



**DEPARTMENT OF THE ARMY
WARRIOR TRANSITION BATTALION
BUILDING 610 CAISSON HILL ROAD
FT. RILEY, KANSAS 66442**

WTB-FT. RILEY

13 January 2010

MEMORANDUM FOR

SUBJECT: Ft. Riley WTB Welcome Letter

1. The purpose of this memorandum is to prepare you for arrival at WTB Ft. Riley, Ks. Intakes are initiated upon the soldier's arrival. Under normal circumstances in-processing takes three to five days. Occasionally, in-processing may take longer depending on medical issues.
2. Call the staff duty phone line prior to departing the MTF to insure final arrangements for your arrival are coordinated. The staff duty number is 1-785-239-8493.
3. Quarters are provided during your stay at the Ft. Riley WTB. Generally, a person is assigned a transition room when arriving late at night or on a weekend with assignment to a permanent room during normal duty hours.
4. Traveling by Air. You will fly into the Manhattan, Ks. Airport or the Kansas City International Airport, Kansas City, Mo. Call the staff duty NCO if there will be a delay in your arrival time. The duty driver will provide transportation between the airport and the unit. The duty driver/duty platoon can be contacted by calling the staff duty number, 785-239-8493.
5. Below is a list of documents that you are required to bring with you for in processing at FT. RILEY-WTB.

1. LOD
 2. PQR
 3. 2-1
 4. 1172(DEERS)
 5. MOB STN OUT PROC CHECKLIST
 6. SGLI
 7. DD 93
 8. ALL DD214
 9. ORDERS
- MRP ORDERS
TCS ORDERS (TO CBWTU)
MOB ORDERS (HOME STN TO MOB STN)

NATO ORDERS ANY ADD'L(MOB STN TO OIF)

10. RPAS STATEMENTS SHOWING DATES W/IN ONE YEAR

11. DD FORM 2648-1 (ACAP CHECKLIST)

12. DA FORM 67-9/DA FORM 2166-8. OERS/NCOERS LAST 3

13. DA FORM 705 PT (LAST 3 TESTS TAKEN)

**14. MOBILIZED COMMANDER'S
EVALUATION/PERFORMANCE LETTER**

15. DAFORM 268

**16. AWARDS RECEIVED WHWIE ON CURRENT MOB EXCEPT FOR
ICM, GWOT, ACM, KCM, AFRMM DEV, OSR**

6. In processing will involve a number of stops with the purpose of ensuring complete soldier care. The following list of places and stations to be in processed upon arrival:

HOSPITAL/IACH

Emergency Room

Primary Care

Behavioral health

Case Management

VA Representative

Tricare

ETMP

Out patient Med. Records

Reenlistment

WTB/BATTALION

RSOI/Goal-setting

Occupational Therapy

SRP/Dental Screen

Newcomer Brief

Transition Office

Child and Youth Services

Human Resources

SFAC

AW2

MFLC

Finance

Education

DD93

7. Point of contact for this memorandum is the undersigned at 785-717-5637 or mick.tener@us.army.mil

////////Original Signed////////

MICK TENER

1SG, USA

FIRST SERGEANT