



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS BATTALION
4TH INFANTRY DIVISION
FORT CARSON, COLORADO 80913

REPLY TO
ATTENTION OF

TO THE SOLDIERS AND FAMILIES OF THE HEADQUARTERS AND HEADQUARTERS
BATTALION, 4TH INFANTRY DIVISION

1. Welcome and congratulations on your assignment to Fort Carson and the Ivy Division! You have joined an extraordinary organization comprised of the absolute best our nation has to offer – both unit members and their dedicated Families. We are confident that you will find this assignment both challenging and rewarding.
2. Our leaders are committed to providing you and your Family with all the various services and assistance to help with your transition. We understand that transitioning to another organization (and in some cases, another part of the world) can be stressful, so we want to ensure we welcome you as we would want to be welcomed and help in any way we can. Please do not hesitate to contact us if there is something you need.
3. I have no doubt you will be performing a vital and unique mission during tumultuous times in our country while here at the 4th Infantry Division. You'll be frequently confronted with a variety of situations, which will expand your professional knowledge and proficiency. In some instances, this will require occasional separation, and we understand the challenges that brings.
4. We want to reassure you that this battalion will provide the best possible service and assistance for our Families at all times. Please ensure thorough in-processing as facilitated by the Garrison and our battalion staff in order to alleviate any potential future hardships, and stay engaged with your company command leadership.
5. Again, welcome to the Headquarters and Headquarters Battalion, 4th Infantry Division and we look forward to serving with you.

A handwritten signature in black ink, appearing to read "Robert L. Sketch".

ROBERT L. SKETCH
Lieutenant Colonel, US Army
Commanding

A handwritten signature in black ink, appearing to read "Carletta A. Stewart".

CARLETTA A. STEWART
First Sergeant, US Army