

## APPENDIX B

### VEHICLE PROCESSING CENTERS

**Country: Continental United States (CONUS)**

<u>VPC Location</u>	<u>Type</u>	<u>Performance Date</u>	<u>Airport</u>
Atlanta, GA	CO/CO	1 Nov 03	ATL
Anchorage, AK	CO/CO	1 Nov 03	ANC
Baltimore, MD	CO/CO	1 Nov 03	BWI
Charleston, SC	CO/CO	1 Nov 03	CHS
Dallas, TX	CO/CO	1 Nov 03	DFW
Fairbanks, AK	CO/CO	1 Nov 03	FAI
*Los Angeles, CA see note 7	CO/CO	1 Nov 03	LAX
New Orleans, LA	CO/CO	1 Nov 03	MSY
*Norfolk, VA see note 6	CO/CO	1 Nov 03	ORF
Orlando, FL	CO/CO	1 Nov 03	MCO
Oakland, CA	CO/CO	1 Nov 03	OAK
NY/NJ Metro Area	CO/CO	1 Nov 03	JFK/EWR
Seattle, WA	CO/CO	1 Nov 03	SEA
St. Louis, MO	CO/CO	1 Nov 03	STL

**Notes:**

1. All VPCs in CONUS shall be located within a 25-mile radius of the designated airport.
2. All VPCs in CONUS shall be Contractor-Owned/Contractor-Operated.
3. Performance at the individual VPCs will begin at the above-designated dates.
4. Operating hours at all CONUS VPCs shall be 0800-1700, Monday through Friday.
5. At the Norfolk VPC, there is a requirement for after hours issue/receipt. The contractor shall provide POV processing service after normal work hours on a two (2) hour notice for issue/release service for military flights, i.e., Iceland and GTMO flights arriving after hours. This service shall include vehicles scheduled and unscheduled for receipt or issue after hours. The contractor shall provide a local telephone number with a 24-hour point of contact for both after hours receipt/issue and/or emergency processing.
- \*6. The Norfolk VPC shall be a Directed Source in accordance with the Javits-Wagner-O'Day (JWOD) program.
- \*7. The Los Angeles VPC is responsible for the Quality of Lift Site at San Diego, CA. The following information is provided:

<u>QoL Location</u>	<u>Address</u>	<u>Type</u>	<u>Effective Date</u>
San Diego, CA	COMMANDING OFFICER FLEET AND INDUSTRIAL SUPPLY CENTER 937 HARBOR DRIVE STE 310 SAN DIEGO, CA 92132-0310	QoL Site	1 Nov 03

San Diego, CA is a Quality of Life-Site. This is a pick-up and drop-off point with a high estimated volume. To schedule an appointment for pick-up/drop-off, the contractor shall contact the responsible ITO/TMO within 24 hours of receiving a POV destined for this location or within 24 hours of being

notified by the ITO/TMO that a POV is ready for pick-up. The contractor shall only release/pick-up the POV to/from the customer/owner or his/her agent, however, the contractor shall, at the specific request from the ITO/TMO and upon approval of the Contracting Officer, release/pick-up the POV to/from the ITO/TMO. **QL-Sites do not have a COR on-site. Point of Contact at San Diego, CA:** Lowell W. Franklin, Tel: (619) 556-8777 or 8768, Fax: (619) 556-8751 or 8763.

## Appendix B

### Country: Germany

<u>VPC Location</u>	<u>Address</u>	<u>Type</u>	<u>Effective Date</u>
Baumholder	Smith Barracks Bldg 8716, Am Bahnhof 55774 Baumholder	GO/CO FS-VPC	1 Nov 03
Boeblingen	Bldg 2931 Panzer Kaserne 71032 Boeblingen	GO/CO FS-VPC	1 Nov 03
Grafenwoehr	U.S. Grafenwoehr Base Saratoga Avenue Building 515 92655 Grafenwoehr	GO/CO FS-VPC	1 Nov 03
Kaiserslautern	Kapaun Air Station Bldg 2806 67661 Kaiserslautern	GO/CO FS-VPC	1 Nov 03
Mannheim	Bldg 348/Taylor Barracks 68309 Mannheim	GO/CO FS-VPC	1 Nov 03
Schweinfurt	Conn Barracks Custer Strasse Building 35 97421 Schweinfurt	GO/CO FS-VPC	1 Nov 03
Spangdahlem	Spangdahlem Air Base Building 193A 54529 Spangdahlem	GO/CO FS-VPC	1 Nov 03
Wiesbaden	Mainz-Kastel Housing Area Bldg 7513 Wiesbadener Str. 78 55252 Mainz-Kastel	GO/CO FS-VPC	1 Nov 03

1. All VPCs in Germany are Government-Owned/Contractor-Operated.
2. Performance shall begin at all VPCs in Germany on 1 Nov 03.
3. Operating hours at all VPCs in Germany shall be 0800-1700, Mon-Fri.
4. All VPCs in Germany are full-service VPCs (except Bad Aibling site).

