

Reporting Instructions

Personnel not in possession of a DoD issued identification card cannot access Fort Sill without a pass. Passes are issued at the Bentley Gate Visitor Control Center (VCC) <http://sill-www.army.mil/>. Download and completely fill the Fort Sill Form 118a ([FS118a](#)). **Note:** Annotate "Report for duty – FA BOLC B" in Part 1, Block b - other.

Bring the completed FS118a, photo ID, and orders to the VCC to receive a temporary pass. The Bentley Gate / VCC is located at the intersection of Rogers Lane and Sheridan Road. From I-44 W, exit at Exit 40B (62W towards Cache and Altus), drive two miles and exit at Sheridan Road Northbound. From I-44 E, exit at Exit 39 (62W towards Cache and Altus), turn left at the light, drive two miles and exit at Sheridan Road Northbound. The Fort Sill Visitor Center will be on the right side of the road.

All students (RA, ARNG, and USAR) report NLT 0900 on your class start date, found in your orders, for in-processing. The uniform for reporting is the ACU with the 428th Field Artillery Brigade patch (ROTC, ARNG, or USMA patches are not authorized). You are authorized to report in civilian attire if reporting outside normal duty hours. Ensure you are in accordance with AR 670-1, AR 600-9, and able to pass the ACFT and HT/WT. 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 at which you land, and you must ensure your itinerary allows you to report on time. If flying, report to the Army Liaison desk (near the car rental kiosks) for assistance at either the Oklahoma City or Lawton airport.

Upon arrival at Fort Sill, report to Building 840 (Summerall Hall), on Geronimo Road, during normal duty hours. After normal duty hours, report to the Brigade Staff Duty Officer in Building 3410 (428th Field Artillery Brigade Headquarters), on Crane Avenue.

In addition to your orders, you will have in your possession current vehicle registration, valid insurance, valid driver's license, military ID card, and (for motorcycle riders only) a motorcycle safety card.

Driving directions to Building 840, B Battery, 1-30th Field Artillery Regiment. From I-44, take Exit 41 (Fort Sill Key Gate). Head west to the checkpoint, then continue west on Sheridan Road. At the first light, turn right (north) on Geronimo Road and park in the parking lot on the right hand (east) side of the road.

Driving directions to Building 3410, 428th Field Artillery Brigade Headquarters. From I-44, take Exit 41 (Fort Sill Key Gate). Head west to the checkpoint, then continue west on Sheridan Road. You will pass the shopette, Burger King, and Sheridan Road will curve to the left (you'll be heading south at this point). Keep heading south and you'll see the car wash on the right (west) side of the road. At the next light, turn right (west) onto Miner Road. At the stop sign, turn left (south) onto Crane Avenue. Make the next right and Building 3410 will be on your left. Park behind the building on the west side.

Early reporting. An officer who reports early is termed a “holdunder” and will be under the direct supervision of Battery cadre. You will assist with expediting in-processing, working with other units, or conducting missions for the battalion in support of training. If early reporting is authorized, report in ACUs to Building 840 during normal duty hours, or in ACU or civilian attire to Building 3410, if outside normal duty hours.

All persons who bring a privately owned weapon (POW) on Fort Sill will register that weapon with the Directorate of Emergency Services (DES), prior to entry with the weapon onto post. Persons required to register POWs will provide the weapon’s manufacture name, model, serial number, caliber, color, style (semiautomatic, revolver, etc.), a copy of the unit commanders approval letter (if living on post) and proof of safety training to the Visitors Control Center. Persons will not take firearms into the registration location.

Bring with you, as applicable, the following documents and/or information.

- Minimum of an Interim Secret Clearance with Secret Access
- SF 312, Classified Information Non-Disclosure Agreement on file in the Joint Personnel Adjudication System (JPAS)
- SF 1199A, Direct Deposit Sign-Up Form
- Copies of all orders and amendments (20 copies)
- DD Form 93, Record of Emergency Data
- DD Form 214, Certificate of Release or Discharge from Active Duty (10 copies)
- DD Form 220, Active Duty Report
- DD Form 1351-2, Travel Voucher or Subvoucher
- DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel (20 copies)
- DD Form 2278, Application for Do It Yourself Move and Counseling Checklist
- DD Form 2560, Advance Pay Certification/Authorization
- DA Form 4, Department of the Army Certification for Authentication of Records
- DA Form 31, Request and Authority for Leave
- DA Form 71, Oath of Office – Military Personnel (10 copies)
- DA Form 597, Army Senior Reserve Officers’ Training Corps (ROTC) Non-scholarship Cadet Contract
- DA Form 597-1, Acknowledgement of Understanding – Non-scholarship Two Year Program
- DA Form 597-3, Army Senior Reserve Officers’ Training Corps (ROTC) Scholarship Cadet Contract
- DA Form 4824-R, Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for All Personnel Applying for Participation in the Reserve Officer Training Corps (ROTC)/Simultaneous Membership Program (SMP)
- DA Form 5960, Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA)
- DA Form 7415, Exceptional Family Member Program (EFMP) Querying Sheet
- NGB 584-1(R), National Guard Simultaneous Membership Program
- National Guard Contract, Army Reserve Enlistment/Reenlistment
- SGLV Form 8285, Service Members Group Life Insurance

- Marriage Certificate
- Adoption paper work
- Proof of dependency
- Any documentation supporting a court-ordered child support settlement for pay purposes
- Commissioning Physical
- Medical Records
- Dental Records
- Common Access Card (ID Card)
- Bank Routing Number
- Bank Account Number
- Temporary Living Expenses Itemized Lodging Receipts for TLE