



DEPARTMENT OF THE ARMY
525th EXPEDITIONARY MILITARY INTELLIGENCE BRIGADE
4406 ROCK MERRIT AVENUE
FORT LIBERTY, NORTH CAROLINA 28307

AFZA-MIB-PE

27 December 2023

MEMORANDUM FOR RECORD

SUBJECT: 525th Expeditionary Military Intelligence Brigade (E-MIB) In-Processing Letter

1. On behalf of the 525th E-MIB Brigade Commander and Command Sergeant Major- Welcome to the Lightning Brigade!
2. Please take the time to complete the following steps before arriving to the Brigade:
 - a. Ensure you are assigned a sponsor. To receive a sponsor, complete the DA Form 5434 using the DA Form 5434 Thermometer on the DASHBOARD under SPONSORSHIP in ACT. If this is your first time logging into ACT, follow these steps:
 - i. Log into Army Career Tracker with your CAC or DSLogon username and password at <https://actnow.army.mil>.
 - ii. If this is your first time logging into the system, you must select your own First Line Leader/Rater/Supervisor.
 - b. Ensure **blocks one, two, four, and five** are filled out completely prior to submission on DA Form 5434. The TASP Unit Coordinator listed in block four is typically a member of your unit's S-1 shop. If you have not received a sponsor or have not heard from your assigned sponsor within 30 days of your report date, please contact Brigade S-1.
 - c. Please request your departing S-1 to depart you on IPPS-A for us to arrive you during in-processing.
 - d. Please inform your sponsor and 525th EMIB Brigade S-1 of any approved or pending deferments or deletion of assignment to the Brigade.
3. Additional Resources are listed below:
 - a. 525th E-MIB Website (<https://home.army.mil/liberty/index.php/units-tenants/xviii-airborne-co/525th-expeditionary-military-intelligence-brigade>).
 - b. 525th E-MIB Facebook Page (<https://www.facebook.com/525thEMIB>).

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Fort Liberty Resources-

c. The Ft. Liberty MWR Relocation Readiness website contains additional information (<https://liberty.armymwr.com/programs/rrp>).

d. The XVIII Airborne Corps Reception Company page is at [18th Airborne Corps Replacement Company :: Fort Liberty \(army.mil\)](https://www.army.mil/18th-airborne-corps-replacement-company) for more information on how to in-process installation.

Fort Stewart Resources-

e. The Ft. Stewart MWR Relocation Readiness website contains additional information (<https://home.army.mil/stewart/about/Garrison/acs/relocation-readiness-program>).

f. The Marne Reception Center page is at <https://home.army.mil/stewart/about/Garrison/DHR/MPD/marne-reception-center> for more information on how to in-process installation.

Fort Campbell Resources-

g. The Ft Campbell MWR Relocation Readiness website contains additional information (<https://home.army.mil/campbell/acs/relocation-readiness-program>).

h. The Kalsu Reception Company page is at <https://home.army.mil/campbell/Kalsu> for more information on how to in-process installation.

4. We wish you safe travels and look forward to your arrival soon.
Please contact the S-1 inbox at usarmy.liberty.525-e-mib.list.525th-e-mib-s1-mailbox@army.mil for any assistance.

5. You may reach the undersigned at 910-973-2662 or Juliette.e.gula.mil@army.mil. You may also reach the Brigade S-1 NCOIC, MSG Lawanda Jones, at 910-635-8774 or lawanda.k.jones.mil@army.mil.

JULIETTE E. GULA
MAJ, AG
Brigade S-1 OIC

