

SUBJ/ WELCOME ABOARD SN (FIRST AND LAST NAME), (EMPLID), USCG

1. CONGRATULATIONS ON YOUR ORDERS TO COAST GUARD STATION MARBLEHEAD, ONE OF THE BUSIEST SEARCH AND RESCUE UNITS AND THE BUSIEST MARITIME LAW ENFORCEMENT UNIT ON THE GREAT LAKES. YOU CAN ANTICIPATE A CHALLENGING TOUR OF DUTY THAT WILL INVOLVE MISSIONS RANGING FROM US-CANADIAN BORDER SECURITY TO ICE RESCUE AND I LOOK FORWARD TO YOU BECOMING A VALUABLE MEMBER OF OUR TEAM.
2. THE STATION IS LOCATED ON THE SOUTH SHORE OF LAKE ERIE IN THE VILLAGE OF MARBLEHEAD, OHIO AND IS RESPONSIBLE FOR A 458 SQUARE MILE SECTION OF LAKE ERIE EXTENDING FROM LOCUST POINT TO VERMILLION. THIRTY-EIGHT ACTIVE DUTY MEMBERS AND TEN RESERVISTS STAFF THE STATION AND CREW ITS ASSIGNED SMALL BOATS WHICH INCLUDE TWO 45 FT RESPONSE BOAT-MEDIUM, TWO 29 FT RESPONSE BOAT-SMALL, AND TWO 20 FT SPECIAL PURPOSE CRAFT-AIR.
3. MAILING ADDRESS: COMMANDING OFFICER, USCG STATION MARBLEHEAD, 606 PRAIRIE ST, MARBLEHEAD, OH 43440.
4. YOUR SPONSOR IS (RANK AND NAME), WHO MAY BE REACHED BY PHONE AT 419-798-4445 OR VIA EMAIL TO (EMAIL). IF YOUR SPONSOR IS NOT AVAILABLE YOU CAN DIAL THE STATION DIRECTLY AT 419-798-4445 AND ASK FOR THE OFFICER OF THE DAY (OOD).
5. OUR RECORDS INDICATE THAT YOU WILL BE REPORTING OOA (DATE). IF THIS INFORMATION IS INCORRECT OR HAS CHANGED PLEASE CONTACT THE STATION AS SOON AS POSSIBLE WITH AN UPDATED REPORT DATE.
6. ALL ASSIGNED MEMBERS ARE REQUIRED TO SUBMIT AN APPLICATION FOR ASSIGNMENT TO MILITARY HOUSING (DD-1746) TO D09-SMB-BASECLEVELANDHOUSINGSTAFF(AT)USCG.MIL. THE FORM HAS BEEN ATTACHED TO THIS EMAIL. DUE TO THE LIMITED AVAILABILITY OF GOVERNMENT HOUSING IT IS IMPERATIVE THAT YOU CONTACT THE UNIT SO A DETERMINATION CAN BE MADE CONCERNING HOUSING OPTIONS. SINCE ALL UNIT CREWMEMBERS ARE SUBJECT TO RECALL, YOU ARE EXPECTED TO RESIDE WITHIN A 60 MINUTE COMMUTE OF THE STATION SHOULD YOU BE RELEASED FROM HOUSING. AS A GENERAL GUIDELINE THIS ENCOMPASSES ALL OF ERIE, OTTAWA AND SANDUSKY COUNTIES, AS WELL AS THE NORTHERN PORTION OF HURON COUNTY.
7. RELOCATION ASSISTANCE MANAGER: MR WILLIAM SCHMIDT, 216-902-6355, WILLIAM.A.SCHMIDT(AT)USCG.MIL.
8. SERVICING SPO: SECTOR DETROIT, YN2 AMANDA ABOUD, 313-568-9584, AMANDA.M.ABOUD(AT)USCG.MIL.
9. THE STATION WILL ASSIST YOU AS NEEDED IN ALL TRAVEL ARRANGEMENTS INCLUDING TRANSPORTATION FROM THE AIRPORT. IF TRAVELING BY COMMERCIAL AIR, MAKE ARRANGEMENTS TO FLY INTO CLEVELAND HOPKINS INTERNATIONAL. IT IS RECOMMENDED THAT YOU HAVE YOUR OWN VEHICLE WHEN REPORTING ABOARD.
10. ADDITIONAL INFORMATION CAN BE OBTAINED FROM THE SECTOR DETROIT WEBSITE AT WWW.USCG.MIL/D9/SECTDETROIT/

11. WE LOOK FORWARD TO YOUR ARRIVAL AND WANT YOU TO FEEL WELCOMED. BY CONTACTING YOUR SPONSOR EARLY, YOU WILL HELP US ENSURE THAT YOUR ARRIVAL AND FIRST DAYS ON BOARD GO SMOOTHLY. PLEASE DO NOT HESITATE TO CONTACT US IN AN EFFORT TO PROVIDE A SEAMLESS TRANSITION FOR YOU AND YOUR FAMILY. AGAIN, CONGRATULATIONS ON YOUR ORDERS TO STATION MARBLEHEAD.

12. CWO2 BETHANNIE J. KITTRELL, COMMANDING OFFICER, SENDS.