

U.S. Coast Guard Base Ketchikan

2016 Pre-Arrival Handbook



***Southeast Alaska
Edition***

Table of Contents

1. Entry Approval
2. Accompanied and All Others Tours
3. Family Separation Housing Allowance Type B
4. Family Separation Housing Allowance Type B Caveats
5. All-Others Afloat Tour – Residing off Cutter while Inport
6. Late PCS Arrival of Dependents
7. Personal Property Shipments
8. Personally Owned Vehicle (POV) Shipments
9. North to Alaska
10. Travel through Canada
11. Temporary Lodging Allowance (TLA)
12. Government Housing
13. Private Sector Housing
14. Clothing for Southeast Alaska
15. OCONUS Cost of Living Allowance (OCOLA)
16. All Hands Clubs
17. Alaska Driver’s and Motorcycle Licenses
18. Hunting and Fishing
19. Morale Boats
20. Gym and Fitness Centers
21. Medical Travel
22. Emergency Leave
23. Unique Entitlements for the CGC ELDERBERRY
24. Dependent Student Transportation Travel Appendices:

Appendix 1: Tips, Tricks and Know-How

Appendix 2: Ketchikan TLA – Lodging Options in Ketchikan

Appendix 3: Petersburg TLA – Lodging Options in Petersburg

Appendix 4: Sitka TLA – Lodging Options in Sitka

Appendix 5: Juneau TLA – Lodging Options in Juneau

WELCOME TO ALASKA

Congratulations on receiving orders to Alaska. Whether this is your first time to “The Last Frontier” or you are coming back home, I hope this handbook will help ease your transition and provide you some valuable information for your new job.

This is a living document and is not designed to dictate policy. The goal of this document is to remove some of the mystery related to your tour of duty in Southeast Alaska. Please feel free to share your thoughts related to this handbook with me directly, or with any member of the Base Ketchikan staff, so that we can continuously improve it and provide all Coast Guardsmen the high-quality support they deserve.

I hope that you enjoy your tour in Southeast Alaska.

J. W. Jackson
Commander, U.S. Coast Guard
Commanding Officer, Base Ketchikan

Base Ketchikan Quick Reference POC's

If you have any questions pertaining to your PCS transfer to Southeast Alaska, please contact the people at Base Ketchikan responsible for the execution of field support.

Base Ketchikan Personnel Support Department Head: (907)228-0216

Personnel Services (Admin) Division Chief (PERS): (907)228-0241
Overseas Entry approval: d17-dg-m-baseketchikan-entry-approval@uscg.mil

Housing Division Chief (CW02): (907)228-0299

MWR Division Chief (CW02): (907)228-0293

Base Ketchikan OOD: (907)617-1190

Base Ketchikan Duty HS: (907) 617-9764

Transition/Relocation Assistance Manager: (907)487-4957

1. Entry Approval

Congratulations on your PCS orders to Southeast Alaska! You must obtain official entry approval from Base Ketchikan prior to departing your current unit. If you plan to transfer to Alaska accompanied (i.e. with your dependents), your dependents will need to be overseas screened prior to departing your current unit as well. If your dependents arrive in Alaska without receiving entry approval, you will not receive COLA with dependents for them, their travel will not be reimbursed outside CONUS, and they will not be authorized government-funded emergency leave travel. You will also not qualify for family housing that includes them if assigned to government quarters.

Chapter 1.H. of the Military Assignments & Authorized Absences Manual, COMDTINST M1000.8A, explains in detail the process to obtain Overseas Entry Approval. The Command Checklist for Overseas Screening is located in Exhibit 1.H.1 of the Military Assignments & Authorized Absences Manual. If you believe an overseas assignment will cause a hardship: financial, personal, health, inconvenience or otherwise for you and your family, it is your responsibility to raise the issue immediately.

If after reporting to your new OCONUS unit you acquire a dependent through marriage, birth, adoption, etc., you may request “command sponsorship” for your new dependent, and you will work directly with Base Ketchikan Admin to request command sponsorship. However, if you have less than a year left on your OCONUS tour, you will not be able to request command sponsorship for a new spouse unless he or she is a “bona fide” Alaska resident. Newborn and adopted children can receive command sponsorship at any time.

2. Accompanied and All Others Tours

So you are in receipt of PCS orders to Alaska. Now you will have to decide if you will want to serve an **Accompanied Tour** or an **All Others Tour**. This is an important decision that can have an effect on your tour length and your pay. If you are a Coast Guardsman without dependents, the answer is simple; you will serve an **All Others Tour**. But if you are a Coast Guardsman with dependents, you must **verbally elect** during your overseas screening process whether you will serve an **Accompanied** or an **All Others Tour**. Your **verbal election** should be noted on your overseas screenings remarks and on your overseas entry approval request message.

An **Accompanied Tour** is defined as an overseas tour-of-duty in which your dependents will accompany you overseas and are given permission, i.e. “command sponsorship,” by the receiving command to travel on your PCS orders to the overseas location. Your future entitlement of overseas **COLA with dependents** rests on three things: (1) election of an **Accompanied Tour**, (2) command sponsorship, and (3) the actual presence of your dependents at the overseas location. Part of the process of choosing an **Accompanied Tour** and receiving command sponsorship is to have your dependents go through an overseas screening.

An **All Others Tour** (for a Coast Guardsman with dependents) is defined as an overseas tour-of-duty in which your dependents will not be granted command sponsorship and PCS travel entitlements to your overseas duty station. Instead your dependents will reside either in the vicinity of your old unit or other designated location (CONUS or OCONUS). Your future entitlement of **BAH with dependents** (to house your dependents), **FSH/UPH/shipboard berthing** (to house yourself), and dependent travel to a designated location rests on your verbal election of an **All Others Tour**.

3. Family Separation Housing Allowance Type B (FSH-B) or Government Quarters

FSH-B is a monetary allowance equal to BAH without dependents for your assigned OCONUS unit. It becomes payable, upon command approval, when single-type quarters (barracks or shipboard) are not available to you. All members, regardless of rank, transferring to Southeast Alaska that choose an **All Others Tour** where single type government quarters are available will be assigned to those quarters as a permanent party member, and **you will not be entitled to FSH**. While assigned to single type quarters, you will not be charged a fee. If you are a Coast Guardsman who elects **All Others Tour** and you are in receipt of orders to a cutter, **you will not be entitled to FSH**. This is because *adequate* government quarters will be available to you aboard your cutter. The maxim used is that if “it is adequate underway, it is adequate inport.”

4. Family Separation Housing Allowance Type B Caveats

An election of **All Others Tour** with FSH entitlement (again, with command approval) comes with important caveats. Contact Base Ketchikan Admin for details on your specific situation.

