

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 this guide has been heavily revised from previous editions and should be read in detail. We have chosen for Assignment Year 2023 to shorten this guide to focus on completing the challenging and often stressful OCONUS PCS process. For information on what to bring and what to look forward to once you arrive I highly encourage you to reach out to your sponsor. Due to the size of Alaska each town has its own unique opportunities and challenges.

The OCONUS PCS process has 4 unique steps that should be completed in order:

1. Complete Overseas Screening Process and make travel reservations
2. Confirm Travel Reservations and research itinerary requirements.
3. Receive final set of orders, ensure travel reservations are paid for.
4. Arrange Household Goods Shipment, review and re-verify travel itinerary requirements (customs, ferry schedules ect.)

This guide is intended to help you so that you can prepare for your upcoming transfer to Alaska. For Unit Admin offices helping members transfer, using this guide will provide you with POCs and where to look to complete orders accurately. Unfortunately, many mistakes in recent years with OCONUS orders have resulted in members being incorrectly briefed and orders written in violation of the Joint Travel Requirements putting the Coast Guard and members in difficult positions.

This guide is designed to brief members; not dictate policy or cover every unique situation. The goal of this document is to simplify and streamline the PCS process and facilitate communications. 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.

Congratulations on your orders and I am confident that you will enjoy your tour in Southeast Alaska.



T. E. Boettner
Commander, U.S. Coast Guard
Commanding Officer, Base Ketchikan

Base Ketchikan

Personnel Support Department Page

For questions about your PCS transfer to Southeast Alaska your sponsor is your best resource. Please see the following points of contact for specific questions:

Admin

Personnel Support Department Head: LTJG C.R. Hoffman (907) 228-0216

Personnel Services Division Chief: CWO P. C. Smith, (907) 228-0241

Base Ketchikan Admin Chief: YNC A. I. Limongelli, (907)228-0312

District 17 Juneau Admin Chief: YNC A. S. Medina, (907) 463-2085

Sector Juneau Admin Chief: YNCS K. D. Laremore, (907) 463-2428

Air Station Sitka Admin Chief: YNC S. D. Comon-Pearce (907) 966-5534

Housing

Housing Division Chief: CWO J. L. Willard, (907) 463-2118

Ketchikan Housing Office: (907) 228-0223

Petersburg Housing Office: (907) 772-4262

Sitka Housing Office: (907) 966-5500

Transition/Relocation Assistance Manager: Mr. J. A. Ridgel, (907)463-2123

Transportation

Transportation Assistant: Ms. Christina Curth: (907) 228-0222

Transportation Officer: CWO Philip C. Smith: (907) 228-0241

Family Resources Specialist

Family Resources Specialist: Ms. Michelle Coutu: (907) 463-2125 or Michelle.C.Coutu@uscg.mil

Entry Approval

It is imperative to start your Entry Approval as early as possible to allow time for the process to work and to help making timely travel arrangements. **You must obtain official entry approval from Base Ketchikan prior to departing your current unit**

- LINK FOR CG-1300, 1300B, and 6100; [Forms \(uscg.mil\)](#)
- The CG-1300 is the primary form used to screen members and dependents going to overseas locations. This form must be initiated at the unit/admin level of your current command and finalized at Base Ketchikan to obtain overseas entry approval.
- The CG-1300B is completed by your local medical provider. This form is required to screen dependents' medical status to ensure they are medically eligible for overseas locations.
- The CG-6100 is used to determine your medical suitability for overseas assignment. This form is initiated at your current duty station with medical and forwarded to Base Kodiak for final review.
- Medical Forms only need to be reviewed and signed by CG Health, Safety and Work-Life (HSWL) representative. Your Primary Care Manager is not required to sign these forms.
- You must ensure:
 - Dependents are screened PRIOR TO departing your current unit.
 - BE ADVISED: dependents who are acquired AFTER effective date of orders, or without receiving overseas entry approval, will NOT receive entitlements, including travel, housing/COLA allowances, TLA.

What happens if I depart my old unit without Overseas Entry Approval for myself or my dependents?

