



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
BLDG 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-HHB-REC

1 May 2025

MEMORANDUM FOR RECORD

SUBJECT: Senior Leader In-Processing Requirements

1. This Memorandum outlines expedited in-processing requirements for senior leaders in lieu of attending the standard reception Program of Instruction (POI).
2. All service members, regardless of rank, **WILL** check in at one of the following locations:
 - a. Airport Desk located across from baggage claim 19 in the Daniel K. Inouye Airport (Hours: 1100-2300)
 - b. Reception Company Barracks located at BLDG 1020 Menoher Rd. Schofield Barracks, HI 96857 (Hours: 24/7)
 - c. Reception Company Office located at BLDG 750; 673 Ayers Ave Schofield Barracks, HI 96857 (Hours: 0900-1500)
3. A senior leader is defined as Non-Commissioned Officers in the rank of E-9, Warrant Officers in the rank of WO4 and above, and Commissioned Officers in the rank of O-5 and above (O-5 taking command of Battalion element).
4. Reception Company provides a standard POI encompassing Day 0 – Day 4 operations (Friday through Thursday) before releasing Soldiers to their follow-on units.
5. Senior Leaders are **required** to complete the following six periods of instruction to complete in-processing: **Day Zero in-brief (Fridays), Patching Ceremony (Day 1), Newcomer's PT (Day 2), Newcomer's Swim Assessment (Day 3), medical in-processing (Day 3), Community Readiness Expo (CRE) (Day 4), and financial in-processing (SmartVoucher completion)**. Specific dates and times are determined based upon the week itself due to DONSA's, holidays, and block-leave periods. Weekly POIs can be attained from Reception Cadre at any time.
6. Senior Leaders will provide a signature and contact information in understanding of the VIP In-Processing Requirements.
Printed Name (Rank, Last Name, First Name): _____
Signature: _____
Phone Number: _____
7. The POC for this memorandum is 1SG Matthew F. Evans at (417) 650-8149 or matthew.f.evans.mil@army.mil

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Commanding