



DEPARTMENT OF THE ARMY
525TH MILITARY INTELLIGENCE BRIGADE
4406 REILLY ROAD STOP A
FORT BRAGG NC 28310-5000

AFZA-MIB-PE

1 August 2018

To whom it may concern,

On behalf of the 525th MI BDE Commander and CSM, I would like to welcome you to the brigade. I am the Brigade Strength Manager, and I am currently projecting your arrival. If you have any questions or concerns, please feel free to contact me via email or at my office line at 910-396-6107.

There are a couple of steps that you will need to take in order for you to have a smooth transition to the unit. First, you must be assigned a sponsor. In order to receive a sponsor, you will need to complete the DA Form 5434. The DA Form 5434 can be accessed through the DA Form 5434 Thermometer on the DASHBOARD under SPONSORSHIP in ACT by selecting DA Form 5434 under Sponsorship. If this is your first time logging into ACT, follow these steps:

- 1) Log into Army Career Tracker at <https://actnow.army.mil> with your CAC or DSLogon username and password.
- 2) If this is your first time logging into the system, you must select your own First Line Leader/Rater/Supervisor.

Please ensure that blocks one, two, four, and five are filled out completely prior to submission. Please note that the TASP Unit Coordinator listed in block four is typically a member of your unit's S1 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 the below listed names. You can also find additional points of contact on the unit's Fort Bragg website.

Second, the Fort Bragg MWR Relocation Readiness website, at <https://bragg.armymwr.com/us/bragg/programs/rrp?query=relocation>, provides more information that you may find beneficial to your PCS move. Lastly, feel free to visit us at our Facebook page at <https://www.facebook.com/525thMilitaryIntelligenceBrigade/>

We look forward to your arrival!

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