5. Late PCS Arrival of Dependents

If you are a Coast Guardsman who anticipates the later arrival of your dependents and you are electing an **Accompanied Tour**, you will collect **BAH with dependents** and **COLA without dependents** for your new duty station until your dependents arrive. When your dependents, that have official entry approval from Base Ketchikan, arrive to the new unit, you will then request **COLA with dependents**. **If your new OCONUS unit has Unaccompanied Personnel Housing (UPH) available, you may be offered a transient room. If you accept the room, it will be considered a transient room and you will be charged a UPH service fee if receiving the local BAH with rate.**

6. Personal Property Shipments

For you to begin the process of shipping your personal property and vehicle, you must have first received overseas entry approval.

As part of your transfer to Alaska, you can arrange to store some or all of your personal property in non-temporary storage (NTS) INCONUS. You must set this up with the Transportation Office in your area and the items going into storage must be packed separately from your household goods (HHGs) being moved to Alaska. After your personal property arrives in Alaska, you will not have the option to convert already shipped personal property to NTS.

In most situations once your personal property arrives in Alaska, you will be authorized 90-days temporary storage which will give you enough time to find suitable housing.

After your personal property is picked up, keep your DD Form 1840 and DD Form 1840R (reverse side of DD Form 1840), along with all your other personal property paperwork. If some or all of your personal property is lost or damaged, the DD Form 1840 shall be filled out before the delivery agent departs your home. The DD Form 1840R (reverse side of the DD 1840) is

used when you find damage to your personal property after the delivery agent departs. If your shipment went through DPS you must log back into the system and file a "report of loss and damage" within 75 days of delivery. If this is not completed in DPS you WILL NOT be able to claim any damages. Filling out the "report of loss and damage" is NOT filing a claim or asking for money. Once you have completed it, you have nine months to file a claim, which is also done in the DPS claims section. If your shipment went through TOPS, the easiest way to file a "loss and damage report" is to contact your customer service representative with the moving company and fax or scan/e-mail it to them. Once the claim has been submitted, the moving company has 60 days to respond with a settlement and once you agree to the settlement they have 30 days to pay it. The most important thing to remember is if the "report of loss and damage" is not submitted within 75 days, the transportation service provider (TSP) does not have to pay. Before you submit any personal property claims, you are invited to visit the FINCEN website and to contact the Transportation Office at (907) 228-6433/6434 for discussion and guidance.

We STRONGLY recommend that you do not send unaccompanied baggage (UB) to Southeast Alaska unless you have it picked up weeks prior to your regular household goods (HHGs). The reason is because all HHG shipments to Southeast Alaska are sent via barge. Unless your UB arrives at the barge terminal well before the rest of your HHGs, your shipment will not arrive in Southeast Alaska any earlier than the rest of your HHGs.

7. Privately Owned Vehicle (POV) Shipments

When shipping your vehicle to Alaska you will use the closest vehicle processing center (VPC) to your current duty station. You are authorized travel entitlements to the VPC to drop off your vehicle. Refer to JTR 5354B to learn what type of travel entitlements you will be authorized. On average, vehicles take 45 days to transit to Southeast Alaska, so keep this in mind when making transportation arrangements as vehicles may be shipped prior to departure dates. Make sure a good inspection is done at the VPC, as this is your only proof of the vehicle condition prior to shipment. We recommend taking pictures and holding on to them and all the paperwork. Because Southeast Alaska does not have actual VPCs, your POV is transferred to a private barge company upon arrival in Seattle. After the vehicle arrives in Southeast Alaska and is unloaded, our office or the barge company will contact

you for pickup. Make sure you inspect the vehicle BEFORE driving it off the lot of the barge company.

We recommend calling the VPC in your area before drop off so you can make sure you have all the required paperwork. Vehicles need to be clean inside and out and only contain 1/4 of a tank of gas upon drop off at the VPC. A list of VPCs and more POV information is located on www.pcsmypov.com. You may also track your vehicle using this web site after your POV is shipped.

8. North to Alaska

The two most common commercial modes of transportation to Alaska are the Alaska Marine Highway System (AMHS), otherwise known as "the ferry" or commercial airline. If you choose to travel using the AMHS, you must make reservations through SATO. You are authorized and highly encouraged to charge the ferry ticket to your orders rather than your Government Travel Charge Card (GTCC). To be able to charge your ferry ticket to your orders, ensure that the SPO notes on your PCS orders contain your ferry itinerary number and that the phrase "CBA use is authorized for travel on AMHS" is used. Your orders will then need to be faxed or emailed to SATO at uscg@cwtsatotravel.com. If you are traveling with a vehicle, you need to make reservations for the vehicle. Keep in mind that putting your vehicle on AMHS is not a vehicle shipment. You will be able to ship one vehicle in addition to the vehicle(s) you put on the ferry. You are authorized a stateroom on the ferry large enough for you and your command sponsored dependents if your ferry trip lasts for one night or more.

Travel time onboard AMHS is actual time using the most direct route possible. However, if you make reservations that require you to disembark from the ferry and stay overnight at an interim port, you will be charged leave and not authorized per diem for those dates that you are disembarked. Per diem while on the ferry is at a different rate than when you are traveling by POV. You are paid M&IE only, as your lodging is covered in the price of the ticket. The M&IE is "based on and computed for the member/dependent using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry." Reference: JTR U5532C.

As of 1 Oct 2015, AMHS charges change fees and cancellation penalties as

follows:

- * Within 24 hours of booking – No penalty
- * Greater than 30 days from sailing – 5% penalty
- * 15 – 30 days from sailing – 10% penalty
- * 7 – 14 days from sailing – 20% penalty
- * 1 – 6 days from sailing – 30% penalty
- * Within 24 hours of sailing or a no show – 40% penalty

Reservation Change fees are applicable only if the itinerary decreases in value. Fees are applicable as follows:

- * Within 24 hours of booking – No fee
- * Greater than 30 days from sailing – 5% fee on decrease in value
- * 15 – 30 days from sailing – 10% fee on decrease in value
- * 7 – 14 days from sailing – 20% fee on decrease in value
- * 1 – 6 days from sailing – 30% fee on decrease in value
- * Within 24 hours from sailing – 40% fee on decrease in value

If you choose to fly commercially, Alaska Airlines is the most common carrier from the lower 48. Alaska Airlines and Ravn Alaska (previously called Era Alaska) are the primary, and carriers to most Southeast Alaska locations. You must use SATO to book airline reservations. Active duty members must charge the cost to your government travel card if your PCS travel does not exceed 15 days. If your PCS travel exceeds 15 days, you shall charge the airline tickets to your orders. Use the same process specified above for charging ferry tickets to PCS orders. Under no circumstances are you authorized to use your government travel card to charge tickets for your dependents. All dependents' tickets must be charged to your PCS orders.

