



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D INFANTRY DIVISION AND FORT STEWART  
942 DR BEN HALL PLACE, BUILDING HQ001  
FORT STEWART GA 31314

AFZP-CG

1 February 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Letter# 22: Marne Reception Company Standards

1. Reference.

Army Regulation (AR) 600-8-101 (Personnel Readiness Processing), 6 March 2018.

2. Purpose. This policy provides guidance regarding in-processing through the Marne Reception Company (MRC) at Fort Stewart, Georgia (FSGA) and Hunter Army Airfield, Georgia (HAAF).

3. Scope. This policy applies to all Service members (SMs) on permanent change of station (PCS) orders to FSGA/HAAF, to include tenant units on FSGA/HAAF. This policy does not apply to intra-post transfers.

4. Policy.

a. In-Processing Standards. Upon arrival to FSGA/HAAF, SMs on PCS orders to FSGA/HAAF will complete the MRC's prescribed in-processing schedule and attend prescribed formations dictated by the MRC commander. While in-processing with the MRC, SMs are prohibited from traveling outside of a 75-mile radius from FSGA/HAAF unless exempted by the MRC commander.

b. Expedited In-Processing. Expedited in-processing is only to be granted by the MRC commander and is generally only for CSL Lieutenant Colonels and above and Command Sergeants Major but may also be granted by the MRC commander to other SMs on a case-by-case basis. Expedited in-processing will be approved and documented only by a signed memorandum by the MRC commander. If expedited in-processing is approved, the MRC commander will inform the in-processing SM of their schedule. Schedules will vary on a case-by-case basis, but will require at a minimum: finance and personnel in-processing. Units can waive Soldier Readiness Processing (SRP) by assuming responsibility of scheduling and completing requirements for the SM. Expedited SMs will report to the MRC Control Desk to sign out on the MRC Sign-Out Roster upon completion of in-processing activities.

c. Gaining Unit Responsibilities. Unit sponsorship coordinators will be notified via email by the MRC when a SM arrives to FSGA/HAAF, regardless of in-processing day or hold status. Within 24 hours of arrival, units are responsible for ensuring contact with inbound

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SMs regardless of in-processing day status. Additionally, unit participation in the weekly Patching Ceremony is an essential part of building unit cohesion, esprit de corps and ensuring proper onboarding of new FSGA/HAAF SMs.

d. **In-Processing SM Misconduct.** The MRC is unable to flag or administer Uniform Code of Military Justice (UCMJ) action for SM's misconduct while in-processing at the MRC; however, the MRC Commander will ensure appropriate actions are taken following SM alleged misconduct, to include but not limited:

- (1) Submit Commander's Critical Information Report/ Serious Incident Report (CCIR/SJR) to higher headquarters (if applicable).
- (2) Conduct event-oriented counseling, outlining restrictions of liberty (if applicable).
- (3) Assign barracks room accommodations (if applicable). Reasons to reassign/ assign accommodations may include cool down room, barracks room altercation, restrictions on liberty requiring physical checks from MRC 24 Hour Desk, etc.
- (4) Consolidate all documentation relevant to incident of misconduct: FVAP report, Military Protective Orders, Law Enforcement Reports, Blood Alcohol Level Report, Toxicology Report, MRC Counseling, Points of Contact, CCIR/SIR report, etc.
- (5) Conduct detailed handoff to SM's gaining unit through the Company, Battalion, and Brigade leadership prior to the SM's scheduled ship date. Handoff will include all consolidated documentation.

e. **In-Processing Emergency Scenarios.** In-processing MRC SMs who meet Emergency Leave or Leave under Emergency Conditions will be considered on a case-by-case basis. The MRC will coordinate with the gaining unit to approve Emergency Absence and determine the SM's in-processing schedule. If a SM is unable to complete expedited in-processing prior to leave start date, SM will be classified in "HOLD" status until return and tracked by the Holds NCO and MRC 24 Hour Desk.

f. **Borrowed Military Manpower (BMM).** To extent permitted under applicable Army Regulations, the MRC commander is authorized to process appropriate administrative actions for BMM such as leave, passes, awards, and evaluation reports. Additionally, the MRC Command Team retains the ability to accept or deny any BMM personnel nominated by FSGA/HAAF in support of onboarding procedures.

g. **Privately Owned Weapons** IAW Marne Standards (The Blue Book), any firearm brought onto FSGA must first be registered within 72 hours of arriving. The Marne Reception Center will facilitate weapons registration for newly arrived Soldiers if necessary.

h. **Arrival of High-risk Soldier** Upon their arrival to MRC, SGLs will closely monitor Service Members to identify any early warning signs of high-risk behavior. This feedback will allow MRC Command team and gaining unit CMD team to be able to proactively mitigate any potential high-risk behaviors prior to being escalated.

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5. Proponent. The proponent for this policy letter is the Marne Reception Company Commander at (912) 767-1743.

2 Encls

1. Request for Expedited Soldier In-Processing
2. Marne 6 / Marne 7 Welcome Letter



CHRISTOPHER R. NORRIE  
Major General, USA  
Commanding

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All tenant units and organizations on Fort Stewart

All tenant units and organizations on Hunter Army Airfield