SUBJ: WELCOME ABOARD TO SEVENTH COAST GUARD DISTRICT, USCG

Ref: (a) Coast Guard Housing Manual, COMDTINST M11101.13 (series)

1. Congratulations on your assignment to the Seventh Coast Guard District! You will be assigned to the D7 (dxxxx) Division. The Seventh District is the most operationally intense and diverse district in the service, always full of challenges and rewards. I take great pride in the superb reputation the Coast Guard enjoys throughout the southeastern U.S. and across the Caribbean. South Florida is home to a large Coast Guard population in addition to D7: Sector Miami, Base Miami Beach, CEU Miami, AIRSTA Miami and several cutters and stations. We look forward to you joining our talented team. My goal is to make this tour of duty the most enjoyable and satisfying tour in your Coast Guard career. For more information on what we do at D7, visit <https://www.atlanticarea.uscg.mil/Our-Organization/District-7/>.

2. Sponsor: Your sponsor is XXXX; you should hear from him/her soon. If you do not, he/she can be reached at (305) 415-xxx or at xxxx@uscg.mil. Your sponsor will guide you through the check-in process and is your go-to source for information. Your Yeoman Point of Contact is YN3 Santiago-Stephens. He can be reached at (305) 415-6762.

3. Security Clearance: Your position requires that you have at least a Secret security clearance and a Government Travel Charge Card. Please check with your local security officer to ensure that all paperwork is completed prior to your arrival and transferred to CWO Robert Crumley here at D7.

4. Location: The Seventh Coast Guard District is located in the Brickell Plaza Federal Building (BPFB), 909 SE 1st Avenue, Miami, FL. 33131. See the D7 site at <https://www.atlanticarea.uscg.mil/Our-Organization/District-7/> for a map and directions to BPFB. Parking is available within the building, however, traffic in the BPFB area and downtown Miami can be challenging due to the many high-rise condos, shops and restaurants in the immediate area. Car-pooling and mass transit commuting is highly encouraged and subsidized. For Mass Transit benefits information, please contact SN Clinton Carpenter, Base Miami Beach at (305) 535-4498.

5. Medical: Medical and other support services are provided by the Deputy Commandant for Mission Support (DCMS) at Base Miami Beach (BMB), co-located with Sector Miami, 15 minutes from BPFB. You are reminded to enroll or transfer your Tricare benefits for you and your dependents as soon as you arrive in South Florida in order to prevent a lapse in medical care for eligible beneficiaries. Members and dependents should obtain copies of their medical and dental records from their current health care providers prior to departure from their current location. You can find information on BMB Medical services at <https://www.dcms.uscg.mil/Our-Organization/Director-of-Operational-Logistics-DOL/Bases/Base-Miami-Beach/HSWL/>. Further, the HSWL Regional Practice Office Miami at BMB is available to assist you with questions about the area.

6. Relocation Assistance: The D7 Portal Page Relocation tab has information on housing, schools, and life in South Florida and can be found at the "Reporting Aboard" link on the D7 Page at <https://www.atlanticarea.uscg.mil/Our-Organization/District-7/>. The site also contains links to BMB's relocation resources. You may contact the Relocation Assistance Manager at BMB, Mr. Wayne Bacon at (305) 278-6673 for further information.

7. Housing: There is no family government housing in South Florida, although there is limited unaccompanied housing for E-5 and below. Regardless, ALL incoming personnel must have a non-availability statement prior to executing orders. All members are required to submit an Application for Assignment to Housing (DD Form 1746, SEP 1993; use EMPLID instead of SSN) to the Local Housing Authority (LHA) after receipt of Permanent Change of Station (PCS) orders. Submit and email the signed DD-1746, your BAH/Dependency Data form (CG-4170A), and a copy of your PCS orders to the Base Miami Beach Housing Office (Subject Line "CG Housing Application") at "[D07-SMB-BASEMIAMIBEACH-HOUSING@USCG.MIL](mailto:D07-SMB-BASEMIAMIBEACH-HOUSING@USCG.MIL)". Your documents will be reviewed and a Status of Housing Availability (DD Form 1747) will be emailed back to you indicating either assignment to or release from

Government quarters/housing. Your SPO cannot start your BAH until you have a completed DD Form 1747. Please be aware that the South Florida housing market is expensive, and Home Owner’s Associations (HOA) often have approval processes of up to two weeks. If you have any questions concerning this process, please contact Mr. Jose Rosa at (305) 278-6837. The link to information on government housing can be found at <https://www.dcms.uscg.mil/Our-Organization/Director-of-Operational-Logistics-DOL/Bases/Base-Miami-Beach/Area-Housing/>.

8. Reporting-In Date: You should coordinate your reporting date with your sponsor. If you intend to deviate from the reporting date on your orders, you must obtain authorization in writing from both D7 and PSC-EPM/OPM. If your orders indicate pre-arrival training, you must complete that training prior to departing your current unit. On your reporting date, check in at BPFB in the Tropical Blue Long uniform. Coordinate with your sponsor and have them arrange a temporary parking permit for you to park at BPFB on your reporting date. Your sponsor will also need to escort you through security and to obtain a visitor's badge until your permanent building access is secured. Again, please see the "Reporting Aboard" link on the D7 Site at <https://www.atlanticarea.uscg.mil/Our-Organization/District-7/>.

9. Other Points of Contact: D7's Ombudsman is Mrs. Trish Koch and can be reached at (703) 216-9478. D7's Command Master Chief is BMCM Devin Spencer, who can be reached at (305) 415-6677. D7's Chaplain is CDR Santiago “Roddy” Rodriguez and can be reached at (305) 415-6675.

10. Again, congratulations on your new assignment. If you need assistance in your move, or in other preparations for your new assignment, please contact your sponsor or the D7 Staff Personnel and Administration Office at (305) 415-6918/6762.

11. CAPT J. A. Passarelli, Seventh District Chief of Staff, sends