Your authorized travel time to fly will be actual time using the most direct route. Per diem while flying is 75 percent of the arrival locality. The rate will be 75 percent for dependents over 12, and 50% for dependents under 12.

9. Travel through Canada

If you plan to travel through Canada, you may visit the Canada Border Services Agency web site for requirements and information at: <http://www.cbsa-asfc.gc.ca/travel-voyage/ifvc-rpvc-eng>.

If you are planning to bring weapons with you, please visit: [http://canada.usembassy.gov/traveling to canada/bringing-weapons-into-canada.htm](http://canada.usembassy.gov/traveling%20to%20canada/bringing-weapons-into-canada.htm) or <http://www.rcmp-grc.gc.ca/cfp-pcaf/index-eng.htm> and review the regulations and required documentation for transport.

The government of Canada can refuse entry to any animal that does not meet its import requirements. See <http://travel.gc.ca/returning/customs/bringing-your-pet-to-canada> to learn what those requirements are.

10. Temporary Lodging Allowance (TLA)

When you perform a PCS to an OUTCONUS duty station, and you travel accompanied by dependents, you may be authorized to receive Temporary Lodging Allowance (TLA) upon arrival to the new OUTCONUS permanent duty station (PDS) for up to 60 days. If you travel unaccompanied, you may only receive TLA if government quarters are not available for you to reside in temporarily or permanently. Appendices 2-5 contain lists of hotels and B&Bs in Ketchikan, Petersburg, Sitka and Juneau that you can consider if you need temporary lodging during your housing search. The purpose of TLA is to partially reimburse you for normal expenses incurred during the occupancy of temporary lodging while awaiting assignment to government quarters or rental housing on the economy. In order to start TLA, you must first report to your new unit. If you are in the area of your new unit, but have not reported, you will not be authorized TLA.

To receive TLA, you will need to pick up a TLA application from Base Ketchikan Admin (or your unit Yeoman if you are not stationed in Ketchikan), fill in the application, sign, and return to Admin with a copy of your PCS orders and lodging receipts. Don't confuse TLA with TLE. TLE is for INCONUS temporary lodging and is required to be claimed on your PCS travel claim. TLA is claimed at the OUTCONUS location through your Admin Office.

TLA will stop upon the TLA authority's determination that you are not aggressively seeking permanent quarters, the day HHGs are available for delivery and you have obtained permanent or government quarters, or the day before you occupy government quarters or private sector quarters, or 60 days after it began, whichever comes soonest.

If you are staying in lodging that is free (e.g. friend's home), you may receive M&IE only. The TLA claim process for M&IE only is the same as regular TLA, but you will not need to provide a lodging receipt.

To learn how TLA is calculated, see JTR U9185.

11. Government Housing

All service members must complete a CG 5267, Application for Assignment to Military Housing and submit it to the local housing office REGARDLESS if

Government housing is available or not. This should be done within 10 days of receiving PCS orders. If you are electing an unaccompanied tour be sure to inform the housing office as there are special rules and entitlements that you must be counseled about, in addition to a possible option of a permanent party Barracks room if available.

All members are required to reside in government- controlled quarters when available and suitable. Government owned housing is available in Petersburg and Sitka. Whether you live in government owned housing or rent on the economy, renter's insurance is strongly encouraged to assist with any unforeseen damage or loss to the owned housing or rental unit and your personal belongings.

12. Private Sector Housing

If you are given a release to live on the economy, contact the Housing office who can direct you to lists and websites of local rentals. The Coast Guard supports the web site <https://www.homes.mil> for both rentals and home buying options and members can register for a login and password.

POC's:

Ketchikan Housing Office: (907) 228-0209/0299

Juneau Housing Office: (907) 463-2825/2114

Petersburg Housing Office: (907) 772-4262

Sitka Housing Office: (907) 966-5572

13. Clothing for Southeast Alaska

Now that you have orders to Southeast Alaska, you may be wondering about the types of clothing you will need to live here. Southeast Alaska is very different weather wise, than the rest of the state. During the summer the weather is cool to warm but rarely hot. Winter months can be very cold with temperatures in the low teens and snowfall followed by rain. Throughout the year Southeast Alaska does experience a lot of rain Clothing items vary from season to season. However, the following items are essential. Raingear (top with/without hood & pants) will keep you dry both summer and winter. A water-proof/resistant hat also helps to keep your head dry. **Layering** is crucial in this area, so items such as a fleece top with a light raincoat/jacket

will be fine during the summer. For winter months a heavier weather-proof jacket as an outer shell should keep you warm; remember to **layer**. Water-resistant/proof gloves are a must during the winter months. Wool socks and water-proof shoes/boots will keep your feet warm and dry. There are days when you will not need these items, but you should still have them for those days that you do.

14. OCONUS Cost of Living Allowance (OCOLA)

The Overseas Cost of Living Allowance (OCOLA) is a supplement allowance designed to equalize purchasing power between members overseas and their CONUS-based counterparts. It benefits 320,000 members at approximately 600 locations overseas, including Alaska and Hawaii.

OCOLA generally starts on the day a member reports to a new Unit or the day dependents arrive, if prior to the sponsor. OCOLA stops the day before the member departs in compliance with PCS orders.

OCONUS COLA is a dependent based station allowance. This means you and/or your dependents must be at your new unit before you can receive OCOLA. A member may receive OCOLA with or without dependents. OCOLA at the with-dependents rate is based on the amount of command sponsored dependents living with the member at the duty location.

Leave also affects the payment of OCOLA. Because OCOLA is a station allowance, if a member and/or dependent(s) take leave INCONUS; OCOLA for that person continues for the first 30 days and stops on the 31st day. If OCOLA is stopped, it starts again the day the member returns from leave. If a member takes leave OCONUS, OCOLA continues during the entire leave period.

There are many other unique factors that may influence your OCOLA. Check with your Yeoman if you have any questions. ***Dependents must be command-sponsored to receive station allowances.***

To view OCOLA rates, visit:

<http://www.defensetravel.dod.mil/site/colaCalc.cfm>

15. All Hands Clubs Morale, Well-Being and Recreation (MWR)

There are three MWR clubs located in the Southeast Alaska communities of Juneau, Sitka, and Ketchikan. Each is open to all active duty military members and their families, Coast Guard civilian employees, and authorized patrons. Besides normal business hours, the clubs support command functions and unit morale parties. Each club can be reserved under contract for private events. Contact your local club for hours of operation and what is available to patrons.

