



**- Reporting Instructions (Current as of 01 May 24)**

- Ft. Riley Soldiers and Flyers - Place luggage under building 510 until complete with in-processing
- Drivers - leave luggage in POV
- If reporting in civilian clothes, you can change clothes in building 510
  - FEMALES change in building 510 Bay 133
  - MALES change in building 510 Bay 107
- All POVs will be parked in Student Parking Lot (in front of Bldg 510)
- Go directly to bldg 509 once in OCPs (see map)
- Follow signs, report to room 225

**- Bring these documents with you to bldg. 509:**

- (a) TRADOC Form 350-18-2-R (Pre-Execution Checklist)
- (b) Military Orders or DA Form 1610 (DTS)
- (c) Copy of any permanent profile (if applicable)
- (d) Copy of your latest DA Form 705 indicating a passing record APFT/ACFT
  - (i) If you have a permanent profile preventing you from taking all ACFT events, it must be annotated on your 3349 (Profile) with what ACFT events you can do. Ensure it is signed by your Commander
- (e) Return flight itinerary (if applicable)
- (f) ID Card, & Pen

**If you become lost or feel you are not in the correct location/group at any time, stop and ask cadre!!!**

**If you are arriving LATE after 1700.  
Please contact Operations at  
402-309-7170 BEFORE 1630!**