



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
FOXTROT BATTERY, 1<sup>ST</sup> BATTALION, 31<sup>ST</sup> FIELD ARTILLERY  
6060 NE ROTHWELL STREET  
FORT SILL, OKLAHOMA 73503-8198

August 25, 2015

Commander, Foxtrot Battery, 1<sup>st</sup> Battalion, 31<sup>st</sup> Field Artillery

Dear Friends and Family Members,

The Soldiers of Foxtrot Battery are proving their toughness every day. They are motivated, fit, knowledgeable, and ready to graduate! Before they do, however, there are still a couple more weeks of rigorous training.

This is the time of the cycle when families are anxious to make their travel plans to see their Soldier graduate. This letter will provide you with useful information in order to make your travel plans. You may want to consider not making travel purchases until you have heard from your Soldier that they will graduate. I will ensure that your Soldier contacts you on the day they are eligible to graduate. When you make your travel plans, please keep in mind travel time to the airports; approximately 1.5 hours to Oklahoma City and 20 minutes to Lawton Regional Airport.

While you are here, we ask that you help preserve historical Fort Sill. There is no dress code but please wear appropriate attire; vulgar, distasteful slogans, or exposures are not acceptable for these family events. All civilians and military personnel entering Fort Sill must present a valid DoD pass along with valid driver's license or military ID at the gate. All privately owned vehicles are subject to search by Fort Sill Police. Personally owned firearms are not allowed on Fort Sill or at the graduation facility. Large bags, parcels, backpacks will not be permitted at these events. Use of cellular phones while driving on Fort Sill is strictly prohibited. Please cooperate with these measures.

**Department of Defense (DoD) guidelines require that everyone entering a military installation have a nationwide background check. Under these guidelines, adults and certain children (children who are 16 years old or older and are driving a vehicle) without a current active duty military I.D. card, family I.D. or retiree I.D. must go through the Visitor Control Center (VCC) for a pass card that will allow unescorted access to Fort Sill. You must complete a Fort Sill Form 118a, *Request for Unescorted Installation Access to Fort Sill*. Forms can be found on the Battery's Organizational Page at <http://sill-www.army.mil/434/1-31/1-31f.html>.**

If you were not able to mail your access request in time for your pass to be included with this letter, you are required to bring your completed request for unescorted access form to the VCC just outside Bentley Gate, 6701 Sheridan Road, Fort Sill, Oklahoma. The process of issuing passes at the VCC normally take approximately 5-7 minutes per person. With increase number of visitors, times may be extended. I encourage you to ensure you receive your pass as soon as possible.

Earlier this week a copy of this letter was mailed out to the addresses provided by your Soldier. Inside these letters were the details on the Family Day and Graduation. Also, included were any installation access passes received. This letter will be posted on the Ft. Sill website and due to Operational Security I am unable to provide the detailed information regarding Family Day and Graduation Ceremonies. As stated earlier, I will ensure that your Soldier contacts you on the day they are eligible to graduate. Your Soldier will be able to provide you with the details (date, time, location) for these two ceremonies.

Family Day highlights your Soldier's achievements over the basic combat training cycle through a series of demonstrations on weapons, tactics, drill and ceremony, and physical fitness. At the conclusion of this ceremony, I will provide essential information on the pass policies for Family Day and Graduation. The Graduation Ceremony will be held the following day. The graduating class will be seated and will not have an opportunity to socialize during this time. However, please feel free to take pictures of your Soldier throughout the ceremony but do not block the walkways.

Immediately following the graduation ceremony, the Soldiers will be transported back to the Battery area. We will release you Soldier on pass; except for 13 and 14 Series Soldiers. The families and friends of 13 Series Soldiers will need to attend a brief to sign their Soldier out on pass at 1-78<sup>th</sup> FA BN Headquarters. The families and friends of 14 Series Soldiers can meet at the battery and follow their Soldier to 30<sup>th</sup> ADA BDE to sign their Soldier out.

I hope you enjoy your visit to the Lawton/Fort Sill Area. Lawton/Fort Sill offers a vast array of attractions. As you may know, Fort Sill is located in southwest Oklahoma and is surrounded by the Wichita Mountains. In Lawton, you can enjoy the Great Plains Museum and some shopping at the Central Mall. On Fort Sill, you can tour Geronimo's Guard House and gravesite, the Old Post Quadrangle Museum, and the U.S. Army Field Artillery and Air Defense Artillery Museums.

You can find additional information about local hotels and restaurants in the Lawton/Fort Sill area at the Chamber of Commerce website: <http://www.lawtonfortsillchamber.com/>. Additional information can be found at <http://sill-www.army.mil/>.

You can contact me via telephone at the following number (580) 442-7825 or the following email address [laze.s.stewart.mil@mail.mil](mailto:laze.s.stewart.mil@mail.mil). On behalf of the Battery Cadre and Drill Sergeants, we look forward to meeting you and hope you enjoy your Soldier's graduation. To Hell and Back!

Sincerely,

A handwritten signature in black ink, appearing to read 'Laze S. Stewart III', written in a cursive style.

Laze S. Stewart III  
Captain, US Army  
Commanding