Crow's Nest - Ketchikan (907) 228-0254
Buoy Deck - Juneau (907) 463-2370
Eagle's Nest - Sitka (907) 966-5579

16. Alaska Driver's and Motorcycle Licenses

If you are an active duty Coast Guardsman or a dependent, you are not required to get a new driver's license. But if you want to receive an Alaska driver's license, you can. You will not usually be required to take the driving exam. However, you will still be required to take a written exam. The exams are computer facilitated and the [DMV manuals](#) to study can be found online at:

<http://doa.alaska.gov/dmv/dlmanual/manuals.htm>

If your out-of-state license is also a motorcycle license, it is in your best interest to pass both the Alaska vehicle exam and the motorcycle exam before you surrender your out of state license to the Alaska DMV. Not having to take the practical street motorcycle driving course is predicated on already having a motorcycle license. If you surrender that license to the DMV without having passed the computer motorcycle exam, you will then usually be required to take the practical street course. In other words, don't surrender your out of state license until you've passed both the motor vehicle and motorcycle computer exams.

When you go for your test, it is vital to have your Military ID, a copy of your orders to Alaska and either your SSN card or a copy of your most recent W-2 form. You will also need proof of residency, such as a cable, electric or utility bill in your name at the residence address where you are claiming residency.

For further information, including hours of operations and locations for DMV offices, please visit the [Alaska DMV website](http://doa.alaska.gov/dmv) at:

<http://doa.alaska.gov/dmv>

Current Commandant Policy requires a practical motorcycle safety course and a refresher course for active duty motorcycle riders every five years, whether you are riding on base or on liberty in the community. Abate, or a Motorcycle Safety Foundation approved course, completion can be substituted for the Alaska DMV motorcycle exam. Currently there is not a motorcycle safety course in Ketchikan or many other small communities in Alaska which may mean **you will not be allowed to ride your motorcycle.** Members that intend to ride a motorcycle after being stationed in Alaska are highly encouraged to complete their motorcycle safety course at their current location before being transferred. Once you arrive, the nearest course could be either in Kodiak or Anchorage, Alaska, and you will have to pay the travel costs.

Also, if you plan to Ride an ATV, UTV or snow machine in the beautiful Alaskan outdoors please sign up for a safety course, as the nearest medical trauma center may be a long medivac flight away. Safety is a huge concern of all Commands and an educated rider is a much safer rider.

17. Hunting and Fishing

Many Coast Guardsmen enjoy hunting and fishing in Alaska, considered by many to be the best in the world. If you fish or hunt, you are legally responsible for knowing the current regulations as well as the bag limits. For the most current information on obtaining a license and enforcement information go to the ADF&G web page at:

<http://www.adfg.alaska.gov/index.cfm?adfg=regulations.main>

Additionally, District 17 has published additional information about hunting regulations and possible consequences for not following the rules in ALLCOGARDSEVENTEEN 043-14.

Every sportsman has the responsibility to know the current year's regulations. Do not depend on a friend, guide, or family member to know the regulations. Regulations may change from year to year. You are personally responsible for knowing and following all the regulations affecting your hunting and fishing activities.

Take nothing for granted when preparing for outdoor activity. Seek guidance from those more experienced and exercise your best judgment. Be properly equipped and understand the weather forecast. Don't assume that past experience alone is enough to prepare you for a trip into an often unpredictable environment.

18. Morale Boats Morale, Well-Being and Recreation (MWR)

Southeast Alaska offers some of the best salt and fresh water fishing in the world. Halibut, salmon, prawns and Dungeness crab can be found in waters near Coast Guard units. Coast Guard units in Juneau, Sitka, and Ketchikan have morale boats available for rental to qualified members at a minimal cost. Contact the MWR local boat manager for more information on fees and qualification requirements:

***Ketchikan (907)228-0334 or 228-0293
Juneau (907) 463-2834 or 463-2118
CGC Maple (Sitka) (907) 966-5470 (ENS Zelman)***

19. Gym and Fitness Centers Morale, Well-Being and Recreation (MWR)

Coast Guard MWR Fitness Centers provide members and their families a place to exercise and keep in shape. Air Station Sitka and Base Ketchikan have on-base facilities available to members. Personnel assigned in Juneau and Petersburg can take advantage of local commercial and government-owned fitness centers, and some Commands fund discounted memberships. Contact your local MWR Officer for information on facilities in your area.

***Ketchikan (907) 228-0293
Juneau (907) 463-2028 or 2118
Sitka (907) 966-5613***

20. Medical Travel

If you are stationed in Alaska and it is determined that you or your command sponsored dependent is in need of specialty medical care that cannot be provided by a local physician, the Coast Guard can assist you or your dependent(s) in obtaining travel to an area where care can be provided.

Travel Orders can be provided if you meet the following criteria:

- You are an eligible Coast Guard Beneficiary.
- Your local care provider submits a referral through TRICARE for specialty care.
- TRICARE approves the referral and issues an authorization number.

The Base Kodiak Medical Clinic manages the Travel to Obtain Healthcare (TTOHC) Program for all units in Alaska. Keep in mind the “Cascade of Care” the Base Kodiak Medical Clinic abides by. Multiple factors contribute to the decided place of care, including the time of year, medical specialists closest to the beneficiary’s unit and continuity of care.

Once your referral has been approved, you are responsible for setting up an appointment and providing the Base Kodiak Medical Clinic with a medical travel request form. This form, known as the TTOHC form, will provide the Base Kodiak Medical Clinic with all the necessary information to effectively process orders. The TTOHC form, when filled out correctly and in its entirety, ensures the member, or member’s dependent, receives their medical orders in a timely manner. The Base Kodiak Medical Clinic requires a minimum of five business days to process orders. Once your orders are issued, you are responsible for setting up your travel plans. You will receive an email at the email address you’ve provided on the TTOHC form with step-by-step instructions for travel.

The Base Kodiak Medical Clinic will only fund travel for a medical attendant when there is written and detailed documentation stating why a medical attendant is necessary during travel. Only one medical attendant will be authorized for any case. Please take this into account if there are multiple dependents traveling, as you normally will be responsible to find childcare or fund any other dependent travel. There are exceptions to this

rule. Per the JTR, (Joint Travel Regulations) par. U7105, the AO (authorizing official) may authorize one or more dependents to travel with the patient ONLY IF the AO determines that:

- The dependent is command sponsored at the OCONUS unit, and incapable of self support;
- No suitable care arrangements can be made at the OCONUS unit;
- The travel is in the government's interest; and
- This authority must be employed judiciously.

The accompanying dependent is limited to round trip air transportation only (no per diem) between the OCONUS unit and the medical facility stated in the patient's travel order

Contact the Base Kodiak Medical Clinic at: (907)487-5757, ext 2121, if you have any questions.