Country: Germany

<u>QoL Location</u>	<u>Address</u>	<u>Type</u>	<u>Effective Date</u>
Bad Aibling	Bad Aibling Station CMR 407 APO AE 09098	QoL Site	1 Nov 03

6. Bad Aibling is a Quality of Life-Site. This is a pick-up and drop-off point with a low estimated volume. To schedule an appointment for pick-up/drop-off, the contractor shall contact the responsible ITO/TMO within 24 hours of receiving a POV destined for this location or within 24 hours of being notified by the ITO/TMO that a POV is ready for pickup. The contractor shall only release/pick-up the POV to/from the customer/owner or his/her agent, however, the contractor shall, at the specific request of the ITO/TMO and upon approval of the Contracting Officer, release/pick-up the POV to/from the ITO/TMO.

2. QL-Sites will not have a COR on-site.

**Point of contact: Bad Aibling - Mr. Joseph Fuermeier Tel. 441-3909  
FAX 441-3714**

Country: Italy

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Livorno	Leghorn Army Depot (Camp Darby) Gate 27/Bldg 5138 SS 1 Aurelia 56018 Tirrenia - Pisa	0800-1630 Mon-Fri	GO/CO FS-VPC	1 Nov 03
Vicenza	Via Pelosa Bldg 970 Torri de quartesolo 36040 Vicenza (Within 5 miles of Caserma Ederle)	0800-1700 Mon-Fri	GO/CO FS -VPC	1 Nov 03
Aviano	see 1 below	0830-1630 Mon-Fri	CO/CO FS-VPC	1 Nov 03

1. The Aviano VPC will be contractor-owned/contractor-operated and located within a ten (10) mile radius of Aviano AFB.

2. Customs procedures may vary regarding the use of forms.

Points of Contact:

Aviano – Mr. Joseph Saporito 39-0444-516239

Vicenza – Mr. Joseph Saporito 39-0444-516239

Livorno - Mr. Gino Orsini 39-0586-947639

Naples                      Naval Support Activity                      0800-1700                      GO/CO                      1 Nov 03  
                                 Village Forum Support Site, Gricignano                      FS-VPC  
                                 Bldg 2081  
                                 80125 Agnano, Napoli

Telephone from CONUS: 011-39-081-811-6522/6768

Telephone from Europe: 0039-81-811-6522/6768

Telephone in Italy: 081-081-6778

**Special notes:**

1. The Rome-area Installation Transportation Office instructs its customers shipping a POV to turn-in and pick-up the POV at the Naples VPC.

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Sigonella, Sicily	U.S. Naval Air Station, Sigonella, Italy C/O Base Navale USA/NSA II Strada Statale 417 Catania-Gela 95030 Piano d'Arce/Sigonella (CT)	0800-1700	GO/CO FS-VPC	1 Nov 03

Telephone from CONUS: 011-39-095-86-5759/6189/5260

DSN: 624-5759/6189/5260

**Country: Benelux Region**

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Schinnen	254 <sup>th</sup> BSB Schinne Borgerweg 10 Bldg 27, Rm 111 6365 CW Schinnen	0800-1630 Mon-Fri	GO/CO FS-VPC	1 Nov 03
Chievres	Chievres Air Base Bldg 20174 7950 Chievres	0800-1630 Mon-Fri	GO/CO FS-VPC	1 Nov 03

**Country: England**

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Lakenheath/ Mildenhall	see 1 below	0800-1630 <b>Mon-Fri</b>	CO/CO FS-VPC	1 Nov 03

<u>QoL Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Menwith Hill	RAF Menwith Hill Sta BLDG 31 Harrogate, North Yorkshire HG3 2RF	By Appt.	QoL Site	1 Nov 03
Saint Mawgan	Joint Maritime Facility Bldg 485 (Church Hill) RAF St. Mawgan New Quay, Cornwall TR8 4HP	By Appt	QoL Site	1 Nov 03
West Ruislip	RAF West Ruislip Ickenham Road Ruislip, Middlesex HA4 7DZ	By Appt	QoL Site	1 Nov 03

