Brunssum, Netherlands**  
**LOC. DETAILS:** Kranenpool 3, Building 10007, 6443 VA Brunssum  
 Phone: +31-45-2100 400  
 Fax: +31-45-2100 402  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600

**GERMANY**

**LOCATION:** **Ansbach**  
**LOC. DETAILS:** Bldg. 5259, Barton Barracks, 91522 Ansbach, Germany  
 Phone: 0049-981-97781159  
 FAX: 0049-981-97784372  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600

**LOCATION:** **Baumholder**  
**LOC. DETAILS:** Bldg 8751, Quartermaster/Clinic Kaserne  
 55774 Baumholder, Germany  
 Phone: 0049-6783-9008476  
 Fax: 0049-6783-9992962  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600

**LOCATION:** **Boeblingen**  
**LOC. DETAILS:** Panzer Kaserne Bldg. 2931 71032 Boeblingen, Germany  
 Phone: 0049 - 70317334749  
 Fax: 0049 - 70317249062  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600

**LOCATION:** **Grafenwoehr**  
**LOC. DETAILS:** U.S. Grafenwoehr Base Shiloh Ave., Bldg. 322, 92655 Grafenwoehr,  
 Germany  
 Phone: 0049 - 96419260061  
 Fax: 0049 - 96419260086  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600

**LOCATION:** **Kaiserslautern**  
**LOC. DETAILS:** Kapaun Air Station Bldg. 2806 67661 Kaiserslautern, Germany  
 Phone: 0049 - 63135790088  
 Fax: 0049 - 63135790343  
**COR ON SITE:** Yes  
**HOURS:** **Mon – Fri; 0800-1600**

**LOCATION:** **Spangdahlem**  
**LOC. DETAILS:** Spangdahlem Air Base Bldg. 222, 54529 Spangdahlem, Germany  
 Phone: 49-9558009  
 Fax: 49-9558022  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600

**LOCATION:** **Wiesbaden**  
**LOC. DETAILS:** Mainz-Kastel-Station Bldg. 4013, 55252 Mainz- Kastel, Germany  
 Phone: 0049 – 6134-6019144  
 Fax: 49-6134-5679774  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600

### **GUAM**

**LOCATION:** **Guam**  
**LOC. DETAILS:** COMNAVMAR Naval Base Building 3179, Santa Rita, Guam 96915  
 Phone: 671 339 2205  
 Fax: 671 564 2105  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600  
**NOTES:** Counseling to the customer will be performed by the Government and will include completing initial information on the DD Form 788 or commercial equivalent. This will be provided to the customer who will present it to the contractor when the POV is processed. The contractor is responsible for the joint inspection. The Government of Guam provides snake dogs.

### **ITALY**

**LOCATION:** **Livorno, Italy**  
**LOC. DETAILS:** Leghorn Army Depot, Gate 27/Bldg 5138, Via Aurelia, 56128  
 Tirrenia(Pisa), Italy.  
 Phone: VPC - 0039 050 98 9201; COR- 0039 050 54 7066  
**COR ON SITE:** Yes  
**HOURS:** Mon – Fri; 0800-1600

**LOCATION:** **Naples, Italy**  
**LOC. DETAILS:** Naval Support Activity Building 2081, Contrada Boscariello 81030  
 Gricignano di Aversa (CE), Naples, Italy  
 Phone: 39(0) 81-811-6521/6522/6768  
 Fax: 39(0) 81-811-6526  
**COR ON SITE:** Yes

**HOURS:** Mon – Fri; 0800-1600

**LOCATION:** **Sigonella, Italy**  
**LOC. DETAILS:** Base Navale USA/NAS II, BLDG. 724,  
 Strada Statale 417, Catania-Gela,  
 95030 Piano d’ Arci/Sigonella (CT), Italy  
 Phone: 0039-095-86-5529  
 Fax: 0039-095-86-5413  
**COR ON SITE:** Yes

**HOURS:** Mon – Fri; 0800-1600

**LOCATION:** **Vicenza, Italy**  
**LOC. DETAILS:** Strada Della Pelosa, Bldg 928 Entrance # 8, 36040 Vicenza, Italy  
 Phone: 0039 - 0444380262  
 Fax: 0039 - 0444389329

