



DEPARTMENT OF THE ARMY  
DELTA BATTERY, 1ST BATTALION, 31ST FIELD ARTILLERY  
5955 NE ROTHWELL STREET  
FORT SILL, OKLAHOMA 73503-4478

July 8, 2016

Dear Families and Friends of Delta Battery,

Greetings from Fort Sill, Oklahoma! My name is Captain Jeffrey D. Caslen and I am your Soldier's Battery Commander for Basic Combat Training. On behalf of Delta Battery I would like to welcome you to our extended Family for the next nine weeks. Your Soldiers are doing well and have had an opportunity to contact whomever they wanted using their cell phone. For the next couple weeks your Soldiers will undergo the first part of their training known as "Red Phase". During this period of training they will be introduced to the unique discipline and cultural requirements expected of every member of the Profession. Soldiers will receive phone privileges after they reach white phase. You should expect to be contacted by phone on or around the third week of training on Sunday (July 31, 2016) as long as your Soldier is not facing any disciplinary action.

I want you to know that the Drill Sergeants and Cadre here are extremely professional and dedicated to the care and training of your Soldier. They represent the top 10% of US Army Non-Commissioned Officers and undergo rigorous training and certification prior to being entrusted with our newest Soldiers. The next nine weeks will be challenging for the Soldiers, but we will do all that we can to ensure their success and a solid start to their Army career. In return we ask that they commit to the Army Profession, and fully participate in training.

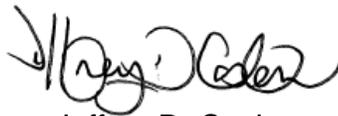
The unit also maintains and updates a Facebook page located at [www.facebook.com/D131FA](http://www.facebook.com/D131FA). If the link does not work, you can search Facebook for "D/1-31 Field Artillery" and it will be the first link. The battery will post pictures as the cycle progresses. Please keep in mind that 1<sup>st</sup> Lieutenant Smith the battery Executive Officer maintains the Facebook in addition to all his other duties. Important Family Day and Graduation day information will be sent out both digitally via our official page and hard-copy via U.S. mail. Our official page can be found at <http://sillwww.army.mil/434/1-31/delta/>.

I highly encourage you to attend the family day and graduation activities at 9:00 a.m. on Thursday, September 8, 2016 and 1:00 p.m. Friday, September 9, 2016 respectively. I will send out a detailed graduation information packet with maps, times, and locations later in your Soldiers' training. You can find information on Lawton/Fort Sill area at the chamber of commerce website: <http://lawtonfortsillchamber.com/>. There is also great information on the 434th Field Artillery Brigade website at: <http://sillwww.army.mil/434/>.

Please note that Fort Sill is only accessible to those with a Department of Defense identification card, or those who are granted access through the Visitor Control Center (VCC). Attached to this letter you will find a memorandum containing instructions for requesting access. It is very important that you follow timelines in the instructions to ensure you get to visit your Soldier. For those of you who do not get a pass using this method the VCC will be open daily from 5am – 9pm at the Bentley Gate on Sheridan Road. I stress that it is very important to remember you will be able to visit by using either method. The mailing of the request to the visitor control center is preferred as it saves you time the morning of Family Day. Also please keep in mind that any requests for passes must be sent ONLY to the VCC at the address listed (paragraph 12) in the instruction memorandum. Pass requests are sometimes sent to the battery using the address on the top of this letter or the top of the memorandum, and in every case they are shredded to protect your information. This battery is NOT equipped to handle these requests, and you will NOT receive a pass should you mail the form to Delta Battery.

Please do not hesitate to contact me with any emergency situations regarding your Soldier. My telephone number is (580)442-0116 and e-mail address is [jeffrey.d.caslen.mil@mail.mil](mailto:jeffrey.d.caslen.mil@mail.mil). I look forward to meeting you and hope you are able to attend your Soldier's graduation. Thank you for the support of your Soldier!

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey D. Caslen". The signature is written in a cursive style with a large initial "J" and "C".

Jeffrey D. Caslen  
Captain, Field Artillery  
Commanding

Enclosure

Memorandum – Post Access Instruction to Families