



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS**  
**UNIT #15228**  
**APO AP 96271-5228**

AMIM-HMH

**MEMORANDUM FOR DISTRIBUTION**

**SUBJECT: Command Policy 28 Onboarding of Military Personnel and Civilians (DAC and LN)  
Assigned to USAG Humphreys and Area III**

**1. References:**

- a. AR 600-20, Army Command Policy, 24 July 2020.
- b. IMCOM Command Policy #8, IMCOM Service Culture Campaign, 8 July 2022.
- c. IMCOM Policy Memo 5-2, IMCOM Service Culture Initiative (SCI), 22 October 2018.
- d. IMCOM Campaign Plan 2025 and Beyond.
- e. Family and Morale Welfare and Recreation Customer Service Program Policy, March 2010.

**2. This policy is effective immediately and will remain in effect until rescinded or superseded.**

**3. Purpose.** To implement IMCOM mandatory Policies and Procedures on Personnel Onboarding Program, a component of the IMCOM Service Culture Campaign.

**4. Applicability.** This policy applies to all assigned Military, DA Civilians, and Local Nationals.

**5. Objective.** The On-boarding Program is a five-phased approach that provides a methodology and process to prepare new IMCOM professionals to become active members of the IMCOM Team of Professionals as quickly as possible. It establishes a sense of community and belonging to IMCOM, instills Army Values and results in increased employee performance and reduced turnover.

**6. Responsibilities.**

a. Supervisors/leaders will execute the requirements of the IMCOM Onboarding Program as outlined in reference 1 c above. The guidelines and tools will assist you in the proper welcome of new personnel assigned to your team.

b. Individuals will complete in-processing requirements IAW HHC, USAG Humphreys In/Out processing Checklist for Military Personnel (Encl 1) and In/Out processing Checklist for Civilians (Encl 2) provided by the Directorate of Human Resources (DHR).


**7. Procedures.** I expect all leaders, at all levels to actively engage themselves in their organizations and the welfare of their workforce to create a culture of excellence. This begins

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with our most valued resources-people. We want them to not only join the team but stay on the IMCOM team and share in our successes as we deliver the best programs and services for our Soldiers, Retirees, Family Members, Civilians, Contractors, and other personnel who make USAG Humphreys and Area III a great place to live and work.

8. Point of contact: DHR at DSN 315-757-2094 or USAGHumphreysDHR@army.mil.



KRISTIN E. STEINBRECHER  
Colonel, U. S. Army  
Commanding

2 Encls

1. HHC, USAG-H In/Out Processing  
Checklist for Military Personnel
2. In/Out Processing for Civilians

DISTRIBUTION:  
USAG Humphreys Website