

SUBJ: (MEMBER NAME), EMPLID, USCG

1. PLEASE PASS A COPY OF THIS MSG TO SUBJ MBR.

2. CONGRATULATIONS ON YOUR ASSIGNMENT TO ISC ALAMEDA. ISC ALAMEDA PROVIDES SUPPORT SERVICES TO THE COAST GUARD COMMUNITY ON COAST GUARD ISLAND, THE BAY AREA AND THROUGHOUT THE ENTIRE PACIFIC AREA. WE TAKE OUR MISSION SERIOUSLY, AND ARE PROUD OF OUR REPUTATION AS A CAN DO PROFESSIONAL AND CARING ORGANIZATION.

3. YOUR SPONSOR IS (MEMBER NAME) AND MAY BE REACHED AT XXX-XXX-XXXX.

4. YOUR RELOCATION ASSISTANCE MANAGER IS CJ JOHNSON. HER OFFICE PROVIDES ASSISTANCE WITH RELOCATION, TRANSITION AND SPOUSAL EMPLOYMENT. PLEASE VISIT THE WORKLIFE RELOCATION WEBSITE AT WWW.USCGCAWORKLIFE.COM THERE YOU WILL FIND A WEALTH OF INFORMATION INCLUDING INFORMATION ON SCHOOLS, TRANSPORTATION, CALENDARS, EVENTS AND MORE. IF YOU WOULD LIKE TO RECEIVE A "HARD COPY" STANDARD RELOCATION PACKAGE AFTER YOU VISIT THE WEBSITE, YOU WILL BE ABLE TO FILL OUT THE REQUEST FORM ONLINE. IF YOU DO NOT HAVE ACCESS TO THE WEB, PLEASE CONTACT MS.JOHNSON AT 510-437-5920.

5. SAN FRANCISCO BAY AREA HOUSING:

A. ALL PERSONNEL, REGARDLESS OF RANK, MUST RECEIVE A RELEASE FROM MANDATORY ASSIGNMENT TO MILITARY HOUSING PRIOR TO OBTAINING HOUSING IN THE PRIVATE SECTOR. ANYONE WISHING TO RESIDE IN THE PRIVATE SECTOR MUST CONTACT THE ALAMEDA HOUSING OFFICE TO RECEIVE A WRITTEN RELEASE SIGNED BY THE ALAMEDA LOCAL HOUSING OFFICER. FAILURE TO OBTAIN THIS RELEASE PRIOR TO ACQUIRING PRIVATE SECTOR HOUSING WILL NOT BE A REASON FOR THE HOUSING OFFICER TO APPROVE ANY REQUEST AFTER THE FACT. PLEASE NOTE THAT RELEASES WILL ONLY BE GRANTED IF MILITARY FAMILY HOUSING OCCUPANCY IS ABOVE 95% AT THE TIME OF YOUR ARRIVAL.

B. COAST GUARD GOVERNMENT-OWNED FAMILY HOUSING IS MANDATORY AND AVAILABLE IN THE SAN FRANCISCO BAY AREA AT THREE LOCATIONS FOR MARRIED PERSONNEL OR PERSONNEL WITH DEPENDENTS. BETWEEN THE HOUSING UNITS IN ALAMEDA, CONCORD AND NOVATO, ISC ALAMEDA IS POISED TO ACCOMMODATE THE DIVERSIFIED NEEDS OF OUR BAY AREA CUSTOMERS. OUR THREE HOUSING SITES VARY SIGNIFICANTLY IN CONSTRUCTION, SIZE OF UNITS, AMENITIES, PROXIMITY TO LOCAL SHOPPING/SCHOOLS AND CLIMATE. THERE ARE CERTAIN ASSIGNMENT RESTRICTIONS (BASED ON RANK AND DUTY STATION) FOR EACH HOUSING SITE.

C. FOR ALL SINGLE E-4 AND BELOW MEMBERS, MILITARY HOUSING IS ALSO MANDATORY. HOUSING IS PROVIDED AT THE ALAMEDA HOUSING SITE OR THE BARRACKS ON COAST GUARD ISLAND IF THE ALAMEDA SITE IS FULL. FOR SINGLE MEMBERS ASSIGNED TO THE NORTH BAY (PACIFIC STRIKE TEAM, STATION GOLDEN GATE, ETC.) HOUSING IS PROVIDED AT THE NOVATO SITE. NOTE: AFLOAT MEMBERS WILL NOT BE HOUSED UNTIL THEIR COMMAND HAS AUTHORIZED THE ASSIGNMENT.

D. ALTHOUGH UNACCOMPANIED HOUSING IS PROVIDED TO ONLY E-4 AND BELOW, ALL E-5 AND ABOVE SINGLE PERSONNEL ARE STILL REQUIRED TO RECEIVE A RELEASE FROM MANDATORY ASSIGNMENT TO MILITARY HOUSING PRIOR TO OBTAINING HOUSING IN THE PRIVATE SECTOR. ANY E-5 AND ABOVE MUST CONTACT THE ALAMEDA HOUSING OFFICE TO RECEIVE A WRITTEN RELEASE SIGNED BY THE ALAMEDA LOCAL HOUSING OFFICER.

E. E7 AND ABOVE SINGLE MEMBERS: GOVT OWNED 2 BEDROOM APARTMENTS ARE AVAILABLE AT THE NOVATO AND CONCORD HOUSING SITES IN EXCHANGE FOR THE MBR'S BAH. THIS PROGRAM IS BASED ON THE AVAILABILITY OF THESE UNITS AND A RELEASE FROM MANDATORY ASSIGNMENT TO HOUSING IS STILL REQUIRED.

F. TO APPLY FOR HOUSING, PLEASE FAX THE FOLLOWING: CG-5267 HOUSING APPLICATION, CG-4170A DEPENDENT STATUS AND A COPY OF YOUR ORDERS TO THE ALAMEDA HOUSING OFFICE AT 510-748-0652. FORMS ARE AVAILABLE ON OUR INTRANET/INTERNET SITES

G. FOR MORE DETAILED INFORMATION ON ALL THREE OF THE ABOVE HOUSING SITES, PLEASE CONTACT THE ISC ALAMEDA LOCAL HOUSING OFFICE AT (510) 769-0831 X 0 OR VISIT OUR INTERNET WEBSITE AT WWW.USCG.MIL/MLCPAC/ISCALAMEDA OR THE INTRANET WEBSITE AT [HTTP://CGWEB.MLCPAC.USCG.MIL/ISCALAMEDAWEB](http://CGWEB.MLCPAC.USCG.MIL/ISCALAMEDAWEB)

6. THE FOLLOWING IS A LIST OF OTHER IMPORTANT NUMBERS: ISC CUSTOMER SERVICE DESK: (510) 437-2904.

ISC ALAMEDA ADMIN: (510) 437-3053/3827/5922/2904.

ISC ALAMEDA OOD: (510) 437-3151.

7. AGAIN, WELCOME ABOARD. WE LOOK FORWARD TO YOUR ARRIVAL.