



DEPARTMENT OF THE ARMY
Alpha Battery, 1st Battalion, 40th Field Artillery
434th Field Artillery Brigade
6050 Rothwell Street
Fort Sill, Oklahoma 73503-4558

ATSF-KI-A

13 March 2018

MEMORANDUM FOR Family and Friends of Alpha Battery 1-40th FA BN Soldiers

SUBJECT: Family Day and Graduation Day

1. Friends and family members of Alpha Battery, I am CPT Peña, the Battery Commander. Your Soldiers are now in the 6th week of Basic Training. We are fast approaching Family Day and Graduation Day and I am pleased to send you the details about these two momentous events. The Family Day presentation will take place at the Battery Area and the Graduation Day ceremony will take place at the Cache Creek Chapel on post, on 17 and 18 May 2018 respectively. Pay close attention to the 'Getting on Post' paragraph under 'Driving on Fort Sill.' There is a new Fort Sill regulation on gate security. Please see below for the specific timeline regarding these two days:

Family Day: 17 May 2018

08:00am-09:00am: Family and friends arrive to Family Day at Battery Area
09:00am-10:00am: Family Day Ceremony
10:00am: Battery Commander brief to family / friends (pass rules, etc.)
10:05am-8:00pm: Sign out with the Battery and begin Family Day pass privileges
8:00pm: Soldier accountability/sign in at the Battery Area

Graduation Day: 18 May 2018

09:30am-10:00am: Doors open; families and friends are seated
10:00am-11:00am: Class 29-18 Graduation Ceremony at Cache Creek Chapel
11:00am-11:15am: Soldiers travel back to the battery area
11:15am-8:00pm: Sign out with the Battery and begin Graduation Day pass
8:00pm: Soldier accountability/sign in at the Battery area

*Field Artillery (13) and Air Defense Artillery (14) series MOS Soldiers are sent to their AIT unit, located here on Fort Sill, after graduation.

NOTE: Soldiers will begin shipping out to their Advance Individual Training (AIT) units as early as 12:00am on Saturday, with final shipping complete by 11:00am Saturday. The Soldiers who will not graduate will not have pass privileges. To avoid confusion and congestion, we ask that no visitors come to the battery area during the duty day prior to Family Day. Please look for and follow the signs posted near the gates to guide you to Family Day and Alpha Battery.

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1. Family Day:

a. Family Day is located at the Battery Area on Rothwell St. just through the East Key Gate entrance (on post). The Family Day demonstration is a brief look at many of the fundamental skills your Soldiers learned and applied during their 9.5 weeks of Basic Combat Training (BCT). We have an exciting demonstration specifically designed for family and friends that is both entertaining and educational. Please refer to the appropriate signs and uniformed personnel in the area to assist and point you in the right direction if you happen to get lost. Family members will receive a welcome brief and some other information after the demonstration. There will be vendors selling pictures, shirts, and memorabilia so be sure to bring cash. In addition to these outside vendors, the Assassin Cadre have been taking pictures at training events every day, and a photo DVD with over 2000 of these photos will be on sale from Assassin Cadre family members. Check the Facebook page for examples of what these photos look like. Family Members will be allowed to see their Soldiers after the conclusion of the Family Day ceremony. Please follow the schedule on page 1 in order to allow for an enjoyable day.

b. Family Day Pass – 17 May 2018: All ELIGIBLE Soldiers (eligible means they are graduating with Class 29-18 and are not pending any adverse action) with families attending are encouraged to go on pass with their respective families during the designated times listed above. Please ask your Soldier if they are ELIGIBLE for pass prior to making plans. Soldiers with family members present, who wish to go on pass, must have a family member present. Soldiers who are ineligible to go on pass are likely to be tasked with extra duty and/or are facing administrative actions that prevents them from leaving.

c. All ELIGIBLE Soldiers (eligible means they are graduating with Class 29-18) without family members in attendance, who want to accompany their “Battle Buddy” and their family on pass, are also encouraged to do so. It is important that you and your Soldier communicate regarding the names and number of friends he/she plans on taking with you on pass. The only limit on how many can go with you is the number of open seats with seat belts in your vehicle. Please note that an immediate family member (wife, mother, father, sister, brother, or legal guardian 18 years of age or older) must sign for their Soldier and their Battle Buddy for liability purposes. By signing for your Soldier and his/her Battle Buddies, you are taking full responsibility for them while they are on pass.

2. Graduation Day:

a. The Graduation ceremony will take place at Cache Creek Chapel located across the street from the Battery. The graduation ceremony consists of a speech given by the Battery Commander and a guest speaker. Each Soldier receives a graduation certificate and is recognized on stage. The Battery Commander reaffirms their oath and the

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Soldiers sing the Army Song. The ceremony concludes with the Drill Sergeant of the Cycle singing cadence as the Soldiers march out of the chapel.

b. Post-Graduation Passes: All ELIGIBLE Soldiers (eligible means they are graduating with Class 29-18) are authorized to go on pass with their family members after graduation. These Soldiers are released directly from Cache Creek Chapel. Please follow the guidance above and the enclosed timeline.