**COR ON SITE:** Yes

**HOURS:** Mon – Fri; 0800-1600

**SOUTH KOREA**

**LOCATION:** **Pyeongtaek**  
**LOC. DETAILS:** Building 7040, Indian Head Ave 11<sup>th</sup> Street  
 Camp Humphreys, APO AP 96271  
 Phone: Inbound Shipments (Local) 02-798-7031, (From Overseas) 82-2-798-7032; Outbound Shipments (Local) 02-798-7032, (From Overseas) 82-2-798-7032  
 Fax: (Local) 02-798-7033, (From Overseas) 82-2-798-7033

**COR ON SITE:** Yes

**HOURS:** Mon – Fri; 0800-1600

**NOTES:** The contractor shall not operate a container freight station at any of the VPCs in Korea. Container stuffing and un-stuffing shall be performed at the contractor’s facility; therefore, pickup and delivery of POVs shall be un-containerized.

**LOCATION:** **Taegu**  
**LOC. DETAILS:** 20th Support Group Bldg. 1415, Camp Henry, Korea APO AP 96218-0562  
 Phone: 82 53 470 8112  
 Fax: 82 53 470 8113

**COR ON SITE:** Yes

**HOURS:** Mon – Fri; 0800-1600

**NOTES:** See above

**OCONUS QOL SITES**

**PORTUGAL**

**LOCATION:** **Lisbon, Portugal**  
**LOC. DETAILS:** United States Embassy (GSO)  
**HOURS:** By Appointment

**NOTES:** Outbound POVs: Contractor will perform initial agricultural inspections at the pickup point in Lisbon and final wash-down and inspection at the VPC facility in Rota prior to shipment of the POVs. All POV pickups and turn-ins will be by appointment. Contractor will truck POVs from Lisbon to the VPC in Rota on AE Forms 302. Transportation Officers at CINCUSNAVEURDET and U.S. Embassy Lisbon will prepare the shipping documents. Following final inspection at Rota, contractor will book, load POVs into ocean containers and transport the containers to the POE. Copy of Form 302 for the POVs, stamped by Spanish Customs, will be returned to respective Transportation Officers, CINCUSNAVEUR DET and U.S. Embassy in Lisbon, who forwards the forms to Portuguese Customs.

Inbound POVs: VPC advises the Rota Naval Station Customs Agent of POVS scheduled to arrive, providing complete POV and shipment data. Customs Agent prepares "solicitos", Spanish Customs Forms, which permit the contractor to move POV ocean containers to the VPC warehouse in Rota. Contractor unloads ocean containers and notifies Transportation Officers either at CINCUSNAVEUR DET or the U.S. Embassy in Lisbon. POVs that can be accepted immediately are trucked to Lisbon where a joint inspection is made by the VPC representative and military/civilian members. POVs are transported from Rota to Lisbon on AE Form 302 that is prepared by the Supply Department Traffic Branch Shipping Section in Rota. POVs, for which transportation to Lisbon is not immediately arranged, are placed in SIT at the Rota VPC warehouse, pending request for shipment to Lisbon. Transportation Officers at CINCUSNAVEUR DET and the U. S. Embassy will affect final customs clearance in Lisbon of POVs for which they are responsible.

**LOCATION:** **Lisbon, Portugal**  
**LOC. DETAILS:** CINCUSNAVEUR DET  
**HOURS:** By Appointment  
**NOTES:** See above

### SPAIN

**NOTES:** For all Spain QoL sites, the contractor will perform an initial agricultural inspection and documented joint POV inspection at the pickup point. A final wash-down and inspection will be conducted at the VPC facility in Rota prior to shipment of the POV.

**LOCATION:** **Madrid, Spain**  
**LOC. DETAILS:** 1) Office of Defense PSC 61, Box 2000, APO AE 09642 Site, Madrid, Spain; 2) JHQ SW, PSC 840, Box 14, National Support FPO AE 09649 Site Element, Madrid Spain (NATO)  
**HOURS:** By Appointment  
**NOTES:** The contractor shall prepare and submit to customs officials for signature a "Conduce", the Spanish customs temporary import document; and the signed "Conduce" will be delivered to the Security Department on Station for initiating POV registration requirements.



