



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS DETACHMENT, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE**  
**455 MCNAIR AVENUE, SUITE 302**  
**FORT SILL, OKLAHOMA 73503**

ATZR-HQ

12 December 2025

**MEMORANDUM FOR All Incoming Service Members Assigned to Fort Sill**

**SUBJECT:** Fort Sill Welcome Letter

1. **Purpose.** This memorandum outlines Service Member and Sponsor responsibilities and procedures for in-processing through the Fort Sill Reception. The Reception Detachment maintains accountability and tracks in-processing progress, reporting Service Member status daily to gaining units.
2. **Reception Detachment Information.**
  - a. **Duty Hours.** Reception Detachment operates a 24/7 Staff Duty Desk. The only time the desk will not be manned is on Thanksgiving and Christmas Day or during base closures due to inclement weather.
  - b. **Location and Contact Information.** The Reception Detachment is located at the Fort Sill Welcome Center, BLDG 4700, located at 4700 Mow Way Road, and can be contacted at **(580) 442-3217**.
3. **Sign-in Requirements.**
  - a. **Signing In.** All SMs will report to the 24/7 Staff Duty Desk. SMs will need a copy of their PCS orders and absence request upon arrival.
  - b. **Digital In-Processing.** SMs will scan the QR Code located at the front desk to complete the required digital form. If a Personal Electronic Device (PED) is unavailable, Reception staff will provide access to a government device.
  - c. **Initial Brief.** Once the form is submitted, SMs will be directed to attend the mandatory Initial Brief at 0730 the following duty day.
  - d. **Attendance Requirement.** SMs in the ranks of E1–E8, WO1–CW3, and O1–O4 are required to attend the Initial Brief.
  - e. **Sponsor Requirement.** SMs in the ranks of E1–E6, WO1–CW2, and O1–O3 must be accompanied by their Sponsor at the Initial Brief, held at 0730 in BLDG 4700, Room G29. No exceptions.

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- f. **VIP Requirement.** VIPs in the ranks of O5 and above, CW4 and above, and E9 and above must report to the Duty Desk before being directed to a desk-side brief with the Military Personnel Division (MPD).

4. **In-Processing Requirements.**

- a. **Accountability.** SM accountability is maintained through a digital tracking system that monitors progress and completion of mandatory briefs and requirements. All SMs going through Reception are required to report for **daily accountability at 0700** every duty day until in-processing is complete. The final in-processing step is completed at the Reception Staff Duty desk.
- b. **Timeline and Hours of Operation.** SMs are expected to complete in-processing within five (5) duty days.

4. **Service Member and Sponsor Expectations.**

- a. SMs in the ranks of E1-E4 must be accompanied by their Sponsor throughout the entire in-processing period.
  - b. SMs in the ranks of E5-E6, WO1-CW2, and O1-O3 require their Sponsor's presence only during the Initial Brief.
5. **Non-Compliance.** Failure to sign in, attend briefs, complete required tasks, or finish in-processing within the five-day window will be reported to the SM's Battalion and Brigade CSMs. Continued non-compliance will be escalated to higher echelons.
6. The point of contact for the memorandum is the undersigned at (620) 937-1574 or dakota.r.briggs.mil@army.mil

Dakota R. Briggs  
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Director, Fort Sill Reception Detachment