



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

5 December 2023

Dear Army Civilian,

Welcome to Headquarters, Department of the Army (HQDA)! On behalf of all HQDA senior leaders, I am pleased to welcome you to our team. Whether this is the start of your career, a new step along your path, or your return to HQDA, we are excited to have you join us.

Primarily located in the National Capital Region, the HQDA staff develops policies and programs; establishes and prioritizes requirements; and provides resources to support the organizing, manning, training, and equipping of forces to meet current and future operational requirements, as defined by the President, Secretary of Defense, and Secretary of the Army.

As a valued addition to the HQDA team, you play a vital part in fulfilling our mission and vision. We are excited about the skills and perspectives you bring and are committed to helping you succeed in your new job. We encourage you to engage with your supervisor and sponsors and participate in our onboarding program as you begin your journey with HQDA.

We are happy to have you on board and look forward to the contributions you will make to our mission.

For questions or additional information, please reach out to the Human Resources Team at: usarmy.belvoir.hqda-hrmd.mbx.hrmd-office@army.mil.

A handwritten signature in black ink, appearing to read "Mark F. Averill", is positioned above the printed name.

MARK F. AVERILL