ODC Madrid: The contractor will prepare and submit "conduces" to Spanish customs for approval and signature. "Conduces" allow members to drive their POVs for 45 days, pending final registration. The "conduces" will be submitted to Spanish customs via the Naval Station Rota Military Customs' Agent who prepares "solicitos" for the POVs and submits them with the "conduces" to Spanish customs for approval. The "solicitos" authorize the VPC to move POVs from the POD to the VPC warehouse in Rota, pending final customs' clearance. On receipt of the signed "conduces", the contractor delivers them to the Naval Station Rota Security POV Registration Office who advises ODC of POVs' arrival and forwards required customs documents, NAVEUR Forms NS-407. On receipt and processing of the NAVEUR Forms NS-407 from ODC, Security POV Registration Office arranges POV delivery dates with the VPC. VPC transports the POVs to ODC in Madrid via the Navy Exchange Service Station where vehicles are inspected by an authorized Spanish Traffic Inspector. On arrival in Madrid, a VPC representative, prior to releasing the vehicles, performs joint quality control inspections with members. Registration requirements are accomplished by ODC in Madrid.

NATO Madrid: The contractor will advise Naval Station Rota Customs Agent of POVs scheduled to arrive, providing complete shipping and POV data. Naval Station Rota Customs Agent prepares the Spanish customs forms, "solicitos", which authorize the contractor to move the POVs from the POD to the VPC warehouse in Rota, Spain. The contractor prepares and forwards NATO POV Customs Exemption Forms via fax to NATO Madrid. NATO Madrid arranges delivery dates with contractor and on the dates of delivery in Madrid, the contractor VPC representative and members jointly inspect the POVs. Final customs clearance and registration are performed by NATO in Madrid.

**LOCATION:** **Valencia, Spain**

**LOC. DETAILS:** 1) U.S. National Support Element (USNSE), Base Militar "Jaime I", HQ NRDC-ESP, Carretera. Portacoeli s/n, 46117 Betera Valencia Espana (Spain)

**HOURS:** By Appointment

**NOTES:** The contractor shall provide all required inbound POV documentation such as Bill of Lading (BOL), shipping documents, and/or NATO TCBD-302 Form to NAVSUP FLC Site Rota Customs Liaison Supervisor for Host Nation customs clearance processing with Customs Authorities at Cadiz port of entry Customs House. When the POV physically arrives at the Rota VPC in Puerto de Santa Maria, the contractor representative will notify the member via email or telephone. Upon request, the member will provide the following documents to the contractor:

- Franquicia (Spanish Customs Franchise)
- Copy of U.S. Vehicle Title & U.S. Registration. (If POV has Lien, copy

- of Bank's Letterhead Letter and Vehicle registration)
- Copy of U.S. passport
- Copy of Spanish ID "NIE"
- Duty-quarter declaration stating Service Member is or will be stationed at USNSE Valencia.
- Declaration no "Venta/Alquiler" ("Not for Sale or Rent")

The Contractor will then request final importation document (DUA) through their local commercial broker for final clearance of POV into Spain. After completion, the contractor shall then email all documents to the SOFA Office in Valencia, Spain. Valencia SOFA Office prepares registration documents and contacts the VPC contractor to arrange delivery of POV to service member.

USNSE POC: Harry L. DeBoise Jr., SFC, USA, Detachment NCO,  
 Valencia National Support Element  
 E-MAIL: harry.l.deboise.mil@mail.mil/harry.deboise@eu.navy.mil  
 COMM: (+34) 96 160 5795  
 CELL: (+34) 617 979 645  
 DEROS: JUL/2018

The contractor shall establish a delivery date with the member. The POV is then transported by the contractor and delivered to the member at U.S. NSE Valencia.

Note: The reverse of this process will be implemented to export POVs from Spain from the USNSE QoL Valencia through the Rota VPC.

**TURKEY**

**LOCATION:** Ankara  
**LOC. DETAILS:** U.S. Support Facility, Balgat-Ankara-Turkey QoL-VPC Site  
**HOURS:** By Appointment