



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON, FORT BELVOIR
HEADQUARTERS BATTALION
9800 BELVOIR ROAD, SUITE 200
FORT BELVOIR, VIRGINIA 22060

1 October 2012

IMBV-HB

Dear New Eagle Team Member,

Welcome to the Eagle Team! You are being assigned to an installation that is rich in tradition. Your assignment here will be both challenging and rewarding.

The Battalion's leadership, from myself and the Command Sergeant Major down, are committed to ensuring that our organization is a trained, disciplined and cohesive team of Soldiers and Civilians who provide responsive, efficient and effective support to the Fort Belvoir Garrison and the Military District of Washington.

At the same time, we are committed to taking care of our extended Eagle Team Families and ensuring that we balance our personal and professional lives.

To assist you with a smooth transition to the Battalion, a sponsor will contact you shortly with more information. You can also go online for more information about Fort Belvoir at www.belvoir.army.mil. For information about Headquarters Battalion, please visit www.hqbn.belvoir.army.mil.

Once again, welcome to the Eagle Team. We are excited for you to join the Battalion and look forward to serving with you and getting to know your family.

Sincerely,

<<<<Original Signed>>>>
CAROLYN M. REYNOLDS
CMS, USA
Command Sergeant Major

<<Original Signed>>
BRIAN P. ZARCHIN
LTC, AV
Commanding

"EAGLE TEAM"