



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

ATZR-HQ

25 September 2025

MEMORANDUM FOR Service Members PCS to Fort Sill

SUBJECT: Fort Sill Reception Detachment Welcome Memorandum

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. Sign-in Requirements**

- a. **Duty Hours.** Reception Detachment duty hours are Monday through Thursday, 0600-1600, and Friday, 0600-1500. All other times are considered off-duty, including federal and designated Fires Center of Excellence (FCoE) training holidays.
- b. **Duty Hours Sign-In.** All Service Members (SMs) reporting during duty hours must sign in at the Fort Sill Welcome Center, BLDG 4700, located at 4700 Mow Way Rd.
  - (1) **Required Documents.** SMs must present a copy of their PCS orders and absence request upon arrival at the front desk.
  - (2) **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.
  - (3) **Follow-on Instructions:** Once the form is submitted, SMs will be directed to attend the mandatory Initial Brief at 0730 the following duty day.
  - (4) **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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**c. Off-Duty Hours Sign-In:** SMs reporting during off-duty hours must follow alternate sign-in procedures:

- (1) SMs assigned to the 428<sup>th</sup>, 434<sup>th</sup>, or 75th Field Artillery Brigades; 30<sup>th</sup> or 31st Air Defense Artillery Brigades; or MEDDAC/DENTAC must report to their unit's Battalion or Brigade Staff Duty. Staff Duty must annotate the time and date of arrival on the top-right corner of the SM's orders. This annotation determines the official sign-in time from leave.
- (2) SMs must then report to the Fort Sill Welcome Center (BLDG 4700) the following duty day between 0600-0700 with the signed copy of their PCS orders and absence request.
- (3) SMs assigned to **tenant units** without a Staff Duty Desk must scan the QR code included in the Fort Sill in-processing guide and submit the required form. They must then report to the Fort Sill Welcome Center the following duty day between 0600-0700 with their PCS orders and absence request. Scanning the QR Code validates the sign-in time from leave.

### 3. In-Processing Requirements

- a. **Accountability.** SM accountability is maintained through a digital tracking system that monitors real-time progress and completion of mandatory briefs and requirements. The final in-processing step is completed at Reception Staff Duty.
- b. **Timeline and Hours of Operation.** SMs are expected to complete in-processing within five (5) duty days. Reception desk hours are Monday through Thursday, 0600-1600, and Friday, 0600-1500. The Reception Staff Duty is closed on all Federal and FCoE training holidays.

### 4. Service Member and Sponsor Expectations:

- a. **Service Member Expectations.** SMs unable to complete in-processing requirements within five (5) duty days due to extenuating circumstances must contact the Reception Staff Duty at (580) 442-3217. If deemed valid, the SM will be manually marked "Accounted For." Misuse of this process will be reported to the gaining unit's Battalion Command Sergeant Major (CSM).

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**b. Sponsor Responsibilities.**

- (1) SMs in the ranks of E1-E4 must be accompanied by their Sponsor throughout the entire in-processing period.
- (2) SMs in the ranks of E5-E6, WO1-CW2, and O1-O3 require their Sponsor's presence only during the Initial Brief.
- (3) Reception Detachment staff will contact Sponsors twice weekly to verify SM accountability and in-processing progress.
- (4) If the Reception is unable to contact a Sponsor, the Sponsor will be reported to the gaining battalion CSM. Repeated non-responsiveness will be escalated to the FCoE CSM.
- (5) Sponsors must return any missed calls from the Reception Detachment by 1600 the same day. Any change in sponsorship status must be immediately reported to the Reception Detachment.

- c. **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.

5. The point of contact for the memorandum 1SG Alice Park at (580) 442-3614 or via email at [alice.park.mil@army.mil](mailto:alice.park.mil@army.mil).

HUY L. NGUYEN

1LT, MS

Director, Fort Sill Reception Detachment