Access to Fort Riley will be changing to ensure full compliance with Homeland Security directives. This directive requires installations to vet all visitors and un-cleared contractors prior to allowing entry to the installation, a common practice on all installations around the country.

On April 1, 2015 Fort Riley will be conducting background checks for everyone, as the installation did years ago. For those who have a common access card, military ID, military dependent ID or retiree ID, you are already cleared and may enter as usual.

The new installation access process will phase in over a period of time starting on February 16, 2015. Fort Riley’s intention is not to deter visitors; the Fort is just performing its mission, as are other Army Posts, to keep you and the installation safe. Part of the new process is to provide passes, or a access badge, for those desiring to enter Fort Riley. Background checks will be required in order to obtain a pass and enter the installation.

USD 475 and Fort Riley have partnered for over 60 years and the installation is taking into consideration the value our staff, families and visitors bring to Fort Riley.

Individuals WITH a USD 475 badge may enter ANY gate for the remainder of the school year.

NOTE: If you, or your passenger, DO NOT have a USD 475 badge, military ID (i.e., military ID, military dependent ID, retiree ID), or approved pass you must follow the procedures below.

- **February 16, 2015** – Enter Ogden, Henry or Trooper gate with your driver’s license.
- **March 2, 2015** – Enter Henry Gate (Marshall Field, Exit 301 off of I-70) with your driver’s license.

Starting April 1, 2015

No USD 475 Badge/No Military ID and all visitors must report to the Visitor Control Center

- **April 1, 2015** – Report to Henry Gate Visitor Control Center (VCC) to request a Fort Riley Daily Pass. The Daily Pass is only good for the date of the visit.
  - A pass will be granted if you clear the necessary background check.
  - The background check will take 10-15 minutes so please take that into account when planning your visit.

If you are a USD 475 Staff Member and forget your badge you have two options available to you:

1. Request a Pass from the Henry Gate VCC and then continue on to your school.
2. Go to Henry Gate and let the security guard know you are a USD 475 staff member. Present your driver’s license and then a call will be made to the school or central office to verify your employment. Fort Riley has a list of school officials and central office staff. Once you are verified by the respective USD 475 authority you will be granted access.

Fort Riley School Sponsored Activity & Social Event Procedures

Visitors will be able to come through Henry Gate VCC (Marshall Field, Exit 301 off of I-70) to attend a school function by providing their driver’s license and stating that they are attending a pre-coordinated school event. Schools will need to provide the following to Mr. William Clark and/or Mr. Hugh Davis a minimum of 1 week prior to the event.

School Sponsored Activity (Athletic, Concert, Etc. Events)

- Event name, date, time, and location (Fort Riley Henry Gate personnel will be given that information and visitors will be permitted access)

School Sponsored Social Event (ex. Prom)

- A by name list of individuals planning to attend the event.
- That information will be shared with Fort Riley.
- A list will be given to the guards at Henry Gate to allow those individuals access to the event with ID.

Note: If an individual is not on the list they will have to request a Fort Riley Daily Pass at the Henry Gate Visitor Center.
Visitor Control Center*

The Henry Gate VCC is open 24/7, so requesting a pass is always an option at any time to gain access to Fort Riley. The pass is requested by filling out a short form at the Visitor center the day of or prior to the date you intend to visit, but it will only be for the time frame specified in your request.
All directions given from Henry Gate

To Fort Riley Middle School

4022 1st Division Rd. | Fort Riley, KS 66442 | 785-717-4500

- Take Henry Rd. upon entering Henry gate
- Make a left on Holbrook Rd.
- Then make a left on Huebner Rd.
- Turn right on 1st Division Rd.
- FRMS will be on the right, drive past the first entryway to the main entrance.

Note: To reach Morris Hill Elementary, continue on 1st Division Rd.

Note: To reach Jefferson Elementary, turn left on Jackson Ave. off 1st Division Rd.

Note: To reach Custer Hill Elementary, turn left on Normandy Dr. off 1st Division Rd.

To Seitz Elementary

27500 Rifle Range Rd. | Fort Riley, KS 66442 | 785-717-6500

- Take Henry Rd. upon entering Henry gate
- Turn left on the first street, Stuart Ave.
- Turn left on Beeman Pl. and follow that to Custer Rd.
- Turn left on Custer Rd.
- Custer Rd. will turn into McCormick Rd. after you go through the light
- Take McCormick Rd. to Trooper Dr.
- Turn right on Trooper Dr.
- Follow Trooper Dr. and veer left into the roundabout. Continue around to the 2nd exit onto Rifle Range Rd.
- Seitz Elementary School will be on the left

To Ware Elementary School

6795 Thomas Ave. | Fort Riley, KS 66442 | 785-717-4600

- Take Henry Rd. upon entering Henry gate
- Turn left on the first street, Stuart Ave.
- Turn left on Beeman Pl. and follow that to Custer Rd.
- Turn left on Custer Rd.
- Custer Rd. will turn into McCormick Rd. after you go through the light
- Take McCormick Rd. to Trooper Dr.
- Turn right on Trooper Dr.
- Follow Trooper Dr. and veer to the right past the roundabout.
- Continue on Trooper Dr. until you reach Thomas Ave.
- Turn right on Thomas Ave.
- Ware Elementary School will be on the right