



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS AND HEADQUARTERS BATTALION**  
**INTELLIGENCE AND SUSTAINMENT COMPANY**  
**25<sup>TH</sup> INFANTRY DIVISION**  
**SCHOFIELD BARRACKS, HI 96857**

REPLY TO  
ATTENTION OF

APVG-IS-CDR

01 June 2012

MEMORANDUM FOR Incoming Personnel

SUBJECT: Intelligence and Sustainment Company Welcome Letter

1. On behalf of the Soldiers, Civilians and Family Members, First Sergeant Keith Huffer and I would like to welcome you to the Island of Oahu - "the Gathering Place", Schofield Barracks, 25<sup>th</sup> Infantry Division (25<sup>th</sup> ID) and the Intelligence and Sustainment (I&S) Company.
2. The I&S Company is a unique organization comprised of 6 Division Staff sections: G1, G2, G4, G8, Division Surgeon and the Staff Weather Office. We provide administrative, intelligence, logistical, fiscal, medical and weather support to the 25<sup>th</sup> Infantry Division in garrison and in deployed environments. The primary responsibility of this unit is to provide first-class Combat Service Support to the Commanding General in order to accomplish the Division's missions.
3. Schofield Barracks is located on the island of Oahu. This island offers a wide variety of opportunities. It is the fundamental contrast between the ancient and the modern that makes discovering Oahu so enjoyable. The USS Arizona Memorial, Pearl Harbor, Diamond Head, Hanauma Bay and the Pali lookout are all sites that you can take advantage of while assigned here. The island is geographically diverse with mountains, rain forests, volcanic craters, tropics and beaches. There is something for everyone to see and do.
4. All Soldiers fly into the Honolulu airport. Once you arrive, sign in at the replacement detachment liaison desk that is located between baggage claims F and G. For the next 5-7 days you will in-process the installation through the Replacement Center BLDG 750 Room 102. Upon completion of all installation in-processing, you will be released to the company where your sponsors will assist you with in-processing the company. If you have any questions, you may contact the company orderly room at (808) 655-5547 or DSN (315) 455-5547.
5. Once again, welcome to I&S Company and the 25<sup>th</sup> Infantry Division family.

*"Ahead of the Rest" "GRIFFINS"*

/S/  
KEITH A. HUFFER  
1SG, USA  
First Sergeant

/S/  
CHARMAINE M. DOUSE  
CPT, FI  
Commanding