



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
COOPERATIVE SECURITY LOCATION COMALAPA, EL SALVADOR
UNIT 60001 FPO AA 34007-9997

Welcome Aboard! Congratulations on your orders to Cooperative Security Location (CSL) Comalapa, El Salvador. This letter serves not only as an introduction, but also to provide you with a brief overview about your new duty station.

CSL Comalapa is located on the central coastline of El Salvador and co-located with the International Airport (airport code SAL). Our mission is to provide critical logistics and infrastructure support to forward deployed United States aviation units participating in Joint Interagency Task Force South countering illicit trafficking. We also support U.S. Naval Forces Southern Command directed humanitarian missions and search and rescue efforts. I think you will find your upcoming tour of duty not only challenging, but also very rewarding.

Communication between you and the Command will better enable us to ascertain your specific needs and how we can best assist you in your transition to El Salvador. The following is important information:

THEATER AND COUNTRY CLEARANCE: Per your orders and U.S. Southern Command guidance you are required to follow the Foreign Clearance Guide (FCG) requirements (web address below). Also, submit a Theater and Country clearance via the Aircraft and Personnel Clearance System (APACS) at least 30 days prior to arrival. You must have up-to-date AT/FP, SERE 100, Human Rights, and Countering Trafficking-in-Persons training certificates along with an updated ISOPREP. If you have any questions on how to complete the APACS request, please contact our Administration department.

-FCG website: <https://www.fcg.pentagon.mil/>

-APACS website: <https://apacs.dtic.mil/apacs/>

-JKO website (Human Rights Training Only): <https://jkodirect.jten.mil>

-Navy eLearning: <https://learning.nel.navy.mil>

-IATP <https://iatp.pacom.mil>

IDENTIFICATION/PASSPORT: You are required to have a valid U.S. driver's license, military ID, and official no-fee passport while assigned to CSL. As soon as you receive orders, request an official no-fee passport from your command if you do not already have one. It can take up to six weeks once requested, and is required by SOUTHCOM for travel in the AOR. You may find it beneficial to obtain a tourist passport prior to your arrival if you plan to travel while on leave.

COVID-19: If you have any of the COVID-19 Symptoms, do not travel. CSL is under Health Threat Condition Bravo. Observe all precautions. Review Embassy San Salvador travel requirements for latest on country testing and entry requirements.

HOUSING: CSL is located in a remote location. Government quarters/housing is unavailable. Upon your arrival, you will be accommodated in one of the hotels located in San Salvador. Please allocate **\$1500 - \$2000** for payment of hotel. Government travel is the suggested mode of payment

for hotel costs. (Personal debit/credit cards are optional) this expense will be reimbursed by filing a Temporary Lodging Allowance (TLA) claim every 10-15 days with our Administrative Office. All personnel permanently stationed at CSL reside on the local economy in the city of San Salvador, about 30 miles north of CSL. Most apartments can be rented fully furnished, if needed, to include a TV, kitchen appliances, washer/dryer, beds, dishes, and cooking utensils. You should expect to pay your first month's rent and deposits (**approximately \$3,800**) prior to moving in to your apartment. To assist with financial obligations (Hotel payments and Rent) request advance PCS payments if needed. Bring personal checks. You may have to budget due to the overseas housing and pay process. Information on COLA and OHA may be found at <http://www.defensetravel.dod.mil/site/oha.cfm>.

Navy Standard Integrated Personnel System (NSIPS): It is imperative that your NSIPS profile be current and up-to-date. Verify and update RED/DA as applicable before arrival. Ensure your Serviceman's Group Life Insurance elections and beneficiaries are current and as you wish. Check the Defense Manpower Data Center (DMDC) website and update your elections NOW! It is highly recommended that you complete all legal inquiries and documents before traveling to CSL.

MEDICAL AND DENTAL: Minor medical and dental needs can be handled by our Independent Duty Corpsman. Upon reporting, you will be enrolled into Tricare Overseas Latin America. Severe illnesses, systemic or chronic conditions are referred to other medical facilities in El Salvador. It is required that you are fully medically and dental ready prior to arrival. You will not be allowed to travel if you are not medically ready.

PHYSICAL READINESS: Make sure to obtain a copy of your NAVPERS 6110/10 and NAVPERS 6110/11

UNIFORMS: Prior to arrival ensure you have a full sea bag to include all Service Dress Uniforms, Service Working Uniforms, Type III Navy Working Uniform (NWUs), and PT uniform. There is no Navy Exchange (NEX) here in El Salvador. NEX On-Line does ship uniform items free. Please ensure prior to your arrival you have all your updated uniforms. Business casual (collared shirt/slacks or equivalent) is the prescribed attire to wear in order to perform your check in at the U. S. Embassy.

FAMILY SUPPORT: Providing our Navy families with the current and reliable information that they need to successfully navigate the military life is a high priority. If you have dependents, we recommend utilizing the MyNavy Family application. The app is very intuitive and does not have too many Navy acronyms which allow family members to clearly understand what programs and services are available to them. The app provides valuable information whether someone is new to the Navy or a seasoned spouse who has experienced multiple deployments or permanent change of station moves. There is also a feedback section so suggestions can be incorporated into future updates. The free app can be found in the Navy App Locker, <https://applocker.navy.mil>.

