



DEPARTMENT OF THE ARMY
XVIII AIRBORNE CORPS REPLACEMENT COMPANY (PROVISIONAL)
BUILDING 4-1437, NORMANDY DRIVE
FORT BRAGG, NORTH CAROLINA 28310-5000

AFZA-IG-R

Date: _____

MEMORANDUM FOR RECORD

SUBJECT: In-Processing Soldier Counseling

1. This memorandum serves as your counseling for the XVIII Airborne Corps Replacement Company (18RC) policies that will remain in effect for the duration of your time assigned to 18RC. These policies remain in effect on an off post during duty and non-duty hours and are punishable under UCMJ or administrative action. The unabridged policy letters are available to read in the 18RC Headquarters or by contacting the Staff Duty Desk at 910-396-4250.
2. Open Door Policy. All Soldiers have the right to see the Commander. You must work through NCO support channels before requesting to see the Commander. For urgent issues, contact the Company First Sergeant or Operations Sergeant to schedule an appointment. For routine issues, you may email michael.a.taylor646.mil@mail.mil or schedule through the NCO support channels. **See Policy Letter #3** [REDACTED]
3. Leave and Pass. You have a 125 mile travel radius from Fort Bragg. The Commander will only approve leave or TDY by exception, including emergency leave and extenuating circumstances. All other leave, passes, PTDY, and TDY must be submitted through the gaining unit after shipping. **See Policy Letter #5** [REDACTED]
4. Inspector General (IG). You have the right to contact IG at 910-396-5106. Before contacting IG, address the issue with the chain of command. **See Policy Letter #6** [REDACTED]
5. Suicide. If you suspect suicidal ideations, ask the Soldier if they feel like hurting themselves. Act immediately, ask others for help, alert the 18RC Staff Duty Desk, and stay with the Soldier. **See Policy Letter #7** [REDACTED]
6. SHARP. You are prohibited from engaging in sexual harassment or assault. Restricted reports can be made through the SARC, Victim Advocate, Chaplain or healthcare provider. Unrestricted reports can be filed through the chain of command or law enforcement. **See Policy Letter #8** [REDACTED]
7. Equal Opportunity. You are prohibited from discriminating against others based on demographic information. The chain of command is the primary and preferred channel for resolving EO issues. Complaints may also be made to an EO Advisor or support agencies, including the Inspector General, Provost Marshal, Chaplain, Staff Judge Advocate, or medical agencies. **See Policy Letter #9** [REDACTED]

AFZA-IG-R

SUBJECT: In-Processing Soldier Counseling

8. Hazing and Bullying. You are prohibited from hazing or bullying others. You may report hazing or bullying to the chain of command, IG, or CG's hotline at 910-396-2677. **See Policy Letter #10** [REDACTED]

9. Alcohol and Cadre Relations. Barracks Soldiers are prohibited from storing or consuming alcohol in the footprint, including the barracks, parking lot and pavilion. Illegal drug and alcohol use is pursuant to UCMJ. There will be no fraternizing between Cadre and in-processing Soldiers regardless of rank. **See Policy Letter #11** [REDACTED]

10. Off-Limits Establishments. You are prohibited from the published list of Fort Bragg off-limits establishments. **See FBNC Off-Limits Establishments** [REDACTED]

11. Uniform. You must conform to AR 670-1 standards. Barracks Soldiers will remain in uniform until released for the day. Fleece caps are not authorized unless directed by 18RC Cadre. [REDACTED]

12. Barracks. All single E-5 and below will be assigned a barracks room.

a. Responsibilities. You will sign for linens, a pillow, and a room key. You will receive a statement of charges if you fail to return these items. [REDACTED]

b. Room Cleanliness. Common areas will be clean at all times. Sweep and mop your room, empty the trash, make your bed, and clean the bathroom daily. Secure Army-issued gear in your assigned room. Cadre will conduct room inspections on weekdays at 0730 and 1500, prior to shipping, and unannounced. Be outside of your room ready for inspection at 0730 on weekdays, and at 1500 unless otherwise engaged with in-processing activities. [REDACTED]

c. Restrictions. Male Soldiers are not allowed in the female barracks. Female Soldiers are not allowed in the male barracks. The 3rd Brigade barracks are strictly prohibited. Tobacco use is prohibited in the barracks, including cigarettes, cigars, chewing tobacco, vaping, etc. No flammable items will be stored in the barracks, including candles, torches, burners, incense, hot plates, etc. Do not touch fire alarms or smoke detectors. [REDACTED]

d. Personally Owned Weapons (POWs). Barracks Soldiers will declare all POWs and store them in the 18RC Arms Room. You will have 5 business days to register POWs with the Fort Bragg Visitor Center outside All American Gate. [REDACTED]

Signature:

Name:

Rank: