U.S. Coast Guard Base Ketchikan

2014 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 to your new home and provide you some valuable information for your new job.

The information provided within this document comes from members of the Base Ketchikan staff who have been there and done that, and wished they would have had the heads up prior to executing orders to Southeast Alaska.

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 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 Alaska.

Digitally signed by JACKSON.JACK.W.1177641746
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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
Command YN/Overseas Entry approval (YN1): (907)228-0211
Transportation: (907)228-6433/6434

Servicing Personnel Office (SPO) Division Chief (YNCS): (907)228-0218
Servicing Personnel Office YN1's: (907)228-0227/6477

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

MWR Division Chief (F&S3): (907)228-0293

Base Ketchikan OOD: (907)617-1190
Base Ketchikan Duty HS: (907) 617-9764
Transition/Relocation Assistance Manager: (907)463-2123

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.2 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

If you are a Coast Guardsman with dependents who chooses an **All Others Tour** as described in the previous section, you may want to educate yourself on Family Separation Housing Allowance (FSH) Type B. 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, and **you will not be entitled to FSH**. 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. All-Others Afloat Tour – Residing off Cutter while Inport

If a member serving with dependents is serving an **All Others Tour** aboard a cutter, normally you would reside aboard the cutter since your dependents are at a designated location (CONUS or OCONUS) and quarters aboard a cutter are always considered adequate underway and inport. However, if your dependents are **not** at a designated location and simply reside near your last unit and you elect to receive BAH for your current unit location (because it is higher), you **may** choose to live off the cutter and receive COLA without dependents instead of living on the cutter and receiving partial COLA. If you do this, you will be required to have **your Commanding Officer certify in writing** to the SPO that you are living off the cutter every day the cutter is inport and you are not on duty. This memo will be filed in your PDR as source documentation for payment of COLA without dependents.

6. 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 dependants, that have official entry approval from Base Ketchikan, arrive to the new unit, you will then request **COLA with dependents**.

7. 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 OCONUS.

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.

8. 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 round trip TDY mileage to the VPC to drop off your vehicle. 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 the islands in Southeast Alaska do 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.whereismypov.com or you may contact our office at 907-228-6433/6434. You may also track your POV on this website using your social security number and last name.

9. 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 use 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. 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: JFTR U5116C.

If you choose to fly, Alaska Airlines is the most common carrier from the lower 48. Alaska Airlines and Ravn Alaska (previously called Era Alaska) are the primary, and sometimes only, carriers to all 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.

10. Travel through Canada

If traveling through Canada you must bring passports, birth certificates, photo ID, driver's license, proof of sufficient funds to handle emergencies, and health certificates (noting current rabies vaccination) for all pets. Anyone with a criminal record may be barred from entering Canada. Those with juvenile convictions most likely will not be prohibited from entering Canada unless they could have been tried as an adult for their offenses.

Handguns and semiautomatic weapons may not be transported through Canada and must be shipped.

11. Temporary Lodging Allowance (TLA)

When you perform a PCS to an OUTCONUS duty station, you are authorized to receive Temporary Lodging Allowance (TLA) upon arrival to the new OUTCONUS permanent duty station (PDS) for up to 60 days. 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 before you occupy government quarters or private sector quarters, or 60 days after it began.

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.

12. Government Housing

Commencing with Assignment Year 2014 (AY14) Permanent Change of Station (PCS) orders, 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 out 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. Please contact the Local Housing Office or Area Housing Office for additional information.

13. Private Sector Housing

Occasionally, Coast Guardsmen have difficulty locating affordable housing in Southeast, Alaska. If you are being released from Government Housing, and find yourself unable to find affordable housing, you may contact the local Housing Office. We highly recommend you contact the Housing Office prior to moving into the area for the most up to date housing information.

POC's:

Ketchikan Housing Office: (907) 228-0209
Juneau Housing Office: (907) 463-2825
Petersburg Housing Office: (907) 772-4262
Sitka Housing Office: (907) 966-5572

14. 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 in such a place. Contrary to popular belief, the weather isn't always freezing, it's not dark 24 hours a day and we do not live in igloos. 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 and fog with the rainy season running from the fall to spring. 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. Locals utilize "Extra Tuff" rubber boots as they are the boot of preference for all seasons of weather, but other brands such as "Bogs" and "Muck" boots are also gaining popularity with locals. There are days when you will not need these items, but you should still have them for those days that you do.

15. 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

16. 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

17. 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 you 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 you're claiming residency at.