21. Emergency Leave

Your Command may grant Emergency Leave for emergencies occurring in your or your spouse's immediate family. Immediate family includes father, mother, spouse, children, brother, sister, only living relative, or person standing in loco parentis (defined as a person who stood in place of a parent 24 hours a day for at least 5 years before the member reached the age of 21 or entered military service, providing housing, food, and other necessities)

Circumstances that qualify for granting emergency leave include:

- Death of a member within the immediate family
- Presence of you and/or spouse will contribute to the welfare of an immediate family member who is dying.
- Serious illness in the immediate family resulting in family problems which place responsibility on you or your spouse that cannot be met from your duty station.
- Failure to return home will cause severe or unusual hardship to you, your household or immediate family.

Command granted Emergency Leave entitles you and your command sponsored dependents (dependents granted entry approval) to

government-funded travel to the nearest CONUS port or any non-foreign OCONUS port. The cost of travel to and from your unit to the CONUS port (usually Seattle) will be covered. However, per diem is not authorized. Any further expenses from the nearest CONUS port to the Emergency Leave destination will be incurred by the Coast Guardsman. Travel within OCONUS locations will be covered by the Coast Guard. Payment for travel is determined by the unit you are assigned to. D17 units will be funded by D17, FORCECOM units will be funded by FORCECOM, and all other units will be funded by unit funds.

22. Unique Entitlements for CGC ELDERBERRY

Single sailors that are stationed onboard CGC ELDERBERRY are entitled to the unique combination of OCONUS COLA without dependents, BAS, and Career Sea Pay, unlike single sailors who are stationed onboard other Coast Guard Cutters, because a government-operated messing facility is not provided.

23. Dependent Student Transportation Travel

Dependent Student Transportation Travel is authorized for your command sponsored dependent child, up to age 23, who attends college (or vocational school) outside Alaska. The college must be accredited. Your dependent (s) will be authorized one annual roundtrip trip per fiscal year between your OCONUS duty station and the dependent's school. Per Diem is not authorized. Up to 350 pounds of unaccompanied baggage may be shipped. To request student dependent travel, contact your unit Yeoman.

Appendix 1

Tips, Tricks and Know-How. This appendix to the Base Ketchikan Pre-Arrival Handbook is designed as a quick reference guide for personnel transferring to Alaska. The below tips, tricks and know-how can be used to facilitate discussion between sponsors and incoming personnel to ensure a smooth transition to Alaska. Some of the information is specific to limited geographic areas, but the majority will assist anyone transferring to Alaska.

OVERSEAS SCREENING:

- Start working on your overseas screening immediately after getting orders. Your command is required to conduct an interview and send your initial entry request within 15 days of receipt of orders.
- Getting medical screening for dependents can take time, as can getting through other parts of the screening process. The initial entry message can be sent with scheduled appointment dates in order to meet the 15 day deadline.

PRIOR TO DEPARTURE:

- Shopping outlets are limited in many areas of Alaska. You may want to take the time prior to your arrival to buy clothes in preparation for the winter if you do not currently have cold weather clothes.
- If you have an Alaska Airlines Credit Card, you can link it to your local supermarket (such as Safeway, Vons, etc.) card account. This will help add miles to your card.
- If you are thinking about purchasing a vehicle prior to your arrival, consider a used vehicle instead of a brand new one. The elements and roads can be very hard on your vehicle.
- Rear wheel drive cars have a difficult time with traction in the snow and ice. Be cautious of this fact if that is your only means of transportation.

- Studded tires are a good idea for the winter and can be purchased cheaper before transfer. If you have room in your HHG weight allowance you may want to buy tires and ship them with HHGs.
- If shipping a car, up to two winter tires can be shipped with the car.

HOUSING:

- The average house size in Alaska is usually smaller than in the lower 48. You may want to consider storage or downsizing of household goods to accommodate a smaller house size. You should also be aware that most houses have little to no outdoor living space.
- Housing is limited on the economy. So if you plan to reside in town, you need to plan on an extended house hunt. Most homes are not advertised online; instead local residents post ads at the local grocery stores or pass information by word-of-mouth. The Housing Office also maintains a list of available rentals. If you plan to live in Owned Housing in Sitka or Petersburg, contact the Housing office as soon as possible to get your name on the wait list.
- Signing a lease prior to arrival is highly discouraged. Pictures of places and surrounding areas are not always accurate; visual inspections are the best option. You might consider asking your sponsor to check out the home and take some photos for you if you find a place you are interested in, but ultimately the decision is yours. Also, it is extremely important that you review the Alaska Landlord and Tenant Act prior to signing a lease. Your local legal office will review a lease for you at your request. TLA may be authorized to help cover expenses incurred during house hunting. Contact your admin office to learn if you are eligible to receive TLA.
- Temporary HHGs: Air mattresses, portable DVD players, basic cooking and eating utensils, pillows and blankets are just some of the items you should consider bringing with you. Anything you may want for 30-60 days! HHGs can become delayed, so it always a good idea to bring some basics with you. The Morale Locker or Salvation Army Thrift Store in town has many basic items that can help until your HHGs arrive, and are priced very low.
- In Ketchikan, if you are going to live North or South of town in a house with a cistern, you may want to research water delivery companies and

their rates.

TRANSPORTATION IN ALASKA:

- Though extremely cold weather is rare in Southeast, Alaska, when the temperatures do drop it can still be very hard on your car battery and your engine. Getting an engine block heater installed may be beneficial, but is not a necessity.
- Make sure your car's antifreeze is mixed correctly so you don't have to worry about it freezing when the temperatures drop below zero. You may also want to use a winter window washer fluid.
- In Ketchikan, when driving up hill, the vehicle driving up hill always has the right of way. This is especially helpful in the wintertime when snow and/or ice are on the roads lowering the chances of getting stuck.
- Try getting all major automotive maintenance work completed prior to your arrival; the local mechanic shops can get expensive. In Ketchikan, if you are a do-it-yourself mechanic, you can reserve the Base Facilities garage to work on your vehicle.

LOCAL INFORMATION:

- When tourist season begins and you feel like doing touristy things, don't forget to ask for the "local rate." For example, in Ketchikan at the Lumberjack Show, the tourist rate is \$35.00 per person, while the local rate is \$5.00 a person.
- When scheduling personal travel through Alaska Airlines, make sure to ask for the military rate. You have to call Alaska Airlines directly to get the military rate - this can't be done over the internet - and try calling well in advance to secure the rate. The rate only applies to active duty members and their family, and is not applicable to retirees (for those of you with retired military relatives).
- With the amount of overcast skies and rainfall Southeast Alaska receives, the clinic has special lights that people can check-out. The light projects the same Vitamin D the sun emits and the lights are also known as "Happy Lights."
- You can take advantage of end of season tourist merchandise during the last week of September. The tourist season is from April through

September.

