



**Commander  
U.S. Coast Guard Sector Baltimore**

JUN 07 2011

Welcome to Sector Baltimore!

As you settled in to your new assignment I ask you to plan out your next steps of your assignment and your career. Specifically you need to have a 90 day plan where you set up your home life, meet your supervisor, begin your qualifications and AOR familiarization process.

Remember;

Through communication, cooperation and collaboration with our chain of command, partners and public we will be successful. Eliminate one of these three and our path will be needlessly difficult.

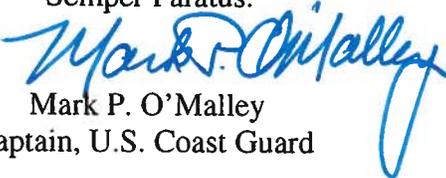
Safety has no rank. Every member of Sector Baltimore is responsible for the safety of their shipmate. When someone is not following established safety procedures, wearing the appropriate safety gear or taking unnecessary risks you must speak up and be heard.

You serve the public and your shipmates. You are their Guardians and you must always be prepared, professional and proud of the service you provide. It is only through thorough preparation and complete professionalism that you will be proud of you and your shipmate's contribution to the community and the Coast Guard. The day you go home without pride in your service is the day you need to seek another career path.

Be vigilant in all you do. Pay close attention to detail. Ask yourself what the task ahead of me is, what do I need to succeed and what could cause me to fail? Follow the training you have received, established policies and practices, and the guidance from your chain of command. If you do this while practicing the safety procedures and wearing your proper rescue and survival gear, you cannot fail!

Know that I have full confidence and faith in your abilities, you should too!

Semper Paratus.

  
Mark P. O'Malley  
Captain, U.S. Coast Guard

SUBJ: WELCOME ABOARD TO (MBR Name), USCG//

A. AIRPORT TERMINAL DATED (Effective Date of Orders on DA)

1. IRT REF A, CONGRATULATIONS ON YOUR ASSIGNMENT TO CG SECTOR BALTIMORE. WE LOOK FORWARD TO YOUR ARRIVAL AND ARE COMMITTED TO HELPING YOUR TRANSFER GO SMOOTHLY AS POSSIBLE.
2. TO ASSIST YOU ON YOUR TRANSFER, (Insert Sponsor Name) HAS BEEN ASSIGNED AS YOUR SPONSOR AND CAN BE REACHED AT (410) 576-(sponsor's extension)
3. OUR SERVICING PERSONNEL YEOMAN CAN BE REACHED AT (410) 576-2518.
4. SUBMIT A HOUSING APPLICATION TO DETERMINE IF YOU QUALIFY FOR THE LEASED HOUSING PROGRAM. FOR MORE QUESTIONS REGARDING THE AVAILABILITY OF GOV'T HOUSING OR HOUSING AVAILABLE IN THE LOCAL COMMUNITIES AND AROUND THE GREATER BALTIMORE AREA, CONTACT THE HOUSING OFFICER JAN BONDS AT (410)576-2562. ALSO, YOU CAN ACCESS THE FOLLOWING WEBSITE [WWW.BRIDGESTREET.COM](http://WWW.BRIDGESTREET.COM) IF YOU DESIRE WEEKLY OR MONTHLY HOUSING. THEY CAN BE REACHED AT (410) 296-0900, EXT 214.
5. SINCE UNACCOMPANIED PERSONNEL HOUSING (UPH) IS MANDATORY FOR ALL SINGLE MEMBERS E4 AND BELOW, IF YOU ARE SINGLE, YOU MUST REPORT TO THE YARD CHIEF MASTER AT ARMS AT (410)636-4147/4166. UPH OCCUPANCY MUST BE 90 PERCENT PRIOR TO BEING RELEASED. MOVING ONTO THE ECONOMY WITHOUT AUTHORIZATION COULD BE A FINANCIAL BURDEN IF THERE IS ROOM AVAILABILITY.
6. FOR MORE INFORMATION ABOUT SECTOR BALTIMORE LOG ONTO COAST GUARD'S PORTAL OR THE COAST GUARD INTERNET WEBSITE [WWW.USCG.MIL](http://WWW.USCG.MIL)
7. THE WORK LIFE RELOCATION ASSISTANCE STAFF FOR THE BALTIMORE AREA CAN BE CONTACTED AT 1-800-872-4957, EXTENSION 932. YOU CAN ALSO VISIT THEIR WEB SITE AT [HTTP://WWW.USCG.MIL/HQ/G-W/GWK/G-WKW/WORKLIFE/OFFICE-WORKLIFE.HTM](http://WWW.USCG.MIL/HQ/G-W/GWK/G-WKW/WORKLIFE/OFFICE-WORKLIFE.HTM).
8. FOR FURTHER INFORMATION ABOUT SERVICES AVAILABLE AT SECTOR BALTIMORE PLEASE CONTACT YOUR SPONSOR OR A MEMBER OF OUR SERVICING PERSONNEL OFFICE AT (410) 576-2518.
9. PLEASE PROVIDE ACKNOWLEDGEMENT OF THIS MSG BY PHONE OR EMAIL TO YOUR UNIT YEOMAN.
10. AGAIN, WELCOME ABOARD. I KNOW THAT YOU WILL HAVE A REWARDING AND MEMORABLE TOUR AT SECTOR BALTIMORE.