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| Commanding Officer  USCGC HARRIET LANE (WMEC 903) | 4000 Coast Guard Blvd.  Portsmouth, VA 23703  Phone: (757)483-8720  Fax: (757)483-8725 |

**MEMORANDUM**

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| From: | Commanding Officer  CGC HARRIET LANE (WMEC 903) |  |  |
| Subj: | WELCOME ABOARD | | |

1. Congratulations on your orders to CGC HARRIET LANE! You are being assigned to an outstanding cutter with a long tradition of operational excellence and incredible history. I am sure you will find that HARRIET LANE is blessed with a superb crew who is always “Ready, Willing and Able” to carry out her operational missions with great pride and enthusiasm.
2. The purpose of this welcome aboard web page is to offer you a glimpse into how our cutter operates and give you a head start on required qualifications. You will find assistance with reporting in, DCPQS, the Hampton Roads area, and our mission today. I hope you find these materials useful.
3. You will also receive a package of materials from the Work Life Staff at BSU Portsmouth dealing with relocation and housing opportunities in the Portsmouth area. If you have not received that package, contact the Work Life Staff at (757)686-4030, and they will get it to you right away.
4. Again, we are glad you have received orders to become part of “Team HARRIET LANE”. Aboard this cutter, each and every crewmember plays a vitally important role. We look forward to having you as a part of our team we continue to always shoot for the “DESIRED EFFECT”.
5. If you have any questions or concerns, please do not hesitate to contact your sponsor at (757) 483-8720. I look forward to sailing with you as you become a part of the most prestigious and noble calling within the Coast Guard, that of being cutter men and women and GOING to SEA. ENJOY and CHERISH your tour aboard!

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