- In Ketchikan, after HHG's are delivered, you can take extra cardboard boxes to the recycling bin located next to A&P Supermarket. You can get rid of extra household trash at the dump station located at the top of the mountain if you need to throw out trash outside of the normal weekly pick-up schedule.

Appendix 2

Ketchikan TLA – Lodging Options in Ketchikan

Cape Fox Lodge



907-225-8001 www.CapeFoxLodge.com

Features

- Lodging is available for a one night stay, or extended.
- Lodging includes apartment like features
- Restaurant is attached

Cooking Facilities

- No cooking facilities are available

Super 8 Hotel



907-225-9088 www.Super8.com

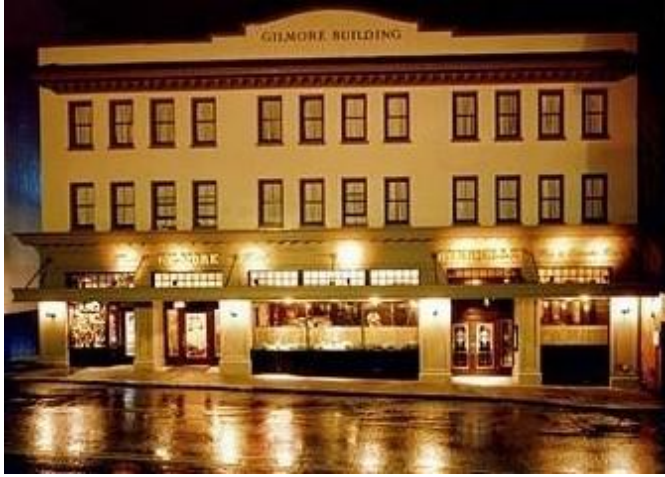
Features

- Children stay free policy, max age is 17
- Maximum of 2 pets allowed for a non-refundable charge of \$20 per stay

Cooking Facilities

- No cooking facilities are available

The Gilmore Hotel



907-225-9423 www.Gilmorehotel.com

Features

- Annabelle's restaurant attached
- Courtesy van available
- Dry cleaning available
- Courtesy Van
- Business Center with computers, & printers
- Military Discount

Cooking Facilities

- No cooking facilities are available

Best Western Plus Landing Hotel



907-225-5166 www.landinghotel.com

Features

- Pet rooms available
- Physically Challenged rooms
- The Landing restaurant onsite
- Jeremiah's Lounge, a sport bar onsite
- The Landing Restaurant onsite
- Fitness Center
- Library

Cooking Facilities

- No cooking facilities are available

Clover Pass Resort RV Park



800-410-2234 www.cloverpassresort.com

Features

- 35 RV spaces
- Located on Clover Pass Shores
- Fishing
- A reservation fee of \$500 per person is required to confirm room and boat space

Rates

- Contact Clover Pass directly for rates
- Three Day/ Four Night Guided Saltwater packages starting at \$2,350 per person *prices based on a group of four and subject to availability

Cooking Facilities

- No cooking facilities are available

For more lodging info, go to <http://alaskatravelers.com/>

Appendix 3

Petersburg TLA – Lodging Options in Petersburg

Scandia House



800-722-5006 or 907-772-4281

www.scandiahousehotel.com

Features

- 33 Guest Rooms
- Kitchenette Rooms available
- Car and Boat Rentals
- High Speed Internet available with charge
- Pets allowed with \$10 a day charge

Cooking Facilities

- Queen Kitchenette Room (Queen Bed, Stove top, Refrigerator, Microwave, etc.)
- 2 Queen Kitchenette Room (2 Queen Beds, Stove top, Refrigerator, Microwave, etc.)

Tides Inn



800-665-8433 or 907-772-4288 www.tidesinnalaska.com

Features

- 45 Guest Rooms
- Kitchenettes available
- Dogs welcome with deposit

Cooking Facilities

- 3 rooms with full size kitchen
- 1 room with mini Kitchenette with burner style stove

Nordic House



907-772-3620 www.nordichouse.net

Features

- Courtesy van for airport and ferry terminal
- BBQ Grill
- Bike Rentals
- Wireless internet
- Laundry facilities available
- No Pets

Cooking Facilities

- Full size refrigerator in common room
- Stove and oven in common room
- Closed until December 7th

Government Rate available with orders

Waterfront Bed and Breakfast



866-772-9301 or 907-772-9300
www.waterfrontbedandbreakfast.com

Features

- 5 Rooms
- Non-smoking
- Shuttle available to and airport
- Laundry facilities available
- Cooking facilities available
- No Pets

Cook Facilities

- Large Kitchen available for guest use.

Contact for Seasonal and Weekly rates

No Government Rate

Alaska Sport Haven



971-237-5310 www.alaskasporthaven.com

Features

- Accommodates up to 10 people
- 3 Bedrooms Available
- Shuttle pickup
- Fully equipped Kitchen
- Wifi
- Breakfast daily
- No Pets

Cooking Facilities

- No cooking facilities available.

****No Government Rate****

Das Hagedorn Haus



907-772-3775 www.dashagedornhaus.com

Features

- Non-Smoking
- No Pets
- Kitchen facility available

Cooking Facilities

- Cooking facilities are available.

The Lucky Loon



907-772-2345 www.theluckyloon.com

Features

- BBQ and Crab Cooker
- High Speed Internet
- Laundry Facility
- Kitchen Facility
- No Pets
- 5 Night minimum

Cooking Facilities

- Both houses have a full kitchen

Kiseno Guest House



907-772-3358 www.kisenohouse.com

Features

- Kitchen Facilities
- Laundry Facilities
- Internet Access
- 3 day minimum rental
- 3 Bedroom, 2 Bathrooms, Sauna

Cooking Facilities

- Full size kitchen available

Appendix 4

Sitka TLA – Lodging Options in Sitka

Eagle Bay Inn



907-623-9973 www.sitkaseaglebayinn.com

Features

- Monthly and weekly rates available
- Restaurant located downstairs
- Airport and ferry shuttle
- Fitness Center
- May accept pets

Cooking Facilities

- No cooking facilities available

Totem Square Inn



907-747-3693

www.totemsquarehotel.com

Features

- Double or Queen Size beds with water, mountain, or town views
- Restaurant located downstairs
- Marina suite-2 bedrooms w/kitchen
- Located downtown

Cooking Facilities

- Kitchen with range, stove, microwave, full size fridge, cooking and serving utensils available in the Marina Suite.
- Closed till Spring of 2016

Westmark Shee Atika



907-747-6421 www.westmarkhotels.com

Features

- Restaurant located downstairs
- Marina suite-2 bedrooms w/kitchen
- Located downtown

Cooking Facilities

- No cooking facilities available

Super 8



907-747-8804 www.Super8.com

Features

- Accepts pets
- Continental Breakfast
- Located downtown
- Rooms w/1 queen, 2 queens, or 3 queen suite

Cooking Facilities

- No cooking facilities are available

Cascade Inn



800-532-0908 or 907-747-6804 www.cascadeinnsitka.com

Features

- All rooms are waterfront
- Continental Breakfast
- Kitchenettes available
- Sauna
- No Pets allowed

Cooking Facilities

- 4 rooms available with Kitchenettes.