1. A contractor-owned/contractor-operated VPC shall be located with a twenty five (25) mile radius.
2. Menwith Hill, Saint Mawgan, and West Ruislip are Quality of Life-Sites. These are pick-up and drop-off points with low estimated volumes. To schedule an appointment for pick-up/drop-off, the contractor shall contact the responsible ITO/TMO within 24 hours of receiving a POV destined for one of these locations or within 24 hours of being notified by the ITO/TMO that a POV is ready for pickup. The contractor shall only release/pick-up the POV to/from the customer/owner or his/her agent, however, the contractor shall, at the specific request of the ITO/TMO and upon approval of the Contracting Officer, release/pick-up the POV to/from the ITO/TMO.
3. **QL-Sites will not have a COR on-site.**

**Points of contact:**

Lakenheath/ - Mr. **James Maddux**      **44 1842 813959**  
Mildenhall  
Menwith Hill - Mr. **Jim McMahon**      44-1423-777887  
Saint Mawgan Mr. Stan Stanski      44-1637-853502  
West Ruislip - Mr. **Herb Beck**      **44 1895 616585**

**Country: Hawaii**

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Honolulu	See 1 below.	0800-1600	CO/CO FS-VPC	1 Nov 03

1. A contractor-owned/contractor-operated VPC shall be located within a five (5) mile radius of Honolulu Airport.
2. Movements between the neighboring islands will be accomplished by the contractor. Coordination with the customer and local ITO/TMO will be required.
3. 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.

**Country: Guam**

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Guam	Commander Naval Forces, Marianas Code N83 PSC 455, Box 190 FPO AP 96540-1500 Attn: Freight Terminal Dept.  POC: Lt. Bynum DSN 339-7239 FAX 339-6011	0800-1600	GO/CO FS-VPC	1 Nov 03

1. Location will be Government-Owned/Contractor-Operated.
2. 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.
3. The VPC is located at the Naval Forces, Marianas.
4. The Government of Guam provides snake dogs.

**Country: Puerto Rico**

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
San Juan	See 1 below.	0800-1600	CO/CO FS-VPC	1 Nov 03

1. A contractor-owned/contractor-operated VPC shall be located within a fifteen (15) mile radius of San Juan.
2. 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.

**Country: South Korea**

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
837th Trans Bn Pusan	837th Trans Bn Pier 8 Kamman-Dong Nam Ku Pusan, Korea 608-070	0800-1700 Mon-Fri	GO/CO FS-VPC	1 Nov 03
Camp Kim Seoul	Bldg # C5721-A TMP Compound 34 <sup>th</sup> SG. Yongson APO AP 96205-0177	0800-1700 Mon-Fri	GO/CO FS-VPC	1 Nov 03
Taegu	20th Support Grp Bldg 1415 Camp Henry, Korea APO AP 96218-0562	0800-1700 Mon-Fri	GO/CO FS-VPC	1 Nov 03

1. The contractor shall not operate a container freight station at any of the VPCs in Korea. Container stuffing and unstuffing shall be performed at the contractor's facility; therefore, pick up and delivery of POVs shall be uncontainerized.

2. The contractor is responsible for all customs and agriculture clearances. Customs paperwork shall be provided with the POV and provided to the customer in order for the customer to register the POV upon pick-up.

Points of contact:

Pusan: Mr. Son	82-51-801-7177
Seoul: SFC Primus	82-2-7913-8476
Taegu: Mr. Kim	82-53-470-7589

**Country: Spain**

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Rota, Spain Supply Dept OPSDIV Traffic Branch NAVSTA Rota	.	0900-1600 Mon-Fri <b>Except Local Holidays</b>	CO/CO FS-VPC	1Nov 03
<u>QoL Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
496 Air Base SQ Moron Air Base Seville, Spain	TMO. Unit 6585 APO 06943	By Appt	QoL Site	1 Nov 03

<u>QoL Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Office of Defense Cooperation (ODC), Madrid, Spain	PSC 61, Box 2000 APO AE 09642	By Appt	QoL Site	1 Nov 03
JHQ SW, National Support Element, Madrid Spain (NATO)	PSC 840, Box 14 FPO AE 09649	By Appt	QoL Site	1 Nov 03
CINCUSNAVEUR DET RHQ South Lant Support Component Lisbon, Portugal	Transp. Officer PSC 83 Box 82 FPO AE 09726	By Appt	QoL Site	1 Nov 03
American Embassy Lisbon, Portugal	GSO PSC 83, Box GS APO AE 09726	By Appt	QoL Site	1 Nov 03

