

Welcome to POLA 2009!!! As the training is just around the corner I wanted to touch base with you and cover a few important points for our time together.

Attached with this Welcome Letter is a travel arrangements form. Please fill out and submit this form to me either by e-mail or USPS no later than 1 July 2009. This form is crucial to ensure that you arrive safely at Fort Lewis. This form is even more important to those of you who will be flying as it tells me when to expect you at the airport so pick up can be arranged. For those of you who will be traveling by air please be sure to book your flight into Seattle/Tacoma International Airport. Due to our training days being very limited it is imperative that all officers arrive to Fort Lewis no later than 1200 on 11 August 2009.

The third attachment with this document is your seabag list. You will notice you need khaki's and Tropical Whites. If getting either of these uniforms is a problem please contact me as soon as possible to let me know. There are several units that I have contacts for and I may be able to find the items you are missing without purchase being necessary. You are encouraged to bring civilian attire to wear in the evenings, however you should pay close attention to the dress code when packing these items.

Graduation will be held on 16 August 2009 at 1400. As soon as the location is determined you will be notified. For those of you who wish to stay over Sunday night and fly home Monday 17 August you are more than welcome to do so.

A note about energy drinks/boosters. These are strictly prohibited at Fort Lewis for all trainings. Should you choose to purchase them during your time at Fort Lewis you will be asked to depart promptly. There are no second chances on this policy.

If you have not sent your Hold Harmless Agreement to LTJG Bert Brandt please do so immediately. This can be found on the region 13 website at [www.usnsccregion13.org](http://www.usnsccregion13.org). The address this needs to be sent to is on the training schedule.

If you have questions please feel free to contact me via email or phone at polawa@ymail.com or (509)844-2602. Should you choose to mail your travel forms to me they should be sent to 11439 W Burgundy Ave #302 Littleton, CO 80127. I look forward to meeting your cadets at Fort Lewis this August.

Respectfully,  
Midshipman Marlena R Smith  
Officer In Charge POLA 2009