For further information, including hours of operations and locations for DMV offices, please visit the Alaska DMV website 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 and 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 Alaska 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.

18. 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.

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; understand the weather forecast. Don't assume that past experience alone is enough to prepare you for a trip into an often unpredictable environment.

19. 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 nearby Coast Guard units. Coast Guard units in Juneau, Sitka, and Ketchikan have morale boats available for rental to qualified members at a minimal cost. To qualify, members must complete the Coast Guard Auxiliary Safe Boating Course and the area familiarization course. The following are contact numbers for each MWR Boat Program Manager:

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

20. 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) 463-2082 or 2118
Sitka (907) 966-5613

21. 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 or within 100 miles of unit, 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 the patient unless there is written and detailed documentation stating why a medical attendant (MA) is necessary during travel. Only ONE MA will be authorized for any case if approved. Please take this into account if there are multiple dependents traveling, as you will be responsible to find childcare or fund any other dependent travel.

There are exceptions to this rule. Per the JFTR, (Joint Federal Travel Regulations) par. U7215 (effective 01OCT2013), 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.

22. 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.

23. 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.

24. 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 10 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 10 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 2 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 stuff 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. TLA is paid to help cover expenses incurred during house hunting.
- Temporary HHGs: Air mattresses, portable DVD players, basic cooking and eating utensils, and 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 and need to order water, there are two companies that deliver water (Ketchikan H2O and Water Tap) at a rate of $250 per 4500 gallons. The amount cisterns hold varies by household and can range anywhere from 5,000 to 10,000 gallons

and upwards. With the amount of rain Ketchikan receives, you might not have to order water.

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 a person 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

866-225-8001 **www.CapeFoxLodge.com**

Features

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

Rates

- Special Rates for; AAA, AARP- Weekly stay $125-135
- Alaska Resident – Valid dates April 2013 to December 2013 $107-160
- State & Federal Gov't - $110-170
- Mountain View Single – $130-145
- Ocean View Single – $140-157
- Ocean 2 Double – $140-168
- Family Suite – $195-215

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

Rates

- 1 bed - $100-135
- 1 King bed – $160
- 2 Queen – $110
- 2 Queen Suite - $150
- 1 King Suite - $170

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

Rates

- Queen Standard - $65-69
- 2 Queen beds - $89
- Double bed - $65
- King bed - $65
- 2 Twin - $69
- 2 Queen bed Suite - $89

The Narrows Inn

888-686-2600 **www.Narrowsinn.com**

Features

- Restaurant & Marina attached
- Special Occasion Suite
- Family Suite
- Contemporary Suite
- Standard Rooms with pet friendly
- Large groups, long term stays, seasonal specials call 907-247-2600

Rates Winter Rates from October 1st – April 30th

Standard View

- Queen Room – 1 to 2 persons starting @ $109 per night (3rd person charge of $10 per night rollaway included)
- Queen/Twin Room – 1 to 3 person starts @ $119 per night

Ocean View

- Queen Room – 1 to 2 persons starts @ $124 per night (3rd person charge of $10 per night rollaway included)
- Queen/Twin Room – 1 to 3 persons starts @ 134 per night

Suites

- Contemporary Suite – 1 King bed $175 per night
- Special Occasion Suite – 1 King bed $175 per night
- Family Suite – 2 Queen beds, 1 double fold out couch $ 195 per night

<u>Summer Rates from May 1st – September 30th</u>

Standard View

- Queen Rooms - Queen Room – 1 to 2 persons starting @ $145 per night (3rd person charge of $10 per night rollaway included)
- Queen/Twin Room – 1 to 3 person starts @ $155per night

Ocean View

- Queen Room – 1 to 2 persons starts @ $160 per night (3rd person charge of $10 per night rollaway included)
- Queen/Twin Room – 1 to 3 persons starts @ 170 per night

Suites

- Contemporary Suite – 1 King bed $230 per night
- Special Occasion Suite – 1 King bed $230 per night
- Family Suite – 2 Queen beds, 1 double fold out couch $245 per night

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

Rates

- AAA/CAA/ARC Europe rates 10% or more
- AARP/Senior (55^) Rates 10% or more
- Government/Military Rates
- Internet Only Rates 20% or more
- Children 12 & under are free in room with one paying adult
- Queen or King average $160
- 2 beds Queen or King average $190
- Suites average $195

Military

- 1 Queen or King average $160
- 2 Queen beds $150
- 1 Queen Suite $17

Clover Pass Resort RV Park

800-410-2234 **www.cloverpassresort.com**

Features

- 35 RV spaces
- Located on Clover Pass Shores
- Fishing

Rates

- Contact Clover Pass directly for rates

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.

