



# AMC PATRIOT EXPRESS – JACKSONVILLE, FL



When arriving at Jacksonville International Airport (JIA), all arriving passengers will be processed through U.S. Customs and Border Protection Federal Inspection Site. (FIS). Unlike typical airline gates, there are no services provided IE baggage porters or wheelchair attendants. All passengers are expected to retrieve all baggage and belongings or be accompanied by an attendant who can assist. The FIS may not be re-entered once you leave. Any baggage left behind will be sent to JIA lost and found.



# WINDWARD ANNEX EARLY CHECK-IN TIMES (Day Before Flight)



## - ROTATOR FLIGHT (JACKSONVILLE, FL)

Thursdays

- Passengers on orders/funded travel **1100 – 1700**

## **SPACE A**

Early Check in will only be available for passengers attempting Space A travel on the **ROTATOR flight**.

- Mark yourself present - 1100 - 1500
- Check In - 1600 - 1700

## - Kingston, JM

Alternating Tuesdays

- Passengers on orders/funded travel **1100 - 1600**

## **Important Details**

### **Please have your ID with you for check-in**

- CAC for Active-Duty ONLY
- Passports for all civilians

**\*\*Call 4850 or 6408 with any questions\*\***

- Make sure to have 3 extra copies of orders
- To be able to check-in for Space A CAT II – III travel, you must be in a leave status, and everyone must be present



# NS GUANTNAMO BAY (NBW) SHOWTIMES



## PATRIOT EXPRESS (ROTATOR)

JACKSONVILLE, FL	SHOWTIME
Space-A and passengers still needing to check-in	0900 (0830 Ferry)
Passengers with boarding passes and needing to check bags	1000 (0930 Ferry)
Passengers with boarding passes and all luggage completely checked-in	1200 (1130 Ferry)

## ROTATOR (KINGSTON, JM/ JACKSONVILLE, FL COMBO)

KINGSTON, JM	SHOWTIME
All Passengers	0700 (0630 Ferry)

All times are subject to change



# AMC RESERVATIONS FOR CONTRACTOR TRAVEL



**STEP 1:** Contact the below person(s) to request the contractor support guide for requesting AMC/Patriot Express bookings.

- \* Contract agency must appoint a travel coordinator (POC) using procedures from Section 2 of the guide.
- \* NAVPTO will only accept reservations from an appointed travel coordinator (POC).
- \* Request for appointment as POC must be sent to [kathleen.j.ordway.civ@us.navy.mil](mailto:kathleen.j.ordway.civ@us.navy.mil) and [timothy.c.suveges.civ@us.navy.mil](mailto:timothy.c.suveges.civ@us.navy.mil).
- \* Once the POC has been confirmed, they may request AMC flights.

**STEP 2:** Once a travel date is identified, travel POC will fill out reservation request form following procedures of Section 4 of the guide provided.

**STEP 3:** Collect supporting documents.

\*A Letter of Authorization (on government letterhead and signed by the Contracting Officer administering the traveler's contract) and the reservation request are required when making a reservation. An approved 5512/1 for the period of travel may be required if this is the contractor's initial entry to NSGB.

**STEP 4:** Email request to [kathleen.j.ordway.civ@us.navy.mil](mailto:kathleen.j.ordway.civ@us.navy.mil) and [timothy.c.suveges.civ@us.navy.mil](mailto:timothy.c.suveges.civ@us.navy.mil) following the instructions in Section 5 of the guide.

\*Email must be encrypted due to PII requirements. If a password is applied, ensure the POCs are provided the password via separate correspondence after sending the documents.

Notes:

- \*Requests must be sent at least 10 working days, **but no more than 90 days prior to 1st travel date.**
- \*No group requests. Only one request per email, required to establish order of precedence.
- \*Use the subject line: GTMO AMC TRAVEL REQUEST FOR: (traveler's name).



## U.S. Army Veterinary Treatment Facility

### Dog PCS Updates

757-458-2212 or 2101  
Building 450  
Hospital Pt Rd

The USDA and CDC are updating their requirements to return to the U.S. with dogs beginning 01AUG24 (no change for cats).

1. Dogs must be older than 6 months to enter the U.S.
2. Dogs must have a microchip.
3. Dogs must receive a rabies vaccine at least 28 days prior to entering the U.S.
  1. We STRONGLY recommend ALL dogs receive a rabies vaccine between 365 and 28 days prior to your PCS; the U.S. will not accept three year rabies vaccines if there was any lapse in coverage
4. The veterinarian must complete a Certificate of U.S. Issued Rabies Vaccination online. USDA cost per dog: \$38.
5. The owner must complete a CDC Dog Import Form online.

For more information about new requirements for dogs PCSing to the U.S., please refer to [cdc.gov](http://cdc.gov).

Cuba is a “high risk country”; vaccines administered at the Vet Clinic are considered U.S.-issued.

For questions about your specific case, please email the vet at [catherine.r.barich.mil@health.mil](mailto:catherine.r.barich.mil@health.mil)

Vet Clinic Hours:  
Monday: 0900-1200 and 1300-1600  
Tuesday: 0900-1200 and 1300-1600  
Wednesday: 0900-1200 and 1300-1600  
Thursday: closed for appointments; prescription pickups from 0900-1200 and 1300-1600  
Friday: 0900-1200

\*always by appointment only\*



## GTMO C-12 Space-A Information

**\*\*CONTACT** Guantanamo Bay AMC Terminal for all information regarding C-12 Space-A

(757-458-6408/6365)

The NAVSTA Guantanamo Bay, C-12 is currently only open for Space-A for the following destinations

**GTMO → Fort Lauderdale, FL (maximum of 5 seats)**

**Fort Lauderdale, FL → GTMO (maximum of 5 seats)**

**NAS Jax, FL → GTMO (maximum of 2 seats)**

### Passenger Requirements

- Body weight no more than 300 pounds
- Maximum of 40 pounds of luggage + small personal item (backpack/purse)
- Closed toed shoes are required for travel on the C-12
- Children shall occupy their own seat (in car-seat as age appropriate)
- All Passengers must have correct Space A paperwork prior to check-in. It is the responsibility of the passenger to ensure paperwork is accurate and correct for their Space-A Category.

**\*\*All Passengers must provide aircrew a copy of their base entry (5512/Residency Letter, Space A Letter, Command Sponsorship Letter, etc). This paperwork will NOT be returned to the traveler\*\***

Showtimes/Locations \*\*ALL times subject to change without notice\*\*

**GTMO → Fort Lauderdale, FL** : 0730 ferry to Leeward air terminal, check in at AMC desk.

~0930 departure

~1215 arrival

**Fort Lauderdale, FL → GTMO** : Arrive at Sheltair (1100 Lee Wagener Blvd Fort Lauderdale, FL 33315)  
NO LATER THAN 1200 for check in with C-12 crew

~1430 departure

~1700 arrival

**NAS Jax, FL → GTMO** : Arrive at NAS Jacksonville, FL AMC Terminal NO LATER THAN 1300, check in at AMC desk.

~1530 departure

~1900 arrival