



1326  
<DATE>

## MEMORANDUM

From: Ryan D. Manning, CDR  
CG MSU Chicago

To: <Service Member>

Subj: WELCOME ABOARD

1. Congratulations on your orders to Marine Safety Unit Chicago. I hope that you are pleased with the prospect of living and working in the Chicago area. I am looking forward to your arrival and personally welcoming you to the MSU Chicago team.
2. In order to assist you with your transfer, I have assigned <sponsor's name> to be your sponsor. They will be contacting you shortly to provide you with any assistance you may require. <sponsor's name> will also be available upon your arrival to familiarize you with the Chicagoland area and the local housing market.
3. The enclosed welcome aboard package is intended to provide you with information on our unit and the local area. I hope that it will answer your immediate questions and eliminate some of the apprehension normally associated with a new assignment. It is not intended to replace your sponsor. Your sponsor can provide you with personal assistance and guidance on any specific issues which may arise during your transfer. I encourage you to communicate directly and frequently with your sponsor prior to your arrival. In the event that <sponsor's name> cannot be reached, please call the Admin Division at (630) 986-2155.
4. Marine Safety Unit Chicago does not have owned or leased government quarters. You are authorized to live on the economy and your sponsor can assist you in locating housing.
5. Once again congratulations on your assignment to our unit and welcome aboard!

#