



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3D INFANTRY DIVISION
BOLESŁAWIEC, POLAND
APO, AE 09008

AFZP-CG

21 November 2023

MEMORANDUM FOR ALL 3ID UNITS

SUBJECT: Commanding General (CG) Policy Letter #30: 3d Infantry Division Field Grade Officer Transition Business Rules

1. References.

- a. EXORD 226-22 Active Component Manning Guidance FY 24-26
- c. AR 600-8-10, Leaves and Passes, 3 June 2020

2. Purpose. This memorandum describes expectations of field grade Officer transitions with the end state of minimizing turbulence in brigade and division staff formations. Expectations are described in terms of in-bound Officers, generally from the Command and General Staff School (CGSC), and out-bound Officers, referring to those Officers identified via the Army Talent Alignment Process to PCS from 3ID or transitioning between one brigade to another within the 3rd Infantry Division IAW the Field Grade Slate.

3. The Commanding General is the approval authority for the field grade slate. The Division chief of staff is the executer of the field grade slate and approval authority for changes and adjustments to transition dates as exceptions to this policy.

4. In-bound Officers on orders to 3ID.

- a. Command and General Staff College graduation is typically the 2nd Friday in June.
- b. In-bound Officers are expected to report to 3ID NLT 14 days from CGSC graduation date.
- c. In-bound Officers are expected to be sponsored by the Officer they are replacing according to the field grade slate.
- d. In-bound Officers are expected to begin transition of duties immediately following signing into Ft. Stewart while completing Marne Reception Center in-processing requirements.
- e. All transitions will be complete NLT 12th of July.
- f. In-bound Officer will not assume responsibilities prior to a weekend and/or DONSA.

5. Out-bound Officers. Out-bound Officers are defined by those conducting a permeant change of station from Ft. Stewart or Hunter Army Airfield to another installation. Out-bound Officers also include those Officers moving from one brigade or division staff to another brigade within

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3ID. The Division Chief of Staff and Brigade Commanders are expected to counsel all outbound FGs in their formation to ensure the business rules are understood and are responsible for overseeing transition plans.

a. All outbound Officers are expected to sponsor their replacement thru in-processing and develop a position transition plan.

b. Outbound Officers who are PCSing will not have report dates earlier than 15AUG to their next organization. Brigade commanders will notify Chief of Staff and G1 with any exceptions for approval.

c. No "Early Report Authorized" for PCSing FGs to their next organization unless approved by the Chief of Staff.

d. Outbound Officer absence dates begin after completion of the transition, on or about 12 Jul. This allows for all outbound Officers to take 14 days of absence prior to reporting to their next assignment.

e. Division staff primaries will not gap unless their deputy can provide continuity for the inbound Primary.

f. Division staff majors will not be released until CGSC inbound has arrived and transition is complete.

g. Battalions will not go below 1 FG. Notify the CoS and G1 if this will occur with risk mitigation.

h. BDE Commanders manage their internal transitions and over communicate with G1.

5. The point of contact for this memorandum is the division G1, LTC Leonard Baklarz at leonard.j.baklarz2.mil@army.mil.

ROCK OF THE MARNE!

CHRISTOPHER R. NORRIE
Major General, U.S. Army
Commanding