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

Rates

- Queen Bed - $110 -120
- King Bed - $120 - 130
- Kitchenette Queen - $120 - 130
- Queen, Single and Kitchen - $130
- Kitchenette 2 Queens - $150
- Luxury Suite - $185 - 195

If on orders, rate will be changed to Per Diem rate

Tides Inn

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

Features

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

Rates

- $95 Government Rate available if you show orders

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

Rates

- Queen floor - $149
- 2 Twin - $82 - 92
- Queen - $82 - 92
- Queen free wifi - $105
  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

Rates

- Queen - $95
- Two Double - $105

Seasonal and Weekly rates available
No Government Rate

Broom Hus Vacation Rental

907-772-3459 **www.broomhus.com**

Features

- Wireless Internet
- Non-Smoking
- Full service Kitchen
- 1 Bedroom with Queen and Bunk beds
- Pullout Queen futon

Rates

- One Queen - $100
- Two Queen - $150
- All Beds - $205

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

Rates

- One person - $95
- Two people - $125
- Three people - $175

No Government Rate

Das Hagedorn Haus

907-772-3775 www.dashagedornhaus.com

Features

- Non-Smoking
- No Pets
- Kitchen facility available

Rates

- 1 Person - $80
- 2 People - $90
- 3 People - $100
- *Weekly rates 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

Rates

- 2 People - $160

*$40 additional each guest

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

Rates

- $195 per day
- $1260 per week
- $3300 per month

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

Rates

- Military Discount of $129 per night
- Normal rates of $179-195 per night
- Summer Rates start 16 April-30 Sep
- Discounted Winter Rates

Totem Square Inn

907-747-3693 or 907-747-3693 **www.totemsquarehotel.com**

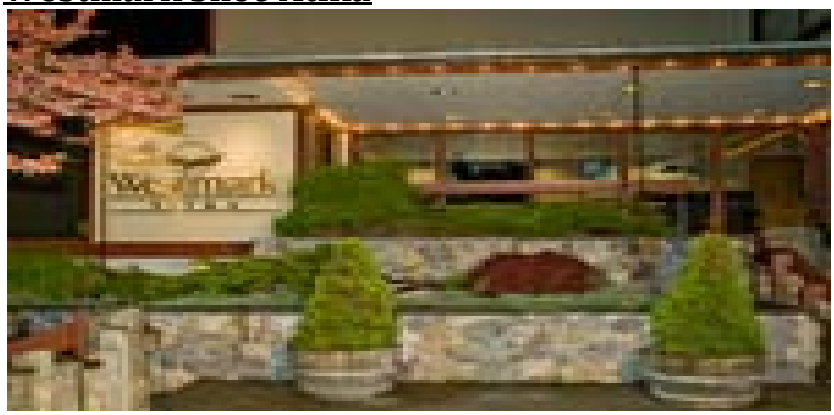
Features

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

Rates

- Contact directly for rates

Westmark Shee Atika



907-747-6421 **www.westmarkhotels.com**

Features

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

Rates

- Start at $169

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

Rates

- Start at $123.25 with advance purchase
- $145 regular rate

Cascade Inn

800-532-0908 **www.cascadeinnsitka.com**

Features

- All rooms are waterfront
- Continental Breakfast
- Kitchenettes available
- Sauna

Rates

- Start at $123.25 with advance purchase
- $145 regular rate

Fly-In Fish Inn

907-747-7910 **www.flyinfishinn.com**

Features

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

Rates

- Book online or call for rates

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

Rates

- $179.00 and up (Summer)
- $119.00 and up (Winter)

Located in the center of Downtown Juneau
*Within walking distance to Federal Building and USCG Station Juneau**

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

Rates

- $159.00 and up (during Summer)
- $109.00 and up (during Winter)

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 $50.00 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.

Rates

- $60.00 and up (Winter)
- $70.00 and up (Summer)

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

Rates

- $75.00 and up (Winter)
- $105.00 and up (Summer)

Located in Downtown Juneau
Within walking distance of 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.