1. The 496th Air Base SQ, Moran AB, Seville; National Support Element, and Office of Defense Cooperation, Madrid, Spain; CINCUSNAVEUR DET and U.S. Embassy (GSO), Lisbon, Portugal are Quality of Life-Sites. They are pick-up and drop-off points with low estimated volumes. To schedule an appointment for pick-up/drop-offs, the contractor shall coordinate with the transportation officer within 24 hours of receiving a POV destined for these locations or within 24 hours of being notified by the transportation office that a POV is ready for pick-up. The contractor shall only release/pick-up the POV to/from the customer/owner or his/her agent. However, the contractor shall, at the specific request of the transportation office and upon approval of the Contracting Officer, release/pick-up the POV to/from the transportation office. Contractor will perform an initial agricultural inspection at the pick up point and final wash-down and inspection at the VPC facility in Rota prior to shipment of the POV. All POV pickups and turn ins will be by appointment.

For POVs inbound to Rota and Seville, 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. For POVs inbound to ODC and NATO, Madrid, Spain; ; CINCUSNAVEUR DET and U.S. Embassy (GSO), Lisbon, Portugal the following applies:

a. **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.

**b. For 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.

**c. CINCUSNAVEUR DET and U.S. Embassy (GSO), Lisbon, Portugal**

**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 are 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.

3. Loading and unloading ocean containers will be at the contractor's VPC facility in Rota, Spain.

Points of Contact:

ROTA:

<b>John M. Murphy</b> , SK1, USN	DSN 727-2422	COM 34-956-822422
COR	FAX 727-3181	COM 34-956-823181
	EMAIL	<a href="mailto:vpcoff@teleline.es">vpcoff@teleline.es</a>

John J. Klegka	DSN 727-1626	COM 34-956-821626
DAMT01-03-D-0184		

PPTY Transportation Officer

FAX 727-1621  
EMAIL

COM 34-956-821621  
[klegkaj@navsta.rota.navy.mil](mailto:klegkaj@navsta.rota.navy.mil)

ROTA:

496<sup>th</sup> Air Base Squadron  
Moron AB  
Seville, Spain

Jim Petty, TMO

DSN 722-8469      COM 34-95-584-8469  
FAX                      COM 34-95-584-8466  
E-Mail                      496abs.lggt@moron.af.mil

VPC Rota and QL-Site Moron

Manolo Dominquez

COM 34-956-810-479  
CELL PH. 670-51-3200

Juan Luis Acuna

COM 34-956-810-580

**CINCUSNAVEUR DET and U.S. Embassy (GSO), Lisbon, Portugal**

Celia Quartin

FAX  
E-Mail

COM (351-21) 440-4444/4310  
COM (351-21) 440-4335

[cquartin.ito@mail.telepac.pt](mailto:cquartin.ito@mail.telepac.pt)

**Country: Turkey**

<u>VPC Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Incirlik	Incirlik - Adana Turkey 01340	0800-1700 Mon-Fri 1200-1300 (Break)	CO/CO FS-VPC	1 Nov 03
Izmir	Bornova - Izmir Turkey 35050	0800-1700 Mon-Fri 1200-1300 (Break)	CO/CO FS-VPC	1 Nov 03
<u>QoL Location</u>	<u>Address</u>	<u>Operating Hours</u>	<u>Type</u>	<u>Effective Date</u>
Ankara	U.S. Support Facility Balgat-Ankara-Turkey QL-VPC	0800-1700 By Appointment Only	QoL Site	1 Nov 03

1. All VPCs will be closed on Turkish National and Religious Holidays (See Apendix D).

2. All VPCs will be open half-days only each day before Turkish national and religious Holidays.

3. Contractor shall provided on-site customer service at Incirlik Air Base and Izmir Air Station from 0830 to 1630, Monday through Friday, except Turkish national and religitous holiday, as follows:

a. Contractor personnel shall be fluent in Turkish and English to include speaking, reading, and writing.

b. 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 deregistration 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;
- attending and presenting smooth move and newcomers briefings

c. The U.S. Government will provide office space for contractor personnel and one DSN line per office.

d. The contractor is responsible for all additional lines; e.g., commercial voice, facsimile, and modem.