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## Western Arctic National Parklands

P.O. Box 1029, Kotzebue, AK 99752  
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### Kotzebue-Specific Policies for Visiting Professionals

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#### GENERAL

##### NPS Expeditor (for Transportation of Crews & Field Gear, etc.)

The NPS Expeditor (a seasonal employee) is the primary logistics contact for visiting professionals during the field season (mid-May thru mid-Sept.). The Expeditor is available to transport crews and field gear to and from the airport, air taxis, housing, warehouse, etc. The Expeditor also distributes housing keys after hours, collects freight and mail for distribution, mobilizes field resupply, etc. Arrangements are best made in advance via email at [WEAR\\_Kotz\\_Logistics@nps.gov](mailto:WEAR_Kotz_Logistics@nps.gov) (monitored year-round). After mid-May, the Expeditor can also be reached via cell phone at 907-995-2775.

- **Keep the Expeditor cell phone number handy at all times: 907-995-2775**
- **Users are required to call before arrival to confirm arrangements**
- **Expeditor services must be arranged a minimum of 48 hours in advance**

##### Vehicle Use

Vehicle availability is extremely limited. All visiting professionals are asked to walk or use NPS Expeditor services whenever possible. Use of NPS vehicles is restricted to NPS employees and DOI employees working at the invitation of the NPS. Vehicle requests must be submitted in advance via email ([WEAR\\_Kotz\\_Logistics@nps.gov](mailto:WEAR_Kotz_Logistics@nps.gov)) or online. Local taxi services and rental cars are available (see 'Local Services' below).

##### Internet and Cell Phones

An adjudicated federal background check (or DOI Access 'smart card') is required to access the NPS network. As a result, Internet use is limited to current government employees. Free wireless Internet is available at the small NPS bunkhouse, the Bayside Restaurant and the public library. DSL wired access is available in the NPS Meeting Room when interpretive programs are not in session (inquire at Front Desk for data port location). See 'Local Services' below for additional Internet options.

Cell phone service providers include GCI, OTZ Telephone, AT&T and ACS Alaska. Verizon service is erratic. Check with your cellular provider, OTZ Telephone (907-442-3114) or GCI (907-442-2620) prior to travel for service status.

##### Office Space

Temporary office space is extremely limited. NPS employees (or holders of DOI Access 'smart card') have access to the NPS network, phone and desk space at the Annex (i.e., the old VC). Non-NPS professionals have shared access to one vacant cubicle (minus Internet) in the main office building (Heritage Center), and use of the Meeting Room when interpretive programs are not in session. Seating is also available in the lobby.

## Housing

Temporary park housing is extremely limited. Professionals working on park-funded projects will be given first priority when booking space for themselves or their technicians. Use of temporary housing is not restricted to government employees. Housing requests should be made as early as possible via email (WEAR\_Kotz\_Logistics@nps.gov).

Housing fees (for non-WEAR/ARCN personnel) are payable during administrative office hours only. Cash or check.

Non-NPS lodging and primitive camping are available in Kotzebue (see 'Local Services' below).

## Keys

An adjudicated federal background check (or DOI Access 'smart card') is required for the issuance of office, Annex and warehouse keys. Temporary housing keys are exempt from this requirement. Keys are picked-up at the Front Desk during business hours. After hours arrivals can collect keys from the locked key box located outside the main office building (Heritage Center) using a code provided by the Expeditor. Arrangements must be made in advance (WEAR\_Kotz\_Logistics@nps.gov).

## Packages and Mailing

Field gear and other items can be sent to Kotzebue in advance (see 'Local Services' below). **Be sure to allow 4-5 weeks for delivery.** Packages and mail are picked-up at the Front Desk during working hours (below). NPS Address: PO Box 1029, 171 3rd Ave, Kotzebue AK 99752-1029. Include "ATTN: Expeditor" on all mailing labels.

## UPON ARRIVAL IN KOTZEBUE

### Kotzebue Office Hours UPDATE

Front Desk (June – Aug): Monday – Friday; 8:00 – 6:30 pm; Saturday 10:30 – 6:30 pm

Front Desk (Sept – May): Monday – Friday; 8:00 – 5:00 pm (closed 12:00 – 1:00 pm & Fed. Holidays)

Administrative Offices (year-round): Monday – Friday; 8:00 – 5:00 pm (closed Fed. Holidays)

### Arrival During Business Hours

Pre-arrange with NPS Expeditor for airport pick-up (WEAR\_Kotz\_Logistics@nps.gov; 907-995-2775). Arrangements must be made at least 48 hours in advance.

Report to NPS Front Desk for keys, packages, etc.

### After-Hours Arrival

Evening Flight Arrivals (~7:00 pm daily): Pre-arrange with NPS Expeditor for airport pick-up & keys (WEAR\_Kotz\_Logistics@nps.gov; 907-995-2775). Arrangements must be made at least 48 hours in advance.

All other business is conducted during office hours only.

## Schedule Changes

Please be aware that we may not be able to adjust housing (or other) calendars to accommodate last minute date changes. If arriving on dates other than those previously agreed upon, be prepared to make other plans (see 'Local Services' below).

## Local Services

*Kotzebue-At-A-Glance* (a local services guide) is available via email request (WEAR\_Kotz\_Logistic@nps.gov). Information includes taxi services, car rentals, hotels, camping options, food and restaurants, Internet availability, phone services (including cell), mailing options, map, phone numbers, etc.

## RESEARCHER RESPONSIBILITIES

### Obtain Valid Research Permit

<http://www.nps.gov/noat/naturescience/researchpermit.htm>  
Application deadline for summer work: MARCH 31.

### Provide Logistics Information

Provide accurate and up-to-date logistics information to Research Coordinator at WEAR\_Kotz\_Logistics@nps.gov. Required information includes:

- team leader name
- crew member names
- emergency contact information
- Kotzebue contact information (e.g., working cell #)
- Kotzebue arrival and departure dates
- actual fieldwork dates and general field location
- services authorized by NPS (e.g., housing, office space, keys, etc.)

### Presentations

All researchers are required to share their work at an evening program or brown bag lunch (contact [WEAR\\_Kotz\\_Logistics@nps.gov](mailto:WEAR_Kotz_Logistics@nps.gov)).

**REMEMBER: Keep the Expeditor cell phone number handy at all times: 907-995-2775**