DEPARTMENT OF THE ARMY
A BATTERY, 1ST BATTALION, 31ST FIELD ARTILLERY
5955 ROTHWELL STREET
Fort Sill, Oklahoma 73503-6208

REPLY TO
ATTENTION OF

ATSF-KJA

29 March 2017

MEMORANDUM OF INSTRUCTION

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

1. Open a web browser and navigate to http://sill-www.army.mil/

2. Select the "Newcomers/other Links" tab in the top right:

3. Under the "Coming to Sill" section select the link that says "Visitor Control Center."

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. It's a good idea to extend the dates before and after as well in case you come early or stay later.

9. In Part II box b, be sure to check the box marked GRADUATION.

10. In Part II box b under where it says "Special Event (Specify Below)" be sure to list our unit. For example: "A Battery, 1-31st FA Battalion".

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 4 weeks prior to graduation to make sure it has time to be received and processed.

14. The Visitor Control Center will process all forms, generate passes, and distribute approved passes to our liaison. We will NOT mail passes home, some units do this but we've found that it causes more issues than it solves.

15. We will have a liaison present at the VCC the day prior to Family day from 5pm – 9pm and again on Family Day from 6am – 9am. You must arrive early to get your pass, and by early we mean the day before or at least by 6am the day of Family day! Every cycle we get Family members who show up to the VCC at 8am and expect to make it to the ceremony at 9am. There may be issues with getting your pass. The VCC works very hard to make this go as smooth as possible, but they are processing nearly 1000 passes each graduation, be patient with them and our liaison!

16. Once you have your pass, you may then enter Fort Sill through any gate by presenting your pass and a photo ID.

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.

18. Once you send in your pass, you can call the VCC to verify that it has been processed and approved. This does guarantee that it will make it to our liaison; which is why we recommend getting to the VCC early.

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.

MICHAEL D. FAHLMANN
CPT, FA
COMMANDING