



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223

Dear New Employee,

On behalf of the Soldiers, Civilians, and Family Members of the United States Army, Installation Management Command (IMCOM), Headquarters, welcome to the IMCOM family.

The following links will assist your orientation to IMCOM, which is located on Joint Base San Antonio (JBSA) and San Antonio, TX:

<http://www.samhouston.army.mil/> or <http://www.jbsa.af.mil/index.asp> and city information at <http://www.sachamber.org/>.

Your assignment as a member of the IMCOM team will be professionally challenging and rewarding. Our mission and role is essential in supporting the Army's mission readiness and to enable the well-being of Soldiers, Civilians, and Family Members. More info on IMCOM can be found at the following link:

https://www.youtube.com/watch?v=E_xpOM6Py0c

To expedite your inprocessing, please complete the enclosed DD Form 2875, System Authorization Access Request (SAAR), the Acceptable Use Policy and access the following link, <https://ia.signal.army.mil>, to complete the Information Assurance Training. Once complete please forward all forms and your Annual DoD Cyber Awareness Challenge Exam certificate to your sponsor as soon as possible. You can also access the IMCOM Onboarding site for additional information:

https://home.army.mil/sites/operational/g1/tm/TM_Documents/Forms/Onboarding1.aspx

We look forward to your arrival and will gladly assist you with your integration into your new assignment. Please do not hesitate to contact me in the event you have any questions or concerns during your transition.

Sincerely,