



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
DIRECTORATE OF EMERGENCY SERVICES
2025 ADAMS ROAD
FORT SILL, OK 73503

IMSI-ES

10 May 16

MEMORANDUM OF INSTRUCTION

SUBJECT: Instructions for Obtaining Access to Fort Sill for Graduations and Family Days

1. Open a web browser and navigate to <http://sill-www.army.mil/>
2. Scroll down and click on "VISITORS CENTER INFORMATION."
3. Scroll down and click on the tab labeled "HOW TO REQUEST."
4. Click the link marked Fort Sill Form 118A. REQUEST FOR UNESCORTED INSTALLATION VISITOR ACCESS TO FORT SILL will display. Note: This will not work with the Firefox Web browser.
5. Determine who needs a pass.
 - a) All adults 18 and over who do not have a Department of Defense approved identification card. Examples are located at <http://sill-www.army.mil/vcc/approved.html>.
 - b) All vehicle drivers who are 16 or 17 years of age.
 - c) Veterans who do not have a DoD-approved identification card. The V.A.-issued identification card no longer meets the criteria for installation access.
6. Print out one copy of Fort Sill Form 118A for every individual who needs a pass.
7. The individual requesting access will then complete the form by filling in all blanks. Forms that are not legible may not be approved.
8. In Part II box a, be sure to input the date range so that Family Day and Graduation are covered.
9. In Part II box b, be sure to check the box marked GRADUATION.
10. In Part II box b where it says "OTHER (Specify Below)" be sure to list the unit of your Graduating Soldier. For example: "Echo Battery, 1-19th FA Battalion" if your Soldier is graduating from that unit.

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11. After completing all sections in Parts I-III, the applicant will sign and date in Part III, box 2. Only the person whose name is listed in Part I, box "a" can sign the form.

12. After completing the form, mail it to the following address.

Visitor Control Center
T6701 Sheridan Road
Fort Sill, Oklahoma 73503

13. The form must be mailed to the VCC no later than 2 weeks from the date of this letter.

14. The Visitor Control Center will process all forms, generate passes, and distribute those passes to your Soldier's training battery.

15. The training Battery will then mail you your passes.

16. Once you have your pass, you will not be required to stop at the Visitor Control Center once you arrive at Fort Sill for Family Day and/or Graduation. You may then enter Fort Sill through any gate by presenting your pass and a photo ID. If you do not have a pass you must in process through the Visitor Control Center.

17. To appeal any access rejection, complete and submit a Fort Sill Form 117, FS Access Control Denial Waiver Application. Details for completing the form are contained within the form and at <http://sill-www.army.mil/vcc.html>. Completing an appeal form does not guarantee any person access to Fort Sill.

Any additional questions concerning access to Fort Sill should be directed to the Fort Sill Visitor Control Center at (580) 442-9603 or <http://sill-www.army.mil/vcc.html>.