



REPLY TO
ATTENTION OF:

UNCLASSIFIED
DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SUSTAINMENT COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-6500

AMSAS-CSM

MEMORANDUM FOR U.S. Army Sustainment Command incoming Soldier

SUBJECT: Welcome Letter

1. Congratulations on your assignment to the United States Army Sustainment Command (ASC), a premier organization for the Soldier's storefront for integrated logistics solutions, ensuring that our Warfighters have the right capabilities for success across the entire spectrum of operations. On behalf of Major General Kevin G. O'Connell, I would like to extend to you and your family a very warm welcome to our formation. We are excited that you are joining our team and eager to serve with you and your family.
2. Our Mission: ASC links national logistics capabilities, executes materiel distribution, and provides logistics solutions to enable unit readiness. Our formation consists of nearly 70,000 Soldiers, DA civilians, and contractors geographically dispersed at over 74 different locations in both CONUS and OCONUS. Our task organization consists of the ASC HQ, Rock Island Arsenal, IL, to include the Distribution Management Center; 401st Army Field Support Brigade (AFSB), Afghanistan; 402nd AFSB, Kuwait; 403rd AFSB, Korea; 404th AFSB, Joint Base Lewis-McChord, WA; 405th AFSB, Europe; 406th AFSB, Fort Bragg, NC; 407th AFSB, Fort Hood, TX; and, various Logistics Readiness Centers throughout CONUS.
3. Prepare yourself for a very exciting and demanding assignment. I expect you to arrive highly motivated, physically fit, and demonstrating exceptional personal appearance and military bearing. Be ready to apply your operational experience, military knowledge, and leadership skills to enhance our mission. You are critical to the success of the mission and we ensure that our Soldiers have the absolute best tools and equipment to accomplish the mission.
4. Your sponsor will send a letter and welcome packet; please take the time to review the welcome packet to learn about your unit. I recommend you browse the following websites to become familiar with our organization:

US Army Sustainment Command: <http://www.aschq.army.mil/home/index.html>
US Army Materiel Command: <http://www.amc.army.mil/>

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5. If you do not receive a welcome letter from your assigned sponsor in a timely manner, please contact Ms. Linda Ottman, ASC Sponsorship Program Coordinator, DSN 793-4690, Comm (309) 782-4690, or e-mail usarmy.ria.asc.list.sponsorship@mail.mil. You may also contact SGM Jill Mathews, ASC G-1 SGM, DSN 793-2545, Comm (309) 782-2545, or email jill.r.mathews.mil@mail.mil. Please don't hesitate to ask for assistance. I look forward to your arrival!

6. To facilitate your integration into the organization, please complete the enclosed Soldier Readiness and Training Checklist prior to your arrival to the unit and bring all proof of documentation with you. Ensure you have a current security clearance and the periodic review is up to date if required by your MOS or your assignment instructions.

7. On the Line!

Encl

JAMES E. SPENCER
Command Sergeant Major, USA

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ASC Soldier Readiness and Training Checklist

Soldier Readiness:

Date Completed

PULHES is current w/current copy of any medical profiles	_____
Medical Readiness Code (MRC) is current	_____
MEDPROS Green	_____
DENPROS Green	_____
PDHRA Green	_____
PHA Green	_____
Current DD Form 93 posted in IPERMS	_____
Current SGLI posted in IPERMS	_____
Current NCOER posted in IPERMS (NCOs)	_____
Current DA Photo (SSG and above)	_____
Current Enlisted Record Brief	_____
Current Security Clearance	_____
Current Family Care Plan (if applicable)	_____
Current Global Assessment Tool (GAT) Survey	_____
https://www.sft.army.mil/Protected/Secured/Start.aspx	_____
360 Degree Leader Assessment (SFC and above)	_____

Required Training:

Date Completed

Army Physical Fitness Test	_____
Required level of NCOES completed or scheduled to attend	_____
Enrolled in Structured Self Development	_____
DoD Information Assurance Awareness	_____
https://ia.signal.army.mil/IAF/default.asp	_____
AT Level 1 Awareness Training	_____
https://atlevel1.dtic.mil/at/	_____
INFOSEC/ OPSEC/ Threat Awareness	_____
Accident Avoidance Course for Army Motor Vehicle Drivers:	_____
https://safety.army.mil/training/ONLINETRAINING/tabid/1210/Default.aspx	_____
Composite Risk Management Basic Course	_____
https://www.atrrs.army.mil/selfdevctr/	_____
Additional Duty Safety Course 2G-F95 (DL)	_____
https://www.lms.army.mil/Saba/Web/Main	_____
Sexual Harassment/ Assault Response Prevention Training:	_____
https://www.lms.army.mil/Saba/Web/Main	_____