DEPARTMENT OF THE ARMY
CHARLIE BATTERY, 1ST BATTALION, 40TH FIELD ARTILLERY
6050 NE ROTHWELL
FORT SILL, OK, 73503-6202

REPLY TO
ATTENTION OF

ATSF-KIC

1 December 2016

MEMORANDUM FOR RECORD

SUBJECT: Welcome Letter for class #13-17

Dear Parents, Family Members, and Friends:

I am CPT Brett Jack, Commander of Charlie Battery, 1st Battalion, 40th Field Artillery. I want you to know that the cadre who are training your Soldier are a very dedicated group of professionals. They are genuinely concerned about the health, welfare, and training of your Soldier. We consider your Soldier to be the most important asset of the Army's future.

During this training period, your Soldier is learning the basic skills that are required on today's modern battlefield. The training will be very strenuous and demanding; however, the tasks learned and performed help your Soldier to develop the self-confidence needed to fight and win this nation's wars. Your Soldier's Basic Combat Training Class number is 13-17.

Should an emergency arise, the best means of notifying a Soldier in training is through your local American Red Cross. The field office in your vicinity will contact the Lawton field office, which will then contact me. To do so by telephone, dial 1-800-RED-CROSS and follow the instructions for contact a military service member. Remember, your Soldier is in Charlie Battery, 1st Battalion, 40th Field Artillery at Fort Sill, Oklahoma.

Your Soldier will be provided the opportunity to enjoy this holiday season with friends and family. Holiday Block Leave starts at 06:00 am on December 20 2016 and ends January 4, 2017. It is mandatory that your Soldier return no later than 8:00 pm January 4, 2017 in order to continue training on time. While you and your soldier may make travel arrangements on your own, the Army has partnered with Adventure travel to provide planning services. A letter containing additional information about HBL will follow shortly.

On 23 February 2017, at 9:00 AM, we invite you to attend a Soldier's Demonstration and Family Day at the Charlie Battery area, located on the south end of 6050 Rothwell Street on Fort Sill. Afterwards, the Soldiers of Charlie Battery will be released for a few hours to spend time with their Families in the Lawton/Fort Sill Area. Make sure that you arrive to the Visitor Control Center early in order to be on time for the family day ceremony. The line can get very long with everyone visiting the installation on the same day and could make you late for the event.

ATSF-KI-C
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On 24 February 2017, at 10:00 AM, your Soldier is expected to graduate from Basic Combat Training. We invite you to attend your Soldier's graduation ceremony. The graduation ceremony will take place at the Cache Creek Chapel, Fort Sill, OK 73503. Parking for the chapel can be easily identified by following the painted BLUE LINE that is on the road when entering the installation from KEY GATE. Eligible Soldiers will be released for a few hours to spend time with their families immediately following the graduation ceremony.

You can keep track of your Soldier's Basic Training Class and the milestones they have achieved on our unit's Facebook page. The Facebook page is:

https://www.facebook.com/C-Battery-1st-Bn-40th-Field-Artillery-305354050052/

For those of you arriving early for the graduation, I invite you to visit and tour the Lawton-Fort Sill community. The Lawton-Fort Sill area offers a vast array of attractions. As you may know, Fort Sill is located in southwest Oklahoma and is surrounded by the Wichita Mountain Wildlife Refuge. You can visit the Wildlife Refuge Center, and in the Lawton area, the Great Plains Museum. While on post, you can tour Geronimo's Guard House and gravesite, the Old Post Quadrangle Museum, the Old Post Corral, the Prairie Crafters Store, and Artillery Museum.

Family members and other guests are responsible for all of their own travel arrangements. If you fly into the Lawton-Fort Sill Regional Airport, I suggest you rent a car or take a taxi as a means of transportation to your hotel and graduation activities. The airport has a limited supply of rental cars, so make your reservations early. If rooms are available, you can stay in the on-post transient lodging. To stay on post you must make your reservations in advance by calling 1-830-442-5000. Please be prepared to provide the reservation clerk with the name and rank of the Soldier that you will be visiting while on Fort Sill. Our on post-lodging facilities are located very close to the Field Artillery Training Center. If the on-post lodging has no rooms available, or you just choose to stay off-post, I have also included a list of hotels in the Lawton-Fort Sill area.

On occasion, trainees fail to graduate within the 9-week period. Therefore, if your Soldier has not been in contact with you, we ask that you please contact the battery approximately 1-2 weeks prior to graduation. At that point, we will be able to tell you if your Soldier is on track to graduate with the rest of the class. The Soldiers will be very busy the last few days before graduation. I kindly ask that you do not attempt to see your Soldier before graduation. Your Soldier will not be released or allowed to see friends and family prior to that time.

Military Police guard every entrance to Fort Sill and conduct identification checks and/or vehicle inspections of all individuals traveling on post. This is to ensure the safety of the Soldiers and families who work and live here. ***Bring this letter, proof of insurance, registration for your vehicle, and a picture ID for all adults traveling to Fort Sill.*** You must process through the Visitor's Control Center (VCC) at the Sheridan Road gate in order to gain access to Fort Sill, as well as pick up your Visitor's Pass. Be advised: this process includes a background check! A Soldier will be posted at the VCC on Family Day to assist you. Fort Sill policy states that no one will operate a vehicle

while using a cell phone. You may use hands free devices that only cover one ear, or pull off the road and come to a complete stop before using your phone.

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: "Charlie Battery, 1-40th FA Battalion" if your Soldier is graduating from that unit.

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.

It is permissible to photograph and videotape graduation activities, however this permission does not extend to the rest of Fort Sill. While photography is allowed of ceremonies and family or social events, **unrestricted videotaping and photography by the public on the installation is prohibited.** However, photography is allowed of historical exhibits at the Fort Sill Museum, including those that are outdoors, but prohibited near family quarters and office buildings. You are welcome to bring a camera to the graduation, but please exercise caution and do not point it in the direction of installation facilities, buildings and military equipment which are not part of the graduation activities.

Please be aware that your Soldier will have travel arrangements by the Army to go to their next duty station. Families will not be permitted to transport their Soldiers to their next unit of assignment or back home if they are a SPLIT OPTION trainee.

Please view the following website for information on Fort Sill and the Basic Training program http://sill-www.army.mil/434/index.htm 24 hours a day.

Friends and families should be aware that it is common for mail to take up to an additional 2 weeks for delivery, when mailing to Soldiers on a military installation. The battery will always deliver mail to the Soldiers the same day mail is received and will

never withhold mail as a punishment for poor performance or misbehavior. Please do not send any perishable or consumable items to your Soldier while in training. Everything your Soldier is allowed to have and retain while staying with us is accessible to them while they are here. Letters of support with words of encouragement are the most precious thing you can send to your Soldier in training.

It is recommended to stop sending mail to your Soldier after 10 February 2017 because of the additional processing time for postal handling. Please ask your Soldier any questions about graduation or his follow on assignment first, but should he/she not be able to answer your questions, contact the battery at (580) 442-1252. (NOTE: We cannot accept collect calls).

Your Soldier's mailing address while assigned to the battery is:

--Addressee's name here--
C Battery, 1-40th FA, __Plt
6050 NE Rothwell St,
Fort Sill, Oklahoma 73503

The Charlie Battery team looks forward to seeing your Soldiers grow into the next generation of Army leaders and hopes everyone will be able to attend the family day and graduation ceremonies at the conclusion of the cycle.

Sincerely,

BRETT D. JACK
CPT, FA
Commanding