

Dear Sailor,

My name is AD1 Joshua Jones, and I am the Command Sponsor Coordinator for Station SAR Key West. Congratulations on your new assignment and welcome to Station SAR Key West, FL!

SCREENING

***First, make sure you and your family members (if applicable) have completed the suitability for overseas/remote screening paperwork necessary for remote duty here in Key West. ***

NSIPS

Your Sponsor will be in contact with you shortly, if he/she hasn't already. Log onto NSIPS and take the "Prospective Gain Questionnaire". You can find it on NSIPS by navigating the menu to "Employee Self Service" -> "Tasks" > "Sponsor Agreement". If a section pops up titled "Search Criteria", either use the name search or use your gaining command's UIC (0998W) located on your orders for the search. After you accept the next page click on "Prospective Gain Questionnaire" and complete the form. Please let me know if you have any difficulty using NSIPS, or if you have any other questions.

SPOUSE

If your spouse or significant other would like some additional or specific information, they can reach out to our ombudsman Carly Perkins

HOUSING

The Housing Managers are:

Lisa Rahming (A-M), (305) 293-4466

Mehgan Kelly-Vanderhoof (N-Z), (305) 293-4466

keywest_housing@us.navy.mil

If you are looking for Base housing, it is imperative that you contact the Housing Managers as soon as possible as there is currently a 30-day waiting list, sometimes longer. Once you contact the respective housing manager, you will be sent a package that will need to be completed IN FULL and sent back along with a copy of your orders to be placed on the waitlist. I cannot stress the importance of reaching out earlier than later. If you are looking for off-base housing, keep in mind, most places to rent require first month's rent/last month's rent/Security Deposit/Application Fee. Therefore, with the cost-of-living in Key West, you may be looking at around \$5,000-\$10,000 or more just to move in.

Eligibility for Dislocation Allowance (DLA)

DLA is authorized for personnel transferring to or from Key West. Contact your sponsor or the sponsor coordinator for questions.

School Aged Children

For those with school-aged children, our School Liaison Officer is Dawn Mills. The School Liaison represents the needs of the military, child, family and community. Her office number is (305) 393-9510/(305) 293-4442 and her email is dawn.n.mills@navy.mil, naskw.slo.fct@navy.mil.

In the meantime, please feel free to contact your Sponsor or myself throughout the process.

To help you get started on your research, I highly recommend that you visit the following website: <https://cnrse.cnmc.navy.mil/Installations/NAS-Key-West/>. This site has a wealth of information on our location including all the important phone numbers.

Sincerely,



Joshua A. Jones

AD1(AW/SW), U.S. Navy

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(work) 305-293-2767

(cell) 626-746-8171