

IN PROCESSING

IN PROCESSING:

All students (RA, ARNG, and USAR) need to arrive before 0700 on your class start date. Battery in processing will take place on the date that is on your orders. The uniform for reporting is the ACU. You are authorized to report in civilian clothes if it is not during normal duty hours; however, make sure you are in accordance with [AR 670-1](#), [AR 600-9](#) and be able to pass the **APFT!** All students are authorized to drive their personally owned vehicles to Fort Sill. If you fly, you are responsible for arranging transportation to Fort Sill from the airport and you must ensure that your itinerary allows you to report in on time. When flying, report to the Army liaison desk (near the car rental kiosks) for further assistance at either the Oklahoma City or Lawton airports.

Upon arrival at Ft. Sill, report to building 756 during normal duty hours. During non duty hours report to Brigade Staff Duty Bldg. 3410 on Crane Ave

Driving Directions:

To BLDG 756, B BTRY 1-30th

From I-44, take Exit 41 (Fort Sill Key Gate). Once through the checkpoint, continue west on Sheridan Road. Turn right (north) on Geronimo Rd. After crossing the railroad tracks continue straight. Immediately after Corral Rd. to your right turn right into the parking lot for students. Do not park in spots designated for cadre. For a map to Fort Sill, [click here](#).

Driving Directions:

Brigade Staff Duty, BLDG 3410

From I-44, take Exit 41 (Fort Sill Key Gate). Once through the checkpoint, continue west on Sheridan Road. Sheridan Road will curve around and start to head south. Once you come to the intersection of Miner Road and Sheridan Road, you will have passed the car wash and car care center, turn right onto Miner Road. At the next intersection of Miner Road and Crane Avenue turn left. Make the next right hand turn and park behind BLDG 3410 which is on your left side at this time

EARLY REPORTING PROCEDURES:

If a Lieutenant wishes to report in early, the uniform for reporting is the ACU. You are authorized to report in civilian clothes if it is not during normal duty hours; however, make sure you are in accordance with [AR 670-1](#), [AR 600-9](#) and be able to pass the **APFT!** Upon arrival at Ft. Sill, report to building 756 during normal duty hours. During non duty hours report to Brigade Staff Duty Bldg. 3410 on Crane Ave.

A Lieutenant that is here early is considered a snowbird and will be under the direct supervision of the Battery's Executive Officer in order to expedite in processing or work with other units on Ft. Sill to gain knowledge of specific duties whether working with a Field Artillery or Basic Training Unit until the class date that has been assigned

After arriving at Ft. Sill, you will have 72 hours to register your POV on post. You will need to have in your possession: current registration, current insurance, valid drivers' license, military ID card, [FS Form 711](#), and (for motorcycles only) a motorcycle safety card

All privately owned weapons (POW) must be registered on post within 24 hrs of arrival. Paperwork can be obtained from the Provost Marshall's office in building 4700. Individuals living on post in BOQ/BEQ type housing have a safe in their rooms.

All officers must arrive with the correct unit patches affixed on the ACU.

428th FA BDE ([example](#))

****No ROTC or USMA patches are authorized for wear.****

The following documents will ensure that you're in processing goes as smoothly as possible:

Minimum Interim Secret Clearance with Secret Access

SF 312 on File in Joint Personnel Adjudication System (JPAS)

DD Form 220 Active Duty Report (if applicable)

DD Form 214 Certificate for Release or Discharge from Active Duty (10 copies) (if applicable)

DA Form 597 Army Senior ROTC Cadet (scholarship or non-scholarship) Contract (if applicable)

National Guard Contract Army Reserve Enlistment/Reenlistment (if applicable)

DA Form 4 Series (if applicable)

NGB 584-1(R) National Guard Simultaneous Membership Program (if applicable)

DA Form 4824-R ROTC SMP (if applicable)

DA Form 71 Oath of Office (10 copies)

DD Form 1610 Travel Order (20 copies)

Marriage Certificate (if applicable)

Adoption paper work (if applicable)

Proof of dependency (if applicable)

Copies of all orders and amendments (20 copies)

Any documentation supporting a court-ordered, child support settlement for pay reasons. (if applicable)

SF 1199A Direct Deposit Form

Commissioning Physical

Medical Records

Dental Records

Common Access Card (ID card)

Bank Routing Number

Bank Account Number

STUDENT CONTACT INFORMATION/MAILING ADDRESS FOR THOSE THAT LIVE IN THE IHG ARMY HOTELS ON-POST:

2LT John M. Doe

B Btry 1-30 FA (BOLC B), Class ##-##

745 Geronimo Rd

Fort Sill, OK 73503

- your course number

STUDENTS THAT LIVE OFF-POST PLEASE USE YOUR ADDRESS THERE.