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DEPARTMENT OF THE ARMY
525TH EXPEDITIONARY MILITARY INTELLIGENCE BRIGADE
4406 ROCK MERRITT AVENUE, BLDG 2-4528
FORT BRAGG, NORTH CAROLINA, 28310-5000

AFZA-MIB-PE

MEMORANDUM FOR 525th Expeditionary Military Intelligence Brigade (E-MIB) Newcomer's

SUBJECT: 525th E-MIB Newcomer's Letter

1. On behalf of the Leaders and Families of the 525th Expeditionary Military Intelligence Brigade (E-MIB), we want to welcome you. You are joining an agile, adaptive, and expeditionary team that is committed to achieving excellence.

2. We know that each Permanent Change of Station (PCS) move brings unique rewards and challenges. To help set conditions for a successful transition, we encourage you to begin the communication process early and engage often. Your sponsor will be identified in the Army Career Tracker (ACT) system, if you are mandated or elect to have one.

- a. Request a sponsor. (Optional for E7-E9, W3-W5, O4-O6)
 - 1) Log into the Army Career Tracker <https://actnow.army.mil/>.
 - 2) Complete and save sections 1, 2, 4, and 5 of the DA Form 5434, which will initiate the Sponsorship process. You will be assigned a Sponsor after your DA FORM 5434 is received.
- b. Mandated a sponsor. (Required for E6 and below, W2 and below, O3 and below)
 - 1) Receive Sponsor Notification and Welcome Letter
 - 2) Log into the Army Career Tracker <https://actnow.army.mil/>.
 - 3) Complete and save sections 1, 2, 4, and 5 of the DA Form 5434.
- c. Please inform your sponsor and the 525th E-MIB S1 (usarmy.bragg.525-e-mib.list.525th-e-mib-s1-mailbox@army.mil) of any pending or approved assignment deletions or deferments.

3. Additional information is available on the following website to familiarize yourself with the organization prior to your arrival. <https://home.army.mil/bragg/units-tenants/xviii-airborne-co/525th-expeditionary-military-intelligence-brigade>.

4. The following newcomer websites provide information on resources that will be beneficial throughout your PCS process.

- 1) Fort Bragg <https://home.army.mil/bragg/Services/newcomers>.
- 2) Fort Campbell <https://home.army.mil/campbell/my-fort/newcomers>.

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5. Military OneSource <http://militaryonesource.com> also offers valuable information on a variety of topics that our Soldiers or Family Members may encounter while navigating various aspects of Army life, including relocation.

6. For questions or information not covered in the links above, please contact your sponsor or the 525th E-MIB S1 at usarmy.bragg.525-e-mib.list.525th-e-mib-s1-mailbox@army.mil.

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