Fly-In Fish Inn



907-747-7910 www.flyinfishinn.com

Features

- Kitchenettes
- Full breakfast during summer
- Fishing lodge
- Near downtown

Cooking Facilities

- One kitchenette with 2 queens, 2 twins, water view with deck.

For more Sitka lodging info, go to the following websites:

www.sitka.com

or www.sitka.org/stay/hotels-motels/

Appendix 5

Juneau TLA – Lodging Options in Juneau

Juneau Hotel



(907)-586-5666

www.juneauhotels.net

Features

- Variety of beautifully-furnished One Bedroom Queen Suites
- Your choice of 1 or 2 Queen beds
- All Suites have full-size kitchens including cooking & table service
- Washer & Dryer in every Suite.
- Complimentary high-speed internet
- Fitness facility
- Pet friendly
- Kids under 12 stay FREE when accompanied by a parent

Cooking Facilities

- All rooms have full size kitchen

Frontier Suites



(907)-790-6600

www.frontiersuites.com

Features

- Beautifully-furnished one-bedroom Suites and Deluxe Rooms
- Your choice of 1 or 2 Queen beds, or one King-size bed
- All rooms equipped with full-size kitchens, cooking & table service
- Complimentary high-speed internet
- Offers King Jacuzzi Suite (Max 4 persons)
- Offers Queen Bank Suite (Max 5 persons)
- Pet friendly

Cooking Facilities

- All rooms have a full kitchen

Located in Mendenhall Valley

Close to Safeway, Dominos, and AT&T

Alaskan Hotel & Bar



(907) 586-1000

www.thealaskanhotel.com

Features

- Offers 10% discount to AARP members, active military, and State of Alaska Employees.
- One dog or cat allowed. There is an additional \$25.00 non-refundable pet deposit.
- Not handicapped accessible.
- Offers both economy rooms with shared baths and Suites with private baths.
- Hotel is paired with the beautiful, historic Alaskan Hotel Bar.
- Bar hosts live performances during the tourist season.

Cooking Facilities

- All rooms have a full sized kitchen

Located in Downtown Juneau within walking distance to the Federal Building and USCG Station Juneau

Oldest operating hotel in Juneau...may or may not be haunted

Driftwood Lodge



(907) 586-2280

www.driftwoodalaska.com

Features

- Offers smoking and non-smoking rooms as well as handicapped-accessible rooms.
- Offers both rooms with and without kitchens.
- Offers one and two bedroom apartments (Max 6 persons)
- Pet friendly

Cooking facilities

- 3 rooms with full kitchen

Located in Downtown Juneau within walking distance to the Federal Building and USCG Station Juneau

Best Western Grandma's Feather Bed



(907)789-5566

www.grandmasfeatherbed.com

Features

- Offers deluxe suites with in-room whirlpool baths.
- Complimentary deluxe full, hot breakfast
- Lofty feather beds
- High-speed internet access
- Microwaves and refrigerators available.

Cooking Facilities

- Single king suites have kitchenettes
- Double queen suites have kitchenettes

Located in Mendenhall Valley

Juneau Extended Stay America



(907)790-6435

www.extendedstayamerica.com/hotels/ak/juneau

Features

- Designed especially for longer stays with one bedroom suites.
- Offers a hot tub.
- On-premise fitness room.
- Wireless internet access available in all rooms.
- Fully equipped kitchen with refrigerator
- Pet friendly rooms available
- Free grab-and-go breakfast
- On-site laundry
- Offers 10% military discount on all Suites

Cooking Facilities

- All rooms have full sized fridge and freezer
- All rooms have stove top

Located in Mendenhall Valley

Aspen Suites Hotel Juneau



(907) 500-7700

www.aspenhotelsak.com/juneau

Features

- Designed especially for longer stays with one bedroom suites
- Kitchen with refrigerator, microwave and two-burner cook-top
- On-premise fitness room
- Free Wi-Fi
- Pet friendly rooms available
- On-site laundry
- Military Discount/Discounts for extended stays

Cooking Facilities

- All rooms have a kitchenette
Close to Juneau Airport

Super 8 Motel Juneau



(907) 789-4858

www.Super8.com

Features

- Offers complimentary breakfast
- Pet friendly
- High-speed internet access
- 1 or 2 Queen-size, or 1 King-size bed rooms.
- Offers smoking and non-smoking rooms.
- Offers military discounts.

Cooking Facilities

- No cooking facilities are available

Located in Mendenhall Valley

Close to the only McDonalds

Prospector Hotel



(907)586-3737

www.prospectorhotel.com

Features

- Complimentary wireless Internet access
- Microwave & Refrigerator
- Most pets accepted
- All Suites have wet bar and kitchen tables
- Rooms and Suites available