NOTE: Soldiers are only authorized to be on pass in accordance with their family member's travel schedule. Please make your arrangements and plans accordingly. Family members are asked to leave the battery area no later than 9:00pm while visiting with their Soldier.

c. Field Artillery Soldiers: FA (13) series MOS Soldiers will remain here at Ft. Sill for Advanced Individual Training (AIT) and have to sign into 1-78 FA before they are released on post-graduation pass with their families. Please do not make your travel arrangements to extend beyond Sunday 18 May 2018, unless you are absolutely sure that your Soldier is authorized a pass beyond that date. It is the decision of the gaining AIT unit to grant a pass or not.

d. Air Defense Artillery Soldiers: ADA (14) series MOS Soldiers will remain here at Ft. Sill for Advanced Individual Training (AIT) and take graduation pass directly from Cache Creek Chapel. These Soldiers sign in to 2nd BN, 6th ADA Saturday morning and might be released back on pass until Sunday. Please do not make your travel arrangements to extend beyond Sunday 18 May 2018, unless you are sure that your Soldier will be authorized a pass beyond that date. It is the decision of the gaining AIT unit to grant a pass or not.

NOTE: Again, Soldiers who are assigned to AIT units located on Fort Sill have their weekend pass privileges determined by their AIT unit. The AIT unit has their own standards, policies, and procedures for newly assigned AIT Soldiers and their pass privileges. Once the Soldiers leave Alpha Battery and sign into their AIT unit, we no longer have the ability to grant pass privileges.

3. Miscellaneous:

a. Travel to AIT: IET Soldiers are NOT authorized leave between BCT and AIT. Please note that your Soldier is NOT authorized to travel with you to their next duty station. All Soldiers traveling to duty stations outside of Fort Sill for AIT receive a government funded airline/bus ticket to that duty station. These Soldiers travel at a prescribed time, regardless of their report date. Many Soldiers do not travel until the following morning/day to their Advanced Individual Training (AIT) duty station.

b. Check the weather! Here at Ft. Sill we are still in the summer months. The Family Day ceremony is conducted outside. On Graduation Day, family members inevitably end up standing in line to get into the chapel for a while. Please ensure you

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dress appropriately for the weather, and we recommend not arriving more than an hour ahead of the ceremony.

c. Pass Do's and Don'ts: Designated passes are an opportunity to celebrate and relax with family members and friends. Soldiers are required to depart and return in their Army Service Uniform (ASU) with their beret on. Soldiers must remain in this uniform until they return. Civilian attire is not authorized while on pass. Soldiers who are caught out of uniform will have the remainder of their pass revoked and will be ordered to come back to the Battery.

d. Please remind your Soldier to conduct themselves with professionalism, honor, and pride at all times. Please do not encourage your Soldier to travel outside of the immediate Lawton-Fort Sill area while on pass. Soldiers are allowed to accompany family members to local establishments such as restaurants and hotels. **The following establishments are prohibited: bars, clubs, adult entertainment, smoke shops, and casinos of any kind. All Initial Entry Training (IET) Soldiers, regardless of age are prohibited from using tobacco products of any kind, consume alcoholic beverages, or drive vehicles during pass privileges.**

e. Please ensure your Soldier is back to the battery area no later than the times listed above so he/she can be on time for the accountability formation.

4. Driving on Fort Sill:

a. Getting on Post: Your background checks should have been submitted long before this point. Upon arrival to Fort Sill you need to go to the Visitor Control Center to pick up your visitor pass. The battery is no longer allowed to handle this paperwork and **cannot** mail it to you prior to your arrival. If you still need to complete your pass please go to <http://sill-www.army.mil/> and scroll to the middle of the page where it says 'Visitor Access Forms.' Click the link titled 'Visitor Request for Post Access Fillable PDF.' Print that form and fill it out for every member of the vehicle. Mail the access forms to the Visitor Control Center, **not** the battery. Unlike some Army posts, one person with Department of Defense (DOD) identification cannot get an entire vehicle through. Each family member needs to have DOD identification or the approved Fort Sill pass. This is a new policy and there are some issues still associated with this new regulation.

b. Cell Phone Use: Use of cellular/mobile phones while driving on Fort Sill is strictly prohibited. Passengers may use cell phones but drivers may only use cell phones with the aid of "hands free" devices. The Fort Sill police strictly enforce this rule with a minimum fine of \$75. Soldiers are allowed to access their cell phones from their personal baggage prior to signing out of the battery area and can take them along on pass.

c. Speed: Please be aware of all posted speed limits on Fort Sill, they do not exceed 40 mph. Drivers should note that the max speed on the Field Artillery Training Center side of post is 15 mph and 10 mph when passing Soldiers walking or marching

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in formation.

5. Souvenirs: Army souvenirs are available at AAFES stores, such as the main Post Exchange (PX), PX Mini Mall in the 434th FA Brigade training area, and the Clothing and Sales facility. Please note that all AAFES stores require a valid military ID to make a purchase so please let your Soldier make the purchase.

6. Final Recommendations:

a. When making flight reservations, please keep in mind the travel times to the airports, approximately 1.5 hours to Oklahoma City and 20 minutes to the Lawton Regional Airport. Take note of any additional time necessary for security checks and airline check-in procedures, approximately 1 hour at Oklahoma City / Will Rogers World Airport and 1 hour at the Lawton Regional Airport. Lawton-Fort Sill has an abundance of hotels to choose from. A simple internet search will provide many options. Lawton is conveniently located beside Fort Sill, so any hotel in Lawton will be nearby. Transportation and lodging are at the expense of the families.

b. Lawton-Fort Sill is a relatively large city in southwest Oklahoma and has a number of options in terms of modern hotel accommodations and local attractions. In addition, Fort Sill is a national landmark (established in 1869) that has a rich past and is well worth exploring. As always, please contact us with any questions you may have (580) 442-1258. Travel safe!

ORLANDO I. PEÑA
CPT, FA
Commanding