



**DEPARTMENT OF THE NAVY
NAVY MEDICINE OPERATIONAL TRAINING CENTER
DETACHMENT SURFACE WARFARE MEDICAL INSTITUTE
34101 FARENHOLT AVENUE, BUILDING 14
SAN DIEGO, CALIFORNIA 92134-5291**

**IN REPLY REFER TO
1700**

From: Officer in Charge, Surface Warfare Medical Institute
To: Newly Reporting Staff

Subj: WELCOME ABOARD

1. Congratulations on your orders to Surface Warfare Medical Institute (SWMI). You are joining an exceptional military and civilian team on the vanguard of Navy Medicine's support to the operational forces.
2. During normal working hours (0645-1600), report in the uniform of the day with your official orders, loss document form, medical and dental records to the SWMI administration office to check in. For personnel checking in after normal business hours (1600-2000) and on Saturdays (0800-1200), report to SWMI Quarterdeck in Building 14. On Sundays, holidays and after 2000, personnel must report to Naval Medical Center San Diego Quarterdeck to check in.
3. I welcome you and offer any assistance you may require in relocating to the San Diego area. You will be assigned a sponsor to assist you in your transfer. I invite you to visit our command Facebook page or our command public website at <http://www.med.navy.mil/sites/nmotc/swmi/Pages/WelcomeAboard.aspx>.
4. Again, I take this opportunity to welcome you to the wonderful SWMI family. You will find your tour here highly enjoyable and rewarding. "WELCOME ABOARD!"

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S. J. PARKS