



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1
USACHRA, SOUTHWEST REGION
FORT CARSON CIVILIAN PERSONNEL ADVISORY CENTER
1626 Ellis Street, Bldg 1118
FORT CARSON, COLORADO, 80913

FROM: PECP-SWR-D

MEMORANDUM FOR New Employees to Fort Carson

SUBJECT: Welcome to Fort Carson - the Mountain Post

1. Congratulations on your employment with Fort Carson, traditionally called the "Mountain Post" due to its strategic location along the Front Range of the Rocky Mountains. Fort Carson is a great place for Soldiers...Leaders to lead...Families to grow...and People to work. We believe this is the "Best Hometown in the Army" and we look forward to having you on our team.
2. I encourage you to visit the intranet at www.carson.army.mil. It contains a wealth of information about Fort Carson and the Colorado Springs area. During your in-processing you will learn about your pay, leave, benefits, and security clearances. You will also attend the New Employee Orientation the same day. The New Employee Orientation will cover a wide range of topics and provide valuable information about your career as an Army Civilian. Next, your supervisor should provide a work-site orientation and introductions to your new organization, including function, organizational chart and facilities. Your supervisor or team leader should also discuss office policies and procedures including working hours and accountability; office resources and responsibilities; performance plans and objectives and your role as a member of the Mountain Post team. Finally, you should receive a checklist from your organization's Human Resources point of contact, with required information to ensure a smooth transition into the Army Civilian Corps.
3. Your assignment as a member of the Mountain Post Team will be a professional, challenging and a rewarding experience. Your role as an Army Civilian is essential in supporting the Army's mission readiness, and execution, to enable the well being of Soldiers, Civilians, and Family members, to improve the Army's infrastructure, and to preserve our Nation's environment. Thank you for choosing to serve America through the Army Civilian Corps! I look forward to meeting you personally.

- Director, Civilian Personnel
Advisory Center