- Pay entitlements could be delayed until screening for you and any dependents accompanying you to your new PDS. This includes situations where you get married enroute after the effective date of PCS orders.
- Depending on the outcome of the situation and screening results, orders can be canceled, and you may have to reimburse the government for travel advances.
- HHG/POV shipments to Alaska can be canceled while awaiting overseas entry approval.
- **Personnel Services Command Overseas Screening SharePoint (checklists, forms, policy, tracking, etc.):** [Overseas Screening \(sharepoint-mil.us\)](#)
- **Submit completed CG-6100, CG-1300B, and other medical screening forms to:** [D17-SMB-BaseKodiak-HSWL-AlaskaMedicalOverseasScreening](#)
- **Submit completed CG-1300, or screening questions, to:** [D17-SMB-BaseKetchikan-P-AlaskaOverseasEntry](#)

Household Goods (HHG) Shipments and Storage

- For you to begin the process of shipping your personal property and vehicle, you MUST have first received overseas Entry Approval and final orders from your departing command.
- Unaccompanied baggage (UB) shipments to Southeast Alaska may not arrive before the rest of your HHGs and may not be beneficial. Talk to your HHG counselor to see if UB might work for you.
- You can arrange to store some or all your personal property in non-temporary storage (NTS) at your current PDS.
- You must set up NTS with the Transportation Office in your area and the items going into storage must be packed separately from your household goods being moved to Alaska. After your HHGs arrive in Alaska, you will not have the option to convert it to NTS.

- The government will not pay for you to ship a boat over 14 feet, a camper, a fifth wheel, etc. This includes reimbursement for bringing them with you on the Alaska Marine Highway System (AMHS). However, the HHGs contents of these vehicles can be considered for a Personally Procured Move (PPM) and your HHG weight allowance.
- You are authorized to ship a boat over 14 feet one time during your career.
- NOTE ABOUT TRAVEL: Utilize ALL the authorized travel days stated on your PCS orders otherwise you will pay back some of your travel advances.

Privately Owned Vehicle (POV) Shipments

- You are entitled to ship ONE POV to Alaska at government expense. You must have at least 12 months of service obligated at your overseas tour to ship a vehicle.
- You may use the Vehicle Processing Center (VPC) closest to your current unit, the VPC closest to your new unit, or any VPC between your current unit and your new unit.
- If your trip to the VPC is separate from PCS travel, you are entitled to TDY mileage to/from your PDS and the VPC.
- If your POV drop off is in connection with PCS travel, you will be reimbursed PCS allowances from your old PDS to your new PDS via the VPC.
- Make sure the VPC ships to Seattle, WA (NOT ANCHORAGE) when shipping to Southeast Alaska.
- The VPC will tell you that they have 120 days to get your vehicle to your new PDS, however, shipping times from Seattle to most locations in Southeast AK is typically 7-10 business days.
- POV tracking: <https://www.pcsmypov.com/Track>
- To find a VPC visit: www.pcsmypov.com

Alaska Marine Highway System (AMHS)

- The two most common commercial modes of travel to Alaska are the Alaska Marine Highway System (AMHS) or commercial airline.
- From the lower 48 AMHS service to Alaska departs from Bellingham, WA and this is the most common embarkation point to get to Southeast Alaska locations. AMHS also departs from Prince Rupert Island, Canada and Skagway, AK; work with your admin office to determine what is the most cost-effective embarkation point for you.
- If you elect AMHS as your mode of travel, the Coast Guard is not responsible for additional travel and transportation resulting from delays or disembarking the ferry. Per diem is not authorized during delays and you will be charged leave during delays.
- You are authorized a stateroom on the ferry large enough for you and your command sponsored dependents if your ferry trip is one night or more. Berthing size and type must be authorized in your order notes or amendment.
- You are authorized to ship one vehicle in addition to the vehicle(s) you take on the ferry. Taking your vehicle on AMHS is NOT considered a “vehicle shipment”.
- If you are traveling with a vehicle, you need to make a reservation for the vehicle.