HHG/UAB/PET(S): Please refer to the enclosed "Shipping Instructions" for important information and requirements for shipping your Household Goods (HHG), unaccompanied baggage (UAB), and pet(s) to El Salvador. HHG are shipped through the Department of State and will not be transported until you complete the Embassy process. Unaccompanied baggage is limited to 600 pounds and it's the fastest way to get your items to El Salvador because it is transported by air. Anything over 600 pounds will be transported by ship and can take significantly longer to arrive. Once your

HHG/UAB arrive in El Salvador, it can take up to two weeks to be processed through customs. After checking into the command, you will be required to check into the U. S. Embassy

PRIVATELY OWNED VEHICLE (POV): Not everyone is authorized to ship a POV to El Salvador. If you choose to ship a POV, Salvadoran law requires you to purchase local 3rd party liability insurance. The purchase of this insurance is handled through the American Employees Association of El Salvador (AEAES) and, depending on the type of POV you bring, runs between \$150 and \$200 per year (paid in full once a year). Full coverage insurance is also available and can cost anywhere from \$800-\$1600 a year depending on the type of vehicle. Pay close attention to the vital information and instructions on the needed documents to ship your POV here as well as instructions on how to fill out the enclosed *Vehicle Importation Form*. **Your POV will not be shipped without completion of these forms.** El Salvadoran law requires U.S. type emissions control. (I.e., vehicles should have catalytic converters or other emissions controls). If your vehicle is eight years old or greater, you are required to ship it back to the U.S. upon your departure and cannot sell it here in El Salvador. Only one vehicle may be imported on a duty free status. Golf carts, scooters, motorcycles, etc. are considered vehicles and count against the limit. Additionally, due to the amount of heavy traffic and dangerous road conditions, CSL personnel are **not authorized** to ride motorcycles in El Salvador.

DOMICILE TO DUTY (DTD): DTD allows the free but limited use of government owned vehicles for transportation from residence (domicile) to work (duty). DTD is authorized at CSL and is used only within the commuting area of employment plus reasonable shopping and meal needs. DTD is a taxable fringe benefit that is tracked on a monthly and yearly basis. This is done locally at CSL Comalapa by every individual participating in DTD.

WEATHER: For most of the year, residents of San Salvador enjoy sunny weather and cool, breezy evenings. The average temperature is 80-85 degrees. Typically, the rainy season begins in May and continues through October. Rains are often accompanied by thunder and lightning storms. The months of December, January, and February are cooler. March, April, and May are hotter with temperatures rising into the 90s.

TRAVEL: El Salvadorians are some of the nicest and most polite people you will ever meet. The crime threat is rated critical, but generally the residential and shopping areas of San Salvador and the CSL are safe. All members and their families are permitted to use the recreational facilities at the U.S. Embassy. More information is available on the State Department website.

<https://travel.state.gov/content/passports/en/alertswarnings/el-salvador-travel-warning.html>

LOCAL ECONOMY: The official El Salvadorian currency is the U.S. dollars. Almost everything is available here, from cable TV to the latest fashions. There are numerous internet companies, which can provide high-speed internet access for your home computer. Local grocery and department stores carry a wide assortment of U.S. products and pharmacies are well stocked. You will see many well-known fast food and chain restaurants. You will also be able to frequent many of the excellent local restaurants. The area of the city where most Americans live has several very nice shopping malls with many familiar stores. Some things here are more expensive than in the United States. Of course, Amazon lives large among your shipmates. Newly released movies are comparative to the United States, and nice theaters are available. You can also purchase a local SIM

card to use in your cell phone. Check with your U.S. provider prior to arrival in country to verify that your phone is unlocked, and GSA compatible. If your phone is unlocked, then you can swap out SIM cards once in country. Your U.S. cell phone will work here in El Salvador, but beware of the high roaming charges. We recommend purchasing a local SIM card for your personal phone while here in country.

THINGS TO KNOW UPON YOUR ARRIVAL: Have your orders in hand. Show your No Fee Passport at customs when you arrive in El Salvador, you **DO NOT** have to pay the in-country \$12.00 fee while you are being processed by immigration at the airport.

Please keep your sponsor advised of your travel itinerary so that we can meet you at the Comalapa International Airport and provide transportation to CSL. Do not hesitate to contact me or the Administrative Officer if you have any questions or concerns regarding your move and transfer.

The phone numbers and mailing address listed below are provided to assist you in contacting the Command. When dialing commercial from outside El Salvador use: 011-503-2333-XXXX, or DSN: 312-567-XXXX. When dialing commercial from inside El Salvador (including local cell phones) use: 2333-XXXX. The Extensions are below.

<u>Extension:</u>		<u>Mailing Address</u>
CO	1701	Name (no rank)
XO	1704	COOPERATIVE SECURITY
Command Senior Chief Administration	1787	LOCATION EL SALVADOR
Administration	1854	UNIT 60001
Security Dispatch	1777	FPO AA 34007-0001
Duty Officer	1700	

Additionally, the following email addresses are provided:

Command Senior Chief: CMDCS(SW/EXW) Rojas, Cesar.L.Rojas.mil@mail.mil
Security Officer: MACS(EXW/SW) Seal, eric.a.seal.mil@mail.mil
Administrative Officer: YNC(SW/AW) Brighthaupt, gojahlion.b.brighthaupt.mil@mail.mil
Command Career Counselor: YNC(SW/AW) Brighthaupt, gojahlion.b.brighthaupt.mil@mail.mil
Supply Officer: LSC(AW/SW/IW) McDonald, omarge.d.mcdonald.mil@mail.mil
Ombudsman: Xiomara Cuevasoto, 4thFleetOmbudsman@gmail.com
Command Facebook Page: <https://www.facebook.com/USNAVYcomalapa/>

Again, welcome aboard! I am very pleased that you are joining our team and I look forward to seeing you soon.

D F EDWARDS
Commanding Officer