

## In-Processing Guidance

1. Students will report in IPFU
2. Students must have in their possession
  - a. (5) copies of their orders/DD Form 1610/DA Form 4187
  - b. Pre-execution checklist *TRADOC Form 350-18-2-R-E, JUL 2009* (**MUST BE COMPLETELY FILLED OUT FOR WAITS OR WALK-ONS**)
  - c. Identification card and ERB
  - d. Identification tags with required chains
  - e. Clothing and Equipment checklist from the Fort Carson NCO Academy web site
  - f. Must possess a meal card (AC) or orders (RC/NG).
  - g. PT Uniform (no spandex)
  - h. ID Card
  - i. Black Ink Pen
  - j. Copy of profile(s) with MMRB results (if applicable)
  - k. Over 40 Physical (if applicable)
  - l. Schools Packet
  - m. All TA-50 on the packing list
3. When the course begins, students will only be allowed to wear either the ACU or FRACU. No other duty uniform is authorized.
4. Students and their sponsors are restricted to parking in the East parking lot or the gravel parking area to the North of the Academy. Do not park in RTI Staff designated parking areas. Sponsors can remain in two locations, either in the parking lot/formation area or the Academy DFAC. The hallways are off limits once in-processing begins.
5. Students are considered Mission Essential Personnel. During inclement weather, the Academy will continue to follow its normal training schedule. Students are expected to arrive on time at the designated location.
6. Students need to insure compliance with Army Regulation 670-1 and the 4<sup>th</sup> Infantry Division Standard prior to arrival at the Academy. This includes, but is not limited to, grooming standards, uniform appearance and fit, and authorized footwear.
7. If a student is missing an item (i.e. TA-50, copy of profile, etc.) their sponsor will be provided time to procure these items.