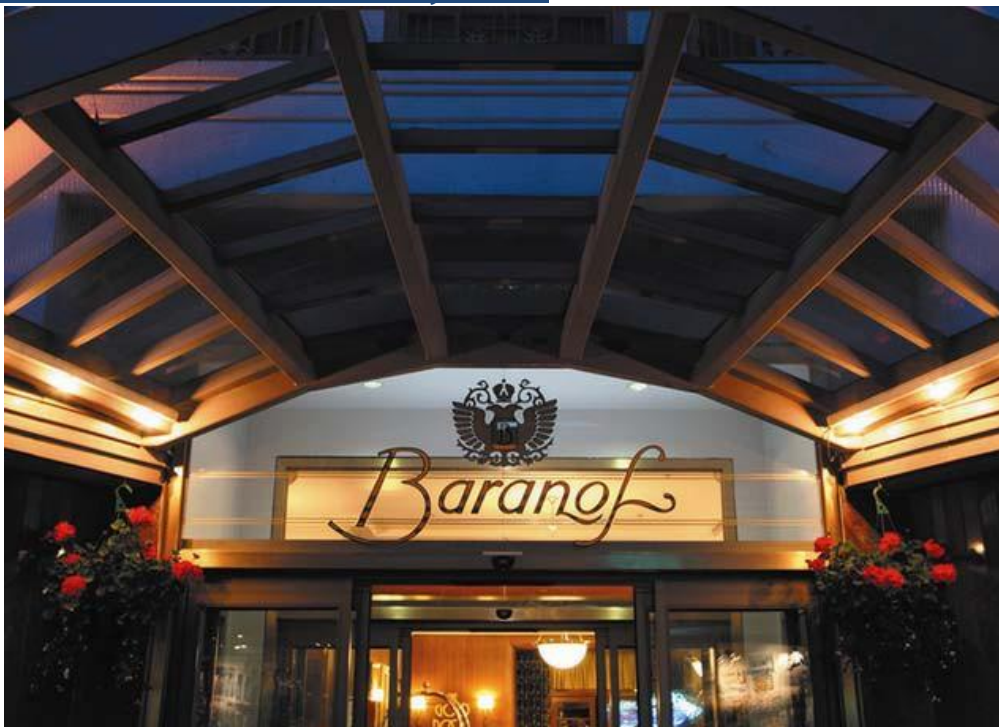
Cooking Facilities

- No cooking facilities are available

Located in Downtown Juneau

Attached to T. K. Maguire's restaurant

Westmark Baranof Hotel Juneau



(907)586-2660

www.westmarkhotels.com

Features

- 195 Rooms and Suites
- Fitness Center
- Complimentary wireless Internet
- Room service
- Offers King Suites, Queen Suites, Junior Suites, King Rooms, Queen Rooms, etc.
- The hotel has two restaurants and the Bubble Room Lounge. Lounge serves cocktails and food.

Cooking Facilities

- One room with full size kitchen

Located in Downtown Juneau

Spruce Meadow RV Park



(907)789-1990

www.juneaurv.com

Features

- Offers 47 scenic spaces surrounded by Sitka Spruce, Alder, and natural wetland vegetation.
- The area is known to support wildlife such as Sitka black-tailed deer, wolves, black bear, porcupines, eagles, and stellar blue jays.
- Laundromat, Vending machines, Microwaves
- Gazebo area
- On-site management
- WiFi
- Restrooms and un-metered showers
- Limited tent sites with common picnic/sink area

Cooking Facilities

- No cooking facilities are available

Located 3.7 miles from Alaska Marine Highway Ferry terminal

Travel Lodge Hotel Juneau



(907)789-9700

<http://www.travelodge.com/hotels/alaska/juneau/travelodge-hotel-juneau/hotel-overview>

Features

- Handicapped accessible
- Fitness Center
- Indoor Heated Pool
- High Speed Internet Access in public areas
- Room service
- Offers 1 or 2 Queen-size beds, or 1 King-size bed
- Offers military discount

Cooking Facilities

- No cooking facilities are available

Located in Mendenhall Valley

****Close to airport****

Goldbelt Hotel Juneau



(907)586-6900

www.goldbelthotel.com

Features

- Offers 106 spacious guest room
- Free wireless Internet
- On-site restaurant
- Offers 1 King bed, or two double beds
- Junior Suites available
- Handicapped accessible room
- Complimentary Bath and Body Works products

Cooking Facilities

- No cooking facilities are available

Located in Downtown Juneau within walking distance to the Federal Building and USCG Station Juneau

For more lodging info, go to <http://alaskatravelers.com/>

Alaska Travelers Accommodations, LLC has been assisting travelers coming to Alaska since 1999. They specialize in lodging accommodations in **Ketchikan and Juneau**. Why spend time searching for accommodations by yourself? They listen carefully to your needs and desires then help you choose from their wide variety of carefully selected properties with amenities that fit your needs and rates that stay within your budget.



COAST GUARD BASE KETCHIKAN

“First in Service in Alaska”

CO: CDR Jack Jackson

XO: LCDR William (Brian) Winburn

CSC: FSCS Jeremy DeMello

Mission: Base Ketchikan serves as the DCMS touch point for support of CG operations in Southeast Alaska within the 17th CG District, standing shoulder-to-shoulder with our operational partners to ensure the delivery of professional, responsive, and cost-effective services to the American public.

Personnel:

18 Officers

67 Enlisted

51 Civilians

Units at Base Ketchikan:

CGC ANTHONY PETIT

CGC NAUSHON

CGC CHANDELEUR

Small Boat Station Ketchikan

MSD Ketchikan

FORCECOM Armory

Safety/Environmental Health Detachment

Area of Operation (AOR):

Primary support for Southeast Alaska units including Sector Juneau, Air Station Sitka, 7 Cutters, District 17 Command & Staff, 2 Marine Safety Detachments (MSD), Civil Engineering Unit Juneau, Aids to Navigation Team Sitka, HSWL (All of Alaska except for Kodiak & Dutch Harbor)



Current Events:

Fast Rescue Cutter (FRC) Preparations for future homeporting of (2) FRCs at Base Ketchikan

- New Pier -

Current Status: 400' pier & 16,500ft² facility received by CG in September 2015

Project Features: LEED (*Leadership and Environmental Design*) Silver Certification inspection upcoming!

- Haul-Out Facility –

A business case analysis that specifically addresses the best alternative for drydock availabilities for these FRCs was completed in August 2014 – results are pending. One alternative in the BCA is the construction of a new haul-out facility (as the existing haul-out facility cannot be modified to accommodate the FRCs). A preliminary estimate for a new facility would be \$55M in FY18 dollars.

Departments

- **Personnel Support** (Transportation of HHG & vehicles, Pay & Personnel transactions, Housing, Morale, Well-being & Recreation, Education Services)
- **Comptroller & Base Operations** (Accounting, Property & Financial management, Shipping & Receiving, Aids to Navigation (ATON) inventory management, Security, Port Services)
- **Health Safety & Work-Life** (Management of 3 medical clinics, Transition & Relocation, Family Support Services, Special Needs Program Coordination, Family Advocacy, Sexual Assault Prevention, Employee Assistance, Ombudsman Coordinator, Childcare)
- **Electronics Support Detachment** (IT infrastructure support, Electronics maintenance for cutters & boats, Maintenance of communications systems & DGPS infrastructure)
- **Procurement & Contracting** (Procurement of supplies & services, Government contract administration)
- **Facilities Engineering** (Maintenance of 62 acre property; 185,000 square feet of buildings; \$100 million shore plant, Base Work Orders, HAZMAT Mgmt & Disposal, Safety Oversight, Emergency Response Contingency Planning)
- **Industrial Production Facility (IPF)** (28 civilian personnel supervised by civilian general foreman & military industrial manager, 3 person administrative staff for funds management, purchasing & timekeeping, Skilled tradesmen & laborers divided between metal & mechanical shops, Depot level service for cutters, small boats, aids to navigation (ATON) & Coast Guard facilities, Marine railway capable of handling cutters up to 110'; also used for CGC ELDERBERRY, 45', and 47' motor life boats, Average 2-3 dry docks every year, 60% of man-hours devoted to 110' patrol boat industrial services, Maintains all Alaska ATON equipment; 90-120 buoys overhauled every year, Tradesman have traveled to Guam, Hawaii, Oregon & Washington to support Coast Guard assets)