Making Reservations and Paying for AMHS

- AMHS fills up fast, so do not delay making reservations.
- Call AMHS directly to make your reservation: 1-800-642-0066
- For schedules visit Alaska Marine Highway System: <https://www.dot.state.ak.us/amhs/>
 - **Important: If you use a travel agent or other web site to book your ferry travel, you will be responsible for all additional fees. In one known case, this was \$850!**

- There are several travel agents with very similar web addresses, and they do not make it clear that they are a travel agent and not the official AMHS web site. Be careful!
- AMHS tickets should be purchased using the Centrally Billed Account (CBA). Make sure your PCS orders contain your ferry itinerary number and the phrase “CBA use is authorized for travel on AMHS”.
- If final orders are not ready when you make AMHS reservations, you may use your personal credit/debit card to hold your reservation. Once you receive signed PCS orders you can switch payment methods to the CBA for final payment.
- If you do not secure your reservations by credit card or the CBA (using your PCS orders), your reservation will be cancelled **60 days** prior to your scheduled AMHS departure date.
- You will be reimbursed for AMHS fare on your final PCS claim if you were unable to pay via the CBA.
- Once you receive signed orders call El Sol Travel to secure your AMHS reservation then send a signed copy of your PCS orders to El Sol Travel to pay for your ticket.
- The only time you may use your Government Travel Charge Card (GTCC) to reserve or pay for AMHS tickets is on the day of sailing and when your PCS is less than 15 days total, including leave, travel, and proceed time.

Flying to Alaska

- You must use El Sol Travel to book airline reservations.
- Active-duty members must charge the cost to your government travel card if your PCS travel is less than 15 days.
- If your PCS travel exceeds 15 days, charge the airfare to your orders.
- **PLEASE NOTE:** Under no circumstances are you authorized to use your government travel card to purchase tickets for your dependents. **Dependent tickets must be charged to your PCS orders.**

Travel through Canada

- If you plan to travel through Canada, visit the Canada Border Services Agency web site for requirements and information at:
 - <http://www.cbsa-asfc.gc.ca/noncan-eng.html>
- If you are planning to bring firearms with you, please visit:
 - <http://www.rcmp-grc.gc.ca/cfp-pcaf/information/visit/index-eng.htm>
- The government of Canada can refuse entry to any animal that does not meet its import requirements. To review these requirements, please visit:
 - <http://travel.gc.ca/returning/customs/bringing-your-pet-to-canada>

Temporary Lodging Allowance (TLA)

NOTE: Hotels fill up fast in Alaska, especially during summer. Make reservations as soon as your travel plans are finalized. If you are traveling with pets, make sure you confirm the hotel allows them.

- TLA is an OCONUS allowance intended to partially pay for expenses incurred by you and your dependents while occupying temporary lodging.
- **PLEASE NOTE: To start TLA, you must first report to your new unit** and have your orders endorsed on the first page.
 - **If you are at your new unit, but have not reported, you will not be authorized TLA!**
- You are authorized up to 60 days of TLA.
- In certain instances, the TLA authority can grant extensions to the 60-day rule if it is determined

that it meets policy requirements.

- If you are purchasing a home, TLA shall not exceed 60 days.
- Base Ketchikan TLA instruction and TLA form can be found here: [TLA - Default \(uscg.mil\)](#)

Housing

- Within 10 days of receiving PCS orders, you must complete a DD Form 1746, Application for Assignment to Military Housing and submit it to the local housing office regardless of if Government housing is available or not.
- Government owned housing is available in Petersburg and Sitka.
- Unaccompanied Personnel Housing (UPH) is available in Petersburg, Sitka and Ketchikan for all single E-5 and below and all unaccompanied shore-based members.
 - E-2/E-3s assigned to CGC Reef Shark in Juneau will be assigned government leased quarters.
 - You may be released based on availability.
 - Do not enter any private lease or purchase a home without obtaining a release from housing.

Private Sector Housing

- The Coast Guard supports the web site <https://www.homes.mil> for rentals and home buying options and members can register for a login and password. Contact your area's housing office for further resources.

Schools & Enrollment

- Most schools are open enrollment in Southeast Alaska, except for Juneau elementary and middle schools.
- PLEASE NOTE: For Pre-K, it is highly recommended you start the enrollment process as early as April.
- For further school district and childcare information, see below references.
- Ketchikan: <https://www.kgbsd.org/>
- Petersburg: <https://www.pcsd.us/>
- Sitka: <https://www.sitkaschools.org/>
- Juneau: <http://www.juneauschools.org/>

Child Care & Special Needs Concerns

- Our local Family Resource Specialist, Ms. Michelle Coutu, assists transferring members with enrolling dependents in the special needs program. In addition, she assists members with local resources and enrollment information for Child Care Fee Assistance.

<https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/Child-Care/Family-Child-Care-FCC/>

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