Rates

- $139.00 (Winter)
- $199.00 (Summer)

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

Rates

- $99.00 and up (Winter)
- $169.00 and up (Summer)

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

Rates

- Call for rates

Close to Juneau Airport

Super 8 Motel Juneau

(907) 789-4858 **www.Super8.com**

Features

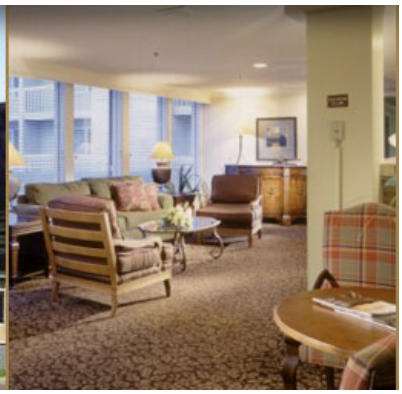
- Offers complimentary breakfast
- Pet friendly
- High-speed internet access
- 1 or 2 Queen-size, or 1 King-size bed rooms.
- Offers smoking and non-smoking rooms.
- Offers military discounts.

Rates

- $95.00 and up (Winter)
- $119.88 and up (Summer)

Located in Mendenhall Valley
Close to the only McDonalds

Prospector Hotel



(907)586-3737 **www.prospectorhotel.com**

Features

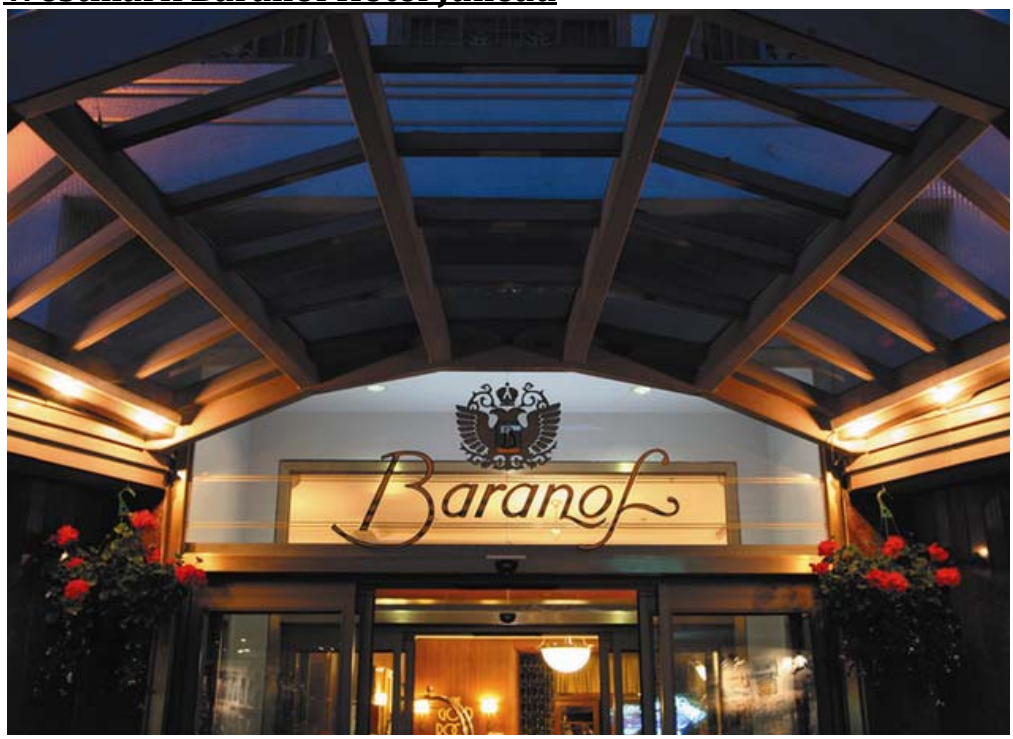
- Complimentary wireless Internet access
- Microwave & Refrigerator
- Most pets accepted
- All Suites have wet bar and kitchen tables
- Rooms and Suites available

Rates

- $159.00 and up

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.

Rates

- $99.00 and up

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

Rates

- Full service
    1. Large Rigs: $37.00 per night
    2. Road Tracks & Pick-ups campers: $35.00 per night
    3. Weekly: $2.00 off regular rate per night
    4. Children 12 and under are free
- Tenting rates:
    1. Deluxe Family: $26.00 per night
    2. Regular Tent Site: $21.00 per night
    3. Children 8 and under are free

Located 3.7 miles from Alaska Marine Highway Ferry terminal

Travel Lodge Hotel Juneau

(907)789-9700
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

Rates

- $119.00 and up (Winter)
- $169.00 and up (Summer)

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

Rates

- $99.00 and up

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

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

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